



Carver County Board of Commissioners  
 May 7, 2013  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

		PAGE
9:00 a.m.	1. <b>a) CONVENE</b> <b>b) Pledge of allegiance</b> <b>c) Public comments (limited to five minutes)</b>	
	2. Agenda review and adoption	
	3. Approve minutes of April 23, 2013 Regular Session.....	1-2
	4. Community Announcements	
9:10 a.m.	5. <b>CONSENT AGENDA</b>	
	<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.1 Purchase of 1-ton light duty truck for Public Works .....	3
	5.2 Purchase of two tandem trucks for Public Works .....	4-5
	5.3 Award of contract for furnishing bituminous material for 2013 County wide seal coat program.....	6
	5.4 Authorize advertisement for bids for replacement of CSAH 41 Bridge No. L2784.....	7
	<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	5.5 Contract with Laketown Electric for backup generator at Chanhassen License Center .....	8-10
	5.6 Mental Health Advisory Committee Appointment.....	11
	<i>Culture: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government</i>	
	5.7 Reappointment of County Engineer.....	12
	5.8 Approval of Memorandum of Agreement: part-time AFSCME Assistant County Attorneys.....	13
	<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>	
	5.9 St. Peter Lutheran Church Maifest .....	14-18
	5.10 Professional services agreement for easement acquisition for CR 61 & 101 "Y" construction with Kennedy and Graven .....	19
	<i>Finances: Improve the County's financial health and economic profile</i>	
	5.11 Abatements/additions .....	20-21
	5.12 Certificate of County Board of Classification and Value of Forfeited Lands.....	22-37
	5.13 Review Social Services/Commissioners Warrants .....	NO ATT

9:10 a.m.    **6. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government**

6.1    2013 Years of Service..... 38

6.2    PEER Awards ..... 39

6.3    Administrative Policy Manual updates ..... 40-41

10:15 a.m.    **ADJOURN REGULAR SESSION**

- 10:15 a.m.    **BOARD REPORTS**
1. Chair
  2. Board Members
  3. Administrator
  4. Adjourn

David Hemze  
County Administrator

**UPCOMING MEETINGS**

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
June 4, 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 23, 2013. Chair Tim Lynch convened the session at 9:00 a.m.

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

Members absent: Randy Maluchnik

The following amendment was made to the agenda:

Delete 5.1 Approval of Public Health employee out of state travel

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

Workman moved, Degler seconded, to approve the minutes of the April 16, 2013, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Authorized Public Health Division to contract with the Scott-Carver Dakota Community Action Partnership Agency for Carver Healthy Families home visiting services, subject to contract review by County Attorney/Risk and related budget amendment.

Resolution #26-13, Approving the Designation of a Parcel as an Agricultural Preserve, Greg Tesch.

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

Approved internship program for the GIS Department and related budget amendment.

Reviewed Community Social Services' actions/Commissioners' warrants in the amount of \$345,982.48.

Motion carried unanimously.

Dave Hemze, County Administrator, requested the Board approve the updated Carver County Strategic Plan. He explained the Strategic Plan gives direction and allows the County to make decisions that are important to the organization. He pointed out the vision, mission and goals were not changed. Hemze highlighted tasks completed and new initiatives included in the Plan.

REGULAR SESSION  
April 23, 2013

Ische moved, Degler seconded, to adopt the 2013 Carver County Strategic Plan. Motion carried unanimously.

Workman moved, Degler seconded, to adjourn the Regular Session at 9:10 a.m. Motion carried unanimously.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Purchase of 1-Ton Light Duty Truck for Public Works**

Primary Originating Division/Dept: <input type="text" value="Public Works - Highway Maintenance"/>	Meeting Date: <input type="text" value="5/7/2013"/>
Contact: <input type="text" value="Steven Tacheny"/> Title: <input type="text" value="Equip Maint Superintendent"/>	Item Type: <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes	Consent: <input type="text"/>
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:**

Public Works has two light duty trucks that are due for replacement in the 2013 budget. One is a 1993 Ford with approximately 104,000 miles and the other is a 1996 Chevrolet with roughly 170,000 miles.

Public Works proposes to replace one unit with a 2013 Ford Super Duty F350 Chasis plus equipment for \$43,311.00.

The truck is on the State Contract. The State Bid was awarded to Midway Ford, Roseville MN.

Public Works requested a quote from a local vendor but they were unable to match the State Contract price.

**ACTION REQUESTED:**

Approve the purchase of a 2013 Ford Super Duty F350 in Public Works for \$43,311.00 using the State Contract.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$43,311.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$43,311.00"/>

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1841

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Purchase of 2 Tandem Trucks for Public Works**

Primary Originating Division/Dept: <input type="text" value="Public Works - Highway Maintenance"/>	Meeting Date: <input type="text" value="5/7/2013"/>
Contact: <input type="text" value="Mike Legg"/> Title: <input type="text" value="Highway Superintendent"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Public Works has budgeted for the replacement of one tandem axle plow truck in 2013.

In the early spring, a Public Works driver had a medical condition and totaled plow truck #5994. This truck was 19 years old and scheduled for replacement in 2015. Insurance (Risk Management) will pay \$45,000 towards the replacement of the truck. It is recommended that a new truck be purchased to current county standards rather than trying to find a used vehicle to replace the totaled truck.

Public Works is requesting to purchase two tandems this year, one budgeted and the replacement of the totaled unit. This will require additional funding from the budgeted amount.

Per Truck cost: Chassis + Equipment = \$129,800 + 129,325 = \$259,125

Total Cost for 2 Trucks = \$518,250

2013 Budgeted Amount = \$295,000 (Includes \$250,000 from PW Capital Budget + \$45,000 from Risk Management Budget)

Budget Amendment Requested = \$223,250.

Both trucks are MACs. The State Bid was awarded to Nuss Truck and Equipment, Burnsville MN, Corporate Rochester MN.

Currently, no Carver County businesses offer this type of specialized equipment.

**ACTION REQUESTED:**

Approve the purchase of two tandem axle trucks for Public Works for a total of \$518,250 using the state contract.

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/>	<b>FUNDING</b>								
If "Other", specify: <input type="text" value=""/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>County Dollars =</b></td> <td style="text-align: right;"><b>\$45,000.00</b></td> </tr> <tr> <td>CSAH (Gas Tax)</td> <td style="text-align: right;">\$250,000.00</td> </tr> <tr> <td>2013 CPA/ 2012 Y.E.S.</td> <td style="text-align: right;">\$223,250.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$518,250.00</b></td> </tr> </table>	<b>County Dollars =</b>	<b>\$45,000.00</b>	CSAH (Gas Tax)	\$250,000.00	2013 CPA/ 2012 Y.E.S.	\$223,250.00	<b>Total</b>	<b>\$518,250.00</b>
<b>County Dollars =</b>	<b>\$45,000.00</b>								
CSAH (Gas Tax)	\$250,000.00								
2013 CPA/ 2012 Y.E.S.	\$223,250.00								
<b>Total</b>	<b>\$518,250.00</b>								
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source								

Related Financial/FTE Comments:  
 County staff recommends using the 2012 Y.E.S. account or 2013 CPA for the funding shortfall. Both options will be presented at the May 14th Board workshop for final consideration.

Office use only:  
 RBA 2012- 1807

# Budget Amendment Request Form



**Agenda Item:**

Tandem Trucks Purchase for Public Works

Department:  
t:

Meeting Date: 5/7/2013

Requested By:

Francis Kerber

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
Vehicles	03-304-000-0000-...	\$223,250.00
<b>TOTAL</b>		\$223,250.00

Description of Accounts	Acct #	Amount
CPA / YES	03-820-000-0000-...	\$223,250.00
<b>TOTAL</b>		\$223,250.00

**Reason for Request:**

Additional funds are needed to replace tandem truck involved in an accident. County staff recommends using the 2012 Y.E.S. account or 2013 CPA for the funding shortfall. Both options will be presented at the May 14th Board workshop for final consideration.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Award of Contract for Furnishing Bituminous Material for 2013 County Wide Seal Coat Program**

Primary Originating Division/Dept: <input type="text" value="Public Works - Highway Maintenance"/>	Meeting Date: <input type="text" value="5/7/2013"/>
Contact: <input type="text" value="Mike Legg"/> Title: <input type="text" value="Hwy. Maint. Superintendent"/>	Item Type: <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Consent: <input type="text"/>
Strategic Initiative: Communities: <input type="text" value="Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Seal coating is performed on roads to seal the surface and restrict water from seeping into the roadbed and subgrade. Seal coating prolongs the life and improves the condition and skid resistance of the bituminous surface. The Carver County Highway Maintenance Department completes the seal coating project using county equipment. The bituminous material is delivered directly to the project sites.

The abstract of bids and a location map of the roads to be seal coated are attached.

**ACTION REQUESTED:**

Award a contract to Henry G. Meigs, LLC in the amount of \$158,239.92 for the supply of bituminous material for the 2013 County Wide Seal Coat Program.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$158,239.92"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$158,239.92"/>

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1813



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Authorize advertisement for bids for Replacement of CSAH 41 Bridge No. L2784**

Primary Originating Division/Dept: <input type="text" value="Public Works - Engineering"/>	Meeting Date: <input type="text" value="5/7/2013"/>
Contact: <input type="text" value="Bill Weckman"/> Title: <input type="text" value="Assistant County Engineer"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The 2013 construction program includes replacement of Bridge # L2784 on CSAH 41 located over County Ditch 6 located in Dahlgren Township.

The expected bid opening date is June 4, 2013

**ACTION REQUESTED:**

Authorize the County Engineer to advertise for bids the replacement of bridge #L2784 on CSAH 41.

<p><b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/></p> <p>If "Other", specify: <input type="text" value=""/></p> <p><b>FTE IMPACT:</b> <input type="text" value="None"/></p>	<p><b>FUNDING</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>County Dollars =</b></td> </tr> <tr> <td>Bridge Bonds</td> <td style="text-align: right;">\$210,000.00</td> </tr> <tr> <td>CSAH (Gas Tax)</td> <td style="text-align: right;">\$31,363.00</td> </tr> <tr> <td>CPA</td> <td style="text-align: right;">\$273,637.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$515,000.00</b></td> </tr> </table>	<b>County Dollars =</b>		Bridge Bonds	\$210,000.00	CSAH (Gas Tax)	\$31,363.00	CPA	\$273,637.00	<b>Total</b>	<b>\$515,000.00</b>
<b>County Dollars =</b>											
Bridge Bonds	\$210,000.00										
CSAH (Gas Tax)	\$31,363.00										
CPA	\$273,637.00										
<b>Total</b>	<b>\$515,000.00</b>										

Related Financial/FTE Comments:

*Office use only:*  
 RBA 2012- 1818

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract with Laketown Electric for backup generator at Chanhassen LC**

Primary Originating Division/Dept: Administrative Services - Facilities

Meeting

Date: 5/7/2013

Contact: Kevin Maas 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:**

Earlier this year interest was expressed about the installation of a generator to support County equipment at the Chanhassen LC such as sump pumps, Q-Matic station software, greeter and two service stations and fiber optic ring equipment now located in the basement of Chanhassen. The original design of the facility accommodated a secondary data room in the basement of the facility in anticipation of data needs. The facility not only accommodated conduit but also air conditioning for the lower level data room.

Through an Administrative Contract we engaged the services of the professional engineer, Dan Paulson of Paulson and Clark Engineering to provide an electrical design and inspection. With a preliminary budget of less than \$50,000; Facilities coordinated the request for proposals for the construction contract (s). The plan has been sent to the City of Chanhassen and was received back with minimal comments and is ready for a building permit request. The main components of the project are an 80 amp natural gas fired generator (22kW), associated switch gear and circuitry rewires. The circuits to be protected by the generator include the County and Fiber data rooms with A/C; sumps, and license circuitry:

The quotes for the electrical work and generator are as follows:

- 1. Geotz Electric \$29,238 Fence Included
- 2. H&J Electric \$28,965 Fence Excluded
- 3. Laketown Electric \$27,350 Fence Excluded

The design Engineer and staff have reviewed the quotes and determined like equipment and services. The projects complete budget is as follows:

Engineering:	\$	5,000
Electrical w/Pad & Fence enclosure:	\$	29,238
General Conditions:		
Fence Paint, Permit, Etc.	\$	<u>5,762</u>
TOTAL:	\$	40,000

**ACTION REQUESTED:**

Move to approval of the contract between Laketown Electric subject to Count Attorney & Risk Management.

**FISCAL IMPACT:** Budget amendment request form

If "Other", specify:

**FUNDING**

County Dollars = \$40,000.00

**FTE IMPACT:** None

**Total** \$40,000.00

Related Financial/FTE Comments:

The budget amendment includes \$30,000 from Facilities 110-6640 (2012 capital rollover request) and \$10,000 from 30-977 the 2009 building project fund.

Office use only:

RBA 2012- 1831

# Budget Amendment Request Form



**Agenda Item:**

Contract with Laketown Electric for backup generator at Chanhassen LC

Department:  
t:

Meeting Date: 5/7/2013

Requested By:

Kevin Maas

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
Building Improvements	01-110.6640	\$10,000.00
<b>TOTAL</b>		\$10,000.00

Description of Accounts	Acct #	Amount
Deferred Maintenance	30-972-.6640	\$10,000.00
<b>TOTAL</b>		\$10,000.00

**Reason for Request:**

Additional funds over roll over amount to cover City permit and fence requirements.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Mental Health Advisory Committee Appointment**

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 5/7/2013

Contact: Dave Hemze

Title: County Administrator

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:**

Lisa Gjerde has submitted her application to serve on the Mental Health Committee. Ms. Gjerde's first term expired at the end of 2012.

**ACTION REQUESTED:**

Appoint Lisa Gjerde to a three year term on the Carver County Mental Health Advisory Committee.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total** \$0.00

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1832

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Reappointment of County Engineer**

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 5/7/2013

Contact: Dave Hemze

Title: County Administrator

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Minnesota Statutes requires the reappointment of the County Engineer to be made in the May of the year in which the term expires.

**ACTION REQUESTED:**

Reappoint Lyndon Robjent as the Carver County Engineer to a four year term expiring December 31, 2017.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** Other staffing change (grade, classification, hours, etc.)

**Total**

\$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1811

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Memorandum of Agreement (MOA): Part-time AFSCME Assistant County Attorneys**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="5/7/2013"/>
Contact: <input type="text" value="Kristin Hack"/> Title: <input type="text" value="Interim Employee Relations D..."/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

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

**BACKGROUND/JUSTIFICATION:**

The County and the AFSCME Assistant County Attorney Unit have a three-year collective bargaining agreement (CBA) in place, 2012 - 2014. Since the CBA was ratified by both parties, a change in staffing has introduced part-time employees in the Attorney's Office. The parties have reached an agreement regarding seniority for the newly created part-time employees which includes their seniority in the same manner as the full-time staff.

The request is to approve the MOA outlining seniority rights and definitions for part-time attorneys covered by the CBA.

**ACTION REQUESTED:**

Approve the MOA outlining seniority rights and definitions for part-time attorneys covered by the CBA.

<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:*

RBA 2012- 1820

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**St. Peter Lutheran Church Maifest (PH/E)**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Land Mgmt."/>	Meeting Date: <input type="text" value="5/7/2013"/>
Contact: <input type="text" value="Amanda Schwabe"/> Title: <input type="text" value="Associate Planner"/>	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:**

File #A20130101. The request is for an Administrative Special Event Permit for the annual St. Peter Lutheran Church Maifest celebration in Watertown Township. The event will be similar to previous years. It will be held entirely on property owned by St. Peter Lutheran Church at 3030 Navajo Avenue, Watertown MN, with the exception of attendee parking and the Model T car show, which will be on the two parcels adjacent to the west. Festivities at the church property will run from 7:00 a.m. - 7:00 p.m. and includes: a flea market, German meal in the dining hall, children's games, silent auction and music entertainment.

The applicant has provided written permission from neighboring property owners for parking as well as invoices for portable restrooms and commercial waste receptacles and proof of insurance for the event. The applicant is working with Carver County for the appropriate liquor permits. The Watertown Town Board and Public Works have reviewed the request and did not have any objections.

**ACTION REQUESTED:**

A motion authorizing the issuance of a Certificate of Zoning Compliance (#A20130101) for the May 19, 2013 St. Peter Lutheran Church Maifest celebration.

<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:*  
 RBA 2012- 1810



**COUNTY OF CARVER**  
**CERTIFICATE OF ZONING COMPLIANCE**

**FILE/CERTIFICATE # A20130101**

**DATE ISSUED: May 7, 2013**

**TYPE OF CERTIFICATE: ONE TIME SPECIAL EVENT – MAIFEST CELEBRATION**

This permit certificate is issued for the St. Peter Lutheran Church Maifest Celebration to be held on Sunday, May 19, 2013. The event will be held entirely on property owned by St. Peter Lutheran Church, with the exception of attendee parking which will be done on the two parcels adjacent to the west. Festivities at the property will run from 7:00 a.m. – 7:00 p.m. and includes: a flea market, German meal in the dining hall, children’s games, Model T Ford and Mercedes Benz car shows, silent auction and music entertainment. This event is allowed with a Certificate of Zoning Compliance, pursuant to Chapter 152, section 152.074 B6 of the Carver County Code. **This certificate is issued to:**

**St. Peter Lutheran Church  
C/O Ron Gust  
3030 Navajo Avenue  
P.O. Box 508  
Watertown, MN 55388**

**And is not transferable to another person or to another parcel of property.**

**Purpose of Certificate:** To certify that the permittee and/or organization to which this certificate is issued is permitted and authorized to hold a Maifest Celebration event on Sunday, May 19, 2013. The event shall take place in Watertown Township in accordance with the conditions listed on this permit and in accordance with Chapter 152, Section 152.074 B6 of the Carver County Code.

**THE FOLLOWING CONDITIONS ARE ATTACHED AND MUST BE COMPLIED WITH:**

1. The Permit is valid only for the day of May 19, 2013.
2. The event must be conducted in accordance with the Operational Plan & Site Maps attached hereto.
3. There shall be at least two (2) bathroom satellites available for the event.
4. The sponsors are responsible to clean up all excess trash and litter during and after the event.
5. Emergency vehicle access must be provided within the activity areas of the event.
6. Parking shall be provided as described in the application on the Dreier and Janning property to the west of the church.
7. No parking shall be allowed on County Road 24. In the event of wet weather, the applicant is

responsible for keeping County Road 24 clear of mud and debris.

8. The applicant shall submit a copy of the Certificate of Liability Insurance for the church to the Land Management Department prior to the event.
9. The applicant shall provide copies of the appropriate liquor licenses to allow for the serving of beer and brats for the event to the Land Management Department prior to the event.
10. The permittee shall inform adjacent residents, Watertown Town Board, City of Watertown and the Carver County Public Works Department of the date(s) in which the event will take place. (Notification shall be provided prior to the event.)

---

Amanda Schwabe  
Associate Planner

**THIS CERTIFICATE IS ISSUED FOR SUNDAY, MAY 19, 2013, AND IS NOT EFFECTIVE UNTIL SIGNED:**

I HAVE READ THE ABOVE CONDITIONS AND AGREE TO FOLLOW THEM. I REALIZE THAT FAILURE TO ABIDE BY THE CONDITIONS IS A VIOLATION OF THE ZONING ORDINANCE. I AGREE THAT THE ZONING ADMINISTRATOR OR A DESIGNATED REPRESENTATIVE MAY ENTER UPON THE SUBJECT PROPERTY TO CHECK FOR COMPLIANCE OR FOR REVIEW PURPOSES. I ALSO UNDERSTAND THAT THIS IS NOT A BUILDING PERMIT AND THAT OTHER PERMITS MAY BE REQUIRED.

---

Signature of Certificate Holder

---

Date

---

***Attached To:***

***Property outlined in attached site plans,  
And PID #10-014-1500***

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Two (2) acres of land in the Northwest quarter of Section 13-117-25 to be bounded as follows: To commence at the Northwest corner of said Section and run South on said Section line 31 rods; thence East 10 rods and five feet; thence North 31 rods; thence West 10 rods and five feet to the starting point.

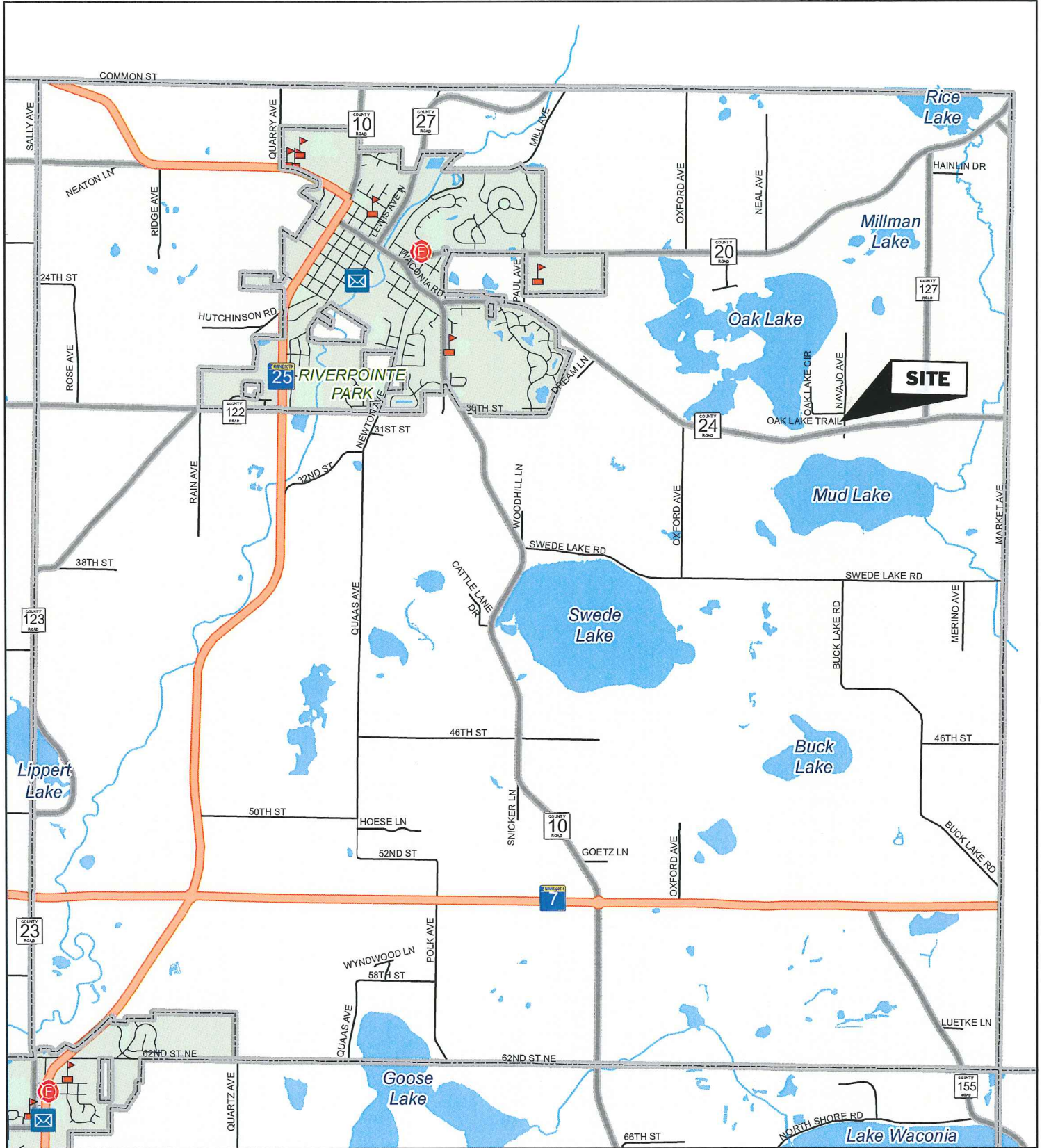
Commencing at a point in the center of the road (now running through Section 13 of the Township 117 Range 25, known as the Watertown and Minnetrista road) on the West line of Lot 1 Section 13-117-25 and running thence South along the west line of said Section 13 a distance of 114 feet; thence East on a line with the said road a distance of 287 feet; thence North on a line parallel with the said Section line a distance of 114 feet; thence West along the center of the Watertown and Minnetrista road to the place of beginning a distance of 287 feet excepting and reserving therefrom a strip of land one rod wide along the Section line on the west side of the above described tract. Also two (2) rods along the North side of said tract being now occupied as a public highway of land as a cartway. The remainder to contain one half (1/2) acre of land.

Commencing at a point 114 feet South of the center of the road (now running through Section 13 of the Township 117 Range 25 known as the Watertown and Minnetrista Road) on the west line of Lot 1 Section 13-117-25 and running thence South along the said West line of said Section 13 a distance of 114 feet; thence East on a line with the said road a distance of 287 feet; thence North on a line parallel with the said Section line a distance of 114 feet; thence West on a line with the said road a distance of 287 feet excepting and reserving therefrom a strip of land one rod wide along the Section line on the West side of the above described tract of land as a cartway. The remainder to contain one half (1/2) acre of land.

Prepared by Land Management

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# WATERTOWN TOWNSHIP



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



Map Created by Carver County GIS

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agmt. for Easement Acquisition for CR 61 & 101 "Y" Construction with Kennedy and Graven**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="5/7/2013"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="County Engineer/PW 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:**  
 Growth: Manage the challenges and opportunities resulting from growth and development

**BACKGROUND/JUSTIFICATION:**

Carver County is requesting assistance from Kennedy and Graven for legal services in acquiring easements for the County Road 61 and 101 "Y" construction project. The project includes 10 parcels, which are owned by 8 different owners. This project is on a compressed schedule and upon consultation with the County Attorney's Office it was deemed appropriate to retain outside counsel for the project.

**ACTION REQUESTED:**

Approve Professional Services Agreement with Kennedy & Graven for \$100,000.00 and authorize the County Board Chair and County Administrator to sign the agreement subject to approval by the County Attorney and Risk Management.

<p><b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/></p> <p><i>If "Other", specify:</i> <input type="text"/></p> <p><b>FTE IMPACT:</b> <input type="text" value="None"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;"><b>\$100,000.00</b></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$100,000.00</b></td> </tr> </table>	County Dollars =	<b>\$100,000.00</b>			<b>Total</b>	<b>\$100,000.00</b>
County Dollars =	<b>\$100,000.00</b>						
<b>Total</b>	<b>\$100,000.00</b>						

**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- 1812

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Abatements/Additions**

Primary Originating Division/Dept:

Meeting

Date:

Contact:

Title:

Item Type:

Amount of Time Requested:  minutes

Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Abatements requested by taxpayers. See attached listing.

**ACTION REQUESTED:**

Recommend to approve.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

Other

**Total**

**FTE IMPACT:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1816



**CARVER  
COUNTY**

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

Laurie Engelen, Taxpayer Services Manager  
Phone: (952) 361-1907  
Email: lengelen@co.carver.mn.us

Angela Johnson, Carver County Assessor  
Phone: (952) 361-1961  
Email: ajohnson@co.carver.mn.us

**Abatements presented to the  
Carver County Board of Commissioners  
May 7, 2013**

**Abatement approval is recommended by the Carver County Assessor & Taxpayer Services Manager  
on the following properties for the reasons listed.**

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	County Dollars Abated	Total Amount of Adjustment
2013	85-5350340	State of Minnesota	Exempt - Class Change	\$10.00	\$0.00	(\$2.30)	(\$10.00)
2013	75-5180240	Robert Leiner	Homestead	\$3,608.00	\$3,380.00	(\$76.36)	(\$228.00)
2013	85-4520170	Julie Ann & Mark Lyrek	Homestead	\$2,402.00	\$1,998.00	(\$116.28)	(\$404.00)
2013	06-0130800	Rachel & Terry Shanahan	Homestead	\$2,576.00	\$2,356.00	(\$91.10)	(\$220.00)
2013	25-4261408	Kerri Ronning	Homestead	\$2,126.00	\$1,812.00	(\$114.41)	(\$314.00)
2013	25-7260010	Mary Jo Walton	Homestead	\$540.00	\$298.00	(\$87.49)	(\$242.00)
2013	85-2900110	Richard & Gretchen Kadle	Homestead	\$2,580.00	\$2,190.00	(\$112.56)	(\$390.00)
2013	30-4600180	Brian Marquardt	Homestead	\$3,102.00	\$2,822.00	(\$102.24)	(\$280.00)
2013	65-3130130	Stanley Adams & A. Jeanne Schulze	Homestead	\$3,958.00	\$3,752.00	(\$69.74)	(\$206.00)
2013	85-4450420	Michel Steffen (fka Michel Pobuda)	Homestead	\$842.00	\$546.00	(\$85.93)	(\$296.00)
2013	58-7250110	Justin Nelson & Nicole Kenison	Homestead	\$1,700.00	\$1,342.00	(\$122.79)	(\$358.00)
2013	30-6880010	Brian Behrens	Homestead	\$3,280.00	\$3,058.00	(\$80.25)	(\$222.00)
2013	20-1412208	Michelle Farsund & Brian Hall	Homestead	\$2,192.00	\$1,792.00	(\$120.38)	(\$400.00)
2013	25-6470250	Marco Rasgattino & Claudia Luna	Homestead	\$5,256.00	\$5,178.00	(\$28.12)	(\$78.00)
2013	65-5620150	Joshua Ronken & Margaret Spence-Ronken	Homestead	\$4,972.00	\$4,844.00	(\$43.20)	(\$128.00)
2012	30-9510411	Mobile Home Minnesota/Brandondale-CMH	Exempt - To be destroyed	\$84.00	\$0.00	(\$18.57)	(\$84.00)
2013	30-9510411	Mobile Home Minnesota/Brandondale-CMH	Exempt - To be destroyed	\$62.00	\$0.00	(\$19.45)	(\$62.00)
2013	30-9510352	Koren Schonning	Homestead	\$362.00	\$248.00	(\$41.93)	(\$114.00)
2013	30-9510299	Nathan Zellmann	Homestead	\$674.00	\$456.00	(\$79.48)	(\$218.00)
2013	30-9510073	Edi Alfonso Hernandez	Homestead	\$72.00	\$56.00	(\$6.38)	(\$16.00)
2013	30-9510328	Brittany Petrikov	Homestead	\$92.00	\$70.00	(\$7.60)	(\$22.00)
2013	30-9510496	Eric Miller	Homestead	\$92.00	\$70.00	(\$7.60)	(\$22.00)
2013	85-9520003	Matthew Viestenz	Homestead	\$120.00	\$86.00	(\$8.88)	(\$34.00)
2013	30-9510505	Jose Alfredo Montes & Rubycel Sosa	Homestead	\$296.00	\$206.00	(\$32.34)	(\$90.00)
2013	30-9520102	Matthew Vandergon	Homestead	\$100.00	\$74.00	(\$10.05)	(\$26.00)

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Certificate of County Board of Classification and Value of Forfeited Lands**

Primary Originating Division/Dept: <input type="text" value="PRTS - Property Taxation"/>	Meeting Date: <input type="text" value="5/7/2013"/>
Contact: <input type="text" value="Kay Lemke"/> Title: <input type="text" value="Land Records Technician"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: Finances: Improve the County's financial health and economic profile	

**BACKGROUND/JUSTIFICATION:**

Several properties in Carver County have forfeited to the State of Minnesota in Trust due to non-payment of delinquent property taxes. In preparing for a public auction during which said tax forfeited properties are sold to the highest bidder, the County Assessor assigns an appraised value to each property which is used as the starting bid.

After the appraised value has been assigned, it is necessary for the County Board of Commissioners to adopt the *Certificate of County Board of Classification of Forfeited Lands* resolution approving said appraised value and classification of tax forfeited land. The resolution also requests approval from the Minnesota Department of Natural Resources for the sale of said lands. This resolution will allow us to continue the necessary steps toward a tax forfeiture sale.

Also attached are nine *Certificates of County Board of Classification of Forfeited Lands*, one certificate for each city in which tax forfeited parcels exist. After the County Board has approved the classification and value, the city must approve the sale of these tax forfeited properties or withhold from sale.

**ACTION REQUESTED:**

Approve the *Certificate of County Board of Classification of Forfeited Lands* resolution assigning the appraised value and classification of tax forfeited parcels as conservation or non-conservation and also approve forwarding the tax forfeited property to the Department of Natural Resources for their approval of sale of said lands. Also sign and return to Taxpayer Services Department the original nine *Certificates of County Board of Classification of Forfeited Lands*.

<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:*

RBA 2012- 1815



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

Date: May 7, 2013

Resolution No.

Motion by Commissioner:

Seconded by Commissioner:

**CARVER COUNTY, MINNESOTA**

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS**

WHEREAS, the County Board of Commissioners of the County of Carver, State of Minnesota, desires to offer for sale certain parcels of land, as listed on the attached Certificates, that have forfeited to the State of Minnesota for non-payment of taxes; and

WHEREAS, said parcels of land have been reviewed by the County Board of Commissioners and have been appraised by the Carver County Assessor's Office and classified as conservation or non-conservation land as provided for in MN Statutes 282.01.

NOW, THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners hereby certifies that the parcels of land on the attached lists have been reviewed and do comply with the provisions of MN Statutes 85.012, 92.461, 282.01. subd. 8 and 282.018, subd. 2 (1990) and other statutes that require the withholding of tax forfeited lands from sale. The County Board of Commissioners hereby certifies that the Soil and Water Conservation Board has reviewed the attached land sale list and identified any and all non-forested marginal land and wetlands.

BE IT FURTHER RESOLVED, that the Carver County Board of Commissioners hereby approves the appraised value, the conservation/non-conservation land classification of said tax forfeited parcels of land and request approval from the Minnesota Department of Natural Resources for the sale of said lands.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Chairman, Carver County Board of Commissioners

Attest: \_\_\_\_\_  
Administrator

YES

ABSENT

NO

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STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the \_\_\_ day of \_\_\_\_\_, 2013, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
David Hemze, Carver County Administrator

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Carver

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2006** through **2008** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
<b>20.0190400</b>	See Attached Exhibit A 20.0190400	\$ 800	Non-Conservation
<b>20.0502320</b>	See Attached Exhibit A 20.0502320	\$ 100	Conservation
<b>20.1120230</b>	Outlot C, Carver Bluffs West	\$ 200	Non-Conservation
<b>20.1120250</b>	Outlot E, Carver Bluffs West	\$ 15000	Non-Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Tim Lynch, Chair

\_\_\_\_\_  
Gayle O Degler

\_\_\_\_\_  
Tom Workman

\_\_\_\_\_  
Randy Maluchnik

\_\_\_\_\_  
Jim Ische

\_\_\_\_\_  
Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager

The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Carver.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager

By:  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102

## Exhibit A

That part of the hereinafter described land lying easterly of the following described line: Commencing at the southwest corner of the Southwest Quarter of the Northwest Quarter of Section 19, Township 115, Range 23, Carver County, Minnesota; thence on an assumed bearing of North 0 degrees 02 minutes 23 seconds West, along the west line of said Southwest Quarter of the Northwest Quarter, a distance of 34.09 feet; thence North 72 degrees 47 minutes 10 seconds East a distance of 138.49 feet to the point of beginning of the line to be described; thence South 4 degrees 42 minutes 26 seconds East a distance of 797.28 feet; thence South 31 degrees 38 minutes 39 seconds East a distance of 579.64 feet and said herein described line there terminating.

Said land described as follows: That part of the Southwest Quarter of Section 19, Township 115, Range 23, Carver County, Minnesota described as follows: Commencing at the Northwest corner of said Southwest Quarter; thence on an assumed bearing of South 00 degrees 00 minutes 00 seconds West, along the west line of said Southwest Quarter a distance of 1544.15 feet; thence North 56 degrees 43 minutes 31 seconds East a distance of 609.63 feet to a point hereinafter designated and referred to as Point "A"; thence continue North 56 degrees 43 minutes 31 seconds East a distance of 330.44 feet to the point of beginning; thence continue North 56 degrees 43 minutes 31 seconds East, a distance of 40.00 feet; thence North 26 degrees 47 minutes 56 seconds West a distance of 343.94 feet; thence south 49 degrees 47 minutes 02 seconds West a distance of 147.10 feet; thence North 36 degrees 10 minutes 58 seconds West a distance of 134.80 feet; thence South 83 degrees 07 minutes 04 seconds West a distance of 272.00 feet to a line which bears North 32 degrees 01 minutes 02 seconds West from Point "A"; thence South 32 degrees 01 minutes 02 seconds East a distance of 361.64 feet; thence North 56 degrees 56 minutes 39 seconds East 350.25 feet; thence South 26 degrees 47 minutes 56 second East 218.00 feet to the point of beginning.

Subject to an easement for public right-of-way purposes over and across the southeasterly 33.00 feet, more or less, in County State Aid Highway No. 40.

Exhibit A

Lot 7 through Lot 12, inclusive, Block 117, Village of Carver according to the plat of record, Carver County, Minnesota

And those parts of vacated streets and alleys within, adjoining and accruing to said Lot 7 through Lot 12, inclusive, Block 117, described as follows: The southeasterly half of the alley within said Block 117; the northwesterly half of St. Peter Street lying northeasterly of the center line of Hickory Street and southwesterly of the center line of Ash Street and its southeasterly extension; and the northeasterly half of Hickory Street lying northwesterly of the center line of St Peter Street and southeasterly of the center line of the alley within said Block 117 and its southwesterly extension. And Lot 1 through Lot 18, inclusive, Block 121, Village of Carver, according to the plat of record, Carver County, Minnesota  
And those parts of vacated streets and alleys within, adjoining and accruing to said Block 121, described as follows:

All alleys within said Block 121; the northwesterly half of St. Paul Street lying northeasterly of the center line of Hickory Street; the northeasterly half of Hickory Street lying northwesterly of the center line of St. Paul Street and southeasterly of the center line of St. Peter Street; and the southeasterly half of St. Peter Street lying northeasterly of the center line of Hickory Street.

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Chanhassen

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2006** through **2008** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
<b>25.0600040</b>	Lot 4 Block 1, Anderson's First Addn	\$ 5000	Non-Conservation
<b>25.1601050</b>	Lot 1145, Carver Beach	\$ 100	Non-Conservation
<b>25.1601260</b>	Carver Beach, VACATED LOTS 1617-1618-1619-1620-1621; 1840-1841-1842-1843, MAP OF CARVER BEACH ALSO, ALL THAT PART OF VACATED LOTS 1353, 1354, 1355, 1356, 1357, 1611, 1612, 1613, 1614, 1615, 1616 AND 1800 "MAP OF CARVER BEACH" LYING EAST OF A LINE DESCRIBED AS FOLLOWS: BEGINNING 1.44' WEST OF THE NORTHEAST CORNER OF LOT 1353; THENCE RUNNING SOUTHERLY IN A STRAIGHT LINE TO THE NORTHWEST CORNER OF LOT 1839, "MAP OF CARVER BEACH" EXCEPT THAT PART OF LOT 1800 LYING SOUTH OF THE NORTH LINE OF LOT 1844 EXTENDED WESTERLY ACROSS SAID LOT 1800. ALSO INCLUDING ADJOINING HAWTHORNE ROAD NOW VACATED. CARVER COUNTY, MINNESOTA	\$ 50000	Non-Conservation
<b>25.1601950</b>	Carver Beach, LOT 2569, 2578, 2579, 2580, 2581, 2582, AND LOT 2570 EXCEPT THE NORTH 21 FT. AND LOT 2571 EXCEPT THE NORTH 21 FEET, MAP OF CARVER BEACH AT LONG LAKE. CARVER COUNTY, MINNESOTA.	\$ 2500	Non-Conservation
<b>25.3420210</b>	Outlot A, Hidden Creek of Chanhassen	\$ 500	Non-Conservation
<b>25.3420220</b>	Outlot B, Hidden Creek of Chanhassen	\$ 100	Non-Conservation
<b>25.3420230</b>	Outlot C, Hidden Creek of Chanhassen	\$ 500	Non-Conservation
<b>25.3420240</b>	Outlot D, Hidden Creek of Chanhassen	\$ 500	Non-Conservation
<b>25.5640600</b>	Outlot C, Oak Ponds 2nd Addition	\$ 200	Non-Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Tim Lynch, Chair

Gayle O Degler

Tom Workman

Randy Maluchnik

Jim Ische

Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager

The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Chanhassen

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager

By:  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Chaska

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2008** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
<b>30.1370051</b>	That part of Lot 1, Block 2, Crystal Addition, Carver County, Minnesota lying southeasterly of the following described line: Commencing at the southwesterly corner of said Lot 1, Block 2; thence North 32 degrees 01 minutes 50 seconds West assumed bearing along the Westerly line thereof a distance of 145.08 feet to the point of beginning of said line; thence North 57 degrees 54 minutes 57 seconds East a distance of 221.71 feet to the easterly line of said Lot 1, Block 2, and there terminate. Subject to drainage and utility easements shown on the plat.	\$ 200000	Non-Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Tim Lynch, Chair

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Gayle O Degler

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Tom Workman

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Randy Maluchnik

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Jim Ische

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Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager

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The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Chaska

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager  
By: \_\_\_\_\_  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Hamburg

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **1994** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
<b>45.2000010</b>	Lot 1, Block 1, Hamburgs First Addition	\$ 100	Non-Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Tim Lynch, Chair

\_\_\_\_\_  
Gayle O Degler

\_\_\_\_\_  
Tom Workman

\_\_\_\_\_  
Randy Maluchnik

\_\_\_\_\_  
Jim Ische

\_\_\_\_\_  
Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager

The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Hamburg

\_\_\_\_\_  
\_\_\_\_\_  
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Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager

By:  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102



**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Mayer

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2008** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
<b>50.2430590</b>	Outlot C, Hidden Creek 4th Addition	\$ 100	Non-Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Tim Lynch, Chair

Gayle O Degler

Tom Workman

Randy Maluchnik

Jim Ische

Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager

The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Mayer

\_\_\_\_\_  
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Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager

By:  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Norwood Young America

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years 2008 as provided by Minnesota Statutes 1945, Section 282.01 as amended.

<b>PIN</b>	<b>Legal Description</b>	<b>Appraised Value of Land</b>	<b>Conservation / Non-Conservation</b>
58.6500420	Lot 4, Block 10, The Preserve	\$ 5000	Non-Conservation
58.6520050	Lot 1, Block 3, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520060	Lot 2, Block 3, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520070	Lot 1, Block 4, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520080	Lot 2, Block 4, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520090	Lot 1, Block 5, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520100	Lot 2, Block 5, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520110	Lot 1, Block 6, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520120	Lot 2, Block 6, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520130	Lot 1, Block 7, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520140	Lot 2, Block 7, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520150	Lot 1, Block 8, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520160	Lot 2, Block 8, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520170	Lot 1, Block 9, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520180	Lot 2, Block 9, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520190	Lot 1, Block 10, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520200	Lot 2, Block 10, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520220	Lot 4, Block 10, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520390	Lot 1, Block 15, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520400	Lot 2, Block 15, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520410	Lot 3, Block 15, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520420	Lot 4, Block 15, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520430	Lot 1, Block 16, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520440	Lot 2, Block 16, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520450	Lot 3, Block 16, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520460	Lot 4, Block 16, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520470	Lot 1, Block 17, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520480	Lot 2, Block 17, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520490	Lot 3, Block 17, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520500	Lot 4, Block 17, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520510	Lot 1, Block 18, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520520	Lot 2, Block 18, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520530	Lot 3, Block 18, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520540	Lot 4, Block 18, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520550	Lot 1, Block 19, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520560	Lot 2, Block 19, The Preserve 3rd Addition	\$ 1000	Non-Conservation

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
58.6520570	Lot 3, Block 19, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520580	Lot 4, Block 19, The Preserve 3rd Addition	\$ 1000	Non-Conservation
58.6520890	Outlot A, The Preserve 3rd Addition	\$ 75000	Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Tim Lynch, Chair \_\_\_\_\_

Gayle O Degler \_\_\_\_\_

Tom Workman \_\_\_\_\_

Randy Maluchnik \_\_\_\_\_

Jim Ische \_\_\_\_\_

Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager \_\_\_\_\_

The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Norwood Young America

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Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager

By:  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Victoria

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2006** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
<b>65.4740050</b>	Outlot A, Tall Trees	\$ 100.	Non-Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Tim Lynch, Chair

\_\_\_\_\_  
Gayle O Degler

\_\_\_\_\_  
Tom Workman

\_\_\_\_\_  
Randy Maluchnik

\_\_\_\_\_  
Jim Ische

Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager

The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Victoria

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\_\_\_\_\_  
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Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager

By:  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Watertown

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2006** through **2008** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

PIN	Legal Description	Appraised Value of Land	Conservation / Non-Conservation
<b>85.0092900</b>	See Attached Exhibit A 85.0092900	\$ 140000	Non-Conservation
<b>85.0504020</b>	Lot 6 & Lot 7, Block 71 City Lots of Watertown	\$ 500	Non-Conservation
<b>85.5350330</b>	Outlot B, Wildflower 6th Addition	\$ 100	Non-Conservation
<b>85.5350340</b>	Outlot C, Wildflower 6th Addition	\$ 100	Non-Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Tim Lynch, Chair

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Gayle O Degler

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Tom Workman

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Randy Maluchnik

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Jim Ische

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Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager

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The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Watertown.

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Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager

By:  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102

Exhibit "A"

The South Half of Southeast Quarter (S 1/2 of SE 1/4) of Section 9, Township 117, Range 25, Carver County, Minnesota; except those parts described as follows, to-wit:

Commencing at the Southwest corner of Southeast Quarter of said Section 9; thence running North 60 rods to a point in the center of the Watertown, Chaska and Carver Road; thence Southeasterly 73 rods to South line of said Southeast Quarter; thence West 44 rods to the place of beginning.

ALSO EXCEPTING THEREFROM that part of the South Half of the Southeast Quarter of Section 9, Township 117 North, Range 25 West, Carver County, Minnesota, described as follows:

Commencing at the South Quarter corner of Section 9; thence on an assumed bearing of East along the South line of said Southeast Quarter 726.00 feet (44 rods) to the point of beginning of the tract to be described; thence North 36 degrees 59 minutes 00 seconds West along a line that would intersect the West line of said Southeast Quarter at a point 990.00 feet (60 rods) North of said South Quarter corner a distance of 267.81 feet; thence on a bearing of East a distance of 493.23 feet; thence on a bearing of South 1 degrees 30 minutes 00 seconds West a distance of 214.00 feet to said South line of the Southeast Quarter; thence on a bearing of West a distance of 326.52 feet to the actual point of beginning;

ALSO EXCEPTING THEREFROM that part of the South Half of the Southeast Quarter of Section 9, Township 117 North, Range 25 West of the 5th Principal Meridian, described as follows:

Commencing at the Southwest corner of said Southeast Quarter; thence on an assumed bearing of East along the South line of said Southeast Quarter a distance of 726.00 feet; thence North 37 degrees 04 minutes 30 seconds West, along a line that will intersect the West line of said Southeast Quarter at a point 990.00 feet Northerly from said Southwest corner of the Southeast Quarter, a distance of 267.81 feet; thence on a bearing of East a distance of 273.66 feet to the point of beginning of the land to be described; thence continuing on a bearing of East a distance of 219.57 feet; thence on a bearing of South 1 degrees 30 minutes 00 seconds West to said South line of the Southeast Quarter; thence on a bearing of East along said South line a distance of 236.23 feet; thence on a bearing of North a distance of 556.20 feet; thence on a bearing of West a distance of 65.27 feet; thence South 48 degrees 20 minutes 11 seconds West a distance of 515.27 feet to the point of beginning;

ALSO EXCEPTING THEREFROM all that part of the Southwest Quarter of the Southeast Quarter of Section 9, Township 117 North, Range 25 West, Carver County, Minnesota, lying Southwesterly of the Southwesterly right of way line of County State Aid Highway No. 10, as described in Document No. 58827, as recorded in the office of the Carver County Recorder;

ALSO EXCEPTING THEREFROM that part thereof platted as Tuscany Village.

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY  
CHAPTER 386, LAWS 1935  
AS AMENDED.**

To the Board of the City of Waconia

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2007** through **2008** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

<b>PIN</b>	<b>Legal Description</b>	<b>Appraised Value of Land</b>	<b>Conservation / Non-Conservation</b>
<b>75.3110140</b>	Outlot N, Interlaken	\$ 100	Non-Conservation
<b>75.3131060</b>	Outlot B, Legacy Village at Waconia	\$ 100	Conservation
<b>75.3131090</b>	Outlot E, Legacy Village at Waconia	\$ 100	Non-Conservation
<b>75.3131100</b>	Outlot F, Legacy Village at Waconia	\$ 100	Conservation
<b>75.3131110</b>	Outlot G, Legacy Village at Waconia	\$ 100	Non-Conservation
<b>75.3150610</b>	Outlot A, Interlaken 4th Addition	\$ 100000	Non-Conservation
<b>75.3150640</b>	Outlot D, Interlaken 4th Addition	\$ 58000	Non-Conservation

In witness whereof we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Tim Lynch, Chair

Gayle O Degler

Tom Workman

Randy Maluchnik

Jim Ische

Attest: Laurie Engelen,  
Carver County Taxpayer  
Services Manager

The foregoing classification and sale is hereby approved on \_\_\_\_\_, 2013.

By the Board of the City of Waconia

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\_\_\_\_\_  
\_\_\_\_\_

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Laurie Engelen, Carver County Taxpayer Services Manager

By:  
Deputy

Drafted By: Carver County Taxpayer Services Office, Government Center, Administration Bldg., 600 E 4<sup>th</sup> St, Chaska, MN 55318 -2102

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2013 Years of Service**

Primary Originating Division/Dept: Administrative Services

Meeting

Date: 5/7/2013

Contact: Nick Koltavy Title: Project & Communications M...

Item Type:

Regular Session

Amount of Time Requested: 15 minutes

Presenter: Nick Koltavy Title: Project & Communications Ma...

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

In 2008, the County Board approved the employee recognition program that was recommended by the AFSCME General Unit Labor Management Committee (LMC). Part of that program is the recognition of employees who have committed long careers to serving Carver County residents. All employees reaching milestone years of service (5, 10, 15, 20 years, etc.) are honored for their dedication by having their names and years of service on the Carver County Connection Intranet site. Those reaching milestones of 25 years or more will be recognized in the Board Room.

For 2013, five employees will be reaching the milestone of 30 years of service and eight employees will be reaching the milestone of 25 years of service.

**ACTION REQUESTED:**

Congratulate and thank employees reaching milestones of 25 and 30 years of service in 2013.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total** \$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1817



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PEER Awards**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

In 2008, the County Board approved the employee recognition program that was recommended by the AFSCME General Unit Labor Management Committee (LMC). Earlier this year employees across the County were asked to nominate employees for the annual Public Employee Excellence Recognition (PEER) awards.

Eleven County employees were nominated in the 2013 Customer Service Category. These are employees who have demonstrated a courteous effort and a high degree of efficiency and have frequently gone the extra mile in responding to the needs of internal and external customers.

Four County employees were nominated in the 2013 Innovation Category. These are employees who have improved processes and/or procedures or whose cooperation in sharing expertise resulted in the likelihood of significant cost savings or maximized program effectiveness.

Ten teams were nominated in the 2013 Teamwork Category. These teams are a cross-section of employees, inter-agency workgroups, inter-departmental groups, or other combinations where a group of employees have accomplished significant improvement in performance or program outcomes.

Congratulations to all the employees that were nominated! At the Board meeting, we will be highlighting the employees and teams that were nominated and announce the award recipients.

**ACTION REQUESTED:**

Recognize the 2013 PEER Nominees and Award Recipients.

**FISCAL IMPACT:**

**FUNDING**

If "Other", specify:

County Dollars =

**FTE IMPACT:**

**Total**

Related Financial/FTE Comments:

Office use only:

RBA 2012-1771

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Administrative Policy Manual Updates**

Primary Originating Division/Dept:

Meeting

Date:

Contact:

Title:

Item Type:

Amount of Time Requested:  minutes

Presenter:

Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Administrative Services has been working on updating the Administrative Policy Manual (APM). The last update to the APM occurred in 2011. The reasons for the proposed updates are to:

- clarify policy language;
- reflect changes in the County's operations; and
- recognize industry trends and best practices.

Updates are being proposed to the following policies:

- Contracts and Purchasing
- County Auctions
- Government Ethics
- Carver County Donations
- Use of Meeting Rooms
- Local Preference Procurement
- Tobacco Free Property
- Computer Hardware, Software and Telecommunications
  - Electronic Mailbox Management Policy
  - Mobile Communication Policy
  - Cybersecurity Policy
- Data Requests (updates to manuals)

The County Board reviewed a summary of the changes at a Committee of the Whole Meeting. Attached is a summary of the changes. Copies of the redlined policies will be sent to the Commissioners and copies are available for the public in County Administration.

**ACTION REQUESTED:**

Motion to approve the revisions to the Administrative Policy Manual as presented.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1657

Administrative Policy Manual  
2013 Updates

Policy: County Auctions

- A. Broaden policy to include disposal of all assets including auction, bids, trade-in, scrap, salvage, revenue contracts and sale of unique items by obtaining multiple quotes.

Policy: Government Ethics

- A. Only “de minimus” gifts are allowed (generally less than \$5 or the occasional plaque).

Policy: Carver County Donations

- A. Add language about the County accepting donations that are used for prizes.
  - a. County Board must accept all donations.
    - i. If County employees are eligible, the prize must be under \$5.
- B. Add language allowing County promotional drawings/handouts/giveaways.
  - a. Individual items under \$5 can be donated with the approval of the Division Director (pencils, magnets, etc.)
  - b. Individual items over \$5 must be approved by the County Board (park passes, rain barrels, etc.)

Policy: Contracts and Purchasing

- A. Add additional language supporting and clarifying best value bidding.
- B. Clean up some procedure language.

Policy: Local Preference

- A. Solicit bids from local businesses
- B. Tie goes to local business
- C. In certain cases, local business allowed to match the price if they are within a certain percentage of low price.

Policy: Use of Meeting Rooms (Change title to Meeting Rooms and Facility Use)

Updates: Include language about use of facility for outside groups for displays, drop boxes etc.

Policy: Tobacco Use

Updates: No tobacco use on county grounds except for designated areas.

Policy: Computer Hardware, Software and Telecommunications

Updates: Revamp policy including cell phone options and email retention.

Policy: Data Requests

Updates: New form.

Policy: Cyber Security

Updates: New policy aimed at limiting the County’s exposure to cyber threats.