



Carver County Board of Commissioners
August 2, 2011
Regular Session
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

PAGE

- 9:15 a.m. 1. a) **CONVENE**
b) **Pledge of allegiance**
c) **Public comments (limited to five minutes)**
d) **Introduction of New Employees**
2. Agenda review and adoption
3. Approve minutes of July 26, 2011 Regular Session..... 1-3
4. Community Announcements
- 9:15 a.m. 5. **CONSENT AGENDA**
- Growth: Manage the challenges and opportunities resulting from growth and development*
- 5.1 Brian Lenzen-request to declare a farm (PH/E) 4-7
- 5.2 Thomas Engelen-request for a contractor's yard (PH/E) 8-11
- Finances: Improve the County's financial health and economic profile*
- 5.3 Regional Parks CIP request 12
- 5.4 Community Social Services warrants NO ATT
- 5.5 Commissioners' warrants..... SEE ATT
- 9:15 a.m. 6. **CONNECTIONS:** Develop strong public partnerships and connect people to services and information
- 6.1 Replacement of Mitel PBX with Cisco full function Unified Communications System..... 13-14
- 9:35 a.m. **ADJOURN REGULAR SESSION**
- 9:35 a.m. **BOARD REPORTS**
1. Chair
2. Board Members
3. Administrator
4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

August 5, 2021	Carver County Day at the Arboretum
August 9, 2011	9:15 a.m. Work Session
August 16, 2011	4:00 p.m. Board Meeting
August 23, 2011	9:15 a.m. Board Meeting
August 30, 2011	No Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on July 26, 2011. Chair Randy Maluchnik convened the session at 9:15 a.m.

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

Members absent: None.

The following amendment was made to the agenda:

Move 5.4 to 9.1 PH/E Community Health Board to appoint Randy Wolf as CHS Administrator and Marcee Shaughnessy as SCHSAC alternative representative

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

Degler moved, Workman seconded, to approve the minutes of the July 19, 2011, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Contract with United Roofing & Remodeling, Inc., to replace the museum roof and related Facilities budget amendment.

Accepted Project SAP 10-617-17 as complete and authorized final payment of \$89,080.88 to Northwest Asphalt, Inc.

Approved host County Community Based Waiver Services contracts.

Approved creating a Financial Policy Manual by combining all of the previously approved Finance, Accounting and Budget Policy into one document.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Steve Taylor, Administrative Services, highlighted the NACo achievement awards the County recently received for the Victoria Express Library and Oak Grove City Center. He stated each

program received a NACo certificate “In recognition of an effective and innovative program which contributes to and enhances County government in the United States.”

Melissa Brechon, Library Services, thanked the County Board and Library Board for approving the project which was a result of a grant awarded to both Carver and Washington Counties. She stated the grant enabled the County to provide express library services where no library services previously existed. Brechon indicated they partnered with the City of Victoria and thanked the City Administrator, Mayor and City Council for their support of the project. She explained how the system worked and the number of users.

City of Victoria Mayor Thun, on behalf of the City Council, thanked City staff and their Administrator for working closely with the Library Director to ensure the success of the project. She noted this was an example of people working together and an example of using technology to expand services without the expense of bricks and mortar.

John Sullivan, representing the Community Development Agency, stated they were honored to receive the award from NACo. He noted the project began in 2004 when the Oak Grove Dairy vacated the building. Sullivan explained the need to redevelop the site and the partnership with the County, Library, Sheriff’s Office and City to put the project together. He pointed out the project had also received three other awards. Recognizing this was a controversial project, he thanked the Board for their support. He also recognized and thanked Norwood Young America’s former Mayor Fahey, Economic Development Director Christi Rock, City Administrator Simmons, the CDA Board and CDA Director Julie Frick.

Bill Olson, the County’s appointment to the Minnehaha Creek Watershed District Board of Managers, appeared before the Board to provide an overview of the District’s programs and activities. He explained the watershed was established in 1967 and was 181 square miles, with their initial charge being flood control. In the 1980’s metro watershed laws went into effect, which mandated increased responsibilities of watersheds. Since that time, he indicated they have evolved into large scale partnerships.

He highlighted the projects they have completed in the past. He noted their current works includes water sampling, carp management, reaching out to schools, working with DNR on milfoil and working with lake associations. Olson pointed out the projects where they are reclaiming wetlands and creating ways to clean up lakes. He stated they have budgeted for studies and noted the 5 million worth of projects they have planned for in Carver County by 2016.

Olson stated he was honored to be on the Watershed Board and appreciated the Board’s support. Chair Maluchnik stated he appreciated Olson’s willingness to serve on the Board.

Dan Koziolk, Community Social Services, requested the Board approve converting a social worker III position to two part-time positions. He stated this action would allow them to quickly fill a position and to be in the best position to get maximum third party revenue. He stated the previous incumbent has expressed an interest in coming back half time and has experience to oversee the

work they are doing. He indicated they would make the other half of the position a .6 social worker II position.

Ische moved, Lynch seconded, to approve converting a 1.0 social worker III to a .5 FTE social worker III, to delete a .5 FTE social worker III and create a .6 FTE social worker II. Motion carried unanimously.

Steve Taylor, Administrative Services, requested the Board approve updates to the Administrative Policy Manual. He indicated the information was presented at a managers meeting for feedback and reviewed by the County Attorney. He referenced the summary emailed to the Board. He stated the majority of the changes are housekeeping along with a new section on social media. Taylor pointed out there were also revisions to the communications and media relations sections.

Ische moved, Degler seconded, to approve the revisions to the Administrative Policy Manual as presented. Motion carried unanimously.

Lynch moved, Degler seconded, to adjourn as the County Board and convene as the Community Health Board. Motion carried unanimously.

Randy Wolf, Public Health and Environment, requested that the Community Health Board appoint him as the Community Health Services Administrator and Marcee Shaughnessy as the alternate appointment to the State Community Health Services Advisory Committee (SCHSAC).

Degler moved, Lynch seconded, to approve the appointment of Public Health & Environmental Division Director Randy Wolf as the Carver County CHS Administrator and Public Health Manager Marcee Shaughnessy as the SCHSAC alternate representative, effective July 26, 2011. Motion carried unanimously.

Lynch moved, Workman seconded, to adjourn as the Community Health Board at 10:20 a.m. Motion carried unanimously.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Brian Lenzen- request to Declare a Farm (PH/E)

Primary Originating Division/Dept: <u>Public Health & Environment - Land Mgmt.</u>	Meeting Date: <u>8/2/2011</u>
Contact: <u>Steve Just</u> Title: <u>Land Management Departm...</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

File #PZ20110012. The Planning Commission recommended approval of a Conditional Use Permit (CUP) for Brian Lenzen. His request is to declare the farm status of his 7.3 acre parcel (farmstead), located in Section 15 of Dahlgren Township. The CUP would allow for agricultural structures on a parcel of less than 20 acres. Lenzen's dairy operation includes 3 feedlots, approximately 900 acres of cropland, and 481 animal units. The Dahlgren Town Board also recommended approval.

ACTION REQUESTED:

A motion to adopt the findings of fact and order #PZ20110012 for the issuance of a Conditional Use Permit.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Total	\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011- 706

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20110012

RESOLUTION #: 11-05

WHEREAS, the following application for a Conditional Use Permit has been submitted and accepted:

FILE #: PZ20110012

OWNER/APPLICANT: Brian Lenzen

SITE ADDRESS: 6610 Dahlgren Road

PERMIT TYPE: Declare Farm < 20 acres

PURSUANT TO: County Code, Chapter 152, Section(s) 152.076

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 04-015-0310

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of July 19, 2011; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Brian & Jennifer Lenzen own a 7.3 acre farmstead located in Section 15 of Dahlgren Township. The property is improved with a house, barn, and several other agricultural structures that are utilized as part of an existing dairy farm operation. The property is located in the Agriculture Zoning District and the Carver County WMO (Carver Creek).
2. The applicant, Brian Lenzen, is requesting a Conditional Use Permit (CUP) to declare the existing 7.3 acre parcel a "farm", which would allow for new or expanded agricultural structures, pursuant to Section 152.076 A of the Carver County Zoning Code.
3. On parcels of less than 20 acres a landowner is not allowed to obtain an agricultural building permit, unless a CUP is authorized for the agricultural land use. On smaller parcels (< 20 acres), all structures would be viewed as residential accessory structures and the State Building Code would apply. By definition, agricultural structures are exempt from the Building Code and a Certificate of Zoning Compliance (zoning permit) is the only requirement.
4. Brian & Jennifer Lenzen purchased the 7.3 acre farmstead site from his parents in 2009. The intent was (is) to continue working fulltime in the family's dairy farm operation. The applicant states that their garage/workshop was a total loss due to fire and their most pressing need is to replace it with an approximate 30' x 45' pole shed for farm storage and workshop purposes. In the future, Mr. Lenzen may request a building permit (per Building Code) for an attached garage for the residence.
5. The request meets the standards of Section 152.076(A) of the County Code, based on the extensive nature of the agricultural land use. Lori Brinkman, the Assistant Feedlot Administrator, inspected the site on July 11, 2011. She submitted a letter, dated July 12, 2011, summarizing the family's farming operation. The

applicant's parcel is one of three feedlots utilized in the operation. Lenzen's maintain approximately 900 acres of cropland and at the time of inspection there were a total of 481 animal units on the three farms.

6. The Dahlgren Town Board reviewed and recommended approved of the request at their June 13, 2011 Town Board meeting.

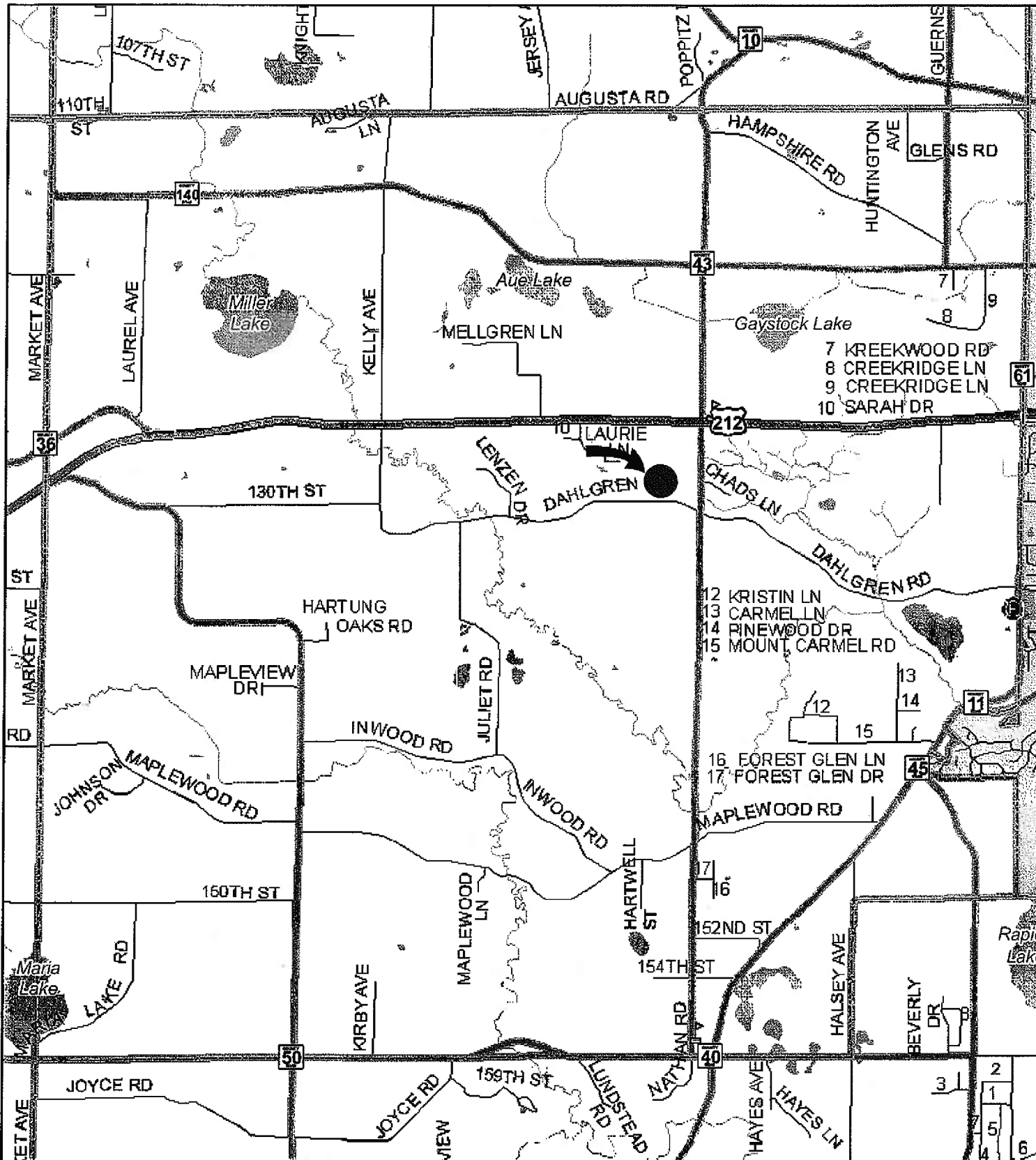
THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20110012 for a on the subject parcel of land described in Exhibit "A" of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. An Agricultural Structure Permit(s) shall be applied for and issued prior to the construction of any agricultural structure. Residential accessory structures, such as attached or detached garages, are subject to State Building Code and shall not be constructed unless appropriate permits have been issued.
3. This permit shall only be in effect as long as the subject parcel is used for active farming of an additional 40 acres or more. If the operation fails to meet this standard or if additional land is attached to meet the minimum agricultural parcel size requirements, this permit shall be terminated and the standard provisions of the Zoning Code shall apply.

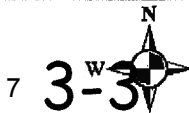
ADOPTED by the Carver County Planning Commission this 19th day of July 2011.

Ted Beise
Planning Commission Chair

DAHLGREN TOWNSHIP



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



Carver County Board of Commissioners Request for Board Action



Agenda Item:

Thomas Engelen - request for a Contractor's Yard (PH/E)

Primary Originating Division/Dept: <u>Public Health & Environment - Land Mgmt.</u>	Meeting Date: <u>8/2/2011</u>
Contact: <u>Amanda Schwabe</u> Title: <u>Associate Planner</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

File #PZ20110013. The Planning Commission recommended approval of a Conditional Use Permit (CUP) for Thomas Engelen. His request is to operate a Contractor's Yard on a 5.5 acre parcel that he homesteads in Section 4 of Dahlgren Township. The CUP would allow for his small lawn care and snow removal company to operate from the site and to reconstruct an approximate 30' x 65' accessory structure that sustained weather damage in February 2011. CUP conditions would allow for up to 5 employees and a maximum of 6 business vehicles that report to the site. No more than 3 trailers would be stored outside. The Dahlgren Town Board also recommended approval.

ACTION REQUESTED:

A motion to adopt the findings of fact and order #PZ20110013 for the issuance of a Conditional Use Permit.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Total	\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011- 709

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20110013

RESOLUTION #: 11-06

WHEREAS, the following application for a Conditional Use Permit has been submitted and accepted:

FILE #: PZ20110013

APPLICANT/OWNER: Thomas Engelen

SITE ADDRESS: 7825 County Road 140, Cologne

PERMIT TYPE: Contractor's Yard

PURSUANT TO: County Code, Chapter 152, Section 152.079 C10

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 04-004-0560

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of July 19, 2011; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Thomas Engelen owns 5.47 acres of property in the Northwest quarter (NW¹/₄) of the Southwest quarter (SW¹/₄) of Section 4 of Dahlgren Township. The parcel is improved with a residence with a one (1) car attached garage, a barn, granary and two (2) pole buildings. The property is in the Agriculture Zoning District and the CCWMO (West Chaska Creek Watershed).
2. The applicant is requesting a Conditional Use Permit (CUP) to operate a Contractor's Yard pursuant to Section 152.079 C10 of the Carver County Zoning Code.
3. Mr. Engelen homesteads property and is a self-employed owner of a small lawn care and snow removal company that meets CUP standards. The business would operate at the property from 7:00 am to 4:30 pm Monday through Friday during the summer and varying hours in the winter. There are three (3) employees associated with the business including the owner. Approximately four (4) to six (6) trips per day associated with the contractor's yard are anticipated.
4. The existing, non-residential buildings include an old barn, a granary and two (2) pole buildings. The applicant currently utilizes the pole buildings and granary structure for the storage of both personal and business related items. One of the existing pole buildings sustained storm damage in February 2011. According to the applicant, it is more financially feasible to reconstruct the damaged building in the same footprint (approximately 30' x 65') and location than to repair the current structure. The proposed structure would be a one (1) level, slab on grade building with one (1) overhead door. The building is proposed to be heated and would be used for storing equipment associated with the business, including, but not limited to three (3) work trucks, mowers, snow plows, and tools and light maintenance of business vehicles. The existing building has a water supply which would be utilized in the new building.
5. The existing gravel area to the east of the proposed building will be utilized as a parking area for employees. The applicant is proposing trees near the easterly property line in the future to provide additional screening.
6. In the future, the applicant is proposing to store a maximum of three (3) trailers outside.
7. The septic system on the property was replaced in August 2007.

8. There would be no signage for the business, and customers would not come to the site.
9. Staff received one (1) comment in support of the request from the neighboring property owner to the northeast at 7650 County Road 140.
10. The Dahlgren Town Board reviewed the request at their June 13, 2011 Town Board meeting and recommended approval.

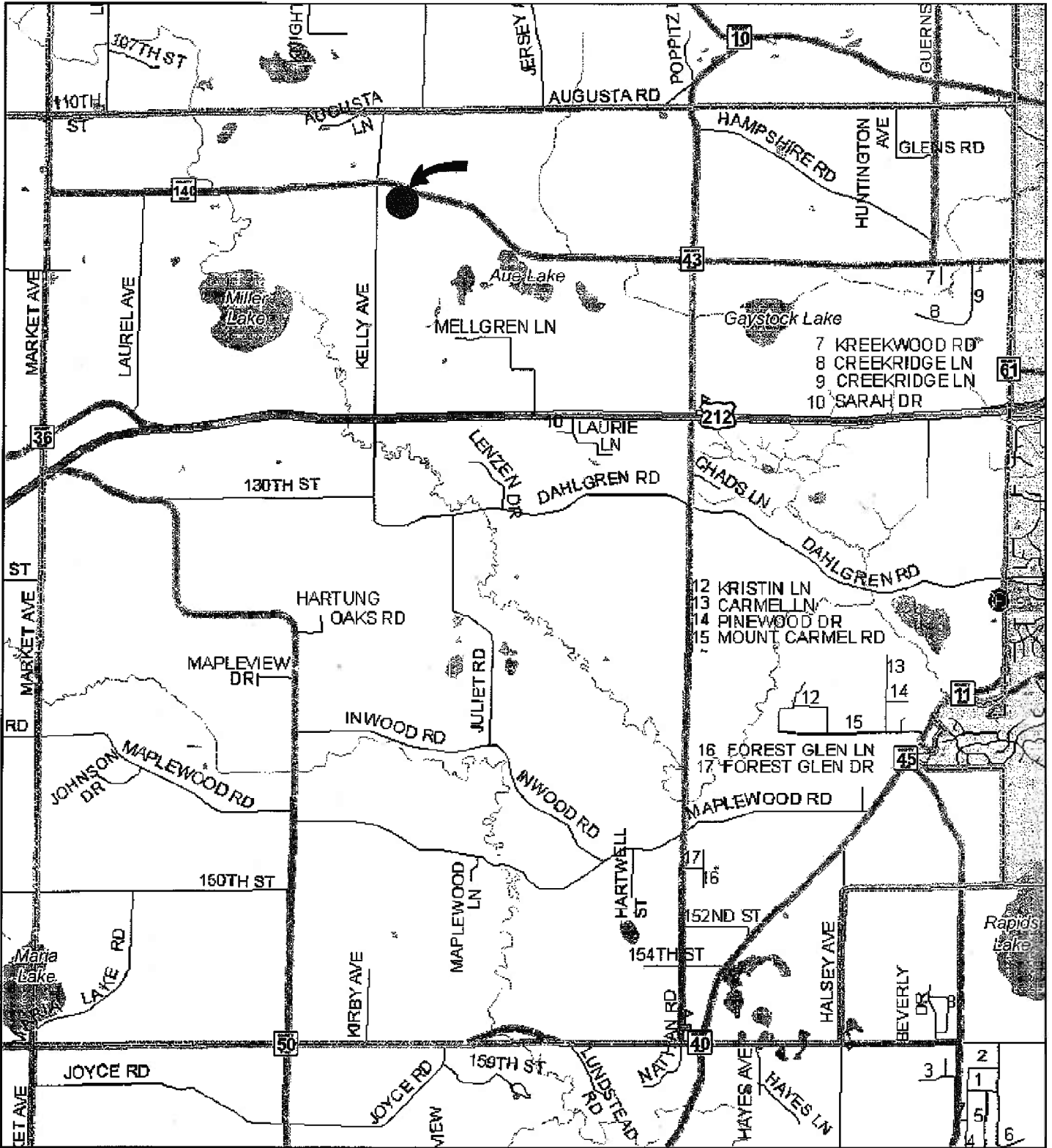
THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of the subject permit on the land described in Exhibit "A" of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to administrative review. The Permittee shall maintain homestead status on the property. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. The operation shall be in accordance with the submitted operational & site plans (dated: 6/23/11 & 6/15/2011). These plans shall be attached to and become part of this permit.
3. Permittee shall obtain the appropriate building permit(s) and on-site sewer permits (if required) prior to the construction of the approximate 30' x 65' structure. All structures used in conjunction with the contractor's yard operation shall meet the requirements of the Minnesota State Building Code.
4. Any other buildings associated with the operation proposed for the property in the future will require an additional or amended conditional use permit. A maximum of 1,000 square feet of personal storage space on the property (e.g. attached garage space) shall be allowed.
5. A maximum of six (6) business vehicles and five (5) employees that report to the site shall be permitted for future expansion. No more than three (3) trailers shall be stored outside at the site.
6. Permittee shall maintain the Non-generator's Certificate or contact the Environmental Services (E.S.) Department to obtain a Hazardous Waste Generator's License if there is an increase in hazardous waste generated at the site.
7. Permittee shall comply with road access requirements as determined by the road authority.
8. Permittee shall submit a Certificate of Workers' Compensation Insurance and/or proper affidavit to the Land Management Department.

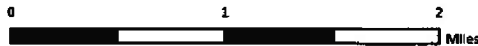
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Ted Beise,
Planning Commission Chair

DAHLGREN TOWNSHIP



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Map Created by Carver County GIS

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Regional Parks CIP Request

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>8/2/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>Parks Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <u>Parks Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Metropolitan Council intends to submit its request for capital improvements for the regional park system to the State of Minnesota. Carver County is an implementing regional park agency of the Metropolitan Park and Open Space System. On a biannual basis implementing agencies submit their capital improvement request to the Metropolitan Council for consideration in an upcoming session of the Legislature. For 2012, it is recommended that Carver County's requested portion of CIP funding be designated to reimburse Carver County for previous land acquisition costs pertaining to the purchases of the Lakeside Ballroom and Country Store Floral at Lake Waconia Regional Park.

ACTION REQUESTED:

Authorize the Parks Director to submit a 2012 CIP request to the Metropolitan Council for \$437,000 for reimbursement for land acquisition pertaining to Lake Waconia Regional Park.

FISCAL IMPACT: Other

If "Other", specify:

The CIP request will be submitted to the 2012 Legislature for consideration.

FUNDING

County Dollars =	
Metropolitan Council	\$437,000.00
Total	\$437,000.00

FTE IMPACT: None

Related Financial/FTE Comments:

The proposed request continues planned reimbursement for land acquisition at Lake Waconia Regional Park.

Office use only:

RBA 2011- 681

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Replacement of Mitel PBX with Cisco full function Unified Communications System

Primary Originating Division/Dept: Administrative Services - IT

Meeting Date: 8/2/2011

Contact: Rhonda Lynch

Title: I.T. Manager

Item Type: Regular Session

Amount of Time Requested: 10 minutes

Presenter: Steve Taylor and Rhonda Ly... Title: Division Director and I.T. Man...

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Staff is recommending replacement and upgrade of the County's 18 year old PBX (Private Branch Exchange) phone and communication system. The existing system has a number of limitations and deficiencies that are reducing the efficiency and effectiveness of staff. This recommendation supports Strategic Goal III, Objective B and C: develop technology systems to provide better customer service, and promote community connectedness through partnerships. Moving to an industry standard integrated communications solution eliminates existing risks of the current PBX solution, supports the County IT infrastructure, and enhances potential digital collaboration with external organizations.

The following are some concerns staff has with the current system:

- Carver County Purchased our PBX in 2003. PBX technology is 20 years old, and, though still in use has limited support and replacement parts, when you can find them, are normally refurbished.
- Because cost of repair continues to escalate, maintenance increases annually by about 15%.
- We are dependent on the vendor for programming associated with staff adds, moves, changes, etc.
- Existing system is out of expansion slots
- Limited phone system functionality and low redundancy is offered with PBX solutions.
- Because of our reliance on land line phones, any outages prevent our citizens from obtaining services when calling county divisions.
- The County has had a number of phone connection failures - most recently at First Street Center and Chaska Service Center due to hardware breakdowns.

Recommend purchase of CISCO Unified Communications solution in the amount of \$581,702.00 which will replace our current aged MITEL PBX system. One part of this proposal includes replacement of all MITEL handsets, but there will be no need to change any phone numbers.

CISCO Unified Communications is a highly reliable and industry standard solution currently in use by the State of Mn, some 1st Judicial District locations, Sherburne County and others. Added benefits of the Unified Communications system is reduced hardware space, reduced cooling requirements, in-house programming for office relocations (system follows the employee - use anytime, anywhere without incurring vendor relocation costs), redundancy added

(eliminate single point of failure).

Four proposals were reviewed as part of the selection process and the Cisco Unified Communication solution was the least expensive and the most advantageous to the County. If approved by the Board, ongoing annual savings of approximately \$61,000.00 would be achieved by removing analog phone lines, elimination of existing maintenance agreements and no longer needing to pay a vendor to program phones for employee office relocations.

Replacement of our current PBX was part of our CIP request for 2010 through 2015. This project was labeled as VOIP and had a requested budget of \$200,000 a year for five years (\$1,000,000.00) with a phased implementation approach. The requested CIP request was delayed in 2010 and 2011 because of other budgetary challenges.

ACTION REQUESTED:

Motion to approve purchase of CISCO Unified Communications Solution and enter into an agreement with CISCO.

FISCAL IMPACT: Other

If "Other", specify:

*Most appropriate funding source
guidance requested from Financial
Director*

FUNDING

County Dollars =	\$581,702.00
Total	\$581,702.00

FTE IMPACT: None

Related Financial/FTE Comments:

It is recommended that the CISCO Unified Communications system be purchased by decreasing the 12/31/10 Year End Savings funds of \$2.2 million.