



County Board of Equalization Meeting  
 June 20, 2011  
 5:00 p.m.  
 County Board Room  
 Carver County Government Center

Carver County Board of Commissioners  
 June 21, 2011  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

4:00 p.m.	1.	<b>a) CONVENE</b> <b>b) Pledge of allegiance</b> <b>c) Public comments (limited to five minutes)</b> <b>d) Introduction of New Employees</b>	Page
	2.	Agenda review and adoption	
	3.	Approve minutes of June 7, 2011 Regular Session .....	1-3
	4.	Community Announcements	
4:00 p.m.	5.	<b>CONSENT AGENDA</b>  <i>Communities: Create and maintain safe, healthy and livable communities</i> 5.1 2011 Roadside right of way weed spraying agreement ..... 4 5.2 Approve Metro Alliance for Healthy Families database contract..... 5  <i>Connections: Develop strong public partnerships and connect people to services and information</i> 5.3 Tobacco license ..... 6-9  <i>Finances: Improve the County's financial health and economic profile</i> 5.4 Participation in the State's new performance measurement program 10-13 5.5 Community Social Services warrants ..... NO ATT 5.6 Commissioners' warrants..... SEE ATT	
4:00 p.m.	6.	<b>COMMUNITIES: Create and maintain safe, healthy and livable communities</b> 6.1 Donations to foster care from Girl Scouts..... 14	
4:10 p.m.	7.	<b>FINANCES: Improve the County's health and economic profile</b> 7.1 Review of Minnesota Accountable Government Innovation and Collaboration Act with AMC Policy Analyst, Ryan O'Connor..... 15	

- 4:35 p.m.    **8. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**  
                   8.1    Tax Clerk Hire ..... 16-17
- 4:50 p.m.    **9. CONNECTIONS: Develop strong public partnerships and connect people to services and information**  
                   9.1    Approval of Carver County fiber optic project..... 18-25
- 5:30 p.m.    **ADJOURN REGULAR SESSION**
- 5:30 p.m.    **BOARD REPORTS**  
                   1.    Chair  
                   2.    Board Members  
                   3.    Administrator  
                   4.    Adjourn

David Hemze  
 County Administrator

**Work Session**

- 5:45 p.m.    **A. CONNECTIONS: Develop strong public partnerships and connect people to services and information**  
                   1.    Potential State Shut Down Discussion ..... 26-46

**UPCOMING MEETINGS**

- |               |  |
|---------------|--|
| June 28, 2011 | 9:15 a.m. Board Meeting                              |
| June 28, 2011 | 1:00 p.m. County Board of Equalization (if required) |
| July 5, 2011  | No meeting   |
| July 12, 2011 | 9:15 a.m. Board Work Session                         |
| July 19, 2011 | 4:00 p.m. Board Meeting                              |

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on June 7, 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.

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

Ische moved, Degler seconded, to approve the minutes of the May 24, 2011, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Awarded contract to Henry G. Meigs, LLC I the amount of \$141,506.29 for Carver County Project No. 1114, furnishing bituminous material.

Awarded contract to Paul Nesvold and Silas Tesch for the purchase of 7.5845 acres of wetland credits at a cost of \$151,690 and authorized the Chair and Administrator to sign the agreement subject to the approval by the County Attorney as to form.

Approved the following abatements:

30-951-0484	Andrea Gay
30-951-0155	Cindy Stavrum
30-951-0395	Cam Schmidt
30-951-0344	Thomas Asper
55-005-1500	David Lemmerman
30-678-0080	Marilyn Lamberton
75-297-0010	Brad Leivermann
30-952-0576	John Bray and Sonja Judd
25-261-0070	Don Roper (2009, 2010)

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

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

Paul Moline, Public Health and Environment, entered into the record the Affidavit of Publication of the public hearing, the Carver County Management Storm Water Plan, Carver County annual report and the MS4 permit for 2010.

He explained the County is required under the Clean Water Act to have a federal permit for stormwater pollution prevention. He pointed out the area covered and indicated an annual report is required. Moline stated the activities were similar to what the County is already required to do under the County's water management plan.

Moline stressed the need to do education and pointed out the water column and the large audience reached. He stated they collaborate with other watershed partners on TV ads and have held workshops for professionals on storm water techniques. He indicated they also needed to report on construction site management and have reached an agreement with Chaska and Chanhassen on educational activities.

No public testimony was received.

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

Ische moved, Workman seconded, to authorize the Chair to sign the Carver County NPDES Phase II permit 2010 annual report and approved submittal of the report to the Minnesota Pollution Control Agency. Motion carried unanimously.

Doris Krogman, Employee Relations, appeared before the Board to recommend the 2011 Early Retirement Program to begin to address the 2012 budget challenges. She stated the program was modified from last year based on what they learned.

She outlined the eligibility requirements and financial incentives. Krogman noted other metro counties have offered similar incentives and by comparison, Carver County was conservative. She indicated potential savings include a reduction in salaries, the elimination of some positions, reorganization and the anticipation of paying lower wages to the new employees. Krogman estimated a savings of \$300,000 in 2012. She reviewed the program deadlines and her recommendation to not offer a program like this again for at least three years. Krogman noted there would be no promise of avoiding layoffs.

She stated employees would be advised to speak with an attorney and financial advisor and a list of eligible employees would be created. Krogman stated union business representatives are interested if this is adopted and memorandum of agreements would be signed.

Ische offered the following Resolution, seconded by Lynch:

Resolution #36-10  
Establishing the 2011 Early Retirement Program

On vote taken, all vote aye.

Degler moved, Lynch seconded, to adjourn the Regular Session at 9:56 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:**

**2011 Roadside Right-Of-Way Weed Spraying Agreement (CP 1113)**

Primary Originating Division/Dept: <u>Public Works - Highway Maintenance</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>Michael Legg</u> Title: _____	Item Type: <u>Consent</u>
Amount of Time Requested: _____ minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: _____ Title: _____	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

This agreement is for the spraying of county road right-of-way for noxious weeds, thistles and brush. Quotes from Philip's Tree Care (Robbinsdale, MN), 4 Control (Menomonie, WI), DeAngelo Brothers (Albert Lea, MN), and Ag Enterprises (Chaska, MN) were obtained. Staff has evaluated the four quotes and is recommending a contract/professional service agreement with Philip's Tree Care. They provided the lowest labor and material quote and have done this type of work for other counties in the past and are familiar with control along the county roads where weed, thistle and brush problems exist. Staff also is of the opinion that the chemical prices are in line with what is needed for this work. Philip's Tree Care is also going to provide Carver County with GPS Data of weed location. This data will aid Carver County in determining the future course of action.

**ACTION REQUESTED:**

Approve the professional service agreement between Carver County and Philip's Tree Care for 2011 Roadside Spraying with a not-to-exceed amount of \$35,500.00 and authorize the County Board Chair and the County Administrator to execute the agreement after review and approval by the County Attorney's Office and Risk Management.

<p><b>FISCAL IMPACT:</b> <u>Included in current budget</u></p> <p>If "Other", specify: _____</p> <p><b>FTE IMPACT:</b> <u>None</u></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>\$35,500.00</b></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$35,500.00</b></td> </tr> </table>	County Dollars =	<b>\$35,500.00</b>	_____	_____	<b>Total</b>	<b>\$35,500.00</b>
County Dollars =	<b>\$35,500.00</b>						
_____	_____						
<b>Total</b>	<b>\$35,500.00</b>						

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 593

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve Metro Alliance for Healthy Families Database Contract**

Primary Originating Division/Dept: <u>Community Social Services</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>Gary Bork</u> Title: <u>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: <input type="text"/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Dakota County maintains a database Metro Alliance for Healthy Families (MAHF). Carver County as a member of MAHF stores client data in the database. The contract governs the use of the database.

**ACTION REQUESTED:**

Motion to approve the Metro Alliance for Healthy Families Database Contract

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$0.00</b>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>\$0.00</b>

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 637

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Tobacco License**

Primary Originating Division/Dept: <u>Property Records &amp; Taxpayer Services</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>Barb McGowen</u> Title: <u>Taxpayer Services Clerk</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:**

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

**BACKGROUND/JUSTIFICATION:**

Attached is a list of businesses that have applied for a Tobacco License in compliance with the Carver County Tobacco Ordinance. The owners are requesting Carver County Board of Commissioners approval to sell tobacco products. There are no delinquent taxes owed by the business owners on these parcels.

**ACTION REQUESTED:**

Approval of Tobacco Licenses for the businesses on the attached list.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>\$0.00</b>

**Related Financial/FTE Comments:**

*Office use only:*  
RBA 2011- 624



**Tobacco License Applications to Be Approved by County Board**

<p><b>License #10-501</b>  <b>American Legion Post #580</b>  Kenneth Larson, Hospitality Director  290 Lake Drive E  Chanhassen, MN 55317</p>	<p><b>License # 10-508</b>  <b>Dahlgreen Golf Club, Inc</b>  David Tessman, General Manager  6940 Dahlgren Road  Chaska, MN 55318</p>
<p><b>License # 10-509</b>  <b>Nash Finch Company dba Econofoods #318</b>  Kathleen M. Mahoney, SVP &amp; Secretary  710 Faxon Road  NYA, MN 55368</p>	<p><b>License # 10-513</b>  <b>Good Time Liquors</b>  Dale E Bruers, Owner  400 Faxon Road  Norwood Young America, MN 55368</p>
<p><b>License # 10-515</b>  <b>Holiday Stationstores, Inc dba Holiday Stationstore #199</b>  Cindy Zierhut, License Administrator  441 79th Street West  Chanhassen, MN 55317-4505</p>	<p><b>License # 10-519</b>  <b>Ivan's Convenience Store, Inc.</b>  Ivan C. Johnson, President  7910 Dakota Ave  Chanhassen, MN 55317</p>
<p><b>License # 10-523</b>  <b>Mid-County Coop dba Holiday Stationstore #3577</b>  William F. Reimers, General Manager  409 Paul Avenue North  Cologne, MN 55322</p>	<p><b>License # 10-526</b>  <b>R E Smith Oil &amp; Tire Co, Inc</b>  Russell E Smith, Owner  503 Faxon Road N  Norwood Young America, MN 55368</p>
<p><b>License # 10-535</b>  <b>Harms Bar</b>  Linda L. Harms, Owner  227 Elm Street West  NYA, MN 55368</p>	<p><b>License # 10-540</b>  <b>Bluff Creek Golf Association dba Bluff Creek Golf Course</b>  Michael Cohrs, General Manager  1025 Creekwood  Chaska, MN 55318</p>
<p><b>License # 10-541</b>  <b>Plocher's Inc dba Floyds</b>  Lois Plocher, Owner  1758 Arboretum Blvd  Victoria, MN 55386</p>	<p><b>License # 10-557</b>  <b>TBI Liquor Two, Inc dba Cheers Wine &amp; Spirits</b>  Michael G. Baier, President  530 W 79th St  Chanhassen, MN 55317</p>
<p><b>License # 10-558</b>  <b>Mayer Oil Co of Mayer Inc dba Mayer MobilMart</b>  Richard A. Cohrs, President  308 Ash Ave N  Mayer, MN 55360</p>	<p><b>License # 10-566</b>  <b>Schoknecht, Inc dba Lisa's Place</b>  Lisa M Schoknecht, President  205 Broadway North  Carver, MN 55315</p>
<p><b>License # 10-567</b>  <b>J &amp; R Entertainment dba Da' Boars Bar &amp; Grill</b>  Jeffrey Cronin, Owner  610 Lake St W  Cologne, MN 55322</p>	<p><b>License # 10-578</b>  <b>Kwik Trip, Inc dba Kwik Trip #402</b>  Donald P. Zietlow, President  2201 W 78th St  Chanhassen, MN 55317</p>
<p><b>License # 10-594</b>  <b>Holiday Stationstores, Inc dba Holiday Stationstore #360</b>  Cindy Zierhut, License Administrator  1793 Arboretum Blvd  Victoria, MN 55386-7706</p>	<p><b>License # 10-596</b>  <b>Champlin 2005 LLC dba Cub Foods #31564/1644</b>  Doyle Troyer, VP Corporate Tax  7900 Market Blvd  Chanhassen, MN 55317</p>
<p><b>License # 10-600</b>  <b>GrandSt. Paul CVS, LLC dba CVS/Pharmacy #1747</b>  Ruth M. Paredes, License Coordinator  7765 Galpin Blvd  Chanhassen, MN 55317</p>	<p><b>License # 10-603</b>  <b>Century Wine &amp; Spirits, LLC</b>  Daniel J. Herbst, President  2689 West 78th St  Chanhassen, MN 55317</p>

<p><b>License # 10-604</b>  <b>Holiday Stationstores, Inc. dba Holiday Stationstore #371</b>  Cindy Zierhut, License Administrator  502 N Faxon Rd  Norwood Young America, MN 55368-9734</p>	<p><b>License # 10-605</b>  <b>Walgreen Co dba Walgreens #09728</b>  Margarita Kellen, Assistant Secretary  600 W 79th St  Chanhassen, MN 55317</p>
<p><b>License # 10-606</b>  <b>Harvey's Bar &amp; Grill Inc.</b>  Laura Niesche, Owner  220 N Broadway  Carver, MN 55315</p>	<p><b>License # 10-608</b>  <b>Alouls Fuel &amp; Food Service dba Chanhassen BP</b>  Khaled Aloul, President  7905 Great Plains Blvd  Chanhassen, MN 55317</p>
<p><b>License # 10-610</b>  <b>KLMS Group LLC dba Century Blvd BP</b>  Mark Leutem, President  7755 Century Blvd  Chanhassen, MN 55317</p>	<p><b>License # 10-611</b>  <b>Last Call Properties, LLC dba Last Call Too</b>  Diane R. Henning, Owner  118 Main St E  NYA, MN 55397</p>
<p><b>License # 10-613</b>  <b>Casey's Retail Company dba Casey's General Store #2655</b>  Terry W. Handley, President  300 Co Rd 40 E  Carver, MN 55315</p>	<p><b>License # 10-614</b>  <b>Holiday Stationstores, Inc. dba Holiday Stationstore #390</b>  Cindy Zierhut, License Administrator  2960 82nd St  Chanhassen, MN 55317</p>
<p><b>License # 10-616</b>  <b>TTK Inc. dba Carver Liquor</b>  Tu Pham, Owner  309 Broadway N  Carver, MN 55315</p>	<p><b>License # 10-619</b>  <b>B&amp;B Hospitality dba HI-5 Market</b>  Deepinder S. Baveja, Owner  1510 Commercial Ave.  Victoria, MN 55386</p>
<p><b>License # 10-620</b>  <b>Chanhassen Winner Co. dba Chanhassen Marathon</b>  Estephan Hark, President  380 Lake Drive E  Chanhassen, MN 55317</p>	<p><b>License # 10-623</b>  <b>Thaemert, Inc. dba T-Road Tavern</b>  Michael Thaemert, Owner  110 Broadway St E  New Germany, MN 55367</p>
<p><b>License # 10-624</b>  <b>Kleinprintz Liquors, LLC dba MGM Liquor Warehouse</b>  Jason Kleinprintz, Managing Member  7856 Market Blvd, PO Box 412  Chanhassen, MN 55317</p>	<p><b>License # 10-625</b>  <b>Victoria Street, LLC dba Victoria Bar and Grill</b>  Michael R. Meents, Owner  7900 Quamoelit  Victoria, MN 55386</p>
<p><b>License # 10-626</b>  <b>Southern Sands Inc. dba Down South Bar &amp; Grill</b>  Jilann Paehlke, Owner  360 Broadway St  New Germany, MN 55367</p>	<p><b>License # 10-627</b>  <b>Kwik Trip, Inc. dba Kwik Trip #492</b>  Donald P. Zietlow, President  8921 Crossroads Blvd  Chanhassen, MN 55317</p>
<p><b>License # 10-628</b>  <b>Walgreen Co. dba Walgreens #12434</b>  G. D. Wasson, President &amp; CEO  2499 Highway 7  Excelsior, MN 55331-9701</p>	<p><b>License # 10-629</b>  <b>Schroeder Oil LLC dba Hollywood Star</b>  Lyle G. Schroeder &amp; Cynthia Schroeder, Owners  17535 Highway 7  New Germany, MN 55367</p>
<p><b>License # 10-631</b>  <b>Crossroads Liquor of Victoria LLC dba Crossroads Liquor</b>  Paul Schindler and Cindy Poppitz, Partners  7999 Victoria Drive  Victoria, MN 55386</p>	<p><b>License # 10-632</b>  <b>The Dog House II Saloon dba The Dog House</b>  Mark Anhalt, Owner  313 N Broadway  Carver, MN 55315</p>

**License # 10-633**

**Northern Tier Retail LLC dba SuperAmerica #4366**

Rex E. Butcher, President

2391 Hwy 7

Excelsior, MN 55331

**License # 10-634**

**GMB Enterprise, LLC dba Inn Town Wine & Spirits**

Gary Bjurstrom, Owner

102 Lake St W

Cologne, MN 55322

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Participation in the State's New Performance Measurement Program**

Primary Originating Division/Dept: <u>Finance</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>David Frischmon</u> Title: _____	Item Type: <u>Consent</u>
Amount of Time Requested: _____ minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: _____ Title: _____	

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

**BACKGROUND/JUSTIFICATION:**

In 2010, the Legislature created the Council on Local Results and Innovation. In February 2011, the Council released a standard set of ten performance measures for counties. Participation in the standard measures program is voluntary. If the County elects to participate in the program by July 1, 2011, the County will receive a reimbursement of .14 per capita or \$12,600 in 2011. County staff already track several performance measurements in several areas so the State's new program to standardize these measures across counties seems to be a logical next step. Thus, at the 6/14/11 board workshop county staff recommended that the Board should participate in this new program.

**ACTION REQUESTED:**

A motion to declare the County's adoption of the 10 performance measures developed by the Council.

<p><b>FISCAL IMPACT:</b> <u>Budget amendment request form</u></p> <p><i>If "Other", specify:</i> _____</p> <p><b>FTE IMPACT:</b> <u>None</u></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>\$12,600.00</b></td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$12,600.00</b></td> </tr> </table>	County Dollars =	<b>\$12,600.00</b>	_____	_____	<b>Total</b>	<b>\$12,600.00</b>
County Dollars =	<b>\$12,600.00</b>						
_____	_____						
<b>Total</b>	<b>\$12,600.00</b>						

Related Financial/FTE Comments:  
 \_\_\_\_\_

*Office use only:*  
 RBA 2011- 627

1/4 per capita  
\$12,600

## Model Performance Measures for Counties

The following are the recommended model measures of performance outcomes for counties, with alternatives provided in some cases. Key output measures are also suggested for consideration by local county officials.

### Public Safety:

1. Part I and II crime rates (*Submit data as reported by the Minnesota Bureau of Criminal Apprehension. Part I crimes include murder, rape, aggravated assault, burglary, larceny, motor vehicle theft, and arson. Part II crimes include other assaults, forgery/counterfeiting, embezzlement, stolen property, vandalism, weapons, prostitution, other sex offenses, narcotics, gambling, family/children crime, D.U.I., liquor laws, disorderly conduct, and other offenses.*)

**OR**

Citizen's rating of safety in their county. (*Citizen Survey: very safe, somewhat safe, neither safe nor unsafe, somewhat safe, very unsafe*)

### **Output Measure:**

Deputy Response Time (*Time it takes on top-priority calls from dispatch to the first officer on scene.*)

### Probation/Corrections:

2. Percent of adult offenders with a new felony conviction within 3 years of discharge

### Public Works:

3. Hours to plow complete system during a snow event
4. Average county pavement condition rating

**OR**

Citizen's rating of the road conditions in their county. (*Citizen Survey: good condition, mostly good condition, many bad spots*)

(Under legislation passed in 2009 (Minn. Stat. § 402A.15), counties are engaged with the Department of Human Services and community organizations in a three-year process to develop comprehensive performance measures across all areas of human services, for which all counties will be held accountable. The following measures here are intended to serve as 'placeholders', not to replace the more comprehensive measures scheduled to be completed by December 2012.)

**Public Health:**

5. Life Expectancy generally and by sex and race

**OR**

Behavioral Risk Factor Surveillance system rating (Citizen Survey: excellent, very good, good, fair, or poor)

**Social Services:**

6. Workforce participation rate among MFIP and DWP recipients
7. Percentage of children where there is a recurrence of maltreatment within 12 months following an intervention

**Taxation:**

8. Level of assessment ratio *(If the median ratio falls between 90% and 105%, the level of assessment is determined to be acceptable.)*

**Elections:**

9. Accuracy of post-election audit *(Percentage of ballots counted accurately.)*

**Veterans' Services:**

**Output Measure:**

Percent of veterans surveyed who said their questions were answered when seeking benefit information from their County Veterans' Office

**Parks:**

10. Citizens' rating of the quality of county parks, recreational programs, and/or facilities. *(Citizen survey: excellent, good, fair, poor)*

**Library:**

11. Number of annual visits per 1,000 residents

# Budget Amendment Request Form



**Agenda Item:**

Participation in the State's New Performance Measurement Program

Department:

Meeting Date: 6/21/2011

Requested By:

David Frischmon

Fund:

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

Description of Accounts	Acct #	Amount
<b>TOTAL</b>		\$0.00

Description of Accounts	Acct #	Amount
2011 State Performance Measures Reimbursement	misc revenue	\$12,600.00
<b>TOTAL</b>		\$12,600.00

**Reason for Request:**

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Donations to Foster Care from Girl Scouts**

Primary Originating Division/Dept: <u>Community Social Services</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>Gary Bork</u> Title: <u>Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Gary Bork</u> Title: <u>Director</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Nicole, a Girl Scout and member of the Chaska High School DECA Group, Material Girls Sewing Guild, is donating Clothing bags, blankets and overnight hygiene items to give to children entering foster care. The amount spent for the 160 bags is \$160.00. The bags will be distributed to children entering foster care by both Social Services and the Sheriff's Office.

**ACTION REQUESTED:**

Motion to accept the donation of the clothing bags.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$0.00</b>
<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
<b>Total</b>	<b>\$0.00</b>

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 633



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Review of Minnesota Accountable Government Innovation and Collaboration Act with AMC Policy Analyst, Ryan O'Connor**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>Dave Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Ryan O'Connor</u> Title: <u>AMC Policy Analyst</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Board previously tabled the adoption of a Resolution in support of the Minnesota Accountable Government Innovation and Collaboration Act (MAGIC). The Act would have allowed Counties to establish pilot projects to provide a service by an alternative service delivery method that requires a waiver of or an exemption from a law rule or procedure.

Ryan O'Connor, AMC policy analyst, will be present to review and discuss the Act with the Board.

**ACTION REQUESTED:**

None. Informational only.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

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

**Related Financial/FTE Comments:**

*Office use only:*  
RBA 2011- 630

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Tax Clerk Hire**

Primary Originating Division/Dept: <u>PRTS - Property Taxation</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>Mark Lundgren</u> Title: <u>Division Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Mark Lundgren</u> Title: <u>Division Director</u>	

**Strategic Initiative:**

Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

**BACKGROUND/JUSTIFICATION:**

Existing work loads in the tax area of the Taxpayer Services Department have increased substantially. This position will be responsible for a portion of the tax calculation process, collection and settlement, abatement, report generation and research in the tax area. This hire will create additional stability in the tax area as we continue to reassess organizational changes within the Divisions Departments and consider cross training staff when appropriate. We will reallocate salary dollars within the Property Records Taxpayer Services Division to fund the Tax Clerk hire. The elimination of the Property Records Manager and reallocation of dollars to the Tax Clerk hire will result in a net decrease (savings) of approximately \$53,000.00.

**ACTION REQUESTED:**

Eliminate the Property Records Manager position and approve the reallocation of funding and hiring for a new Tax Clerk position.

**FISCAL IMPACT:** Budget amendment request form

If "Other", specify:

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>(\$116,000.00)</b>
Tax Clerk Hire	\$63,000.00
<b>Total</b>	<b>(\$53,000.00)</b>

**Related Financial/FTE Comments:**

This elimination of Property Records Manager position and reallocation to a new Tax Clerk position will result in a net savings of \$53,000.00 which will be applied to the 2012 levy savings target for the Division.

*Office use only:*  
RBA 2011- 621

# Budget Amendment Request Form



**Agenda Item:**  
Tax Clerk Hire

Department:  
 \_\_\_\_\_

Meeting Date: 6/21/2011

Requested By:  
 Mark Lundgren

Fund:

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

Description of Accounts	Acct #	Amount
Tax Clerk		\$63,000.00
2012 Target Levy Savings		\$53,000.00
<b>TOTAL</b>		\$116,000.00

Description of Accounts	Acct #	Amount
Property Records Manager		\$116,000.00
<b>TOTAL</b>		\$116,000.00

**Reason for Request:**  
 Division Reorganization

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Carver County fiber optic project**

Primary Originating Division/Dept: <u>Administrative Services</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>Steve Taylor</u> Title: _____	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>30</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Steve Taylor/Randy Lehs</u> Title: _____	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

In March 2010 the Board approved the submission of an application for round two ARRA funding for the Carver County Open Fiber Initiative (CCOFI). In August 2010, the County was notified that the CCOFI project had been awarded federal funding of \$5,995,600, which covers 80% of the project cost, with the County responsible for a 20% match of \$1,498,900 of the overall project budget of \$7,494,500.

The CCOFI project consists of an 89 mile fiber optic ring that runs through every city in the County along with 33 miles of laterals which connect 55 sites including city, county and township governments, schools, fire departments, public safety towers, law enforcement agencies, community support organizations and healthcare providers. Additionally, the project provides an open network, which means it is designed to allow one or more private service providers to sell broadband services on this network to private businesses and residents.

In April, the County received bids for the four areas of work including: a) Fiber Ring Construction, b) Lateral Construction, c) Fiber Optic Cable, and d) Fiber Splicing. Staff has spent significant time analyzing the bids which included discussing and clarifying bid documents with contractors in order to provide the Board with the best recommendation. Further, staff has met with the Broadband Infrastructure Taskforce (BIT) to obtain feedback and consensus on the bid recommendations and we plan to meet periodically with the Taskforce to provide project updates.

In parallel, staff have been working with the County Attorney's office to amend the original Jaguar Communications contract to secure their construction management services, assume maintenance responsibilities of all base ring and select lateral fiber and to provide a long term lease for the fiber utilized by Jaguar in the ring through a lease contract used in the fiber industry called an Indefeasible Right to Use (IRU). These documents are in final review by both parties and includes language which will provide for ongoing County operating, maintenance and equipment replacement costs.

The project calls for 192 strands of fiber to be installed with the following utilization planned: the County piece (including schools, cities, townships etc.) would utilize 96 fiber, Jaguar will utilize the other 96; of these 96, Jaguar has an open access requirement for 24 of the 96 fiber to be provided at market rate.

Staff recommends the following budget be adopted with the expectation that construction will be completed Dec 2012, with substantial completion June 2013.

Project Cost Recommendation

Base fiber ring and lateral construction	4,784,651.83
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Contingency	269,964.37
General Conditions	20,000.00
Fiber optic cable and conduit	1,284,883.80
Pre-engineering, testing and splicing, management, fiber payment, admin	1,105,000.00
Jaguar Payment for Carver fiber purchase	-370,000.00
Equipment, racks, data closets (to be bid)	<u>400,000.00</u>
	7,494,500.00

The payback for this project will be approximately five years as the County currently pays about \$300,000/year for the use of copper T-1 communication lines.

**ACTION REQUESTED:**

1. Motion to accept \$5,995,600 in ARRA funding for the County fiber initiative.
2. Motion to adopt the project budget of \$7,494,500 of which \$5,995,600 is from ARRA grant dollars, \$1,498,900 is local match and includes the following:
  - a. Motion to approve contract with MP Nexlevel, who had the lowest responsible bid, for \$4,784,651.83 to provide construction of ring and laterals and to reject the low bid.
  - b. Motion to approve contract with Power & Tel for \$1,284,883.80 to provide fiber optic cable and conduit.
  - c. Motion to approve contract with Jaguar Communications for \$740,000.00 to provide fiber splicing and testing, pre-engineering, and project administration and reject the splicing bids that were received.
  - d. Motion to approve contract with Jaguar to provide an IRU (lease agreement) which provides longer fiber lease including maintenance costs and open interconnect support & management
3. Motion to delegate authority to the Administrative Services Division Director to approve individual change orders for up to \$50,000.

**FISCAL IMPACT:** Included in current budget

If "Other", specify:

**FTE IMPACT:** None

**FUNDING**

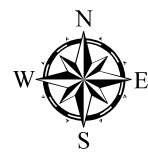
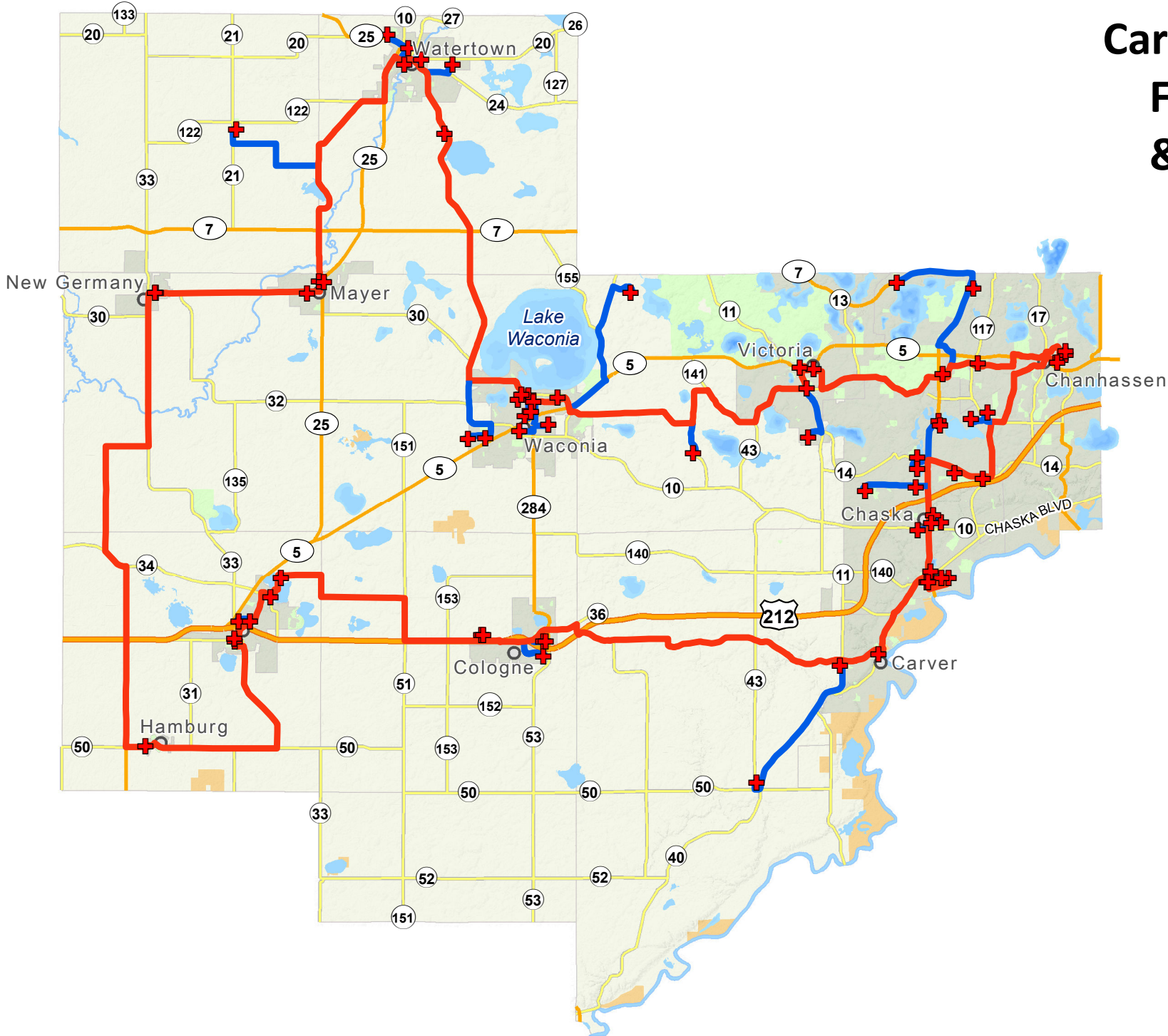
County Dollars =	<b>\$1,498,900.00</b>
Federal Funding	\$5,995,600.00
<b>Total</b>	<b>\$7,494,500.00</b>

**Related Financial/FTE Comments:**

The County match of 20% or \$1,498,900 was part of the 2011 budget funded through reserves designated for working capital.

*Office use only:*  
RBA 2011- 647

# Carver County Fiber Ring & Laterals



**Legend**

- ⊕ Fiber Buildings
- Funded Backbone
- Funded Lateral

## **CCOFI Background since Receipt of Award**

In July 2010 the County was notified by the US Dept of Commerce that we were one of a number of grantees of the over \$7 billion set aside in the American Recovery and Reinvestment Act for broadband infrastructure improvement projects throughout the US. Since receiving this notification Carver County Open Fiber Initiative (CCOFI) staff have been working on three primary components of the project which comprise the equivalent of what we have come to call our three legged stool. The three legs of the stool consist of the Environmental Assessment (EA), Construction Bid and Jaguar Contract for Services and Indefeasible Right to Use (IRU) lease agreement.

Environmental Assessment – The environmental Assessment (EA) was not originally identified by the US Dept of Commerce as a requirement for the project. After project awards were issued, this new requirement was shared. The addition of the EA requirement halted all initial shovel ready projects that had not completed this new step, which consisted of most of the projects awarded. The EA process involved a number of components, the first of which was finalizing the anchor institution locations included in the project as well as finalizing our construction route.

There were a number of agencies in which the County was required to consult with and receive project sign off, which included MN Pollution Control, MN State Historic Preservation Office, US Fish and Wildlife, MN Department of Natural Resources and the Carver County Soil and Water Conservation District, to name a few. Along with these agencies, we were also required to consult with a number of tribal governments that may have potential areas throughout the project that may have significance. Over the past 6 months CCOFI staff have worked on receiving the various approvals and determinations and sign offs from the various entities and tribes in which communication was required. Along with these efforts the actual environmental assessment document was being drafted, with an initial draft being submitted in late January for US Dept of Commerce review.

In late February the County received a response from Commerce regarding our EA, noting that it was in good order with only a few minor changes requested. Subsequently, at approximately the same time this response was received, Commerce changed the method in which they identified tribal governments that project grantees needed to contact, which then added additional tribal governments that we needed to communicate with. Since February, CCOFI staff have been following the process to meet the communication requirements of these additional tribes, which were completed at the end of May. After which, CCOFI staff proceeded to finalize the EA documentation and submitted the final EA to Commerce in late May. On June 13<sup>th</sup> CCOFI staff received the official Finding of No Significant Impact (FONSI) was issued for our project, which is the acceptance of our EA, thus allowing us to start construction of our project and start drawing down any needed funds.

Construction Bid – In January, CCOFI staff began drafting the Request for Bid (RFB) for the construction component of the project, which is budgeted at approximately 75% of the project total. In mid February the RFP was issued and over the next several weeks two vendor conferences and question and answer sessions were held along with one day of site visits to the various base ring anchor sites. Bids were due April 5<sup>th</sup> and were read in a public bid opening in the County Board Room on that date. Since this time,

CCOFI staff have been analyzing and reviewing the bids including meeting with several vendors and clarifying their documentation, operations and experience so staff are able to provide their best recommendation on appropriate vendors to the Board. The bid was drafted into four sections in which vendors could bid some combinations or all of the sections, thus allowing the County the greatest flexibility to select the most appropriate and cost effective construction vendor possible. The four sections of the bid consisted of Base Ring Construction, Lateral Construction, Fiber Optic Conduit and Cable with the final section being Splicing. In reviewing the submitted bids, staff have evaluated the vendors based on the defined qualifications in the RFB, which for construction section bidding vendors, included having the “experience in successfully managing installation of networks with similar scope, size, and complexity”. Based on this requirement the low bidder for the combined Base Ring Construction and Lateral Construction, Crowley Construction, is not a qualified bidder and as such, their bid is not valid and is not recommended. Staff completed considerable review to validate and confirm that vendors met the requirements and qualifications as defined in the RFB and after review; the currently defined low bidder does not meet the experience requirement. As such, staff are recommending the second lowest bidder MPNexlevel for the Base Ring Construction and Lateral Construction. For the third section of the bid, Fiber Optic Conduit and Cable, staff recommends selecting the low bidder PowerTel. The Splicing section of the bid is not being awarded as this service is no longer needed, as it is included in the construction management duties performed by Jaguar Communications.

Jaguar Agreement and IRU – In 2008, the County issued an RFB for fiber optic ring construction to hook up all primary County facilities. At that time, the County competitively selected Jaguar Communications to work with on the project. As the economic environment of the country changed in 2009 and the inception of the ARRA and available grant funding for fiber optic projects, through the combined efforts of the County and Jaguar, the County was awarded funding for the CCOFI project. Jaguar continues to play a major role in the project acting as our first anchor service provider on the network with the fiber they are allowed to use, provided through a standard fiber lease agreement called an indefeasible right to use. Over the past months CCOFI staff have been working on the contracts to secure the services of Jaguar Communications for construction management of the project. Along with this service, Jaguar is also assuming the cost of the maintenance responsibilities for the base ring and a number of appropriate laterals. They will also assume responsibilities for the ARRA requirement associated with all ARRA funded projects of providing an open access, open interconnect network, which in simple terms, means that if a service provider has a desire to utilize this network to provide services, fiber or capacity will be made available at market rates to allow them to do so. Finally, as part of their services, Jaguar will perform splicing and testing of the fiber once it is installed.

Fiber usage in the fiber ring is comprised of three components. The first component is the County and Public use fiber, which consists of 96 strands. This fiber will be managed by the County and utilized by all the public anchor institutions. The second component is the fiber utilized by Jaguar Communications, which consists of 96 strands. This fiber will be used by Jaguar to provide services to end users and businesses as best fits their business model. The third component is the ARRA required open access, also called open interconnect fiber. We are having Jaguar Communications assume the responsibility for meeting our requirements of the open interconnect fiber as defined for all ARRA funded projects. We



have defined a count of 24 fiber to meet this requirement, which when they are needed, will be used from the 96 strands that are being provided to Jaguar through the IRU.

The ARRA funding is for onetime expenses and as with any communications infrastructure there will be ongoing recurring expense. Staff have designed the project to be self sustaining and have worked through a pro forma to review the opportunities for cost recovery to sustain the fiber optic ring for years to come, and anticipate the avoidance of any additional expenses for the County for the fiber ring.

There are many functional benefits that the CCOFI project will allow to anchor institutions including:

- Data sharing
- Shared staffing for similar types of anchor institutions performing similar functions.
- Enhanced data backups, as the County explores the possibility of providing data backup and storage and disaster recovery capabilities at the County Public Works facility in Cologne.
- Shared software licensing with entities buying as a group instead of individually
- Voice Over IP telephone and communications opportunities
- Shared purchasing of internet bandwidth for reduced costs.

There are also many community benefits that the CCOFI project will allow, including:

- **Business Development** – Many businesses are looking to build at locations that have the availability of a high-speed network and internet. Economic development programs through the Carver County Community Development Agency, local Chambers of Commerce, and other similar entities, will be able to market the high-speed capabilities of the fiber ring to prospective business.
- **Residential Development** – A recent study found one of the most sought-after items in new residential real estate was the availability of high-speed internet. With the CCOFI fiber ring running through each city in the county, developers will be able to take advantage of the opportunity for fiber build-outs in each community.
- **Competitive Marketplace** – Having a competitive marketplace typically means consumers can find lower cost, higher service offerings for the products they are looking to purchase. Fiber and the services and speeds it offers are no different. With the fiber running through each city and the open network design of this project, competition should be readily available, and that will lower costs.
- **Telecommuting** – Many small cities throughout the U.S. have fought to keep their young talent in their communities. With the majority of high-paying jobs being created in larger city centers, many young people choose to go where the money is. With fiber in place, telecommuting opportunities are available, and smaller communities will be able to keep people in their towns.
- **Healthcare Enhancements** – The CCOFI ring will enable healthcare providers, clinics, and the county's regional medical center to utilize the latest in technology. They will be able to pass electronic medical records and share needed data with other medical institutions to improve patient care. High-speed capabilities will be possible for them to take advantage of advanced medical technology such as remote doctor visits and telesurgery.
- **Educational Opportunities** – In addition to connecting all of the school districts that serve Carver County students, the CCOFI ring will provide connection opportunities with higher education facilities, including the University of Minnesota, Crown College, and Dunwoody Institute. It will open up opportunities for remote education and the use of remote classrooms.

**Carver County Fiber Network Bid Summary**

	<u>MasTec</u>	<u>Telecom Construction</u>	<u>MP Nexlevel</u>	<u>Spali</u>	<u>Crowley</u> (Note 1)	<u>ACS Construction</u> (Arvig)
<b>Part A - Base Ring Construction</b>						
Sub-Total - Material & Davis Bacon Labor	\$4,218,368.65	\$3,963,455.59	\$3,162,771.17	\$5,548,390.48	\$2,041,662.63	\$3,827,310.00
<b>Part B - Lateral Construction</b>						
Sub-Total - Material & Davis Bacon Labor	\$2,227,000.79	\$2,228,838.73	\$1,681,872.63	\$2,950,020.50	\$1,570,980.91	\$1,869,259.31
<b>Part A and Part B - Combined Totals</b>	\$6,445,369.44	\$6,192,294.32	\$4,844,643.80	\$8,498,410.98	\$3,612,643.54 (Note 2, 3)	\$5,696,569.31

<b>Part C</b>	<u>Power &amp; Tel</u>	<u>Telecom Construction</u>	<u>MP Nexlevel</u>	<u>Border State</u>	<u>Crowley</u>	<u>Draka</u>
Ring Fiber - 192 Stands	\$ 648,753.60	\$ 860,640.00	\$ 846,978.00	\$ 711,843.26	\$ 744,480.00	\$ 677,529.60
Lateral Fiber - Variety of Sizes	\$ 110,570.20	\$ 118,080.00	\$ 114,162.88	\$102,732.69	\$ 100,370.00	\$ 116,234.30
Conduit	\$ 525,560.00	\$ 588,000.00	\$ 682,500.00	\$ 549,780.00	\$ 518,000.00	No bid
<b>Totals of Ring and Laterals Fibers and Conduit</b>	\$ 1,284,883.80	\$ 1,566,720.00	\$ 1,643,640.88	\$ 1,364,355.95	\$ 1,362,850.00	N/A

<b>Part D - Splicing</b>	<u>MasTec</u>	<u>Telecom Construction</u>	<u>MP Nexlevel</u>	<u>CableCom</u>	<u>Crowley</u>	<u>ACS Construction</u>
Splicing Total	\$631,600.05	\$453,164.40	\$310,786.42	\$290,250.00	\$322,200.00	\$ 104,500.00

Note 1: Bidder did not meet bid experience requirement of having completed similar or larger sized fiber optic projects

Note 2: Bid did not include \$523,762.20 of permitting and building entrance construction so adjusted bid would be \$4,136,405.74

Note 3: Bidder noted a \$50,000 discount if awarded both Part A & Part B

Note 4: Taxes on materials not included in the above numbers.

## Fiber Project Costs

### Project Cost Recommendation

Fiber Ring Construction	MP Nexlevel	3,162,771.17
Lateral Construction	MP Nexlevel	1,681,872.63
Adjustments		
• Sales Tax		40,008.03
• Less fiber testing		-100,000.00
Subtotal		4,784,651.83
Contingency @ 5%		269,964.37
General Conditions – owner		20,000.00
Fiber Optic Cable	Power & Tel	759,323.80
Fiber Optic Conduit	Power & Tel	525,560.00
Fiber Splicing and testing	Jaguar	175,000.00
Jaguar payment for County fiber purchase		<u>-370,000.00</u>
Total Construction including material		6,164,500.00
Pre-engineering, administration etc.		
• Construction mgmt, pre-eng., huts	Jaguar	565,000.00
• County project mgmt, reporting etc		340,000.00
• Environment assessment costs		25,000.00
Equipment to include racks, data closets	(to be bid)	400,000.00
Total Costs		7,494,500.00
Budget		7,494,500.00

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Potential State Shut Down Discussion**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>6/21/2011</u>
Contact: <u>David Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Work Session</u>
Amount of Time Requested: <u>30</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>David Hemze and Div Direct...</u> Title: <u>County Administrator</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Division Directors have been preparing for a potential State shut down and will present the Board with a broad overview of the possible impacts on the County and the related contingency plans. A document summarizing the impact of a shut down is attached.

**ACTION REQUESTED:**

Informational only.

**FISCAL IMPACT:** Other

*If "Other", specify:* Unknown at this time.

**FTE IMPACT:** None

**FUNDING**

County Dollars =	
<b>Total</b>	<b>\$0.00</b>

**Related Financial/FTE Comments:**

Divisions will continue to assess the impact of a shut down and will present this information to the Board at a later date if necessary.

*Office use only:*  
RBA 2011- 632

## Impacts of State Government Shut Down

Division	Service Description	Possible Impact	Contingency Plan (if any)
<b>Administrative Services</b>	<u>Mn Extension</u> – number of positions are funded by the U of M.	There would be no effect on the program positions in the county. The University in general would not be affected unless the shutdown went on for several months. The local staff should be able to program normally in the county if this should occur.	Worst case no services provided-4H, Master Gardeners, financial assistance, agriculture
	<u>Mn/DOT Joint Use Facility</u> <ul style="list-style-type: none"> <li>• If no on-site Mn/DOT rep., site has to shut down</li> <li>• No AP staff, contractors won't be paid</li> </ul>	Delayed opening, slated for early Sept.  Expect delay claims, demobilization costs	None
	<u>Mn/DOT Tower Maintenance of County's 800 MHz communications equipment at:</u> <ol style="list-style-type: none"> <li>1) Belle Plaine</li> <li>2) Chanhassen</li> <li>3) Hollywood</li> <li>4) Minnetrista</li> <li>5) Norwood Young America</li> <li>6) Shakopee</li> </ol> Technical Services: <ol style="list-style-type: none"> <li>a) Perform preventative maintenance and system upgrades of the 800 MHz ARMER base stations.</li> </ol>	Mn/DOT will only support "break-fix" scenarios. No maintenance activities at any 800 MHz sites.	Contract out regular maintenance activities and repairs if Mn/DOT doesn't respond rapidly enough. Indications are that 75% of Mn/DOT Communications department will be laid off in event of shut-down.

	<p>b) Provide preventative maintenance and repair of the microwave radios.</p> <p>Hollywood Tower Mn/DOT is to:</p> <ul style="list-style-type: none"> <li>• Inspect lighting controls and test the lighting system on a quarterly basis.</li> <li>• At least quarterly, inspect tower site including guy anchors, fence and gate for any unusual wear.</li> </ul> <p><u>Technology Services</u> – if a piece of equipment fails the following may be vulnerable:</p> <ul style="list-style-type: none"> <li>• Internet: especially BCA, Social Services, Courts</li> <li>• Email: state hosts our domain so outgoing mail would work but no incoming</li> <li>• Spam Filtering – state provided</li> </ul> <p>Library ILL function</p>	<p>Medium to low impact</p> <p>Will continue for two weeks, then will not function until State is back up and running</p>	<p>Internet: re-route BCA and Social Services through Comcast</p> <p>Email: depending on extent of failure, might be able to utilize Scott County's connection thru fiber.</p> <p>Will post notice in Libraries</p>
<p><b>Attorney</b> Doesn't see any dramatic impact to criminal cases as most of attorneys are essential employees</p>	<p>Court Administrator could face impacts which trickle down (e-charging)</p> <p>BCA-shut down certain areas (training), but lab likely to stay open.</p> <p>Could see minimal impact with child support.</p>		<p>Would go back to paper complaints.</p> <p>State has a contingency plan in place, which is not coordinated by County Attorney's office.</p>

		State shutdown has ancillary ramifications to the services the office provides. Overall, believes the impact to office is that things will slow down, cases won't be completed and processed as quickly.	County Attorney's offices are working together on how to deal with State shut down. More detailed information from Hennepin County next week.
<b>Court Administration</b>		Information pending.	
<b>Court Services</b>	STS Program	If no program, all crews would be cancelled. This situation is unknown at this time, as we have no further details from the MN DOC.	Some clients could be referred to community work service sites (as available), which would be unsupervised. Other clients would need to wait until the program is back in operation, and/or extend due dates via the Court. If this situation continues beyond 30-45 days, some STS sentences could potentially be converted to fines or fees, if approved by the Court.
	Adult Felony Supervision	Potential expansion of adult caseloads for the short term, if the judges ask/require that Court Services assume supervision of these cases/offenders?	1 or 2 Agents/PO's may need to be reassigned to cover these cases and comply with all Court Ordered conditions and supervision requirements.

	Court Operations (hearings, warrant approvals, sentencing, violations, and other related activities)	Unknown as this time per Court Administration	Current probation cases would continue to be monitored as needed, however new cases and violation hearings may be delayed for sentencing and/or dispositional changes.
<b>Community Social Services</b>	<p>Summer Youth</p> <p>State Dislocated Worker Program</p> <p>State Employee (RN) in CSP Program</p> <p>Day Care licensing</p> <p>Reimbursement for contract vendors</p> <p>School Linked MH Grant</p> <p>Jail Pre-release</p>	<p>Reduce # of youth/hours</p> <p>Less citizens being served</p> <p>Less nursing services for SPMI clients</p> <p>No new licenses</p> <p>Depends on their cash reserves</p> <p>State Funded Grant-1.0 FTE Therapist</p> <p>State Federally funded grant-1.0 FTE SW</p>	<p>Less youth served</p> <p>Less dislocated workers served</p> <p>Social Workers will cover non-medical aspects of cases</p> <p>Applicants will view this as a delay in job/income</p> <p>Agreement executed with DHS to avert disruption-?? Layoff would not have significant organizational issues</p> <p>Letter from OJP warning of State Shutdown – layoff would involve bumping and retraining</p>
<b>Employee Relations</b>	Employee Lay-offs (based on state impacts in other divisions)	ER will need to prepare and deliver notices to affected employees.	Covered



	BMS closure	<p>Notice of “Desire to Negotiate” will not be processed if BMS is closed, creating a delay in our response to Unions.</p> <p>If grievances arise and get to the point of mediation – no service.</p> <p>Delay in processing of Arbitration Award on AFSCME ACA Impasse</p>	<p>Will notify Business Reps of potential delays</p> <p>Request extensions with Unions until BMS is available</p> <p>Will communicate with Union regarding delay.</p>
<b>Finance</b>	Payroll, receipts, payments, budgeting	The internal services that Finance provides to the other divisions; payroll, receipts, payments, investing, budgeting, etc. will not be impacted by a state government shutdown. We do anticipate a drain on the county’s cash flow which we will have to monitor on a regular basis.	
<b>Public Health &amp; Environment (Planning &amp; Water Management)</b>	DNR Permits for landowners	<p>Short Term-Work within state waters would not be permitted by state and would need to likely be put on hold for a few weeks for larger projects.</p> <p>Long Term- Work would need to be able to proceed in some fashion. It is possible that lack of state permit review/approval beyond 60days would constitute approval.</p>	The SWCD has authority to issue some DNR permits. County WMO would still review and approve most work.
	BRSW Permits for landowners	<p>Short Term- Work within wetlands following the State Wetland Conservation Act (WCA) would not be permitted by state and would need to likely be put on hold for a few weeks.</p> <p>Long Term- Work would need to be able to proceed in some fashion. It is possible that lack of state permit review/approval beyond</p>	Unsure. Staff would assist and review the County portion of the WCA responsibility, but likely cannot usurp state approval.

		60days would constitute approval.	
	DNR permits for County projects	<p>Short Term-Work within state waters would not be permitted by state and would need to likely be put on hold for the Barnes lake outlet project.</p> <p>Long Term- CCWMO would likely not proceed without a state permit due to potential controversy with lake elevation issues, so project would be put on hold until winter or 2012.</p>	None
	MPCA Grants (4)	<p>Short Term-Grants run on a reimbursement basis. Funds are allocated, but invoices to the state for Jan-Jun 2011 work would likely be delayed in receiving payments.</p> <p>Long Term-If payments are delayed for a significant amount of time, questions with receiving the allocated funds would arise. One grant partially funds Tim Sundby position during 2011.</p>	Staff would consider delaying some July-Dec 2011 work until the shutdown issue is resolved as to not be risking county funds. Regarding Tim's position, WMO funds could be used to pay remainder of 2011 expenses. 2012 budget is proposed to fully fund this position from the WMO funds.
	BSWR grants (3)	<p>Short Term-These grant funds have already been received. State reporting would be delayed.</p> <p>Long Term-Same</p>	
	DNR zebra mussel grant	Short Term-This grant is in process. It is	None



<b>Environmental Services</b>	Clean Water Legacy Funding	<p>Long Term-Studies would be delayed into 2012. Not a major impact.</p> <p>Short Term-Application for 2012-13 clean water funds normally occurs in Aug-Sep. funds have yet to be allocated by legislature, and could be addressed in special session.</p> <p>Long Term-If funds are not allocated, the WMO would not be able to apply for future funding.</p>	None-future projects would be delayed.
	Green Corps staff 1.0 FTE existing (Public education; work with schools)	<p>Short Term-Pay checks not processed by State.</p> <p>Long Term-Doesn't work due to lack of salary.</p>	Public Education decreases-existing staff provide essential needs.
	Green Corps staff – 2.0 FTE proposed (grant submittal into the State. Not yet approved)	<p>Short Term-delay in PCA grant approval.</p> <p>Long Term-Longer delay in staff availability due to grant delay.</p>	Continued high cost of EC temp staff and limited public education.
	Master Plan development	<p>Short Term-minor inconvenience.</p> <p>Long Term-delay in Master Plan adoption/State approval.</p>	Extend adoption date-not critical.

	<p>Lack of enforcement assistance from PCA/DNR on major issues. (Hazardous materials, feedlot enforcement, etc.)</p>	<p>Short Term-limited impact.</p> <p>Long Term-greater chance of major incident and needs for outside assistance.</p>	<p>Would require County Attorney to deal with immediate enforcement issues. Contingent on state actually abdicating responsibility.</p>
	<p>Open burning permit program – DNR</p>	<p>Short/Long Term-Delay variance requests and implementation of online permits.</p>	<p>Use of manual burn permit process.</p>
	<p>Environmental Center contract</p>	<p>Short Term-Minor.</p> <p>Long Term-State may not complete RFP/contract for HHW pricing.</p>	<p>Minor Financial Impacts - May need to extend current Veolia contract, may pay slightly higher prices due to existing contract extension.</p>
	<p>Organics grant project</p>	<p>Short Term – minor – funds already received.</p> <p>Long term (3 or 4 months) - Long delay may mean delay in grant payments.</p>	<p>Would need to make decision on funding internally until grant payments catch up – likely very possible.</p>
	<p>SSTS Revolving Loan Program</p>	<p>Short Term – minor delay in payment of SSTS loans to residents</p> <p>Long Term (2 or 3 month) – possibility that some SSTS system replacements are delayed due to no loan processing.</p>	<p>Make contractors and loan applicants aware of possible delays. Use existing loan funds where possible. Seeking more direction and input from MN Dept of Ag.</p>

<b>Public Health</b>	Solid Waste Grants (LRDG & SCORE)	<p>Short Term – no impact – first half payments have been made.</p> <p>Long Term – Delay in second half payments possible if shutdown extends over 4 months.</p>	<p>Short Term – None needed.</p> <p>Long Term – Funds are Statutorily allocated and made in late 2011. Should be no impact or contingency needed unless shutdown extends over 4 months</p>
	TB/Infectious Disease follow up.	May be some delays in report of disease, or ordering of medications (TB), as there is likely to be less staff available at MDH.	The level of support from MDH may be limited. Public Health staff are trained in disease follow up – will assure protection of the public.
	Personal Care Attendant (PCA) assessments. Services to disabled adults and children in conjunction with Social Services.	If unable to enter into the State data system – service agreements to providers may be delayed.	<p>State computer system (MMIS) should continue to function, but support services may be limited.</p> <p>Checking for client eligibility could be more difficult without state data.</p>
Child & Teen Checkup (C&TC)	We will fund with 2011 dollars until they run out in app. 3 months. We may not get reports of clients in need of C&CT services after July 1 <sup>st</sup> .	Will not provide outreach services after 2011 funding. We can catch up with checkups in later months once state budget issues are resolved.	

<p><b>Land Management</b></p>	<p>Immunization Services</p> <p><b>Grant Revenue</b> Perinatal/HepB and EHD/BDIS Grants, Maternal Child Health Grant, LPH Grant, C&amp;TC, other State grants (See Em. Preparedness below)</p> <p>Ability to pay out on contracts with outside vendors that are paid using grant funds.</p>	<p>MIIC system (data base that keeps track of individual immunization records) should continue to operate unless there is a system IT failure. May be delay in reports from MDH. Community partner financial reimbursement (up to \$5,000 total) may need to be suspended.</p> <p>Approximately \$32k/mo. Is due under grant contracts. The State may withhold installments and/or delay in processing reimbursements for invoices submitted by the County.</p> <p>Approximately \$6k/mo. Is committed to contracts.</p>	<p>Move to manual recordkeeping during shutdown.</p> <p>Short term: We can withstand 3 months operation with 2011 appropriated funding.</p> <p>Long Term: Until State gets more specific on “critical” services we will only continue mandated reporting.</p> <p>Notification to contractors per County contract clause that allows for termination if dependent on grant funding.</p>
	<p>State Building &amp; Electrical Permits</p>	<p>Short Term-DOLI closed, NO Electrical Inspector so no permits, no State commercial plumbing plan approval, permits, or support- projects on hold.</p>	<p>We are trying to determine if Electrical Inspection is considered “critical”. If not the impact to any new construction is significant.</p>

<b>Emergency Preparedness</b>	DNR Shoreland & Floodplain	<p>Long Term-Landowners would suffer.</p> <p>Short Term-DNR closed, no DNR permit(s), review or support projects on hold.</p> <p>Long Term-Landowners would suffer.</p>	None
	State Highway Access	<p>Short Term-Mn/DOT closed, no access permits-projects on hold.</p> <p>Long Term-Landowners would suffer.</p>	None
	Regional exercises	Lack of State participation as planned.	Exercises can take place without state participation to fulfill CDC requirements, and still be reported to the state when operations resume.
	Laboratory Services	Possible shutdown of State lab and epidemiologist services.	Private providers (RMC), and CDC could possibly fill gaps if necessary during a public health emergency.
	Emergency Preparedness Grant funding	Approximately \$8 K/mo. due under grant contracts. MDH may withhold installments	Current grant cycle ends 8/9/2011 and renewal of this agreement may be delayed





<b>Community Development Agency</b>	DNR Water Permits	<p>Short Term-Water related permits from the DNR may be delayed.</p> <p>Long Term-Same</p>	Some non-controversial permits may be issued through the SWCD General Permit authority. Other projects may be put on hold.
	MPCA-stormwater pollution prevention	<p>Short Term-Short Enforcement of violations may be delayed.</p> <p>Long Term-Enforcement from the state would likely not be a priority, most activities in the county would still be covered by county water rules.</p>	None. State enforcement is a slow lengthy process anyway, local documentation would continue until state enforcement is back up and functional.
	Minnesota Wetland Conservation Act (WCA)	<p>Short Term-WCA permits may be delayed during a shutdown.</p> <p>Long Term- Projects that are not urgent may be put on hold until state review is complete. Urgent projects may be approved by default if a 60 day response timeframe expires.</p> <p>Julie Frick reports the state shutdown impact would be minimal. They have 10 low income housing clients who depend on state aid for rent payment but she expects little if any impact because of the shutdown.</p>	We would need to seek guidance from BWSR on the impact to the WCA laws if the shutdown looks to be long term and this program is considered non-essential.

<p><b>Public Works</b> Assumes total shutdown.</p> <p>(If transportation services are considered essential similar to 2005 the effect will be minimal)</p>	<p>1. Road and Bridge Construction with State or Federal Funds.</p> <p>Specific projects are listed below:</p> <p>A. CSAH 10 Bridge over Dakota Trail (State Funds)</p> <p>B. CSAH 10 and 92 Resurfacing (Federal and State Funds)</p>	<p><b>Significant impact.</b> MnDOT staff will be unavailable to review and approve design plans and environmental documents or process payments for construction projects that have state or federal funds. They will also be unavailable to perform quality assurance (QA) material testing or bituminous and concrete plant certification. State resource agency such as the MPCA, DNR, BWSR will not be able to issue construction permits.</p> <p>This will result in project delays and potentially more cost.</p> <p>Delay in receiving state funds (&gt;\$1M). No MnDOT QA or concrete and asphalt plant certification or bridge piling approval.</p> <p>If contractor makes a claim due to delay based on shutdown we cannot use CSAH funds.</p> <p>Project will not be let prior to July 1 so there will be a delay in contract award and payments (&gt;\$1M). No MnDOT QA lab work.</p>	<p>Make claims for payment early where possible. Hire consultants for material testing. Use PW staff for plant certification.</p> <p>There will be a need for very swift and timely contract reviews and approvals for consultant services.</p> <p>If unable to make the June 30<sup>th</sup> deadline, projects construction projects will have to wait until shutdown is over.</p> <p>Get project let prior to July 1. Bid opening is June 23. Make claim for 95% of funding after bid opening.</p> <p>Hire consultant to do QA lab tests and use PW staff for plant certification. Determine if MnDOT will allow a consultant to certify bridge piling.</p> <p>Get project authorized by the FHWA prior to July 1 to get the federal funds encumbered.</p>
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	<p>C. CSAH 11 Construction (Federal and State Funds)</p> <p>2. Road construction using county funds. Specific projects include the CSAH 61 rehab project and the county wide overlay program.</p> <p>3. Trail Construction with State or Federal Funds. Specific projects include the TH 41 trail project and the Dakota Trail Phase 1 project.</p>	<p>Project still in design phase. Not much impact except for approval of Environmental Assessment. The severity of the impact depends on the length of the shutdown. Federal funds (\$2.8M) are in jeopardy with long shutdown.</p> <p><b>Slight Impact</b> No MnDOT assistance with QA lab work and plant certification.</p> <p>No MPCA NPDES permit or WCA permit approval if required.</p> <p><b>Significant impact.</b> TH 41 Trail: No plan or environmental document approval or permits. No award of construction contract. No payment of federal funds. No MnDOT QA lab work. Will likely delay bidding and could possibly jeopardize installation of box culvert this year underneath TH 41. This could cause problem routing traffic for TH 5 project in 2012.</p> <p>DR Ph 1 Trail: no final federal payment if project is not completed prior to June 30.</p>	<p>Delay construction until shutdown is over.</p> <p>Submit reports and wait until shutdown is over.</p> <p>Hire consultants for QA lab testing, use PW staff for plant certification.</p> <p>Get permits prior to June 30.</p> <p>Wait until shutdown is over</p> <p>Claim as much funding as possible prior to July 1.</p>
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	<p>4. MnDOT Trunk Highway Maintenance</p>	<p><b>Significant Impact</b>          No workers to do highway maintenance. (Mowing, deer removal, patching, repairs, traffic signal work, storm cleanup etc.) MnDOT is likely to do emergency work.</p> <p>County forces may get called in to assist on emergency basis.</p>	<p>Coordinate with Sheriff on call out process. If PW is needed for assistance we should receive a request from law enforcement. Should be in emergencies only. Will need to keep track of our work for possible reimbursement. Signal work will be an issue as we contract that out. Coordinate with Hennepin and Scott county to see if they can do it.</p>
	<p>5. Parks and Trails funding. Acquisition opportunity funds, met council CIP reimbursements. Projects like UP RR acquisitions, Dakota Trail planning</p>	<p><b>Slight impact.</b>          Possible delay in AOF payment for UP RR. Potential delay in grant reimbursement for Dakota Rail Phase 2 planning. Potential delay in Operations and Maintenance Funding</p>	<p>Cash flow with county funds. Wait until shutdown is over.</p>
	<p>6. MnDOT/County Truck Station in Chaska</p>	<p><b>Significant impact</b>          Payments to contractor will likely be put on hold which will delay construction and lead to claims. Project is already behind schedule. Unlikely to affect county cost participation but move in date could be delayed.</p>	<p>None</p>

<p><b>Sheriff</b> Depending on what is deemed to be essential services there will be minimal impact to Sheriff's Office operations.</p>	<p>State Patrol handling of accidents and traffic enforcement on state roads (if they are deemed non-essential. I would be surprised)</p> <p>Processing of major crime scenes by BCA (see above, again I would be surprised)</p> <p>Processing of permit to carry and permit to purchase applications</p> <p>Delays in payments of various grants and state reimbursements</p>	<p>Additional burden and call load placed upon deputies and office staff. I don't think the additional work would be overly onerous. However, we do not have the expertise to do reconstruction on fatal accidents</p> <p>Potentially would need to tie up resources longer to freeze scenes until we can get a crime scene team to location.</p> <p>I am waiting to hear on this. There are specific timelines that must be met statutorily. However, there are also specific checks that need to be done in order to approve permits. One of these checks involves Department of Human Services.</p> <p>Minimal</p>	<p>Hire outside experts for reconstruction of fatal accidents</p> <p>Contact Hennepin County Crime Lab for assistance</p> <p>This might require a court case to set priorities and parameters in regards to the timelines</p>
<p><b>Taxpayer Services</b></p>	<p>(TS)Tax base estimates</p> <p>(TS)Escrow payments/updates, on-line payment processing</p> <p>(TS)Calculate TNT based on current statutes</p> <p>(TS)Verification of Utility Properties from DOR</p>	<p>DOR information needed for tax calc</p> <p>Depends on state network interaction with GRM</p> <p>DOR information needed</p> <p>State determines value of Utility Properties</p>	<p>Unknown at this time per DOR</p> <p>Unknown at this time per DOR</p> <p>Unknown at this time per DOR</p> <p>Unknown at this time per DOR</p>

	(TS)Liquor license renewals	Issued from State through us	Unknown
	(TS)Balance daily reports, bankruptcy payments, state reports	Depends on state network interaction with GRM	Research functionality
	(TS)Property Tax collections	DOR shut down affect GRM and reports	Extensive hand work with reports and receipts
	(TS)Voter Registration & Election Administration	OSS interaction, school elections in Nov.	OSS will have to bring to us
	(TS)Vitals information & settlement	Essential services?	Unknown at this time per MDH
	(LC)Unable to issue 1st time Drivers License & Permits	Direct service interruption to public	Unable to issue
	(R) Filing of state tax liens	OSS interaction	Will continue to file until told differently.
	(R) Well disclosure certificates	MDH unable to handle	Should be able to file e-Well Disclosure Certificates depending upon MDH staffing
	(A) Report submission (abstracts, etc.)	DOR interaction	Will submit unless told otherwise. If DOR out we would not have the normal interaction available on reports.

	(A) PACE trainings (Assessors, Senior Assessors)	Needed every four years, Angie end Keith would be up this year.	Unknown at this time as to offerings.
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