



Carver County Board of Commissioners
 October 18, 2011
 Regular Session
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

PAGE

4:00 p.m.	1.	<ul style="list-style-type: none"> 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 October 4, 2011 Regular Session	1-2
	4.	Community Announcements	
4:00 p.m.	5.	CONSENT AGENDA	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.1	Professional services agreement with Bonestroo, Inc. for bridge safety inspections.....	3
	5.2	Out of State Training Conference	4
	5.3	License agreement and temporary construction agreement with the University of Minnesota for CSAH 13	5
	5.4	Resolution of support for cormorant management and Natural Resources Protection Act.....	6-7
	5.5	FTA Drug and Alcohol testing policy update	8-9
		<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>	
	5.6	Special event permit-Carver/Scott Humane Society Fundraiser (PH&E).....	10-16
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	5.7	Renewal application for on-sale and Sunday liquor license for Dahlgreen Golf Club, Inc. dba Dahlgreen Golf Club	17
		<i>Culture: Provide an organizational culture which fosters individual responsibility to achieve goals and sustain public trust and confidence in County government</i>	
	5.8	Approval to reallocate FTE budget to increase Public Health nurse .8 FTE to 1.0 FTE (PH&E)	18
		<i>Finances: Improve the County's financial health and economic profile</i>	
	5.9	Community Social Services warrants	NO ATT
	5.10	Commissioners' warrants.....	SEE ATT

4:15 p.m. ADJOURN REGULAR SESSION

WORK SESSION

4:15 p.m. **A. GROWTH: Manage the challenges and opportunities resulting from growth and development**
1. Budget amendment increasing professional services for Parks 19

4:45 p.m. **BOARD REPORTS**
1. Chair
2. Board Members
3. Administrator
4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

October 25, 2011	9:15 a.m. Board Meeting
November 1, 2011	9:15 a.m. Board Meeting
November 8, 2011	No Work Session
November 15, 2011	4:00 p.m. Board Meeting
November 22, 2011	9:15 a.m. Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on October 4, 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.

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

Workman moved, Ische seconded, to approve the minutes of the September 27, 2011, Regular Session. Motion carried unanimously.

The Board welcomed students from the Eden Prairie High School class who were attending today's meeting as part of a social studies project.

Community announcements were made by the Board.

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

Authorized the Sheriff's Office to donate used radio equipment to the Southwest Metro Radio Transmitting Society.

Approved the Vulnerable Children and Adult Act and the Minnesota Family Investment Program Plans.

Approved Amendment #2 to the Donation and Purchase and Sale Agreement with Union Pacific Railroad and authorized the Chair to sign the amendment subject to approval by the County Attorney.

Adopted the Findings of Act and Order #PZ20110022 for the issuance of Conditional Use Permit #PZ20110022, Sara Griffith, Watertown Township.

Approved renewal application for on-sale and Sunday liquor license for Baumann Enterprises, Inc. dba B's on the River.

Authorized Sheriff's Office acceptance of \$50 donation to be used at the Sheriff's discretion.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Doris Krogman, Employee Relations, explained this week was Employee Recognition Week and asked the Board to recognize 2011 retirees. She noted this group of retirees represented over 344 years of service.

Retirees LaVonne Gilbertson, Jean Mitchell, Jan Pouliot, James Gamlin, Derek Lee, Bud Olson, Dave Potts, Tim Robbins, Bob VanDenBroeke, Rick Arnoldi, RaeJean Madsen, Darlene Dammann, Diane Reynolds, Melissa Brechon, Nancy Claeys and Joe Krzystofiak were recognized by their Division Director or Manager and thanked for their public service.

David Frischmon, Financial Services, highlighted the Distinguished Budget Presentation Award recently received from the Government Finance Officers Association. He presented the award to Coleen Speer, the County's Grant and Financial Reporting Coordinator, and thanked her for her work on the budget book.

Frischmon distributed the new "Taxpayer News" publication which highlighted the services the County provides and the cost to taxpayers.

The Board congratulated Financial Services for receiving the award and thanked staff for their work.

Lynch moved, Workman seconded, to adjourn the Regular Session at 10:18 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:

Training Conference (Out of State Travel)

Primary Originating Division/Dept: <u>Sheriff</u>	Meeting Date: <u>10/18/2011</u>
Contact: <u>Wm. Blair Anderson</u> Title: <u>Chief Deputy</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>Sheriff</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

A Carver County Investigator was instrumental in a joint operation between federal and local law enforcement to curtail a Khat smuggling operation. Khat is an illegal plant indigenous to East Africa. When chewed the plant emits a stimulant which causes similar physiological effects as amphetamines. The aforementioned investigator has been invited to a two day conference in Los Angeles, CA on November 2nd & 3rd 2011. The conference, which is being hosted by the Drug Enforcement Administration (DEA) will focus on techniques and initiatives to combat Khat smuggling.

ACTION REQUESTED:

Approval to attend out of state training conference.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =	\$0.00
Total	\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

The DEA is paying for the registration for this course. The Southwest Metro Drug Task Force will pay for all other costs including transportation, lodging, and meals

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Carver County Board of Commissioners Request for Board Action



Agenda Item:

License Agreement and Temporary Construction Agreement with the University of Minnesota for CSAH 13 (Bavaria Road)

Primary Originating Division/Dept: <u>Public Works</u>	Meeting Date: <u>10/18/2011</u>
Contact: <u>Lyndon Robjent</u> Title: <u>Public Works Division 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:

MnDOT will be reconstructing TH 5 from CSAH 11 (Victoria Drive W) in Victoria to TH 41 in Chanhasen in 2012.

Improvements will include a new right turn lane and trail grading pad along CSAH 13 (Bavaria Road) adjacent to the University of Minnesota Landscape Arboretum. This work requires additional right of way and temporary construction easement.

The University does not grant permanent easements but license agreements instead. They do grant temporary construction easements.

ACTION REQUESTED:

1. Approve a license agreement with the University of Minnesota for roadway and trail purposes along CSAH 13 (Bavaria Road) and authorize the Chair of the County Board and County Administrator to sign the agreement.
2. Approve a temporary construction agreement with the University of Minnesota for roadway and trail purposes along CSAH 13 (Bavaria Road) and authorize the Chair of the County Board and County Administrator to sign the agreement.

FISCAL IMPACT: Included in current budget
If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	<input type="text"/>
County State Aid (gas t...	\$15,705.00
City of Victoria	\$15,705.00
Total	\$31,410.00

Related Financial/FTE Comments:

The dollars shown are estimates at this time. Staff is still in negotiations with the University and the cost could be as little as zero. The costs will not be any higher than shown and any cost will be split with the City of Victoria.

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

Date: _____ Resolution No: _____
 Motion by Commissioner: _____ Seconded by Commissioner: _____

**RESOLUTION OF SUPPORT FOR CORMORANT MANAGEMENT AND NATURAL RESOURCES
PROTECTION ACT (H.R. 3074)**

WHEREAS, the number of Double Crested Cormorants has been rapidly growing on Lake Waconia; and

WHEREAS, the Double Crested Cormorant population on Lake Waconia is affecting the lake, tree canopy of the 32 acre Coney Island of the West in the lake, and impacting the natural ecosystem of the lake; and

WHEREAS, current measures in place have not led to a sustainable alleviation of the problem; and

WHEREAS, Congressman Kline, together with Congressman Peterson, have introduced the “Cormorant Management and Natural Resources Protection Act” (H.R. 3074), which provides for states having a larger role in determining the management of the Cormorant population by creating a plan that is reviewed by the Federal Department of the Interior; and

WHEREAS, this bill will assist the State of Minnesota, and the local community, in managing the damaging population of the Double Crested Cormorants.

NOW, THEREFORE, BE IT RESOLVED, Carver County hereby supports Cormorant Management and Natural Resources Protection Act (H.R. 3074).

YES	ABSENT	NO

STATE OF MINNESOTA
 COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the _____ day of _____, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____, 2011.

 Dave Hemze County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

FTA Drug & Alcohol testing policy update

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>10/18/2011</u>
Contact: <u>Joan M. Schwarz</u> Title: <u>Employee Relations Generalist</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: <u>FTA Drug & Alcohol testing pol...</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The attached policy will bring our policy into compliance with changes made at the Federal level. The changes are:

- Pre-Duty alcohol use by on-call employees per Part 655.33,
- 2 additional substances (heroin and ecstasy) added to the list of items screened,
- Observed collection process per 49 CFR Part 40 as amended,
- Result of a Negative Dilute test,
- Behavior that constitutes a test refusal,
- Updated list of Safety Sensitive Positions (due to title changes).

The requested approval of the resolution and policy is to maintain our compliance with FTA regulations and maintain Federal transit funding.

ACTION REQUESTED:

Motion to approve the Board Resolution adopting the updated FTA Drug & Alcohol Testing Policy for transit employees.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

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Total

	\$0.00
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FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:

RBA 2011- 822

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE _____
MOTION BY COMMISSIONER _____

RESOLUTION NO. _____
SECONDED BY COMMISSIONER _____

CARVER COUNTY DRUG AND ALCOHOL POLICY AND PROCEDURES FOR TRANSIT WORKERS – 2011 update

WHEREAS, Carver County is concerned with the use and abuse of unauthorized drugs and alcohol as they relate to the safety and work performance of its employees in safety sensitive positions. Carver County recognizes a nationwide concern with drug and alcohol abuse in the workplace and its negative impact on productivity, safety and employee morale.

WHEREAS, Carver County wishes to protect the employee, co-workers and the public from the hazards created by an employee in a safety-sensitive position who might endanger his/her/others health and well-being through use of unauthorized drugs and/or alcohol.

WHEREAS, under the Federal Occupational Health and Safety Act for Workplace Safety, it is the County's responsibility to maintain a safe working environment for all its employees.

WHEREAS, the attached policy and procedures encompass the controlled substance and alcohol testing requirements of: The US Department of Transportation, Federal Transit Administration as outlined in 49 CFR, Part 655.

The purpose of this policy is to establish employer-based alcohol and controlled substances testing programs to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by [safety-sensitive employees](#).

NOW, THEREFORE BE IT RESOLVED, that Carver County adopts the attached updated policy and procedures for employees in safety sensitive positions as mandated by the US Department of Transportation, Federal Transit Administration as outlined in 49 CFR, Part 655.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the _____ day of _____, 20____, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____, 20_____.

County Administrator

COUNTY OF CARVER
CERTIFICATE OF ZONING COMPLIANCE

FILE/CERTIFICATE # A20110232

DATE ISSUED: October 18, 2011

TYPE OF CERTIFICATE: ONE TIME SPECIAL EVENT – THE MUSTARD SEED LANDSCAPING & GARDEN CENTER (CARVER/SCOTT HUMANE SOCIETY FUNDRAISER)

This permit certificate is issued for the Carver/Scott Humane Society Fundraiser to be held on October 28, 2011. The event is being held at The Mustard Seed Landscape & Garden Center, in Dahlgren Township, which is owned by Mark & Karen Halla.

The Carver/Scott Humane Society is a non-profit 501(C) 3 organization supported entirely through donations and adoption fees. This fundraising event is being called the “Rescue Roundup” and will take place from 7:00 p.m. – 10:00 p.m. on Friday, October 28, 2011. The event will consist of a catered dinner, silent auction and music for ticket holders. The event will be held in Mr. Halla’s commercial retail garden center and greenhouse. The public will access the property from the current driveway and utilize the same parking area as the permitted garden center (CU-PZ20050023). No outside activities are being proposed as part of this event.

This event is allowed with a Certificate of Zoning Compliance, pursuant to Chapter 152, Section 152.074 B6 of the Carver County Code. **This certificate is issued to:**

**The Mustard Seed Landscaping & Garden Center
(Carver/Scott Humane Society Fundraiser)
Mark Halla
6055 Highway 212
Chaska, MN 55318**

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

Purpose of Certificate: To certify that the permittee and/or organization to which this certificate is issued is permitted and authorized to hold the fundraiser on October 28, 2011. The event shall take place in Dahlgren Township in accordance with the conditions listed on this permit and in accordance with Chapter 152, Section 152.074 B6 of the Carver County Code.

THE FOLLOWING CONDITIONS ARE ATTACHED AND MUST BE COMPLIED WITH:

1. The Permit is valid only on Friday, October 28, 2011.
2. The event must be conducted in accordance with the Operational Plan & Site Maps attached hereto.
3. The sponsors are responsible to clean up all excess trash and litter throughout the parking area during and after the event.

4. All parking shall be in the approved parking area pursuant to the Landscaping & Garden Center Conditional Use Permit (CU-PZ20050023). The number of participants shall be governed by the parking spaces available at the site.
5. The permittee shall provide a copy of the Certificate of Liability Insurance to the Land Management Department prior to the event.
6. The permittee shall inform adjacent residents of the date of the event.
7. The permittee shall comply with the Dahlgren Town Board recommendations, if applicable.

Jason Mielke
Senior Planner

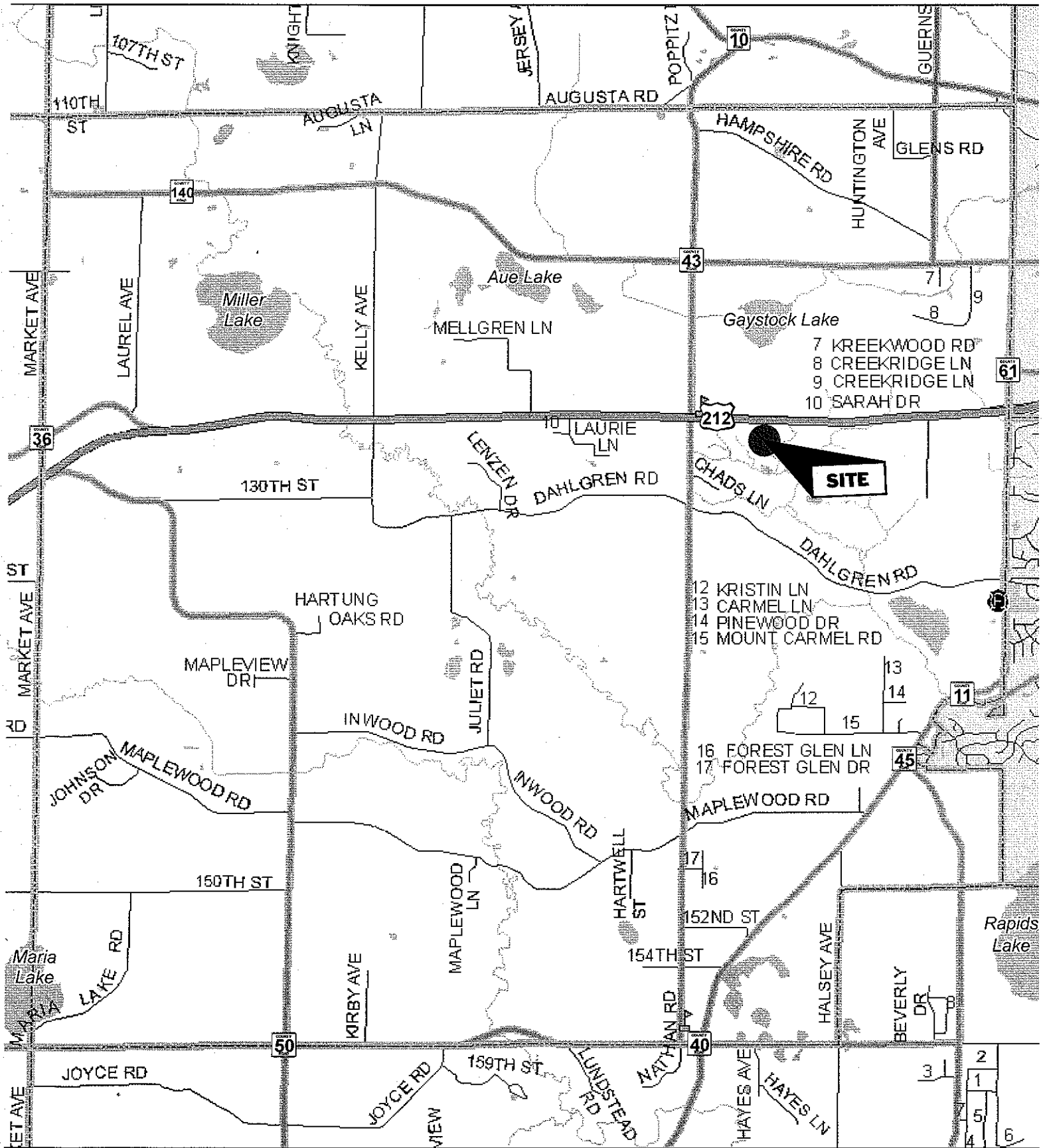
THIS CERTIFICATE IS ISSUED FOR OCTOBER 28, 2011 AND IS NOT EFFECTIVE UNTIL SIGNED:

I HAVE READ THE ABOVE CONDITIONS AND AGREE TO FOLLOW THEM. I REALIZE THAT FAILURE TO ABIDE BY THE CONDITIONS IS A VIOLATION OF THE ZONING ORDINANCE. I AGREE THAT THE ZONING ADMINISTRATOR OR A DESIGNATED REPRESENTATIVE MAY ENTER UPON THE SUBJECT PROPERTY TO CHECK FOR COMPLIANCE OR FOR REVIEW PURPOSES. I AGREE THAT BY SIGNING BELOW I AM RESPONSIBLE TO OBTAIN COMPLIANCE WITH BUILDING AND FIRE CODES, FOOD HANDLING REQUIREMENTS AND LIQUOR LICENSURE REQUIREMENTS FROM ANY AND ALL LOCAL AND STATE AGENCIES. I ALSO UNDERSTAND THAT THIS IS NOT A BUILDING PERMIT AND THAT OTHER PERMITS MAY BE REQUIRED.

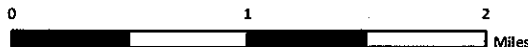
Signature of Certificate Holder

Date

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.





October 3, 2011

Dear Commissioners,

We are requesting an Administrative Permit because we agreed to allow the Humane Society to use our facility for a fund raising event on October 28, 2011. Unfortunately, there was an error in our communication and the event was published to take place from 7-10 PM instead of the agreed 5-8 PM.

Our conditional use permit allows us to operate our business until 8 PM, and, though we believe we have the right to use our property for private events whenever we like, since the Humane Society fundraiser is open to the public we felt it was best to apply for a permit so as to alleviate any potential issues. The Mustard Seed will close at our normal time (7 PM is normal closing time in October) and no business activities will take place after we close.

Attached is a publication on the event for your review. The event will take place within our greenhouse and garden center building and parking will be in our parking lot. Any required licenses will be provide by the caterer or Humane Society.

Neighbors will not be adversely impacted in any way. However, given that the Hannon's complained last year that we had Santa here on Sunday's at 10 AM, 1 hour earlier than our permit allows us to operate (we have corrected our mistake and Santa will not be allowed until 11 AM on Sunday's this year :-), I anticipate they may complain again if they notice the Humane Society flier.

Attendance is unknown at this time, but the Humane Society has assured me that our facility is more than adequate for this event based upon prior participation.

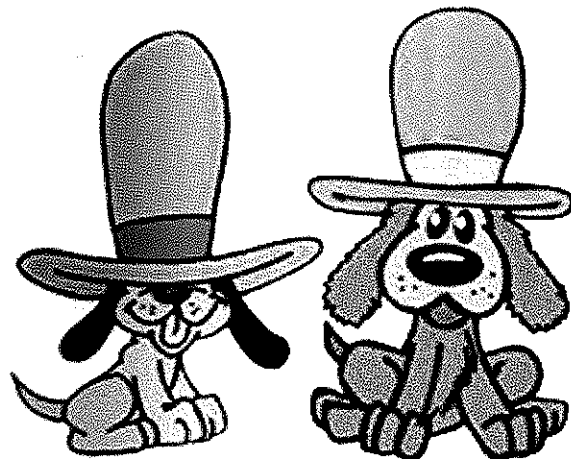
Thank you for your consideration in allowing us to host this event.

Sincerely,

Mark D. Halla

President, The Mustard Seed Landscaping & Garden Center

RESCUE ROUNDUP!



DATE:
Friday
October 28, 2011

TIME:
7:00 PM - 10:00 PM

PLACE:
The Mustard Seed
Landscaping & Garden Center
6055 Highway 212
Chaska, MN

Steak Sandwich, Coleslaw,
Cowboy Beans, Steak Fries,
Dessert and Beverage
(Provided by CR Catering, LLC)

**Fabulous
Silent Auction**

Music

Beer / Wine Available

Tickets: \$20 in advance (includes dinner/beverage)
\$25 at the door (includes dinner/beverage)

Contact: (952) 368-3553 extension 4
www.carverscotths.org

Since 1989, Carver•Scott Humane Society has helped alleviate the suffering of hundreds of stray, unwanted and neglected pets who have nowhere else to turn, and placed them in new homes with loving families. In the last two years, we have adopted out over 850 animals. Thanks to community support, we continue to move toward our goal of making a future shelter building a reality.

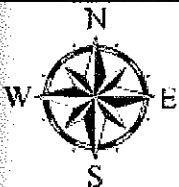
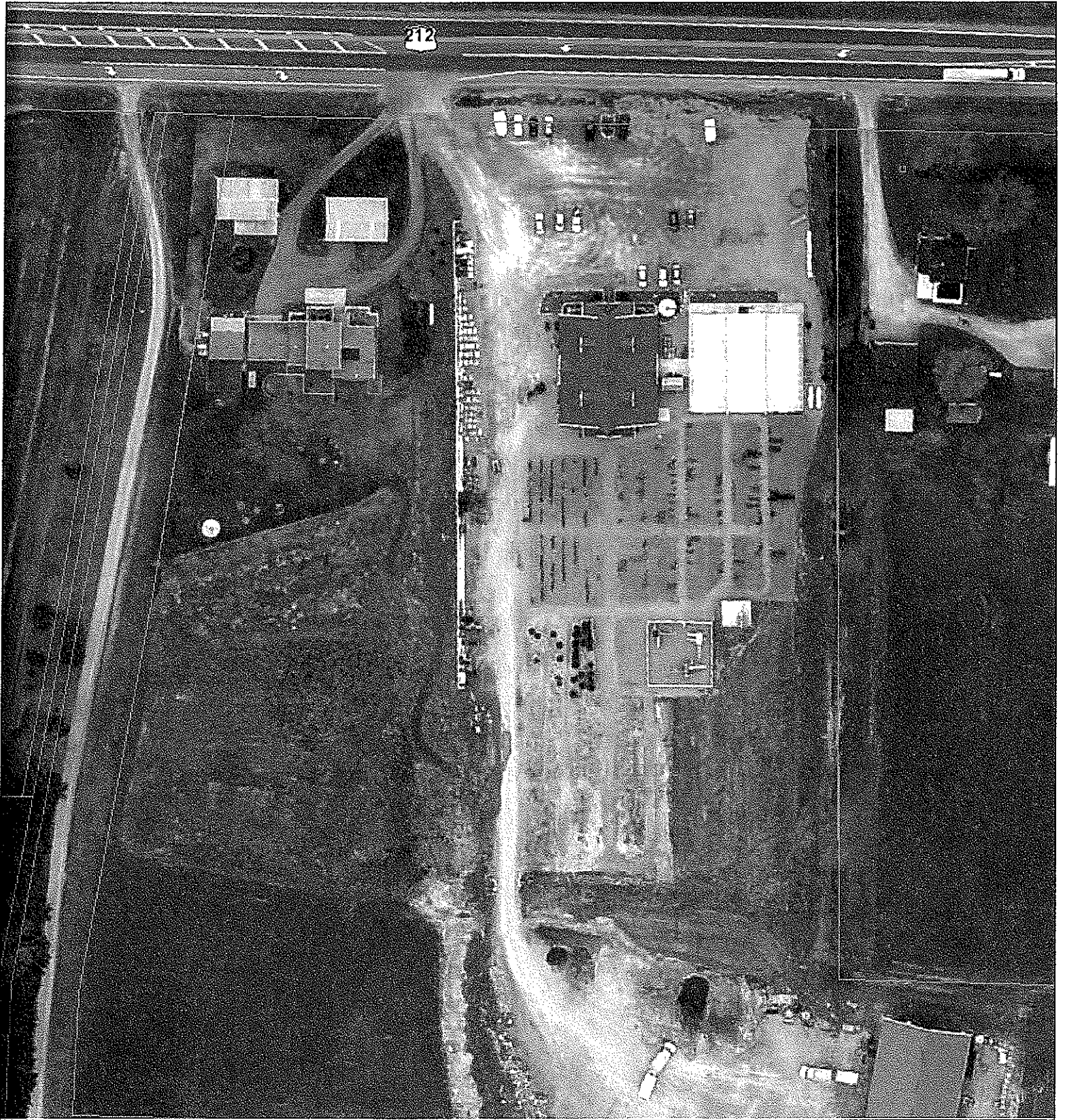


**CARVER • SCOTT
HUMANE SOCIETY**

**2011 Fall Fundraiser / Silent Auction
To benefit the animals!**

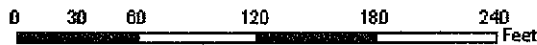
We are a non-profit 501(c)(3) organization supported entirely through donations and adoption fees. Your donation helps us save and improve the lives of animals who need help.

Halla Site



Map date: 7/18/2008

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.



- | | |
|-----------------------------|-------------------|
| Parcel w/Zoning Info | DIVID ED |
| Ordery Annexation Parcls/DC | NON-DIVID ED |
| DIVID ED | County_Road |
| NON-DIVID ED | Township_Road |
| DIVID ED | City_Road |
| NON-DIVID ED | Park_Road |
| | City |
| | Township Boundary |



Carver County Board of Commissioners Request for Board Action



Agenda Item:

Renewal Application for On-Sale and Sunday Liquor License for Dahlgreen Golf Club Inc DBA Dahlgreen Golf Club

Primary Originating Division/Dept: <u>PRTS - Property Taxation</u>	Meeting Date: <u>10/18/2011</u>
Contact: <u>Donna Stevens</u> Title: <u>Land Records Technician</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:

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

BACKGROUND/JUSTIFICATION:

David Tessman, General Manager/Secretary of Dahlgreen Golf Club Inc. has applied for renewal of their On-Sale and Sunday Liquor License. Dahlgreen Golf Club Inc. is located at 6940 Dahlgren Road, Chaska MN 55318. There are no delinquent real estate taxes on this property.

ACTION REQUESTED:

Approval of the Request for Renewal of On-Sale and Sunday liquor license for Dahlgreen Golf Club Inc

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

Total

\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

The License Fee for Dahlgreen Golf Club Inc is as follows:

On-Sale Liquor License Fee--\$1,350.00

Sunday Liquor License Fee--\$ 200.00

Office use only:

RBA 2011- 807

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval to Reallocate FTE budget to Increase Public Health Nurse .8 FTE to 1.0 FTE (PH&E)

Primary Originating Division/Dept: <u>Public Health & Environment - Family Health</u>	Meeting Date: <u>10/18/2011</u>
Contact: <u>Marcee Shaughnessy</u> Title: <u>Public Health Department M...</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:
Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

BACKGROUND/JUSTIFICATION:

Every year, the Public Health Department receives a grant from the Department of Human Services (DHS) for the Child & Teen Checkups (C&TC) program. The grant amount is based on the number of children in Carver County who are eligible for medical assistance and this amount has been steadily increasing every year. The Division would like to increase a current .8 FTE Public Health Nurse (PHN) to 1.0 FTE, to allow increased outreach to children in the county through the services of the C&TC program and therefore increase the reimbursement the County receives under the C&TC program.

The additional cost for a .2 FTE PHN is approximately \$17,467 and would be paid by reallocating the Division's current budget for personnel costs. The Division would reduce a vacant 1.0 FTE Administrative Assistant to .6 FTE (difference of approximately \$17,467) to allow for the increase of the .8 FTE PHN to a 1.0 FTE. The PHN who would be affected by this increase in staff time is eager for the opportunity to work as a 1.0 FTE, better serving the community needs for services provided specifically through the Public Health Department's Child & Teen Checkups program and Minnesota Immunization Information Connection (MIIC) program.

ACTION REQUESTED:

Approval to reallocate Division funding to allow for a .8 FTE Public Health Nurse increased to a 1.0 FTE and a vacant 1.0 FTE Administrative Assistant decreased to a .6 FTE.

<p>FISCAL IMPACT: <u>Included in current budget</u> If "Other", specify: <input style="width: 200px; height: 20px;" type="text"/></p>	<p>FUNDING</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	County Dollars =	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Total	\$0.00
County Dollars =	<input style="width: 100%;" type="text"/>						
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>						
Total	\$0.00						
<p>FTE IMPACT: <u>Other staffing change (grade, classification, hours, etc.)</u></p>							

Related Financial/FTE Comments:

Reallocating FTE budget to increase a .8 FTE public health nurse to 1.0 FTE and decrease a vacant 1.0 FTE administrative assistant to a .6 FTE (re-allocation of FTE funding is equal to \$17,467).

Office use only:
 RBA 2011- 812

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Budget Amendment Increasing Professional Services for Parks

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>10/18/2011</u>
Contact: <u>Marty W Walsh</u> Title: <u>Parks Director</u>	Item Type: <u>Work Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Marty Walsh</u> Title: <u>Parks Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

As a part of a financial strategy to assist the Parks Department with being able to respond to increasing demands for engineering and planning services for new facilities, grant applications and capital improvement projects, Parks is requesting funds to increase its 2011 professional services line item budget on a one-time basis. The request is to use \$200,000 from the County Year End Savings (YES) account.

The County, through the Parks Department, has been successful at obtaining several grants for future trails. These grants cover the majority of the construction cost related to the project but do not cover the necessary environmental or engineering needed for the trail project. Additional, in order to prepare grant applications oftentimes it is necessary to prepare probable cost estimates and engineered concepts to provide information for the grants. A third need is engineering and planning services to develop plans and cost estimates for the Parks Capital Improvement Program. Without the preliminary engineering and planning work it is difficult to determine a probable cost estimate and provide a budget figure that provides some confidence as to what the project cost would be.

At the work session staff will outline current and future projects that will utilize the professional services account.

ACTION REQUESTED:

No action is requested at this workshop session. At a later date it is planned that a budget amendment would be requested to increase the Parks Department's professional services line item amount.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =	\$200,000.00
Total	\$200,000.00

FTE IMPACT: None

Related Financial/FTE Comments:

The \$200,000 request is from the YES account utilizing budget savings from 2010. This strategy was part of the Administrator's 2012 Budget recommendation presentations in September and October.

Office use only:
RBA 2011- 820