

Carver County Board of Commissioners  
 Regular Session  
 June 9, 2009  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

			PAGE
9:15 a.m.	1.	<ul style="list-style-type: none"> <li>a) <b>CONVENE</b></li> <li>b) <i>Pledge of Allegiance</i></li> <li>c) <i>Public participation (comments limited to five minutes)</i></li> <li>d) <i>Introduction of New Employees</i></li> </ul>	
	2.	Agenda review and adoption	
	3.	Approve minutes of June 2, 2009 Regular Session .....	1-2
	4.	Community announcements	
9:15 a.m.	5.	<b>CONSENT AGENDA</b>	
	5.1	Employee wellness policy .....	3-5
	5.2	Concurrence in award of bid for CSAH 10 (Main Street West) Carver Sewer Intercept. Project SAP 10-640-06 .....	6-8
	5.3	Right of Way Settlement on CSAH 10.....	9-10
	5.4	Vacation of portion of former CSAH 40 .....	11-12
	5.5	Approval for applications for Federal Transportation Funds for Lyman Blvd (CSAH 18) and Pioneer Trail (CSAH 14) proposed projects.....	13-15
	5.6	Support of application for Federal Transportation Funds for TH 101 from Lyman Blvd (CSAH 18) to Pioneer Trail (CSAH 14) .....	16-17
	5.7	Support of application for Federal Transportation Funds for TH 5 bicycle/pedestrian underpass and trails .....	18-19
	5.8	Accept donation of Hazmat trailer from the City of Chanhassen .....	20-23
	5.9	Approval of disposal of public safety equipment.....	24
	5.10	Abatements/additions.....	25-26
	5.11	Approval of conveyance of property .....	27-29
	5.12	Amendment to emergency fund grant for crime victims.....	30
	5.13	Purchase of ATV with State of Minnesota Off Highway Vehicle Enforcement grant .....	31-32

	5.14	Community Social Services' warrants .....	NO ATT
	5.15	Commissioners' warrants.....	SEE ATT
9:20 a.m.	<b>6.</b>	<b>FINANCIAL SERVICES</b>	
	6.1	Administrator's recommended 2009-10 budget adjustments .....	33-50
9:50 a.m.	<b>7.</b>	<b>ADMINISTRATIVE SERVICES</b>	
	7.1	Energy efficiency and conservation block grant .....	51-52
10:25 a.m.	<b>8.</b>	<b>EMPLOYEE RELATIONS</b>	
	8.1	<i>Closed Session</i> – Administrator's performance evaluation ...	53
10:55 a.m.		<b>ADJOURN REGULAR SESSION</b>	
		<b>BOARD REPORTS</b>	
10:55 a.m.	1.	Chair	
	2.	Board Members	
	3.	Administrator	
11:30 a.m.	4.	Adjourn	

David Hemze  
County Administrator

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on June 2, 2009. Chair Gayle Degler convened the session at 9:20 a.m.

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

Members absent: None.

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

Maluchnik moved, Ische seconded, to approve the minutes of the May 26, 2009, Regular Session. Motion carried unanimously.

Chair Degler recognized the Board's direction last week related to the recommended 2009 budget adjustments. David Hemze, County Administrator, clarified he was continuing to have discussions and receive input on the difficult decisions that were proposed and he planned on bringing those back for further discussions and recommendations next week.

Community announcements were made by the Board.

Lynch moved, Maluchnik seconded, to approve the following consent agenda items:

Payment of \$617.10 emergency claim.

Authorized the issuance of Certificate of Zoning Compliance (#A20090235) for the Lake Waconia Triathlon.

Adopted Findings of Fact and to issue Order #PZ20090005 for the issuance of Conditional Use Permit #PZ20090005, Barbara Minzel,

Approved the following abatements/additions:

25-645-0580 Preserve at Bluff Creek Home Owners Assn (2008, 2009)  
25-645-0590 Preserve at Bluff Creek Home Owners Assn (2008, 2009)  
25-646-0170 Preserve at Bluff Creek Home Owners Assn  
25-646-0190 Preserve at Bluff Creek Home Owners Assn  
01-998-0200 Great River  
04-895-0020 Paul Wickenhauser  
30-176-0200 The Windwood Company, Inc.  
30-559-0100 Klingelhut Development, Co. (2008, 2009)  
05-013-0300 Robert J. and Lois Davis  
30-673-0700 Scott Larson Construction (2007, 2008, 2009)  
30-951-0022 Brad Haering/Brandondale  
30-951-0291 Darlene Miller/Brandondale  
20-086-0320 Keith Erickson

25-201-0270 Sheryl Hullander  
25-273-0610 Mary McDonald (2007, 2008, 2009)  
25-413-0110 Mary Sutton (2007, 2008, 2009)  
25-426-3603 Courtney and Patrick Napurski  
25-563-0230 Jennifer Hagen (2007, 2008, 2009)  
30-346-0100 Anne C. Kasnter  
30-670-0030 Seth Larson (2008, 2009)  
40-440-0090 Jonathan Meyers  
50-241-0170 Kea Neang  
58-050-0240 Dianna Anderson (2008, 2009)  
58-650-0250 Donald Fritz (2007, 2008, 2009)  
75-050-3260 Gaylyn Benson  
75-333-0220 Patricia Ernst  
75-444-0150 Jeffrey Soltis

Approved \$55,805.50 of contingency funds from the Central Plant/Deferred Maintenance project for emergency building repair expenditures of the LEC hot water heater.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Workman moved, Maluchnik seconded, to adjourn the Regular Session at 9:26 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.)





# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Employee Wellness Policy**

Originating Division: Employee Relations

Meeting Date: 6/9/09

Amount of Time Requested: minutes

Attachments for packet:  Yes  NoItem Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

Carver County recognizes that healthy employees are an essential part of providing quality services to the public. The Employee Wellness Policy provides the foundation for Carver County to develop activities and modify work environments and policies to support the health and well-being of county employees. The Carver County Employee Wellness Program strives to enhance employee health and well-being by developing, providing, and evaluating health promotion programs that increase awareness, knowledge, and adoption of healthy lifestyles. Public expenditures for these programs serve a public purpose by encouraging a healthy workforce. Incentives will be provided to motivate employees to participate in health promotion programs, activities, and events.

**ACTION REQUESTED:**

Motion to approve Employee Wellness Policy with incentives

**FUNDING**

County Dollars = \$20,000  
 Other Sources & Amounts =  
 = \$  
**TOTAL** = \$20,000

**FISCAL IMPACT**

None  
 Included in current budget  
  
 Other:

**Related Financial Comments:**

Total Funds are available in the 2009 Budget which come from the cost savings realized when employees selected health coverage other than Plan A starting 1/1/09.

Reviewed by Division Director  
 Doris M. Krogman, Employee Relations

Date: 6/1/09



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## Carver County – Administrative Policy Manual

### Employee Wellness Policy

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**SECTION:**  
**AUTHORITY:**

Employee Relations

**EFFECTIVE:** 06/09/09  
**REVISED:**

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#### **Purpose**

The Employee Wellness Policy provides the foundation for Carver County to develop activities and modify work environments and policies to support the health and well-being of county employees. In addition to the benefits for employees, positive benefits are likely to accrue to families of employees, resulting in better health for families in the community.

#### **Policy**

Carver County recognizes that healthy employees are an essential part of the process of providing quality services to the public. The Carver County Employee Wellness Program strives to enhance employees' health and wellbeing by developing, providing and evaluating health promotion programs that increase awareness, knowledge, and adoption of healthy lifestyles.

Public expenditures for these programs serve a public purpose by encouraging a healthy workforce resulting in higher productivity, lower employee absenteeism, and potential reduction in medical insurance premiums for all county employees, permitting the county to fulfill its statutory responsibilities in an efficient and cost effective manner. Incentives will be provided to employees to encourage participation in health promotion programs, activities, and events.

#### **Background**

The County's Long Term Financial Plan has identified skyrocketing health care costs as one of the most significant cost drivers impacting future operating budgets. In response, the Wellness Program was passed by the County Board in May 2008 as a strategy to deal with these costs. It included the establishment of a Wellness Committee, access to Mayo Clinic's **EmbodHealth** Health Management Resources, re-classification of a vacant Employee Relations position, and funding for employee participation incentives after a policy was developed.

In January 2009 a Wellness Program Manager was hired in the Employee Relations Division; the Wellness Committee was developed and first met in March 2009 with a broad representation of departments; the group has named the Wellness Initiative **Health Break**. The Mission is to improve the health and well-being of Carver County employees and their families. (Additional **Health Break** Team and other information can be found in the Health and Wellness area of Employee Relations Intranet / SharePoint site.)

Employees received an **EmbodyHealth** 2009 Calendar as part of Mayo Clinic's Health Management Resources through Wellvation; they also receive a monthly newsletter. In May 2009, employees received information on accessing the Mayo Clinic/Wellvation web-portal [www.wellvationhealth.com](http://www.wellvationhealth.com). (Wellvation connects Carver County to the Mayo product). Health Assessments are offered through the portal and all employees will be encouraged to complete a Health Assessment on an annual basis. Employee information from the Health Assessment is confidential; aggregate data only will be shared for program planning.

Incentives will be awarded for activities such as completing a Health Assessment; using the health portal on a regular basis; participating in a Wellness event such as a brown bag lunch; exercise or yoga classes; a community sponsored walk, run, or biking event; etc. as approved by the **Health Break** Team.

Incentives will include gift cards (or cash), or other gifts not to exceed \$20,000 per year, or \$100 per employee.

The goals of the **Health Break** program are:

1. Create an environment which supports employees' efforts in healthy lifestyle behavior change,
2. Improve employees' knowledge regarding healthy lifestyles (exercise, healthy nutrition, stress management),
3. Increase employees' awareness of personal risk factors (cholesterol, blood pressure, smoking, alcohol),
4. Analyze past, current, and projected health care expenditures for patterns and high-cost areas,
5. Implement Wellness Program utilizing information gained from #4 above, Health Assessment information, and employee interest areas from surveys,
6. Develop methods to evaluate the impact of the Wellness Program,
7. Report program statistics and results to the County Board on a periodic basis





# REQUEST FOR BOARD ACTION

## AGENDA ITEM : CONCURRENCE IN AWARD OF BID FOR CSAH 40 (MAIN ST WEST) CARVER SEWER INTERCEPT- PROJ. SAP 10-640-06

Originating Division: Public Works

Meeting Date: June 9, 2009

Amount of Time Requested: N/A

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Bids for the Carver Sewer Intercept Project were opened on May 19, 2009 by the City of Carver. The project includes removal and replacement of a majority of the existing pavement on CSAH 40 in order to install the sewer intercept pipe. The project is funded by the Metropolitan Council Environmental Services, the City of Carver, and Carver County. The County's share is for work, including pavement replacement, completed on CSAH 40 on most of Main Street West. The City/County agreement requires the City to obtain concurrence of award of the bid prior to City award of the project. On June 1, 2009, the City will be awarding the project to S.M Hentges & Sons, Inc. contingent on the County's concurrence in award. The County's share for this project is \$322,760.62 for construction and \$51,641.70 for project design and construction engineering.

**ACTION REQUESTED:** It is recommended that the County Board concur with the City of Carver in the award of the contract to S. M. Hentges & Sons, Inc. in the amount of \$9,040,265.45.

### FUNDING

County Dollars = \$374,402.32

Other Sources & Amounts =

=\$

### TOTAL

=\$374,402.32

### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments:* As part of the sewer intercept project, the bridge on CSAH 40 will also be replaced. For both of these projects the 2009 programmed funds include \$562,000 of 2008 County Bonding funds, \$156,000 of CSAH Municipal funds, and \$142,000 of County levy funds. Also the bridge project just recently was awarded \$460,000 of ARRA (Stimulus) funding. The intent is to use \$374,402,32 of the 2008 County Bonding funds for this project.

Reviewed by Division Director *William J. Wehner*

Date: May 29, 2009

S:Projects/SP 10-640-08/RBA Concurrence in Award 052909



**RESOLUTION NO. \_\_\_\_\_-09**  
**ACCEPTING BID**

WHEREAS, pursuant to an advertisement for bids for the Carver Interceptor – Segment A which includes the Downtown Utility and Street Improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

	<u><i>Contractor</i></u>	<u><i>Total Base Bid</i></u>
Low	S. M. Hentges & Sons, Inc.	\$9,040,265.45
#2	Chard Tiling & Excavating, Inc.	\$10,616,411.20
#3	S. J. Louis Construction, Inc.	\$10,871,204.22
#4	Ames Construction, Inc.	\$10,958,134.42
#5	S. R. Weidema, Inc.	\$10,989,871.68
#6	Park Construction Company	\$11,055,996.49
#7	C. S. McCrossan Construction, Inc.	\$13,087,885.66
#8	Lametti & Sons, Inc.	\$13,472,421.85

AND WHEREAS, it appears that S.M. Hentges & Sons, Inc. is the lowest responsible bidder,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CARVER, MINNESOTA:

1. The mayor and clerk are hereby authorized and directed to enter into the attached contract with S.M. Hentges & Sons, Inc. of Jordan, Minnesota in the name of the City of Carver for the improvement of the Carver Interceptor – Segment A which includes the Downtown Utility and Street Improvements according to the plans and specifications approved by the city council and on file in the office of the city clerk, contingent upon the approval of Carver County and the Metropolitan Environmental Services.
2. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the council this 1<sup>st</sup> day of June, 2009.

\_\_\_\_\_  
Jim Weygand, Mayor

\_\_\_\_\_  
Patricia Plekkenpol, City Clerk

**CITY OF CARVER**

**REQUEST FOR ACTION BY CARVER CITY COUNCIL**

<p align="center"><b>AGENDA ITEM:</b></p> <p align="center"><b>Review Bids and Award Project - Carver Interceptor – Segment A</b></p>	<p><b>ORIGINATOR OF REQUEST:</b> Dan Boyum</p> <p><b>MEETING DATE:</b> June 1, 2009</p>																				
<p><b>BACKGROUND/JUSTIFICATION:</b> Bids were received on the above referenced project on May 14, 2009. S.M. Hentges &amp; Sons, Inc. was the low bidder with an amount of \$9,040,265.45, which compares to our engineer's estimate of \$12,500,000. This project is funded by the Met Council Environmental Services, Carver County, and the City of Carver. The costs split for the bid is as follows:</p>																					
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width:20%;">Item</th> <th style="width:20%;">City</th> <th style="width:20%;">County</th> <th style="width:20%;">MCES</th> <th style="width:20%;">Total</th> </tr> </thead> <tbody> <tr> <td>Part A – Lift Station &amp; Pipe</td> <td>\$ 595,871.74</td> <td>\$ 0.00</td> <td>\$ 5,751,220.26</td> <td>\$ 6,347,092.00</td> </tr> <tr> <td>Part B – Street &amp; Storm Sewer</td> <td>\$ 437,050.49</td> <td>\$ 322,760.62</td> <td>\$ 1,933,362.34</td> <td>\$ 2,693,173.45</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$1,032,922.23</b></td> <td><b>\$ 322,760.62</b></td> <td><b>\$ 7,684,582.60</b></td> <td><b>\$ 9,040,265.45</b></td> </tr> </tbody> </table>		Item	City	County	MCES	Total	Part A – Lift Station & Pipe	\$ 595,871.74	\$ 0.00	\$ 5,751,220.26	\$ 6,347,092.00	Part B – Street & Storm Sewer	\$ 437,050.49	\$ 322,760.62	\$ 1,933,362.34	\$ 2,693,173.45	<b>Total</b>	<b>\$1,032,922.23</b>	<b>\$ 322,760.62</b>	<b>\$ 7,684,582.60</b>	<b>\$ 9,040,265.45</b>
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<p>The City of Carver will use water and sewer connection fees, storm water utility, assessments, and other sources to pay for their share of the improvements. Carver County plans to approve the project at their June 2, 2009 Meeting.</p>																					
<p><u><b>Council Action</b></u> We recommend the Council review the bids and if acceptable, award the project to the low bidder, S.M. Hentges &amp; Sons, Inc. in the amount of \$9,040,265.45, contingent upon approval of Carver County.</p>																					
<p><b>PREVIOUS ACTION ON ISSUE:</b>      Yes X                      No</p>																					
<p><b>FINANCIAL IMPLICATION:</b></p> <p>Budgeted:    Yes X    No</p> <p>If No: Assessments, Connection Fees, Bonding, MCES, Carver Co.</p>	<p><b>ATTACHMENT : Yes X    No</b></p> <p><b>List Documents in Order:</b></p> <ol style="list-style-type: none"> <li>1. Bid Results Letter and Bid Tab</li> <li>2. Resolution</li> <li>3. MCES Approval Letter</li> </ol>																				



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Right of Way Settlement on CSAH 10**

Originating Division: Public Works

Meeting Date: June 9, 2009

Amount of Time Requested: None

Attachments for packet:  Yes  NoItem Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Public Works and the County Attorney's office have reached a negotiated settlement for right of way acquisition with the heirs of Harlon Poppitz et al. The settlement agreement requires the signature of the County Board Chair and County Administrator.

**ACTION REQUESTED:** It is requested the County Board pass the include resolution authorizing the Board Chair and County Administrator to sign the agreement.

**FUNDING**

County Dollars = \$28,800

Other Sources &amp; Amounts =

= \$

**TOTAL**

= \$28,800

**FISCAL IMPACT** None Included in current budget Budget amendment requested Other:**Related Financial Comments:**

\$19,200 of the settlement amount has been previously deposited with the court as part of the condemnation action. Remaining payment will be \$9,600 plus interest from date of taking as required by acquisition rules.

 Reviewed by Division Director

Date: May 29, 2009

S:\Projects\SP10-610-30\RW\RWBARPoppitz.doc

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

Date: June 9, 2009  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

---

**Right of Way Settlement – CSAH 10**

WHEREAS, the Carver County Board authorized by resolution, the Public Works Division to negotiate right of way for this Project (SP 10-610-30), and

WHEREAS, a negotiated settlement has been arrived at with the heirs of Harlon Poppitz etal, and

WHEREAS, this settlement requires approval of the County Board,

NOW THEREFORE BE IT RESOLVED, that the Carver County Board of Commissioners approve the above negotiated right of way settlement and authorize the Board Chair and County Administrator to execute the settlement agreement.

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

---

STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on this 9th day of June, 2009, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 9th day of June, 2009.

\_\_\_\_\_  
David Hemze                      County Administrator





CARVER COUNTY

# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Vacation of a Portion of Former CSAH 40

Originating Division: Public Works

Meeting Date: 6/9/09

Amount of Time Requested: None

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** When the County realigned CSAH 40, west of Carver in 2003, a curve was straightened out resulting in an area of the old roadway that should be vacated. Center Point Energy has a gas line in that area, and its rights need to be perpetuated, thus the wording in the resolution that is different than what is typical. There are two land owners involved and the area is only 0.069 acres. Vacations are accomplished pursuant to Minnesota Statute 163.11, Subd. 4.

**ACTION REQUESTED:** It is requested the County Board pass this resolution.

### FUNDING

County Dollars =	\$0
Other Sources & Amounts =	0
0 =	\$0
<b>TOTAL</b>	<b>= \$0</b>

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

Related Financial Comments:

Reviewed by Division Director *William J. Weckman* Date: 5/27/09

S:EngStaff\Richard\MiscNonProj\Other\MiscTempData\BAFCSAH40Vac

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

Date: June 09, 2009  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

**VACATION OF A PORTION OF COUNTY HIGHWAY 40**

WHEREAS, Carver County has reconstructed what was County Highway 40 in Section 24 of Dahlgren Township (T115N, R24W), and

WHEREAS, Minnesota Administrative Rule 7819.3200 provides for the preserving of utility provider's rights in the former road corridor, and

WHEREAS, it appears to the County Board of the County of Carver that a portion of County Road 40, hereinafter described, should be vacated as a county highway under the provisions of MS 163.11 Subd. 4.

NOW THEREFORE, BE IT RESOLVED, by the County Board of the County of Carver, that the portion of County Road 40, described as follows, to wit:

That part of the Southwest Quarter of the Southeast Quarter of Section 24, Township 115, Range 24, Carver County, formerly traveled and maintained as County Highway No. 40 except that part lying within CARVER COUNTY RIGHT OF WAY PLAT NO. 6.

Be, and hereby is, vacated as a county highway of said county, except that the County shall reserve to and for itself and all right of way users having facilities in the vacated right of way, the right to install, maintain, and operate facilities in the vacated right of way and to enter upon the right of way at any time to reconstruct, inspect, maintain, or repair the facilities.

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 9th day of June, 2009, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
David Hemze                      County Administrator



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Approval for Applications for Federal Transportation Funds For Lyman Blvd (CSAH 18) and Pioneer Trail (CSAH 14) Proposed Projects

Originating Division: Public Works

Meeting Date: June 9, 2009

Amount of Time Requested: NA

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

### BACKGROUND/EXPLANATION OF AGENDA ITEM:

The Transportation Advisory Board and Metropolitan Council will award approximately \$105 million from the STP-Urban Guarantee program, \$54 million from the CMAQ program and \$19 million from the TEP to projects and programs in the seven-county metropolitan area. These funds will be allocated to the region in 2013 and 2014. The amount of funds available in these programs is based on the funding levels established by the Federal Transportation Funding bill. Prior to selecting projects, the funding level will be reviewed to ensure fiscal balance of the Transportation Improvement Program.

The selected projects and programs will be programmed for construction or implementation in 2013 and 2014 as part of the region's Transportation Improvement Program (TIP) for 2011-2014. The 2011-2014 TIP will be drafted in March 2010 and adopted by the TAB in September 2010. Notification of applicants "to proceed" is anticipated to occur in November or December of 2010.

Public Works is proposing to apply for STP funding for two projects in Carver County:

- CSAH 18 (Lyman Blvd) from Audubon Rd N to CSAH 17 (Powers Blvd)
- CSAH 14 (Pioneer Trail) from just west of TH 41 to Bavaria Road

### ACTION REQUESTED:

Motion approving submittal of applications for Federal Transportation Funds for the Lyman Blvd (CSAH 18) and Pioneer Trail (CSAH 14) Proposed Projects.

### FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

**TOTAL** = \$

### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

### Related Financial Comments:

Projects included as partially funded projects in the 2009-2013 CIP. Estimated project construction costs:

CSAH 18 – Total \$6,100,000. Proposed \$4,880,000 Federal, \$1,220,000 Local funding (State Aid, cities, etc.)

CSAH 14 – Total \$8,000,000. Proposed \$6,400,000 Federal, \$1,600,000 Local funding (State Aid, cities, etc.)

Reviewed by Division Director *William J. Weber* Date: June 1, 2009

S:\Metro Council\Federal Funding\2009\TH 101 Chanhassen-RBA-060109





# Carver County Public Works

11360 Highway 212 West  
Suite 1  
Cologne, MN 55322-8016  
Phone (952) 466-5200 Fax (952) 466-5223

Administration  
Parks  
Engineering  
Highway Maintenance  
Equipment Maintenance  
Surveying & Mapping

Mr. Kevin Roggenbuck, Transportation Coordinator  
Transportation Advisory Board  
390 North Robert Street  
Saint Paul, Minnesota 55101

Re: CSAH 18 STP Funding Application

Dear Mr. Roggenbuck:

Carver County is committed to the reconstruction of CSAH 18 (Lyman Boulevard) from Audubon Rd N to CSAH 17 (Powers Blvd). Carver County has prepared the preliminary design plans to upgrade CSAH 18 between TH 41 and CSAH 17 to a four-lane facility. The cities, school district and the County are currently in the process constructing the first segment from CSAH 19 (Galpin Boulevard) to CSAH 15 (Audubon Road) for the opening of the new Chanhassen High School in the Fall of 2009. The proposed project focuses on Phases II of the CSAH 18 project from CSAH 15 (Audubon Road) to CSAH 17 (Powers Boulevard). The proposed project consists of multi-modal, capacity, geometric and access management improvements along CSAH 18, improving the overall operations and safety along the corridor.

The proposed project is included in the County's Capital Improvement Program for 2009 to 2014. Carver County will be responsible for the necessary 20 percent local match to federal dollars for the proposed project, if approved. We also commit to operate and maintain the facility for its design life. Should any questions arise, please contact me directly.

Sincerely

William J. Weckman, P.E.  
Interim Carver County Engineer





# Carver County Public Works

11360 Highway 212 West  
Suite 1  
Cologne, MN 55322-8016  
Phone (952) 466-5200 Fax (952) 466-5223

Administration  
Parks  
Engineering  
Highway Maintenance  
Equipment Maintenance  
Surveying & Mapping

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June 1, 2009

Mr. Kevin Roggenbuck, Transportation Coordinator  
Transportation Advisory Board  
390 North Robert Street  
Saint Paul, Minnesota 55101

Dear Mr. Roggenbuck:

Carver County is committed to the realignment and reconstruction of Pioneer Trail (new CSAH 14), as it implements system changes identified in the Chaska and Carver County Transportation Plans. The proposed project is designed to improve arterial spacing, improve system continuity and connectivity, and increase mobility along the corridor.

The proposed project is included in the County's Capital Improvement Program for 2005 to 2009. Carver County will be responsible for the necessary 20 percent local match to federal dollars for the proposed project, if approved. We also commit to operate and maintain the facility for its design life. Should any questions arise, please contact me directly.

Sincerely

William J. Weckman, P.E.  
Interim Carver County Engineer



# REQUEST FOR BOARD ACTION

**AGENDA ITEM :**                 **Support of Application for Federal Transportation Funds**  
  **TH 101 from Lyman Blvd (CSAH 18) to Pioneer Trail (CSAH 14)**

Originating Division: Public Works

Meeting Date: June 9, 2009

Amount of Time Requested: NA

Attachments for packet:  Yes  No

Item Type:  Consent     Regular Session     Closed Session     Work Session     Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

The Transportation Advisory Board and Metropolitan Council will award approximately \$105 million from the STP-Urban Guarantee program, \$54 million from the CMAQ program and \$19 million from the TEP to projects and programs in the seven-county metropolitan area. These funds will be allocated to the region in 2013 and 2014. The amount of funds available in these programs is based on the funding levels established by the Federal Transportation Funding bill. Prior to selecting projects, the funding level will be reviewed to ensure fiscal balance of the Transportation Improvement Program.

The selected projects and programs will be programmed for construction or implementation in 2013 and 2014 as part of the region's Transportation Improvement Program (TIP) for 2011-2014. The 2011-2014 TIP will be drafted in March 2010 and adopted by the TAB in September 2010. Notification of applicants "to proceed" is anticipated to occur in November or December of 2010.

**ACTION REQUESTED:**

Adoption of County Board resolution titled "Support of Application for Federal Surface Transportation Program Funding, TH 101 from Lyman Boulevard (CSAH 18) to Pioneer Trail (CSAH 14)."

**FUNDING**

County Dollars = \$

Other Sources & Amounts =

= \$

**TOTAL** = \$

**FISCAL IMPACT**

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments:*

This is an "emerging" CIP (Highways) project that is not part of the 2009-2013 CIP.

Reviewed by Division Director *Melissa Medina* Date: June 1, 2009

S:\Metro Council\Federal Funding\2009\TH 101 Chanhassen-RBA-060109

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

Date: \_\_\_\_\_

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**APPLICATION FOR FEDERAL SURFACE TRANSPORTATION PROGRAM FUNDING  
TH 101 FROM LYMAN BOULEVARD (CSAH 18) TO PIONEER TRAIL (CSAH 14)**

**WHEREAS**, Carver County, in conjunction with the City of Chanhassen and the Minnesota Department of Transportation (Mn/DOT), completed a corridor and environmental screening study for TH 101 in May, 2007, from Lyman Boulevard to the Carver/Scott County line; and,

**WHEREAS**, in June, 2007, a technical memorandum identified TH 101 north of Pioneer Trail to Lyman Boulevard as having independent utility allowing project development to proceed prior to further environmental review of the area south of Pioneer Trail, thereby creating Project 1 and Project 2; and,

**WHEREAS**, Project 1 (TH 101 from Lyman Boulevard to Pioneer Trail) is the first TH 101 project planned for construction. Construction funding is needed and proposed from Federal Surface Transportation Program (STP) funds (80 percent) and State/Local funds (20 percent).

**NOW, THEREFORE, BE IT RESOLVED** by the Carver County Board of Commissioners:

1. The Carver County Board of Commissioners approves the findings of fact for the corridor and environmental screening study for TH 101.
2. STP funding is necessary for the advancement of this project which will provide needed capacity and safety improvements for Project 1.
3. The City of Chanhassen will submit an STP funding application for Project 1.
4. If selected to receive Federal funds, Carver County will participate with the City of Chanhassen and Mn/DOT in providing the matching construction funds if County Turnback Account dollars are made available to Carver County by Mn/DOT for this purpose. If County Turnback Account dollars are not made available, Carver County reserves the right to consider whether or not to contribute matching construction funds to the project from other funding sources.
5. If selected to receive Federal funds, Mn/DOT is expected to incur project development (engineering and environmental) costs for Project 1.

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 \_\_\_\_\_, 2009, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Dave Hemze County Administrator





# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Support of Application for Federal Transportation Funds For TH 5 Bicycle/Pedestrian Underpass and Trails

Originating Division: Public Works

Meeting Date: June 9, 2009

Amount of Time Requested: NA

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

### BACKGROUND/EXPLANATION OF AGENDA ITEM:

The Transportation Advisory Board and Metropolitan Council will award approximately \$105 million from the STP-Urban Guarantee program, \$54 million from the CMAQ program and \$19 million from the TEP to projects and programs in the seven-county metropolitan area. These funds will be allocated to the region in 2013 and 2014. The amount of funds available in these programs is based on the funding levels established by the Federal Transportation Funding bill. Prior to selecting projects, the funding level will be reviewed to ensure fiscal balance of the Transportation Improvement Program.

The selected projects and programs will be programmed for construction or implementation in 2013 and 2014 as part of the region's Transportation Improvement Program (TIP) for 2011-2014. The 2011-2014 TIP will be drafted in March 2010 and adopted by the TAB in September 2010. Notification of applicants "to proceed" is anticipated to occur in November or December of 2010.

### ACTION REQUESTED:

Adoption of County Board resolution titled "Support of Application for Federal Surface Transportation Program Funding, TH 5 Bicycle/Pedestrian Underpass and Trails."

#### FUNDING

County Dollars	=	\$
Other Sources & Amounts	=	
	=	\$
<b>TOTAL</b>	=	\$

#### FISCAL IMPACT

- None
- Included in current budget
- Budget amendment requested
- Other:

#### Related Financial Comments:

This is an "emerging" CIP (Highways) project that is not part of the 2009-2013 CIP.

Reviewed by Division Director

Date: June 1, 2009



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

Date: \_\_\_\_\_

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**RESOLUTION IN SUPPORT OF CITY OF CHANHASSEN'S APPLICATION FOR  
TRANSPORTATION ENHANCEMENT (TE) FUNDS FOR TRUNK HIGHWAY (TH) 5  
BICYCLE/PEDESTRIAN UNDERPASS AND TRAILS**

**WHEREAS**, Carver County has been contacted by the City of Chanhassen regarding support of the City's application for TE funds for the proposed bicycle/pedestrian underpass beneath TH 5; and

**WHEREAS**, We understand that the project will provide a box culvert underpass beneath TH 5 linking planned bicycle/pedestrian facilities in the City of Chanhassen, the City of Victoria, and the Minnesota Arboretum; and

**WHEREAS**, Pedestrian trails improve the quality of life in a community and work to improve the health and well-being of its residents; and

**WHEREAS**, The Highway 5 pedestrian trail is identified as a regional trail.

**NOW, THEREFORE, BE IT RESOLVED**, that Carver County supports the City of Chanhassen's Application for Transportation Enhancement (TE) Funds for the Trunk Highway (TH) 5 Bicycle/Pedestrian Underpass and trails.

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 \_\_\_\_\_, 2009, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Dave Hemze

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



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Accept Donation of Hazmat Trailer from the City of Chanhassen

Originating Division: Employee Relations

Meeting Date: June 9, 2009

Amount of Time Requested: XX minutes

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** The City of Chanhassen would like to donate their Hazmat Response Trailer to Carver County to help alleviate a space shortage in their Fire Station and address equipment calibration needs. Chanhassen received the trailer as a donation in 2002 from the Chanhassen Lions, and the Lions are aware of and support this transfer to Carver County. The County already owns most of the equipment in the trailer. The value of the trailer and Chanhassen-owned equipment is approximately \$13,000. The County will incur minimal additional maintenance and liability insurance as a result of the donation, but will be able to deploy the trailer as needs and space permit around the County. The City of Victoria has agreed to house it for the near future.

**ACTION REQUESTED:** Accept the donation of the Chanhassen Hazmat Trailer and contents from the City of Chanhassen.

### FUNDING

County Dollars = \$

Other Sources & Amounts = \$

**TOTAL** = \$

*Related Financial Comments:*

### FISCAL IMPACT

None

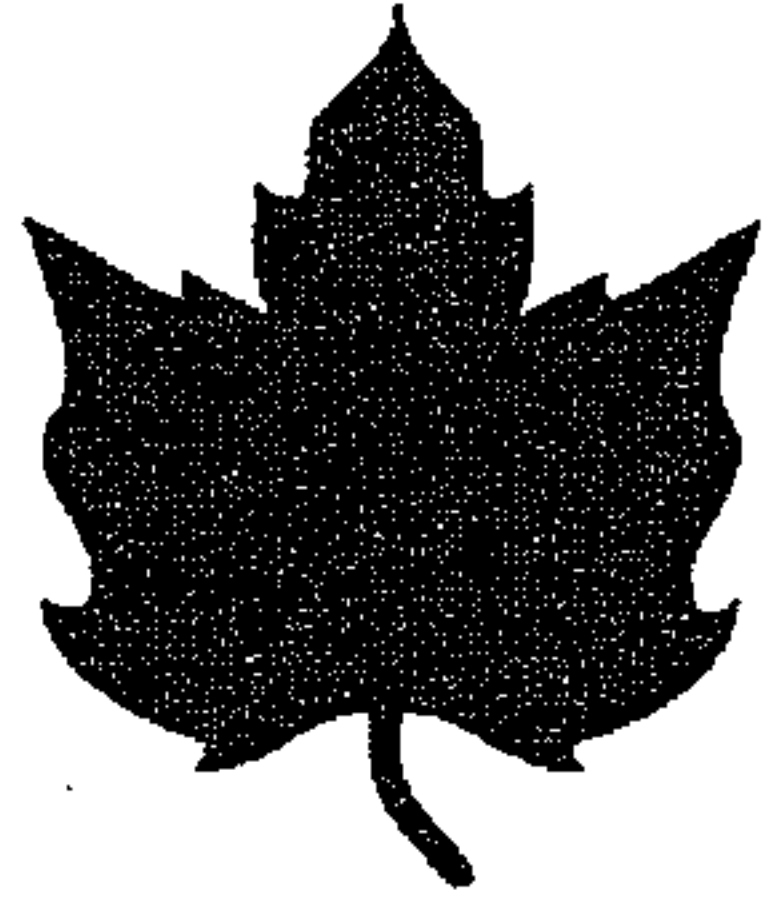
Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director

Date: May 28, 2009



**CITY OF  
CHANHASSEN**

7700 Market Boulevard  
PO Box 147  
Chanhassen, MN 55317

**Administration**

Phone: 952.227.1100  
Fax: 952.227.1110

**Building Inspections**

Phone: 952.227.1180  
Fax: 952.227.1190

**Engineering**

Phone: 952.227.1160  
Fax: 952.227.1170

**Finance**

Phone: 952.227.1140  
Fax: 952.227.1110

**Park & Recreation**

Phone: 952.227.1120  
Fax: 952.227.1110

**Recreation Center**

2310 Coulter Boulevard  
Phone: 952.227.1400  
Fax: 952.227.1404

**Planning &**

**Natural Resources**

Phone: 952.227.1130  
Fax: 952.227.1110

**Public Works**

1591 Park Road  
Phone: 952.227.1300  
Fax: 952.227.1310

**Senior Center**

Phone: 952.227.1125  
Fax: 952.227.1110

**Web Site**

[www.ci.chanhassen.mn.us](http://www.ci.chanhassen.mn.us)

May 20, 2009

Mr. Ken Carlson  
Risk & Emergency Manager  
Carver County  
600 East 4<sup>th</sup> Street  
Chaska, MN 55318

Dear Mr. Carlson:

The City of Chanhassen CFD wishes to donate the CFD hazardous Materials Trailer and contents to Carver County Risk and Emergency Management Department. The majority of the HazMat equipment in this trailer is purchased and owned by the County. Equipment purchased or acquired by CFD is attached.

Changes in CFD membership on the HazMat Team have presented difficulties in maintaining and calibrating equipment. With ownership by the County, Risk & Emergency Management will be able to better maintain equipment and will allow relocation of the trailer to other locations in the County.

If you have any questions or need more information, please contact me at (952) 227-1119.

Sincerely,



Todd Gerhardt

Attachment: Equipment List

**CFD Equipment**

Over pack drum

Non sparking tools

6' folding table

Drum pump

Grounding rod and clamps

Wooden plugs

Flood light

6 Hard hats

Extension cord

2 spill magnet mats

4 cone drain plugs

Dome cover clamp



Statement No.

Name Chanhassen HazMat Trailer & Equipment Costs From 1/10/1997

Department Chanhassen Fire Dept. To 6/26/2002

Date	Account	Description	Cost, new	TOTAL
6/26/2002		Trailer	5,532.00	\$ 5,532.00
6/26/2002		shelving	1,500.00	\$ 1,500.00
6/26/2002		lighting	500.00	\$ 500.00
6/26/2002		Graphics	1,030.00	\$ 1,030.00
1/1/1999		Non sparking tools	300.00	\$ 300.00
10/27/1998		HazMat boots(6)	325.80	\$ 325.80
10/27/1998		Level A suit (1)	657.16	\$ 657.16
11/3/1998		6' folding table	101.91	\$ 101.91
7/7/1997		Pelican case (CSH)	136.70	\$ 136.70
1/13/1998		Rotary Pump	74.58	\$ 74.58
5/28/1997		Grounding rods & brackets	13.51	\$ 13.51
1/1/1997		Overpack drum	110.53	\$ 110.53
1/1/1997		Wooden Plugs	146.34	\$ 146.34
1/1/1997		Hand Tools	171.55	\$ 171.55
1/1/1997		Extension cords	56.80	\$ 56.80
1/1/1997		Flood Light	72.41	\$ 72.41
1/1/1997		Overpack drum	123.61	\$ 123.61
1/1/1997		Level C suits	270.48	\$ 270.48
1/1/1999		low exp. Foam nozzle	250.00	\$ 250.00
1/1/1999		spill magnets(2), cone drain plugs(4)	377.47	\$ 377.47
1/1/1999		dome cover clamp	280.00	\$ 280.00
1/1/1999		por pak foam system	848.09	\$ 848.09
1/1/1999		Hard Hats	88.32	\$ 88.32
			12,967.26	\$ 12,967.26
Sub Total			\$	\$ 12,967.26
Advances				
TOTAL			\$	\$ 12,967.26

Approved \_\_\_\_\_ Notes \_\_\_\_\_

Office Use Only



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Approval of Disposal of Public Safety Equipment

Originating Division: Sheriff's Office

Meeting Date: June 9, 2009

Amount of Time Requested: 0

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

### BACKGROUND/EXPLANATION OF AGENDA ITEM:

The Sheriff's Office has public safety equipment, to include light bars and radar units, which have been replaced and upgraded with newer, safer and more accurate technologies. The used equipment remains operable and has limited monetary value. County policy requires 'public auction' to dispose of surplus/retired goods having a monetary value. This equipment is public safety specific and there is little, if any, application outside of public safety sectors. The Sheriff would like to forego public auction and offer the equipment for sale, at nominal pricing, to other public safety organizations through networks such as MN Sheriff's and Chiefs of Police Associations, SCALE, Carver County Fire Chiefs, etc.

### ACTION REQUESTED:

Approve the sale of public safety equipment (e.g., light bars, radar units) through public safety associations and affiliations and forego the 'public auction' requirements of policy for the equipment.

### FUNDING

County Dollars = \$  
Other Sources & Amounts = \$  
= \$  
**TOTAL** = \$

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 5/13/2009



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Abatements/Additions**

Originating Division: Property Records Taxpayer Services Meeting Date: 06/09/2009  
 Amount of Time Requested: 0 minutes Attachments for packet:  Yes  No  
 Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** See Attached.

**ACTION REQUESTED:**  
Recommend to approve.

**FUNDING**  
 County Dollars = \$ - 1,310.87  
 Other Sources & Amounts = \$ - 2,612.13  
 =  
**TOTAL** = \$ - 3,923.00

**FISCAL IMPACT**  
 None  
 Included in current budget  
 Budget amendment requested  
 Other: Not Budgeted

*Related Financial Comments:*

Reviewed by Taxpayer Services Manager

Date: 5-27-09





CARVER  
COUNTY

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

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

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

**Abatements presented to the  
Carver County Board of Commissioners  
June 9, 2009**

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

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	County Dollars Abated	Total Amount of Adjustment
2009	07-250-0060	John Peacock	Homestead Classification	2,570.00	2,406.00	-69.66	-164.00
2009	85-274-0570	Erik Olson	Homestead Classification	4,690.00	4,654.00	-12.62	-36.00
2009	25-422-0300	Jewel Turcotte	Homestead Classification	2,758.00	2,584.00	-65.19	-174.00
2009	25-417-0400	Timothy Arland	Water Disaster	13,326.00	10,930.00	-751.63	-2,396.00
2009	30-078-0206	Duane Johnson	correction to sq. footage.	1,035.00	937.00	-7.77	-98.00
2009	30-062-0560	Louis Hiller	Remove SWF	34.00	9.00	-25.00	-25.00
2008	30-062-0560	Louis Hiller	Remove SWF	34.00	9.00	-25.00	-25.00
2007	30-062-0560	Louis Hiller	Remove SWF	34.00	9.00	-25.00	-25.00
2009	65-355-0120	Brett Brakemeier	Homestead Classification	5,578.00	5,492.00	-28.65	-86.00
2008	65-355-0120	Brett Brakemeier	Homestead Classification	5,284.00	5,200.00	-27.65	-84.00
2009	30-951-0262	Nancy Rojas ( Cedar Creek Homes)	Exempt	92.00	0.00	-19.71	-92.00
2008	75-353-0190	Paul Strong	Homestead Classification	2,982.00	2,838.00	-52.10	-144.00
2009	75-353-0190	Paul Strong	Homestead Classification	3,162.00	3,038.00	-45.85	-124.00
2008	85-290-0400	Taylor Sommerfeld	Homestead Classification	388.00	212.00	-59.28	-176.00
2009	85-290-0400	Taylor Sommerfeld	Homestead Classification	3,226.00	3,086.00	-46.05	-140.00
2009	25-403-0360	Cheryl Niebeling	Homestead Classification	3,294.00	3,160.00	-49.71	-134.00
		<b>Grand Total</b>		<b>\$48,487.00</b>	<b>\$44,564.00</b>	<b>-\$1,310.87</b>	<b>-\$3,923.00</b>





# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Approval of Conveyance of Property

Originating Division: Administrative Services

Meeting Date: June 9, 2009

Amount of Time Requested: N/A

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** In April, 2009, the County Board approved and signed the plat of Lake Riley Woods 4<sup>th</sup> Addition. This plat subdivided property on Pioneer Trail owned by the County into individual outlots. This Board Action requests the Board Chair sign as representative of Carver County, owner, the deeds conveying these individual lots to the owners of adjacent property.

**Background:**

In the late 1980's the County acquired an uneconomic remnant of land resulting from the realignment of Pioneer Trail / CSAH 14 in Section 25, Township 116, Range 23 described as Outlot A, Lake Riley Woods. The realignment shifted the road northerly, away from four parcels of land south of the County land. The owners accessed from the new alignment of Pioneer Trail over driveways and a cul-de-sac on the County land.

In March, 2008, the County Board approved a land registration action to resolve a gap in land descriptions between the County land and parcels to the south. This gap was located under the old alignment of Pioneer Trail. The registration action was completed with the assistance of Melchert, Hubert & Sjodin.

In April, 2009, the County Board approved and signed the plat of Lake Riley Woods 4<sup>th</sup> Addition which subdivided the County land into Outlots with the intention to convey these lots to the adjacent properties to the south. This plat has been approved by the City of Chanhassen and was filed with the Carver County Registrar of Titles in May, 2009. The deeds conveying the lots have been reviewed and approved by the County Attorney's Office.

The County will maintain ownership of two outlots (Outlots A and E) for potential storm water improvements and/or wetland creation.

**ACTION REQUESTED:**

Request Board Chair sign as representative of Carver County, owner, the deeds conveying individual lots of Lake Riley Woods 4<sup>th</sup> Addition to the owners of adjacent property.

**FUNDING**

County Dollars = \$

Other Sources & Amounts =

= \$

**TOTAL** = \$

*Related Financial Comments:*

**FISCAL IMPACT**

None

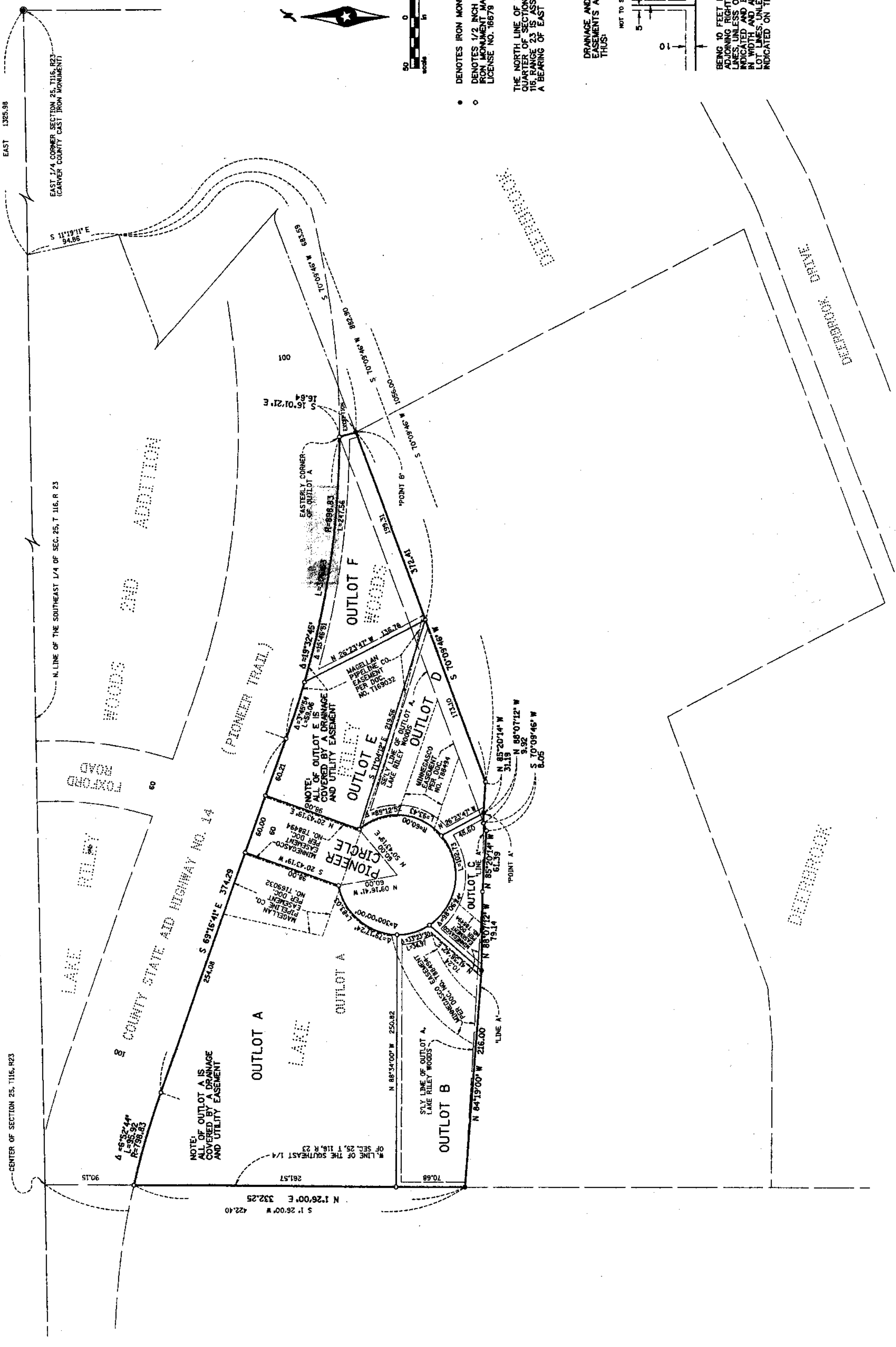
Included in current budget

Budget amendment requested

Other:

PLAT FILE NO. 1505B  
R.T. DOC. NO. T170767

# LAKE RILEY WOODS 4TH ADDITION



# LAKE RILEY WOODS 4TH ADDITION

KNOW ALL MEN BY THESE PRESENTS: That the County of Carver, a body politic and corporate under the laws of the State of Minnesota, for owner of the following described property situated in the County of Carver, State of Minnesota, to wit:

Outlot A, LAKE RILEY WOODS  
(Certificate No. 30065)

and

That part of the Southeast Quarter of Section 25, Township 116, Range 23, Carver County, Minnesota lying southerly of the southerly and westerly lines of said Outlot A and lying northerly of a line described as commencing at the northeast corner of said Southeast Quarter; thence on an assumed bearing of West along the north line of said Southeast Quarter a distance of 1325.98 feet; thence South 11 degrees 19 minutes 11 seconds East a distance of 94.86 feet to the point of beginning of the line to be described; thence South 70 degrees 09 minutes 46 seconds West a distance of 683.59 feet to a point hereinafter referred to as "Point B"; thence continuing South 70 degrees 09 minutes 46 seconds West a distance of 372.41 feet; thence North 85 degrees 20 minutes 14 seconds West a distance of 31.19 feet to a point hereinafter referred to as "Point A"; thence westerly along a line hereinafter described as "Line A" to the west line of said Southeast Quarter and there terminating.

"Line A" is described as commencing at the northwest corner of said Southeast Quarter; thence South 01 degrees 26 minutes 00 seconds West, assumed bearing, along the west line thereof a distance of 422.4 feet to the beginning of said "Line A"; thence South 84 degrees 19 minutes 00 seconds East a distance of 216.00 feet; thence easterly to said "Point A"; and there terminating.

Except that part thereof lying northerly of a line run from the most easterly corner of said Outlot A to said "Point B".

has caused the same to be surveyed and platted as LAKE RILEY WOODS 4TH ADDITION and do hereby donate and dedicate to the public for public use forever, the public way and also dedicate the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said County of Carver, a body politic and corporate under the laws of the State of Minnesota, has caused these presents to be signed by its proper officer this 17<sup>th</sup> day of April, 2021.

*Joseph Degele*  
Chairman, Board of County Commissioners  
Carver County, Minnesota

STATE OF MINNESOTA  
COUNTY OF CARVER

The foregoing instrument was acknowledged before me this 17<sup>th</sup> day of April, 2021, by Joseph Degele, Chairman, Board of County Commissioners, Carver County, Minnesota.

*Richard M. Hecker*  
Notary Public, Carver County, Minnesota  
My Commission Expires: Jan 31, 2022

I hereby certify that I have surveyed and platted or directly supervised the surveying and plating of the land described on this plat; this plat is a correct representation of the boundary survey; all measurements and labels are correctly designed; all monuments depicted on the plat have been or will be correctly set within one year, all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled.

*John E. Freeman*  
Professional Land Surveyor  
Minnesota Registration No. 16679

STATE OF MINNESOTA  
COUNTY OF CARVER

The foregoing Surveyor's Certificate was acknowledged before me this 17<sup>th</sup> day of April, 2021, by Dean Duetbeck, Minnesota Registration No. 16679.

*Dean Duetbeck*  
Notary Public, Carver County, Minnesota  
My Commission Expires: Jan 31, 2021

CHANDHASSEN, MINNESOTA

This plat of LAKE RILEY WOODS 4TH ADDITION was approved by the City Council of the City of Chandhasen, Minnesota at a regular meeting held this 17<sup>th</sup> day of April, 2021, and is in compliance with the provisions of Minnesota Statutes Section 302.03, Subdivision 2.

CITY COUNCIL OF THE CITY OF CHANDHASSEN, MINNESOTA

By: *Thomas A. Trubey*, Mayor  
By: *John D. O'Neil*, Clerk

COUNTY SURVEYOR, Carver County, Minnesota

Pursuant to Chapter 395, Minnesota Laws of 1971, this plat has been approved this 25<sup>th</sup> day of April, 2021.

By: *John E. Freeman*  
John E. Freeman, Carver County Surveyor

COUNTY AUDITOR/TREASURER, Carver County, Minnesota

I hereby certify that taxes payable in 2021 and prior years have been paid for land described on this plat. Dated this 14<sup>th</sup> day of May, 2021.

By: *Leif Engelsen*  
Leif Engelsen, County Auditor/Treasurer

REGISTRAR OF TITLES, Carver County, Minnesota

I hereby certify that this plat of LAKE RILEY WOODS 4TH ADDITION was filed this 21 day of May, 2021, at 10:07 a.m. as Document No. 733550.

By: *Carl W. Hanson, Jr.*  
Carl W. Hanson, Jr., Registrar of Titles





# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Amendment to Emergency Fund Grant for Crime Victims**

Originating Division: County Attorney

Meeting Date: June 9, 2009

Amount of Time Requested: 0 minutes

Attachments for packet: X Yes  NoItem Type: X Consent Regular Session  Closed Session  Work Session  Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

This is an amendment to the current grant from the State of Minnesota to the Carver County Attorney's Office. The purpose of this grant is to reimburse crime victims who have emergency needs under Minn. Stat. §611A.675. The amendment reduces the second advance from \$4,000.00 to \$3,000.00.

**ACTION REQUESTED:**

Approve amended contract.

**FUNDING**

County Dollars = \$

Other Sources &amp; Amounts =

= \$

**TOTAL = \$0***Related Financial Comments:***FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Reviewed by Division Director

Date:

6/1/2009.





# REQUEST FOR BOARD ACTION

## AGENDA ITEM: Purchase of ATV with State of Minnesota Off Highway Vehicle Enforcement Grants

Originating Division: Sheriff's Office

Meeting Date: June 9, 2009

Amount of Time Requested: 0 minutes

Attachments for packet: Yes X No

Item Type: X Consent Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Approval to purchase a Kawasaki side by side Mule ATV. This purchase was originally requested through CIP in 2009, however with removed due to budget reductions. The ATV would be purchased with a disbursement grant through the State of Minnesota. The grant is such that we have to turn in expense reports to be reimbursed for the expense. The grant authorizes us up to \$9,305.00 (\$5,101.00+\$4,204.00) in disbursement towards ATV enforcement, equipment and education. We have used a small portion of this to sponsor youth ATV classes. We have \$7,867.00 remaining in this grant. With this purchase we would trade in a 1991 single rider ATV and use funds to purchase the side by side which can transport up to 4 passengers and a load. We found this very useful during the Watertown body and evidence recovery last year. It is intended this vehicle will be used at crime scenes, searches and community functions such as Carver County Fair, Stiftungsfest, etc. This vehicle will be used to transport equipment and supplies during training as well.

**ACTION REQUESTED:** Motion to approve of the purchase of the ATV and increase of State Grant and Other Revenue ( 01-201-231-1653-5320) from \$10,000 to \$17,867.00 and an increase in ATV Equipment and Furniture (201-231-1653-6660) to \$7,867.00

### FUNDING

County Dollars =	\$78.00
Other Sources & Amounts =	
State ATV Grant	=\$7,867.00
<b>TOTAL</b>	<b>=\$7,945.00</b>

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:* Line item 01-201-231-1653-5320 needs to be increased to \$17,867.00 and line item 201-231-1653-6660 will need to be increased to reflect \$7,867.00 increase as well. The \$7,867.00 expense will be taken from 201-231-1653-6660 (ATV Equipment and Furniture).

Reviewed by Division Director

Date:

# BUDGET AMENDMENT REQUEST FORM

**Submit to Finance Office one week prior to County Board Session.**

**DEPARTMENT:** Sheriff's Office

**DATE of County Board Session:** 06/09/09

**Fund:** 01

Description of Account funds are to be transferred from:	Amount	Description of Account funds are to be transferred to:	Amount
State Grants	\$ 7,867	Mule ATV	\$ 7,867
<b>TOTAL:</b>	<b>\$ 7,867</b>	<b>TOTAL:</b>	<b>\$ 7,867</b>

**A. Reason for Request:** See Board Action.

**B. Financial Impact: (To be filled out by Controller)**

**C. Contingency Acct. Beginning Bal.:** \$ 250,200

**D. Contingency Acct. Adjustment:** \$ 3,000

**E. Remaining Balance:** \$ 247,200

**F. Requested By:** David Williams - Sheriff's Office

**G. Recommend Approval:** Finance Director

**H. County Board Decision:** Approval/Disapproval



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Administrator's Recommended 2009-10 Budget Adjustments

Originating Division: Financial Services

Meeting Date: June 9, 2009

Amount of Time Requested: 15 minutes

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** At the February 17<sup>th</sup>, 2009 County Board workshop, a strategic plan was laid out to address the County's fiscal pressures from the continued global economic crisis. The next key step in this plan is to adjust the County's base operating budget to eliminate dependence on County Program Aid. This will provide financial stability to the organization and allow us to better control our own destiny.

At the May 19<sup>th</sup>, County Board workshop, County staff presented a high-level overview of the:

1. Fiscal Pressures Impacting the County's Budget
2. Administrator's Recommended 2009-10 Budget Adjustments
3. 2010 Budget Schedule

At the May 26<sup>th</sup> County Board Meeting, alternative ideas were discussed to mitigate employee lay-offs included in the Administrator's Recommended 2009-10 Budget Adjustments. The County Board directed the County Administrator to consider these alternatives and report back to the County Board at the June 9<sup>th</sup> County Board meeting with any changes to his Administrator's Recommended 2009-10 Budget Adjustments.

**ACTION REQUESTED:** Adopt the attached resolution approving the Administrator's Recommended 2009-10 Budget Adjustments

### FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

**TOTAL** = \$

### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other: See Below

*Related Financial Comments:* The fiscal impact will be to reduce the County's base operating budget for 2009 and the 2010 Beginning Base Budget by \$1.1M and \$2.6M, respectively.

Reviewed by Division Director

Date: 6/1/09

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

Date: June 9, 2009

Resolution: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**COUNTY BOARD ADOPTION OF  
2009 -10 BUDGET ADJUSTMENTS  
FOR CARVER COUNTY**

WHEREAS, Carver County is experiencing fiscal budget pressures from the continued global economic crisis, which include but are not limited to reductions in County Program Aid (CPA) and a significant slow down in the growth of the County's tax base; and

WHEREAS, the State of Minnesota's budget deficit is a result of a structural imbalance which is not expected to be resolved in the near future and therefore CPA to the County has become an unreliable funding source for the County's operating budget; and

WHEREAS, the attached Administrator's Recommended 2009-10 Budget Adjustments, which have been prepared by division directors and reviewed by the County Board of Commissioners, will reduce the 2009 Budget and the 2010 Beginning Base Budget by \$1,127,300 and \$2,641,200 respectively and thereby increase financial stability by eliminating the County's dependence on CPA;

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the attached Administrator's Recommended 2009-10 Budget Adjustments are hereby adopted.

BE IT FURTHER RESOLVED, that the County Administrator is delegated the authority to fill newly created classifications, reassign/change existing classifications and remove incumbents from existing classifications which are eliminated consistent with the adopted budget adjustments within a timeframe deemed appropriate by the Administrator.

BE IT FURTHER RESOLVED, that the County Administrator is directed to provide specific recommended budget adjustments to the County Board for the following areas within a timeframe deemed appropriate by the Administrator:

<u>Description</u>	<u>Reason for Delay</u>	<u>Target Adjustment</u>
Public Works Division	Hire New Director	\$140K
Land, Water & Health Division	Hire New Director	150K
Employee Suggestion Program	Process Suggestions	200K
Voluntary Unpaid Time-Off	Employees Request	50K
Total Adjustments To Be Determined		\$540K



BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets adjustments be forwarded to division directors of Carver County.

YES

ABSENT

NO

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STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 26<sup>th</sup> day of May, 2009, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 9<sup>th</sup> day of June, 2009.

David Hemze  
County Administrator

## Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

### ADMINISTRATIVE SERVICES:

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Library Services	Personnel Reductions - Supervisor and line staff	\$ 70,000	\$ 140,000	Cost reductions effective June 2009 include: <ul style="list-style-type: none"> <li>o Elimination of 0.80 FTE Librarian III Branch Supervisor with change in duties &amp; role of Assistant Library Director</li> <li>o Elimination of .80 FTE librarian with re-assignments from Chanhasen Library to western cluster.</li> </ul> No impact on library hours however internally, library staff will have increased workload and some additional responsibilities. (See attachment B)
b. Information Services	Personnel Reduction - Supervisor	55,500	111,000	Elimination of Project Management Office Supervisor Workload shifted to I.S. Manager including priority setting for I.S. projects, coordinating with divisions on projects etc. effective June 2009. (See Attachment B)
d. Admin Services	Newsletter	24,000	24,000	Board Action in Jan. '09 to discontinue-County newsletter.
<b>Division Total =</b>		<b>\$ 149,500</b>	<b>\$ 275,000</b>	

## Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

### COMMUNITY SOCIAL SERVICES :

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Children and Families - Child and Adolescent Mental Health Unit	Eliminate Expenditures from the Visions Day Treatment Program	\$ -	\$ 79,600	The County Board approved the elimination of the Visions Day Treatment Program as part of the CY2009 Budget reductions. For 2009 only one half of the levy savings could be realized. The remaining half is realized in CY2010.
b. Behavioral Health - Senior Services Unit	Increase Revenue for Minnesota Senior Options (MNSHO), Community Alternatives for Disabled Individuals (CADI), Traumatic Brain Injury (TBI) and Elderly Waiver (EW)	100,000	200,000	The Division has been diligently working on maximizing revenue that we can collect from Health Plans and Medical Assistance Waivers. CY2008 was the first full year that those efforts could be quantified. When the 2009 Budget was developed in May/June of 2008 the receipts did not indicate the level of the increase that the year end report revealed in March 2009. The Division can increase the revenue budgets in these areas based on actual receipts for CY2008.
c. Children & Families - Developmental Disabilities (DD) & Autism Unit	Decrease Expenditures in DD Purchase of Services	50,000	100,000	The Division has received a \$980,229 increase in the it's CY2009 Mental Retardation/Related Conditions (MR/RC) Waiver allocation from the state. This level of increase allows the Division to add clients to the MR/RC waiver and reduces levy expenditures for some clients that were previously receiving county funded services.
d. Income Support - Child Support	Increase Revenue for Child Support from American Recovery and Reinvestment Act of 2009	37,500	75,000	As part of the Deficit Reduction Act of 2005 the Division lost federal child support funding. The state allocated one time funding to cover one year. The ARRA provides funding for two years. The Division is conservatively estimating an additional \$75,000 a year in additional revenue.
e. Children & Families - Child and Adolescent Mental Health Unit	Increase Revenue for co- located Therapists	19,000	38,000	The Division has received its CTSS certification and began billing for mental health services provided by co-located therapists. The Division budgeted very conservatively for this new revenue and current receipts indicate that the revenue can be increased.
f. Income Support - Workforce Services Unit	Increase Revenue for Child Care Specialist from ARRA	7,700	15,400	The ARRA provided additional funding for Child Care Assistance. The Division will use a portion of that funding for the part-time Child Care Specialist.
g. Income Support - Workforce Services Unit	Increase Revenue for Resource Specialist from Economic Stimulus revenue	17,300	34,600	The ARRA provided additional funding for Employment and Training services. The Division will use some of that funding for the Resource Specialist in the WorkForce Center.
h. Children & Families	Decrease Expenditures from Purchase of Services for In- Home Family Therapy	25,000	50,000	A fiscal benefit of implementing Signs of Safety and safety networks is a decrease in the need for in-home family therapy. The Division decreased the 2009 budget for this service by \$63,000 and is recommending an additional reduction of another \$50,000.

(Continued)



## Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

### COMMUNITY SOCIAL SERVICES cont.:

i. Behavioral Health - Community Support Unit	Increase Revenue for Adult Mental Health/Targeted Case Management (AMH/TCM)	25,000	50,000	The number of seriously and persistently mentally ill adults continue to increase and the percentage of them on Medical Assistance is increasing at a slightly faster rate. The Division is comfortable increasing AMH/TCM revenue by an additional \$50,000 based on current receipts.
j. Children & Families - Developmental Disabilities & Autism Unit	Increase Revenue for Children's Mental Health/Targeted Case Management (CMH/TCM)	37,500	75,000	As part of the 2009 Budget reductions the Division restructured the DD Unit into a team of staff that case manages children with Autism Spectrum Disorders. The Division conservatively projected an increase in CMH/TCM revenue. Current receipts indicate that this revenue can be increased.
k. Behavioral Health - Crisis Unit	Create a high-reimbursement Crisis Therapist position to service students in Carver County Schools and eliminate a vacant low-reimbursement Social Worker position.	39,600	79,100	The Division is proposing to add a Crisis Therapist to serve children that are experiencing a mental health crisis in Carver County schools. The new service would help ensure needed mental health services are available to students and would help fill the gap created by the closing of Visions. The savings can only be accomplished by having an existing qualified staff move to this position thereby creating a vacancy. It may also mitigate a current lay-off scheduled for 6/30/09.
l. Children & Families	Decrease Purchase of Services for Out-of-Home Placements	25,000	50,000	A fiscal benefit of implementing Signs of Safety and safety networks is a decrease in the out-of-home placement of children. The Division decreased the 2009 Budget from 2008 by \$127,000 and is recommending an additional reduction of \$50,000.
m. Children & Families	Additional Child Welfare/Targeted Case Management Revenue from ARRA extension of moratorium on TCM	90,000	-	The ARRA extended the Targeted Case Management moratoria to 6/30/2009. The Division budgeted CW/TCM for the 1st Quarter of 2009 based on the moratoria ending at the end of March. The Division will now continue to collect CW/TCM for three additional months. This unbudgeted revenue can be applied to CY2009.
n. Income Support - Financial Assistance Unit	Create an Eligibility Specialist	(15,000)	(30,700)	The Division implemented Compass/OnBase in the Financial Assistance Unit. A 40% productivity increase was projected. The current recession has spurred a significant growth in our financial assistance caseload and workload. At the current growth rate of new cases we will reach the productivity gain by the middle of 2009. As part of the CY2009 Budget reductions the Division recommended eliminating a vacant Eligibility Specialist, but the larger than anticipated growth in the caseload is outpacing the productivity gains we projected. The Division is requesting an additional Eligibility Specialist for 7/1/2009. Without the additional position, the Division may not be able to meet the Federal time frames for making eligibility decisions on applications. (See Attachment B)
<b>Division Total = \$</b>		<b>458,600</b>	<b>\$ 816,000</b>	



## Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

### COURT SERVICES:

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Probation Dept.	Increase in Local Correctional Fees as of 01-01-10 (MN Stat. 244.18) paid by offenders by approx 15%, which is comparable with other metro county fee rates. Also, as of 05-01-09, probation dept. policy changes will require adult probationers to pay the current testing fee on all screens/tests	\$ 4,000	\$ 22,000	May 1st, 2009 for increasing drug testing fee collections (\$4,000/yr.); Jan. 1st, 2010 for 15% increase in adult supervision fees and programming fees (\$18,000/yr.)
b. Probation Dept.	Conversion of one Assist. Probation Officer position to a traditional Probation Officer level due to the higher level of duties and responsibilities now required for this position; Additional County Probation Officer (CPO) reimbursement revenue under MN Stat. 244 would compensate the county for a portion of the costs for this recommended change; rates are determined annually	2,300	9,100	September 1st, 2009 (effective date is dependent upon the approval process & timelines with the MN Dept. of Corrections & the First Judicial District; position reimbursements are submitted annually)
<b>Division Total =</b>		<b>\$ 6,300</b>	<b>\$ 31,100</b>	

## Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

### LAND, WATER AND HEALTH:

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Land, Water, and Health	Combine Land & Water and Public Health Positions and create a Land, Water and Health Division Director	\$ 88,400	\$ 176,700	Eliminates current Land Water Division Director and Public Health Director positions. Current Divisions are increasingly overlapping in several areas related to environmental issues. Efficiency and productivity gains are expected as a result of merging these two divisions in a variety of areas such as supervisor to staff ratios, education functions, and office support. (See Attachments B, C and D)
b. Land, Water, and Health	Additional Land, Water, & Public Health Budget Reductions	-	150,000	The merger of Land & Water and Public Health will result in an open, competitive process to hire a new Land, Water, and Public Health Division Director. The process of hiring this new director is expected to take several months. The new Director will be asked to conduct a complete review of the Division's services in order to arrive at a 2009-2010 budget reduction amount of at least \$150,000. This strategy of getting a new leader on board prior to making significant budget cuts will allow us time to set the appropriate objectives and to work through the level of analysis necessary to mitigate likely service cuts. The specific recommendations will be provided to the Board at a later date.
c. Public Health Planning and Development	Eliminate vacant Epidemiologist Position	-	77,500	Reduce and reassign epidemiologist work to remaining staff. Reassigned duties will be reprioritized with existing staff workload. Division's timeliness and quality of related work will likely be impacted. (See Attachment B)
d. SWCD	Move to PWHQ	12,500	40,000	Effective Date; October 1, 2009. Impact - better communication; direct connection to County network; storage for SWCD equipment; better relationship to the rest of LWS; access to PWHQ resources. \$31K savings from terminating existing building lease and \$9K from
e. Health	Reassigns Public Health Grant Writer to Finance to be the County's Grant Coordinator	-	-	Current Public Health grant writer reassigned to Financial Services to coordinate the grant process on a county-wide basis and to obtain more grants to finance the County's high-priority projects. (See Attachment B, C and D)
f. Emergency Management	Reassigns County's Risk & Emergency Manager and Safety Officer from Employee Relations Division to new Land, Water and Health Division.	-	-	Consolidates emergency management functions into one division. Captures economies of scale in similar duties. Clarifies various roles and authorities of positions and captures economies of scale in similar functions. (See Attachments B, C& D)
<b>Division Total =</b>		<b>\$ 100,900</b>	<b>\$ 444,200</b>	

# Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

## EMPLOYEE RELATIONS:

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Personnel Services	Eliminate .5 Admin Assistant FTE due to projected time savings with NeoGov software	\$ 10,000	\$ 22,300	Reduces flexibility of admin support; will put more pressure on the Clerical Pool in IS. (See Attachment B)
b. Emergency Management	Reassigns County's Risk & Emergency Manager and Safety Officer from Employee Relations Division to new Land, Water and Health Division.	-	-	Consolidates emergency management functions into one division. Captures economies of scale in similar duties. Clarifies various roles and authorities of positions and captures economies of scale in similar functions. (See Attachments B, C& D)
<b>Division Total = \$</b>		<b>10,000</b>	<b>22,300</b>	



## Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

### SHERIFF'S OFFICE:

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Operations	1 Lieutenant FTE vacated through command staff restructuring	\$ -	\$ 110,000	Effective July 01, 2009, require a workload shift to create operational efficiencies and increase staff to supervisor ratios. (See Attachment B)
b. Patrol	1 Deputy Sheriff FTE vacated	-	82,000	Effective January 01, 2010, reduce services in the patrol division requiring a reprioritization of our response plans for certain types of calls for service. (See Attachment B)
c. Jail	1 Detention Deputy FTE vacated	-	76,000	Effective January 01, 2010, reduce program services in the jail, increasing workloads on existing program staff and service demands on shift relief factors. It will potentially increase demand for overtime to fill shifts for a maturing workforce with high benefitted time off levels. (See Attachment B)
d. Administration	.5 FTE reduction from Grade 9 to Grade 7	1,200	2,500	This will begin by mid 2009 saving \$1,250. The savings will be \$2,500 in 2010 and beyond. This moves Conceal Carry Permit work (non tax dollars) from the Grade 7 Evidence Tech to the Grade 9 Background Investigator. (See Attachment B)
e. Administration, Courts, Dispatch and Operations	Reduce part time (PT) and seasonal temporary on call (STOC) employee hours.	85,000	184,000	Reduce PT and STOC work by \$85,000 in 2009 and an additional \$99,000 in 2010 for a total of \$184,000. (See Attachment B)
f. Patrol	Savings due to redeployment of the Sheriff's fleet	17,800	35,500	The Sheriff's Office has implemented a plan to eliminate all take home squad cars. This will reduce mileage and extend the life on most vehicles in addition to reducing fuel consumption. This will reduce some 6300, 6400 and 6500 General Ledger line items.
g. Patrol	One time sale of vehicles	15,000	-	This will raise \$15,000 in 2009 due to the reduction of vehicles in the Sheriff's fleet. This will be accomplished by the redeployment of the fleet and the elimination of take home cars by all personnel.
<b>Division Total =</b>		<b>\$ 119,000</b>	<b>\$ 490,000</b>	



**Attachment A: Administrator's Recommended 2009-10 Budget Adjustments**

**COUNTY ATTORNEY'S OFFICE:**

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. CCAO	Eliminate Legal Administrative Assistant I position (2 PTEs)	\$ 20,000	\$ 40,800	This reduction will require the Legal Administrative Assistant II's & III's to assume receptionist duties to maintain our current level of service to the public, including staffing a front desk and telephone coverage, as well as other duties. (See Attachment B)
b. CCAO	Reduction in hours from 1.0 FTE to 0.8 for Victim Witness Coordinator	7,000	14,800	This reduction will require an adjustment in the level of victim services, including less frequent direct contact with victims of non-violent crimes. (See Attachment B)
<b>Division Total = \$</b>		<b>27,000</b>	<b>\$ 55,600</b>	

## Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

**TAXPAYER SERVICES:**

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Property Records	\$2 electronic records access fee	\$ 5,000	\$ 11,000	New fee that was approved in the 2009 Fee Schedule was conservatively budgeted at \$25,000 for 10 months in 2009. Revised estimates for 2009 are \$30,000 in 2009 and \$36,000 (for 12 months) in 2010.
b. License Centers	Electronic Advertising	10,000	25,000	New License Center advertising agreement is expected to net additional revenue of \$10,000 for 2009 and \$25,000 (for 12 months) in 2010.
c. Taxpayer Services	Manatron software	61,000	61,000	Will use funds from Recorders Technology Fees for Manatron.
<b>Division Total = \$</b>		<b>76,000</b>	<b>\$ 97,000</b>	

**Attachment A: Administrator's Recommended 2009-10 Budget Adjustments**

**FINANCIAL SERVICES:**

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Budget	Grant Coordinator	\$ 10,000	\$10,000	Current Public Health grant writer reassigned to Financial Services to coordinate the grant process on a county-wide basis and to obtain more grants to finance the County's high-priority projects. Thus, funds budgeted for professional consultants in the Financial Services Budget to assist with obtaining grants for high-priority County projects can be reduced by \$10,000. (See Attachment B, C and D)

**Division Total = \$10,000 \$10,000**

## Attachment A: Administrator's Recommended 2009-10 Budget Adjustments

**PUBLIC WORKS:**

Department	Item	2009 Levy Savings	2010 Levy Savings	Effective date/Impact
a. Public Works	Public Works Budget Reductions	\$ 35,000	\$ 140,000	The County is in the process of hiring a new Public Works Director who is expected to start late spring or early summer of 2009. The new Director will be asked to conduct a complete review of the Division's services in order to arrive at a 2009-2010 budget reduction amount of at least \$140,000. This strategy of getting a new leader on board prior to making significant budget cuts will allow us time to set the appropriate objectives and to work through the level of analysis necessary to mitigate likely service cuts. The specific recommendations will be provided to the Board at a later date.
b. Parks	Lifeguard Services	10,000	10,000	Lifeguard hours cut back - Board Action 4/7/09
<b>Division Total =</b>		<b>\$ 45,000</b>	<b>\$ 150,000</b>	



**Attachment A: Administrator's Recommended 2009-10 Budget Adjustments**

**COUNTY BOARD & ADMINISTRATION:**

Department	Item	2009 Levy Savings	2010 Levy Savings	Impact
a. Fair Board	Eliminate County contribution to Fair Board.	\$ -	\$ 27,500	The Fair Board currently receives a \$55K allocation. This would cut the allocation in 1/2 with the remaining cut of \$27,500 being made in 2011. This would allow the Fair Board the appropriate time to become self-reliant for their operations and capital improvements.
b. County-wide	Employee Suggestion Program	100,000	200,000	Establishes minimum savings goal for newly established program where employees will be asked to share their ideas for budget cuts. Impact will depend on the implemented ideas.
c. County-wide	Voluntary unpaid time off program	25,000	50,000	A new County policy has been approved by the County Board which allows employees to take time off with-out pay with no impact on benefits. Management approval is required, so furloughs are expected to be allowed in circumstances only where service levels impacts will be minimal.
d.				

Division Total = \$ 125,000 \$ 277,500

**COUNTY TOTAL= \$ 1,127,300 \$ 2,668,700**

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## Attachment B: Staffing Changes for 2009 - 2010

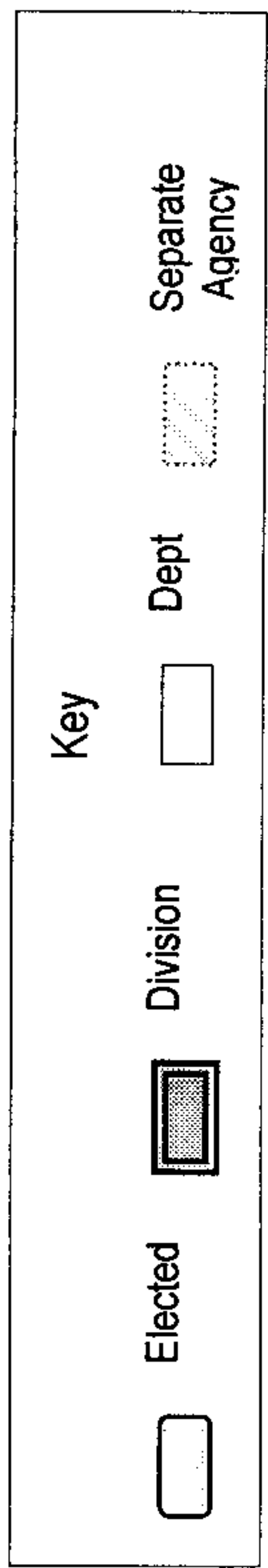
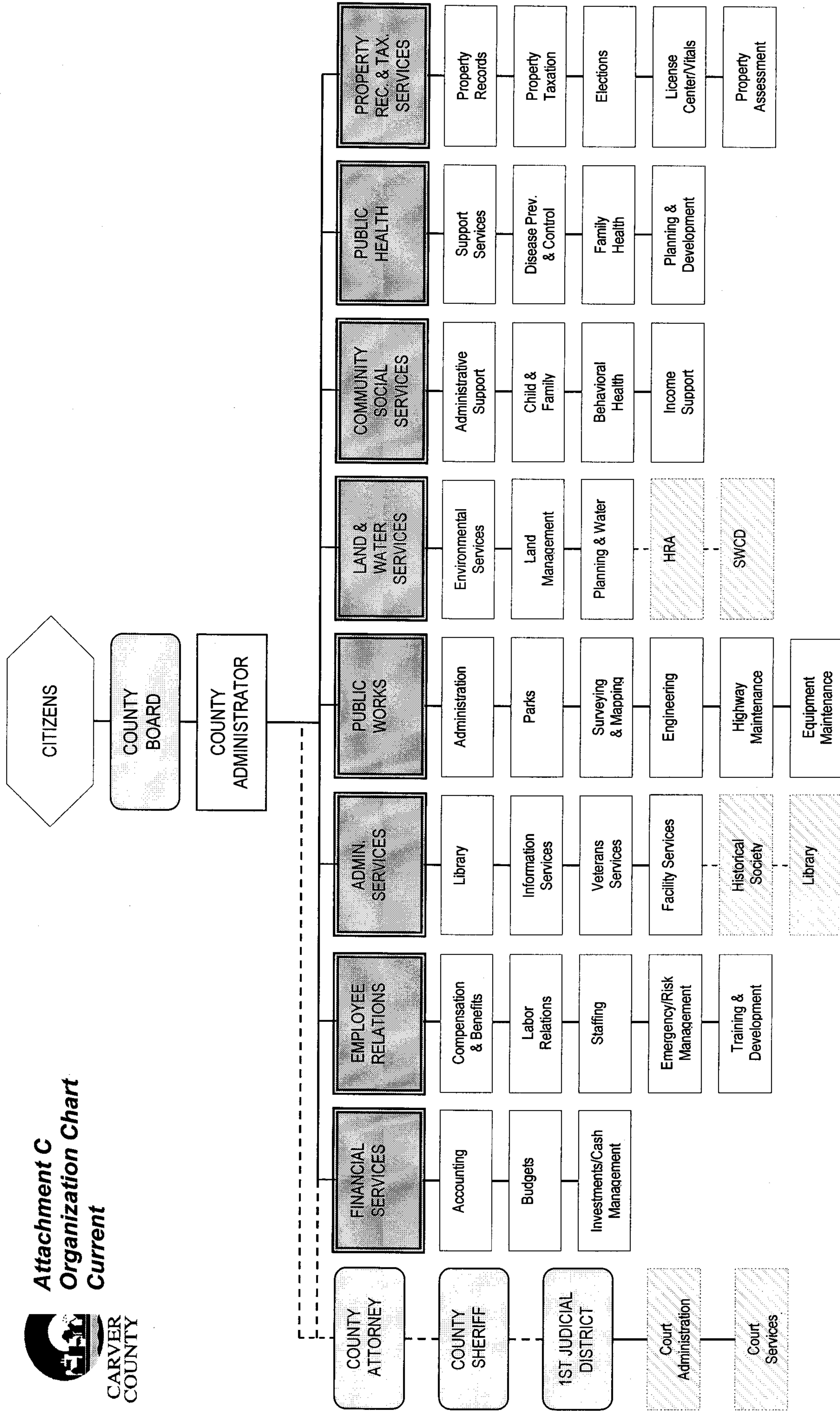
Division/Department	Requested FTE's	Approved FTE's Changes	Position	Requested Gross (\$)	Requested Net (\$)	Approved Net (\$)
<b>2009 New Positions</b>						
Social Services	1.00		Eligibility Specialist	\$ 61,498	\$ 30,749	
Social Services	1.00		Crisis Therapist	80,200	-	
<b>Subtotal</b>	<b>2.00</b>	<b>0.00</b>		<b>\$ 141,698</b>	<b>\$ 30,749</b>	<b>\$ -</b>
<b>Eliminate Vacant Positions</b>						
Public Health	(0.80)		Epidemiologist	(77,463)	(77,463)	
Sheriff's Office	(1.00)		Deputy Sheriff	(82,000)	(82,000)	
Sheriff's Office	(1.00)		Detention Deputy	(76,000)	(76,000)	
Sheriff's Office	(1.00)		Lieutenant	(110,000)	(110,000)	
Social Services	(1.00)		Social Worker II	(86,148)	(79,148)	
<b>Subtotal</b>	<b>(4.80)</b>	<b>0.00</b>		<b>\$ (431,611)</b>	<b>\$ (424,611)</b>	<b>\$ -</b>
<b>Restructuring - Reorganization, Lay-offs &amp; Reductions in Hours</b>						
Attorney's Office	(1.00)		Legal Admin Assistant (2 @ .5)	(40,808)	(40,808)	
Attorney's Office	(0.20)		Victim Witness Coord. (1. to .8)	(14,833)	(14,833)	
Sheriff's Office	(1.20)		STOC Dep, Adm & Com ('09)	(85,000)	(85,000)	
Sheriff's Office	(1.60)		STOC Dep, Adm & Com ('10)	(99,000)	(99,000)	
Library	(0.80)		Library Supervisor	(83,221)	(83,221)	
Library	(0.80)		Librarian	(56,487)	(56,487)	
Information Services	(1.00)		Project Management Sup.	(110,569)	(110,569)	
Employee Relations	(0.50)		Admin Assistant	(22,300)	(22,300)	
Employee Relations	(1.00)		Risk & EM Manager	(111,429)	(111,429)	
Employee Relations	(1.00)		Safety Officer	(93,877)	(93,877)	
Land, Water & Health	1.00		Emergency Mgt. Mgr.	111,429	111,429	
Land, Water & Health	1.00		Emergency Mgt. Specialist	93,877	93,877	
Court Services	(1.00)		Assistant Prob. Officer	(47,600)	(47,600)	
Court Services	1.00		Court Services Agent 1 *	55,000	38,500	
Public Health	(1.00)		Grant Writer	(98,357)	(98,357)	
Financial Services	1.00		Grant Coordinator	98,357	98,357	
Public Health	(1.00)		Division Director	(161,634)	(161,634)	
Land & Water	(1.00)		Division Director	(145,064)	(145,064)	
Land, Water & Health	1.00		Division Director	130,000	130,000	
<b>Subtotal</b>	<b>(8.10)</b>	<b>0.00</b>		<b>\$ (681,516)</b>	<b>\$ (698,016)</b>	<b>\$ -</b>
<b>Totals</b>	<b>(10.90)</b>	<b>0.00</b>		<b>\$ (971,429)</b>	<b>\$ (1,091,878)</b>	<b>\$ -</b>

\* Due to restructuring, this position creates additional reimbursement; this also requires additional approval from the State.





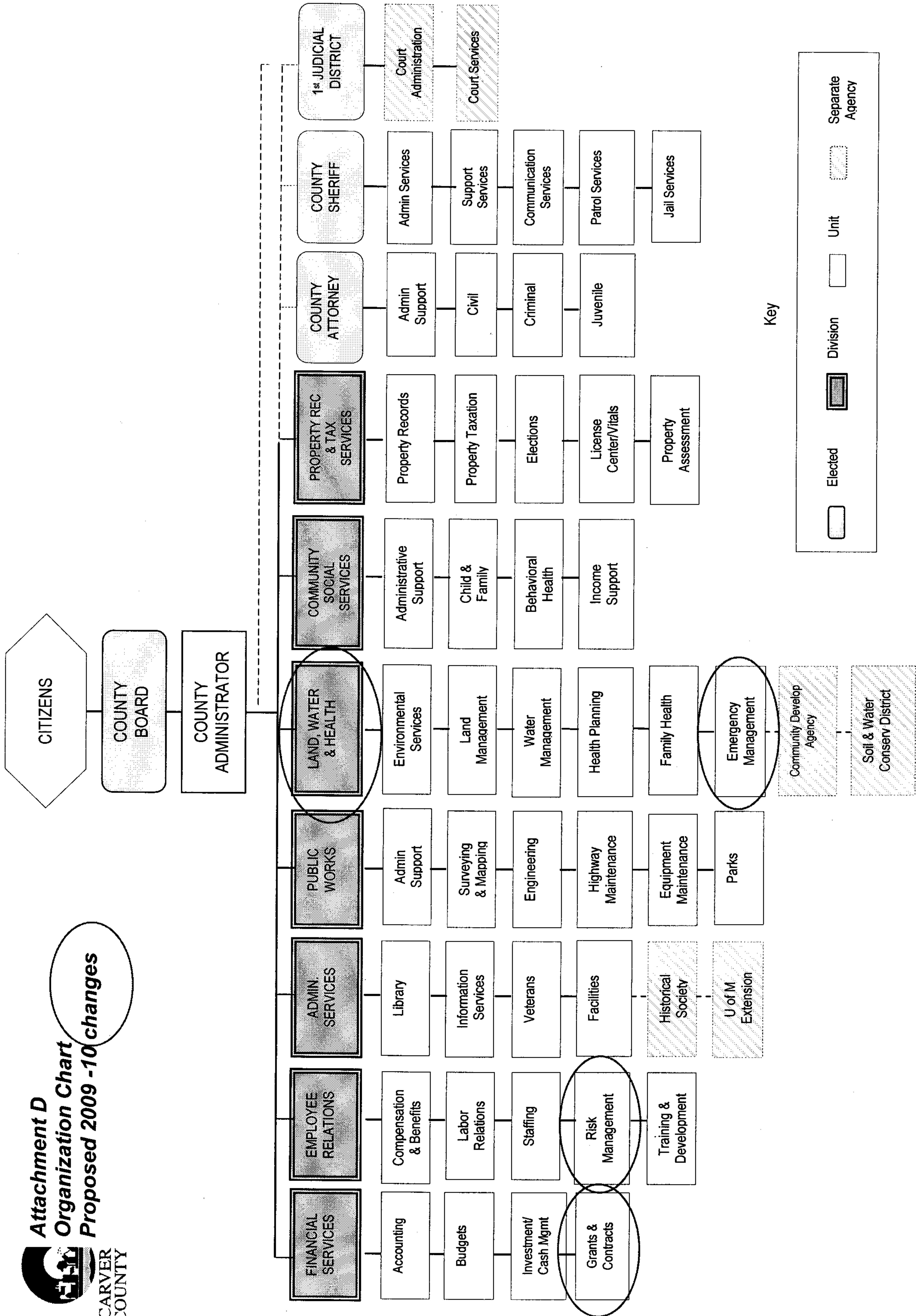
**Attachment C  
Organization Chart  
Current**



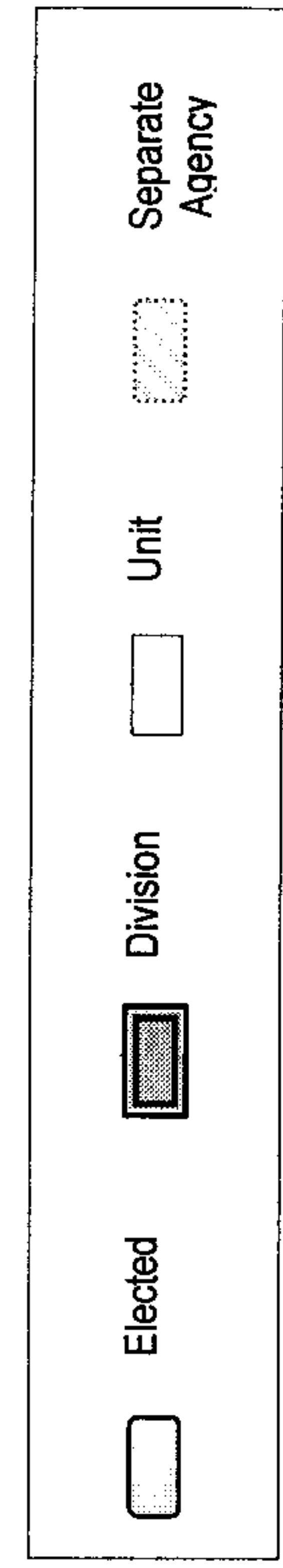




**Attachment D  
Organization Chart  
Proposed 2009 -10 changes**



Key







# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Energy Efficiency & Conservation Block Grant

Originating Division: Administrative Services

Meeting Date: June 9, 2009

Amount of Time Requested: 15 minutes

Attachments for packet:  Yes  No

Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

### BACKGROUND/EXPLANATION OF AGENDA ITEM:

The American Recovery and Reinvestment Act of 2009 appropriated \$3.2 billion for the Energy Efficiency and Conservation Block Grant (EECBG) Program. The program provides federal grants to units of local government, Indian tribes, states, and territories to reduce energy use and fossil fuel emissions, and for improvements in energy efficiency.

A large portion of the EECBG money was divided up amongst larger cities and counties through a formula grant which is based on the number of residents and the daytime (commuter) population. Carver County was allocated an energy efficiency formula grant of \$365,800.

While Carver County was allocated the formula grant, the County must still apply for the funds and list the energy efficiency projects that will be performed. The County must apply by June 25 in order to receive the Energy Efficiency and Conservation Block Grant. A committee was assembled by Carver County facilities that included potentially impacted departments. The committee developed a set of guiding principles and brainstormed a list of potential projects which will be presented at the meeting.

The committee is recommending three energy efficiency and conservation projects:

- Conserve energy at County facilities by expending \$325,800 on energy efficient windows, insulation and upgrade to digital temperature controls.
- Conduct a public relations campaign encouraging energy conservation through educational material and the cost sharing of energy efficient equipment for households at a cost of \$20,000.
- Prepare a long-term energy comprehensive plan for Carver County at a cost of \$20,000.

**ACTION REQUESTED:** Motion to approve the recommendation and attached resolution to apply for and expend the EECBG funds on energy conservation for County facilities, a public relations campaign and direct staff to prepare an energy comprehensive plan.

### FUNDING

County Dollars = \$0  
 Other Sources & Amounts = \$365,800  
 = \$  
**TOTAL** = \$

### FISCAL IMPACT

- None  
 Included in current budget  
 Budget amendment requested  
 Other: Grant Money

Related Financial Comments:

Reviewed by Division Director

Date: 5/29/09

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE June 9, 2009 RESOLUTION NO. \_\_\_\_\_  
MOTION BY COMMISSIONER \_\_\_\_\_ SECONDED BY COMMISSIONER \_\_\_\_\_

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Whereas, The American Recovery and Reinvestment Act of 2009 appropriated funds for the Energy Efficiency and Conservation Block Grant (EECBG) Program; and

Whereas, Carver County was allocated a formula grant for \$365,800; and

Now, Therefore, Be It Resolved, the Carver County Board of Commissioners hereby authorizes the County Administrator or his designee to apply for the EECBG formula grant for \$365,800.

YES	ABSENT	NO

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STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 9<sup>th</sup> day of June, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 9<sup>th</sup> day of June, 2009

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



CARVER  
COUNTY

# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Administrator's Performance Evaluation

Originating Division: Employee Relations

Meeting Date: 6/9/09

Amount of Time Requested: 30 minutes

Attachments for packet: Yes XNo

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

### BACKGROUND/EXPLANATION OF AGENDA ITEM:

Carver County Personnel Rules & Regulations require that all staff receive annual Performance Evaluations.

Minnesota Statute 13D.05, Subd. 3. allows the Board to meet in a closed session for purposes of evaluating the performance of an individual who is subject to the Board's authority. The County Administrator reports directly to the County Board.

Many other counties use this process on an annual basis to evaluate the performance of the County Administrator.

At the next open meeting a summary statement reflecting the conclusions reached during the closed session will be presented for the public record.

### ACTION REQUESTED:

Motion to enter closed session to discuss the performance of Administrator Hemze for the period May, 2008 – April, 2009.

#### FUNDING

County Dollars = \$

Other Sources & Amounts = \$

= \$

**TOTAL** = \$

*Related Financial Comments:*

#### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director  
Doris M. Krogman, Employee Relations

Date: 6/1/09