

Carver County Board of Commissioners  
 Regular Session  
 May 26, 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 May 12, 2009 Regular Session .....	1-2
	4.	Community announcements	
9:15 a.m.	5.	<b>CONSENT AGENDA</b>	
	5.1	Information Services-past due invoices, write off.....	3
	5.2	Request for on sale and Sunday liquor license new application for Blue Bell Enterprises, Inc. at Lake Waconia Event Center .....	4
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	5.5	Appoint Carolyn Schmidt as SCHSAC alternate representative Community Health Board .....	14
	5.6	Community Social Services' warrants .....	NO ATT
	5.7	Commissioners' warrants.....	SEE ATT
9:20 a.m.	6.	<b>LAND AND WATER SERVICES</b>	
	6.1	Jim and Josh Coder-Gotha RSD adaptive re-use .....	15-18
9:25 a.m.	7.	<b>FINANCIAL SERVICES</b>	
	7.1	Administrator's recommended 2009-10 budget adjustments .....	19-37
10:00 a.m.		ADJOURN REGULAR SESSION AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY	
10:00 a.m.	7.	<b>PUBLIC WORKS</b>	
	7.1	<i>Closed Session</i> -Union Pacific Rail Line Industrial Lead .....	38

10:30 a.m.

**ADJOURN CLOSED SESSION AND CARVER COUNTY  
REGIONAL RAIL AUTHORITY**

10:30 a.m.

**BOARD REPORTS**

10:30 a.m.

1. Chair
2. Board Members
3. Administrator

10:45 a.m.

4. Adjourn

David Hemze  
County Administrator

**Work Session Agenda**

10:45 a.m.

**A. PUBLIC WORKS**

1. 2009 Solicitation for Federal Transportation  
project funding..... 39
2. 2009 ARRA projects update and discussion ..... 40

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on May 12, 2009. Chair Gayle Degler convened the session at 9:18 a.m.

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

Members absent: James Ische.

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

Workman moved, Lynch seconded, to approve the minutes of the May 5, 2009, Regular Session. Motion carried.

Community announcements were made by the Board.

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

Payment of emergency claims in the amount of \$400 and \$2,079.

Authorized Community Social Services' acceptance of \$500 donation to the CSS transit program.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried.

Doris Krogman, Employee Relations, requested the Board approve the memorandum of agreement that adds language to the AFSCME agreement. She explained this addresses the need of the parks coordinator to respond to issues during the 24-7 operation of the parks and campground season. Krogman noted similar language is included in other labor agreements for individuals that have to be on call. She stated the park season tended to be from early May through early October. She clarified the parks coordinator may need to address specific calls from temporary seasonal staff or may be required to come in and work.

Workman moved, Maluchnik seconded, to approve the memorandum of agreement with AFSCME to pay the parks coordinator \$110 per week during the camping season, when assigned to handle these duties, as seasonal responsibility compensation for years 2008 and forward. Motion carried.

REGULAR SESSION  
May 12, 2009

Workman moved, Maluchnik seconded, to adjourn the Regular Session at 9:30 a.m. Motion carried.

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 : Information Services –Past Due Invoices, Write Off**

Originating Division: Administrative Services

Meeting Date: 05/26/2009

Amount of Time Requested: N/A

Attachments for packet:  Yes  NoItem Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Information Services requests approval to write off \$2,802.62 in past due invoices. The past due invoices cover a calendar range of 1999-2008

Information Services invoiced various requesters of GIS mapping services between the years of 1999-2008 in the total amount of \$205,933.00.

Of the totaled invoiced amount of \$205,933.00 we are unable to collect \$2,802.62 or about 1.4% of the total.

In an attempt to collect past due invoices; Information Services sent one last collection letter with wording reviewed by the County Attorney's Office.

Details of Collection Effort is as Follows;

Starting outstanding balance	=	\$3,969.40
Collected	=	\$1,166.78
<b>Total Uncollected</b>	=	<b>\$2,802.62</b>

Based on our inability to collect the outstanding \$2,802.62 it is recommended that the outstanding invoices be removed as pending revenue from the County's financial records.

**ACTION REQUESTED:** Motion for County Board Chair to approve outstanding debt removal of \$2,802.62 as pending revenue from our financial records.**FUNDING**

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

**FISCAL IMPACT**

None  
 Included in current budget  
 Budget amendment requested  
 Other: Minimal

Related Financial Comments: NA.

 Reviewed by Division Director

Date: 05/04/2009



CARVER COUNTY

# REQUEST FOR BOARD ACTION

**AGENDA ITEM:** Request for On-Sale and Sunday Liquor License new application for Blue Bell Enterprises Inc @ Lake Waconia Event Center

Originating Division: Property Records Taxpayer Services Meeting Date: 05-26-09  
Amount of Time Requested: 0 minutes Attachments for packet: Yes X No  
Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Glenn P. Baron, President of Blue Bell Enterprises, Inc @ Lake Waconia Event Center has applied for a NEW application for On-Sale and Sunday Liquor License. Lake Waconia Event Center previously known as Waconia Lakeside Ballroom is located at 8155 Paradise Lane Waconia MN 55387. There are no delinquent real estate taxes on this property.

**ACTION REQUESTED:**

Approval of the Request for a new On-Sale and Sunday Liquor License for Blue Bell Enterprises Inc @ Lake Waconia Event Center

**FUNDING**

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

**FISCAL IMPACT**

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

*Related Financial Comments:*

License Fees: On-Sale Liquor License Pro-Rated June-October \$730.00 and Sunday Liquor License \$200.00

Reviewed by Laurie Engelen Taxpayer Services Manager

Date:

5-15-09



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Approval of Resolution Authorizing Execution of Agreement

Originating Division: Sheriff's Office

Meeting Date: May 26, 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 Carver County Sheriff's Office has a long history of participating in Safe and Sober projects funded through grant money. *Safe and Sober Communities* is a state-wide initiative to remove impaired drivers from our roadways and promote safe motor vehicle operation. The project runs October 1, 2009 through September 30, 2012. The project requires Board authorization for the Sheriff's Office to execute the agreement and amendments as necessary to implement the project.

### ACTION REQUESTED:

Approval and signing of the "Resolution Authorizing Execution of Agreement"

### FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

**TOTAL**

= \$

### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments:* This grant does not require matching contributions

Reviewed by Division Director

Date: 5/6/2009

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that the Carver County Sheriff's Office enter into grant agreements with the Minnesota Department of Public Safety, Office of Traffic Safety for the project entitled SAFE & SOBER COMMUNITIES during the period from October 1, 2009 through September 30, 2012.

The Carver County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Carver County Sheriff's Office and to be the fiscal agent and administer the grant.

I certify that the above resolution was adopted by the Carver County Board of Commissioners of Carver County, Minnesota on \_\_\_\_\_.  
(Date)

SIGNED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

WITNESSETH:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)





# REQUEST FOR BOARD ACTION

**AGENDA ITEM:** Administrative Permit for Special Event – East Union Circuit Race

Originating Division: Land & Water Services

Meeting Date: May 26, 2009

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:**

File #A20090234. This request is for an Administrative Special Event Permit for the 1st annual East Union Circuit Race to be held on May 30, 2009. Benton, Dahlgren, Hancock, and San Francisco Townships have been contacted and given the opportunity to review and comment and no objections have been received. The permit application has been reviewed by the County Attorney, Sheriff's Office, Public Works, and Risk Management Department. The permittee will be entering into a school usage contract with ISD# 112 to begin and end the event at East Union Elementary School. A Carver County Agreement for Law Enforcement Services has also been executed for the event. The conditions on the permit will be similar to that of other race events in the county including, but not limited to: submittal of land owner's consent (school usage contract), submittal of the Certificate of Liability Insurance identifying Carver County as additional insured and the approved waiver forms shall be signed by all riders and event volunteers.

**ACTION REQUESTED:** A motion authorizing the issuance of a Certificate of Zoning Compliance (#A20090234) for the East Union Circuit Race.

**FUNDING**

County Dollars = \$-0-  
Other Sources & Amounts = -0-  
= \$  
**TOTAL** = \$-0-

**FISCAL IMPACT**

None  
 Included in current budget  
 Budget amendment requested  
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 5/18/2009

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

FILE/CERTIFICATE # A20090234

**DRAFT**

DATE ISSUED: May 26, 2009

**TYPE OF CERTIFICATE: ONE TIME SPECIAL EVENT- EAST UNION CIRCUIT RACE**

This permit certificate is issued for the Annual East Union Circuit Race to be held on May 30, 2009, in Benton, Dahlgren, Hancock, and San Francisco Townships as described on the approved site plan, pursuant to Chapter 152, section 152.074 B6 of the Carver County Code. **This certificate is issued to:**

**East Union Circuit Race  
Paula Plant/Blayne Puklich  
3884 Forest Ridge Circle  
Chaska, MN 55318-9657**

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

**Purpose of Certificate:** To certify that the permittee and/or organization to which this certificate is issued is permitted and authorized to hold the East Union Circuit Race on May 30, 2009. The event shall take place at the East Union Elementary School and on County Roads 50, 41, 52 and 53 in Benton, Dahlgren, Hancock, and San Francisco Townships in accordance with the conditions listed on this permit and in accordance with Chapter 152, Section 152.074 B6 of the Carver County Code.

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

1. The permit is valid for Saturday, May 30, 2009, only.
2. The event must be conducted in accordance with the Operational Plan & Site Maps attached hereto.
3. There shall be at least (2) extra bathroom satellites during the event.
4. The sponsors are responsible to clean up all excess trash and litter throughout the park during and after the event.
5. The permittee shall conform to Carver County Public Works requirements. The Public Works Department shall be notified about the proposed use of the county roads and signage for the street closing. PLEASE NOTE: this permit does not allow for painting directional arrows or other defacing of the County roadways.
6. The permittee shall conform to Carver County Sheriff Office requirements. Volunteers shall be stationed at each intersection along the course.
7. All parking shall be in the East Union Elementary School parking lot. No parking will be allowed on the roadway. The number of participants and spectators shall be governed by the parking spaces available at this facility.
8. Emergency vehicle access must be provided within the staging areas of the event and throughout the race route.

# DRAFT

9. The permittee shall inform surrounding residents of the date and hours of the event. Notification shall be provided prior to the event.
10. All participants and volunteers at the event shall sign the approved waiver forms prior to commencement of the event.
11. Permittee shall submit a copy of the Land Owner's Consent (school usage contract) and Certificate of Liability Insurance listing Carver County as "Additional Insured".

\_\_\_\_\_  
Amanda Schwabe  
Carver County Associate Planner

**THIS CERTIFICATE IS ISSUED FOR MAY 30, 2009 AND IS NOT EFFECTIVE UNTIL SIGNED:**

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

\_\_\_\_\_  
Signature of Certificate Holder

\_\_\_\_\_  
Date

Description of Circuit Race in Carver County:

Date: Saturday, May 30<sup>th</sup>, 2009

Time: Set-up – beginning 6:00 a.m.  
Race start: 9:00 a.m.  
Estimated finish: 5:00 p.m.

Directors: Blayne Puklich, Excelcycle Club  
P.O. Box 604  
Excelsior, MN  
952.474.3180  
blayne@puklich.com

Paula Plant, Verve Racing  
3884 Forest Ridge Circle  
Chaska, MN  
952.380.9859  
paula.plant@gmail.com

Purpose: Our objective is to provide a safe, fun, and competitive bike race on scenic roads of Carver County. Both promoting teams, Excelcycle and Verve Racing, are members of the USA Cycling organization. This event serves to fulfill a requirement by USA Cycling to promote at least one annual cycling event.

Description: This is a day-long bike race with several different race fields, broken out by category and/or age groups. There are 5 skill categories (levels) for men, and 4 categories for women. Examples of age-specific groups include the Juniors (under 18) and Masters (35+ and 50+). The race fields may combine skill categories and age-specific groups, depending upon time and resource constraints. All race fields will race on the same course, but may be started at different times and have different durations.

Parking: Parking and registration will be at East Union Elementary School (see attached copy of school usage contract) or East Union Lutheran Church.

Route: The race will follow a clockwise route along the following roads: County Road (CR) 50, CR 41, CR 52, and CR 53. Cyclists, spectators, and volunteers will be parking in either the East Union Elementary School parking lots or the East Union Lutheran Church parking lot. Each independent race field will be grouped and directed to the race starting line approx. 15min. prior to the start of their race. All residents with driveways along the route will be notified in advance of the race.

Sanitation: Two porta-potties will be brought in to be located near the staging area and registration. Volunteers will be scheduled to pick up litter in the parking lots and along the roadways after the race, and to retrieve signs, safety cones, etc.

Safety: We are dedicated to providing a safe race. The following plans assure this:

- All cyclists are required to wear bike helmets during the entire race.
- Signage along the roadways will be used to notify approaching motorists
- A contract will be made to hire at least two Carver County deputy police officers to assist with traffic control and insure the safety of participants and motorists during the event.
- Each group of racers will be led by a vehicle, and another vehicle will follow each group of racers. This provides a “rolling enclosure” for the majority of the racers and provides additional protection from approaching motorists.
- Each intersection will be staffed with at least one volunteer to point the direction of the turn for the oncoming racers, and to direct the flow of traffic as necessary to insure an awareness of the racers and motorists.
- Safety cones may be used at intersections, pending approval or recommendations by the police staff
- Two-way radios and cellular phones will be used to provide communication along the race route
- Insurance coverage will be provided by USA Cycling, Inc.

Medical: The nearest medical centers will be made aware of the date of the race:

- Fairview Jonathan Clinic, Chaska
- St. Francis Regional Medical Center, Shakopee
- Ridgeview Medical Center, Waconia

Crowds: Races are limited to the number of participants by USA Cycling, Inc. This limitation varies from 50-150 depending on the type of race. The total expected number of people attending, including participants, spectators, and volunteers, is likely to be less than 400.

Lights: Since this event will be held entirely during daylight hours, no lighting equipment will be necessary.

Vendors: There will be no vendors selling food or other supplies as part of this event.

Approvals: Clerks in the San Francisco, Benton, Hancock, and Dahlgren townships have been notified for approval as follows:

San Francisco Township - Maidie Felton (952.873.6754)

Benton Township (course along C.R. 50)

Clerk: Terry Bruesehoff at 952 466 2663  
[terry.bruesehoff@plantpioneer.com](mailto:terry.bruesehoff@plantpioneer.com)

Sheryl talked to him over the phone 5/1/09 11am, Paula emailed him pdf map and course explanation document 5/1/09

Hancock Township (CRs 53, 51, and 50)

Sheryl left voice messages 5/1/09 for:  
Clerk: Anthony Chevalier (952.466.2026)  
and Chairman: Dick Olson (952.466.5663)

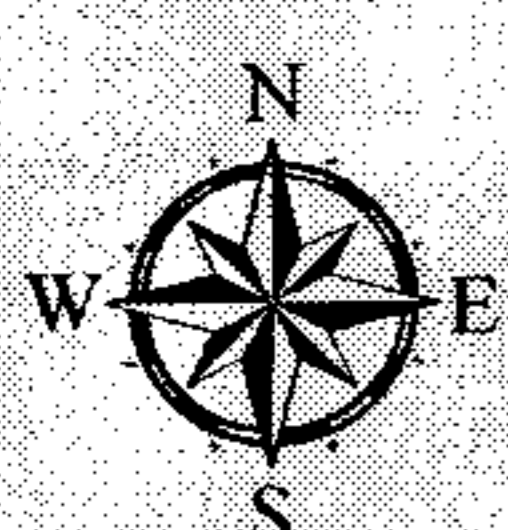
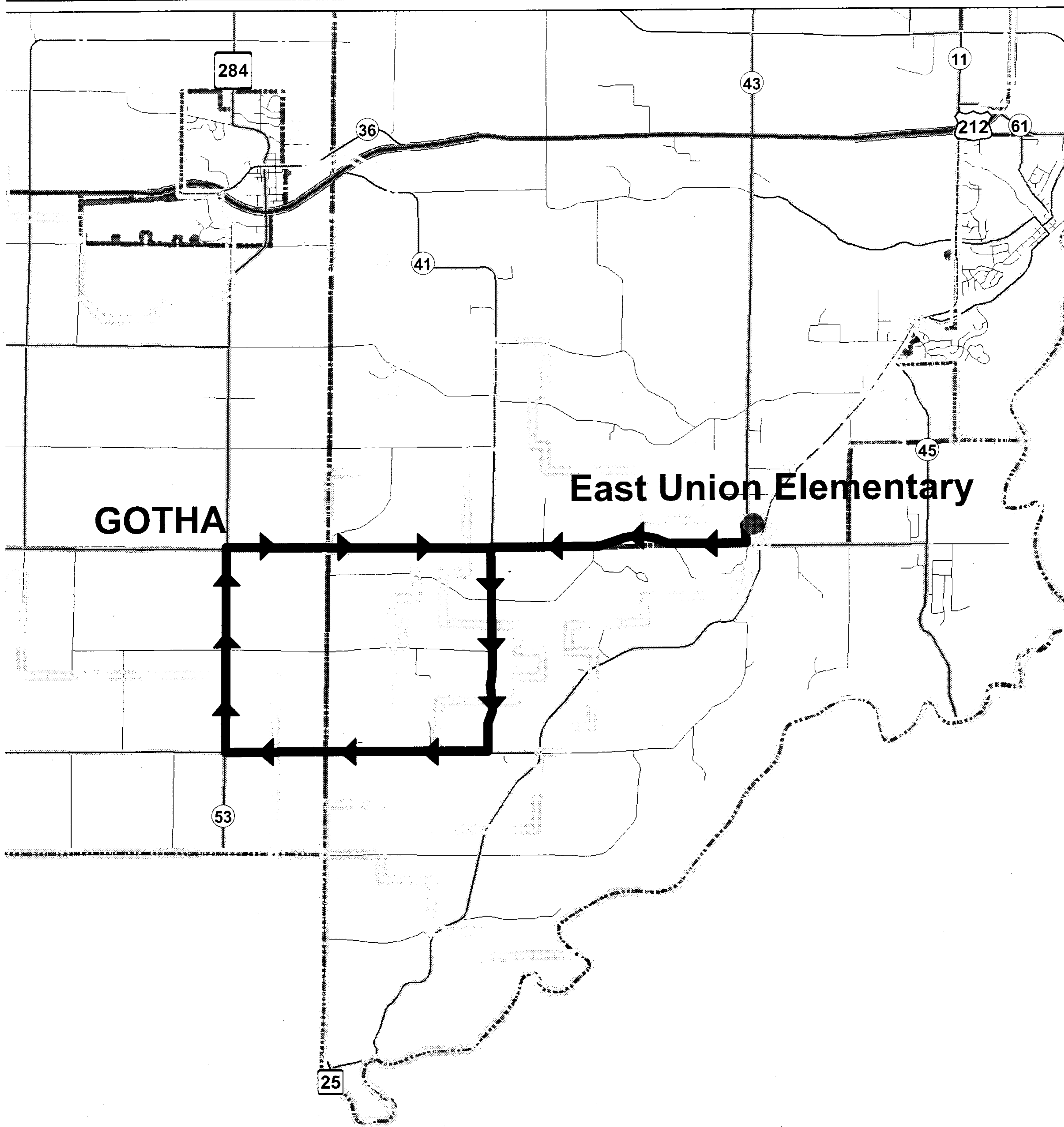
Dahlgren Township (CR50 and East Union Elementary School)

Sheryl left message 5/1/09 for:  
Clerk: Mary Olson (952.448.5219)  
and Chairman Gene Miller (952.466.5537)

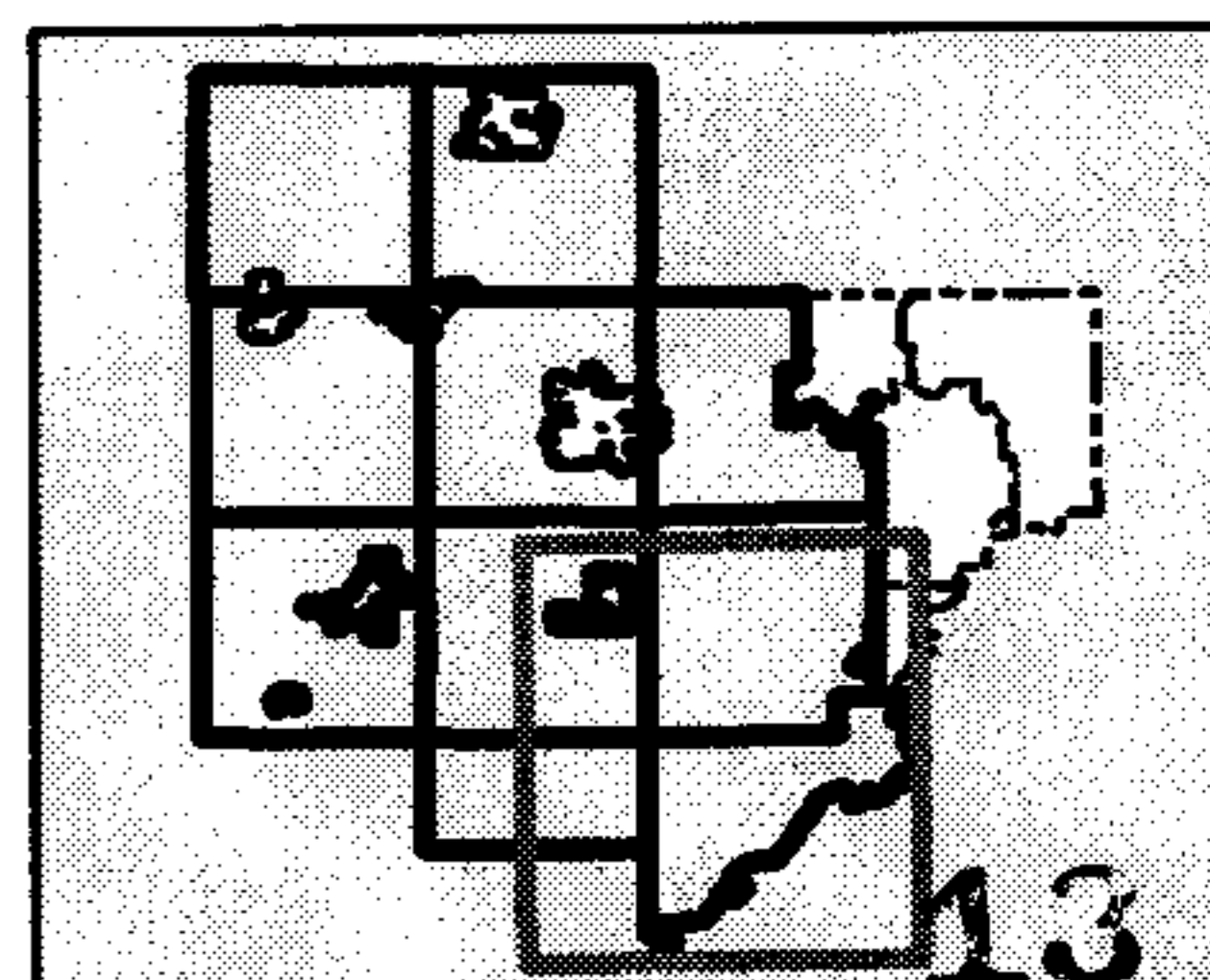
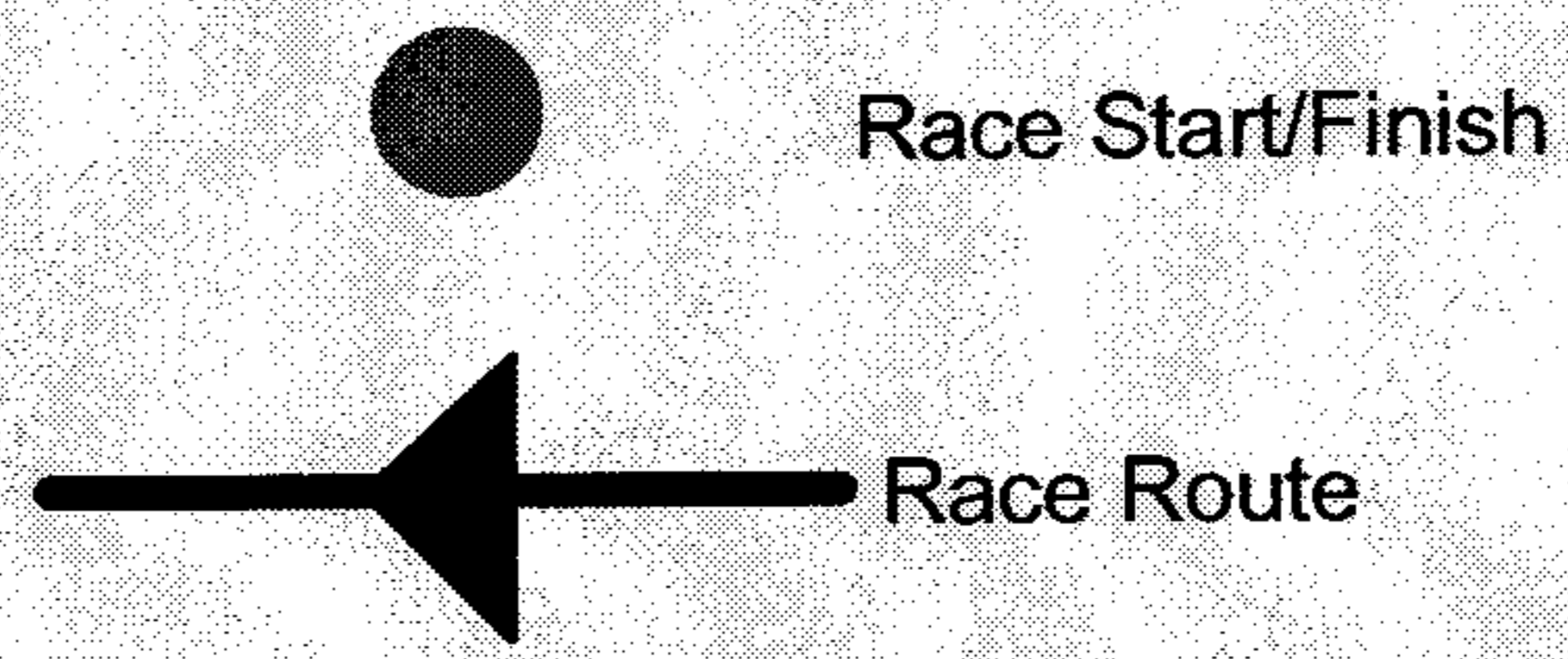
Land owner approval of the parking area, East Union Elementary School, via building usage permit.

Notification: Residents along the route will be notified at least 2 weeks in advance of the race.

# East Union Circuit Race



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



Map date: May 18, 2009



# REQUEST FOR BOARD ACTION

**AGENDA ITEM:** Appoint Carolyn Schmidt as SCHSAC Alternate Representative-Community Health Board

Originating Division: Public Health

Meeting Date: 5/26/09

Amount of Time Requested:

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** The State Community Health Services Advisory Committee (SCHSAC) was created by the Minnesota Legislature in 1976 as one component of the Local Public Health Act. The Local Public Health Act began a unique partnership between the Minnesota Department of Health (MDH) and local government public health agencies. This partnership has since developed into an effective tool for protecting and improving the health of all Minnesotans.

The purpose of the SCHSAC, as described in the Local Public Health Act, is to advise, consult with, and make recommendations to the Commissioner of Health on matters relating to the development, funding, and evaluation of community health services in Minnesota.

Commissioner Randy Maluchnik is the SCHSAC member representing Carver County's Community Health Board, with Carver County Public Health's Division Director, Del Hurt, as the Alternate representative. Del Hurt is retiring from his position as of June 2, 2009. Carolyn Schmidt, Public Health Manager has been appointed Interim Public Health Division Director effective May 18, 2009.

**ACTION REQUESTED:** Community Health Board motion to approve the appointment of Carolyn Schmidt, Interim Public Health Division Director, as SCHSAC Alternate Representative in place of Del Hurt (former Public Health Division Director).

**FUNDING**

County Dollars = \$

Other Sources & Amounts = \$  
(MN Dept of Health)

**TOTAL** = \$

**FISCAL IMPACT**

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director

Date: 5/18/09





# REQUEST FOR BOARD ACTION

**AGENDA ITEM:** Jim & Josh Coder – Gotha RSD adaptive reuse.

Originating Division: Land & Water Services

Meeting Date: May 26, 2009

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:**

File #PZ20080037. The Planning Commission recommended approval of a conditional use permit for Jim & Josh Coder's business, Control Stuff, Inc. The proposed site is the Williams Mfg building located in Gotha, which is currently owned by William & Rhoda Ische. The business involves the assembly, programming and sales of control systems for different types of agricultural equipment. Approximately 85% of their sales are related to the ag industry. The applicants hope to finalize the purchase of the property within the next 30-60 days. The CUP would not be signed & recorded until the property transfer has been executed. Benton Township and Hancock Township have both recommended approval of the request.

**ACTION REQUESTED:**

A motion to adopt findings of fact and to issue Order #PZ20080037 for the issuance of a Conditional Use Permit.

**FUNDING**

County Dollars = \$-0-  
Other Sources & Amounts = -0-  
= \$  
**TOTAL** = \$-0-

**FISCAL IMPACT**

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:*

Reviewed by Division Director 

Date: 14 May 09

COUNTY OF CARVER  
***PLANNING COMMISSION RESOLUTION***

**FILE #: PZ20080037**

**RESOLUTION #: 09-01**

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

**FILE #:** PZ20080037

**APPLICANT:** James & Joshua Coder

**OWNER:** William & Rhoda Ische

**SITE ADDRESS:** 10550 Co Rd 50

**PERMIT TYPE:** Gotha RSD Adaptive Reuse

**PURSUANT TO:** County Code, Section(s) 152.097

**LEGAL DESCRIPTION:** See attached Exhibit "A"

**PARCEL #:** 01-035-1000 (05-002-0500, residence)

**WHEREAS**, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meetings of December 16, 2008 through April 21, 2009; and,

**WHEREAS**, the Carver County Planning Commission finds as follows:

1. Jim & Josh Coder are interested in relocating their business, Control Stuff, Inc., to the William & Rhoda Ische property located in Section 35 of Benton Township and Section 2 of Hancock Township. The Benton Twp parcel is improved with a commercial structure (Williams Mfg) and a detached garage. The Hancock Twp parcel is improved with a single family home and a small shed. The parcel sizes are 1.64 acres and 0.50 acres respectively. The property is located in the Gotha Rural Service District and the CCWRMA – Bevens Creek watershed.
2. The applicants are requesting a Conditional Use Permit for light manufacturing and adaptive re-use of an existing structure pursuant to Section 152.097 of the Zoning Code.
3. The operational plan provides a very good outline of the proposed land use. Control Stuff, Inc is currently located in Cologne. The business involves the assembly, programming and sales of control systems for different types of agricultural equipment. According to the applicants, approximately 85% of their sales are related to the ag industry. The existing structure was an original creamery facility, which Mr. Ische has utilized for many years for the manufacture and repair of sheet metal products (CUP #9833). The sheet metal operation was a family business with no employees.
4. The applicants are proposing a 3,520± sq ft addition to the existing structure (detached garage would be removed), which would result in a total footprint of about 6,300 sq ft for the commercial facility. The existing structure setback would be maintained for the new addition, at approximately 78 feet from the centerline of Co Rd 50. There would be a maximum of 12 employees reporting to the site. The hours of operation would generally be 7:00 a.m. to 5:00 p.m., Monday through Friday. However, there would be a need to address emergencies and other customer needs at any time of the day/week. The proposed use would meet the general requirements for a conditional use in the Rural Service District (light manufacturing, agricultural support and adaptive re-use). The existing house would remain a residence that may be occupied by one of the owners.
5. The proposed access to Co Rd 50 would include an exit (egress) for semi-trucks & delivery trucks on the westerly side of the property. The Zoning Code allows for an additional driveway if it is deemed necessary during the conditional

use permitting process. The Assistant County Engineer, Bill Weckman, has reviewed the application and has indicated that plans for ingress/egress would be acceptable; however the appropriate access permit(s) would be necessary. The applicants would be required to provide supporting documentation for the proposed egress driveway. Formal turn lanes would not be required. Mr. Weckman stated that the access requirements may include widening the shoulder, narrowing the width of the main entrance and providing "exit only" or similar signage for the truck egress.

6. The on-site sewer constraints and requirements have been critical factors for the proposed commercial expansion. Currently, the house is connected to a drainfield, with the Williams Mfg. building, on the northwesterly portion of the property. A new sewer system (or systems) would be required for the business expansion and the existing residence. The applicants are proposing to add additional land to the Hancock parcel (south parcel) to address the on-site sewer requirements and to eliminate the parcel nonconformities. Also, an alternate drainfield site, for future use, should be provided for this type of land use expansion.
7. The Benton Town Board and Hancock Town Board have both recommended approval of the request.

**THEREFORE, BE IT RESOLVED,** THAT The Carver County Planning Commission hereby recommends the issuance of the subject permit on the land described in Exhibit "A" of the permit application. The new CUP would supersede CUP #9833, and any prior permits would be considered null & void. The Planning Commission further recommends that the following conditions be attached to the permit:

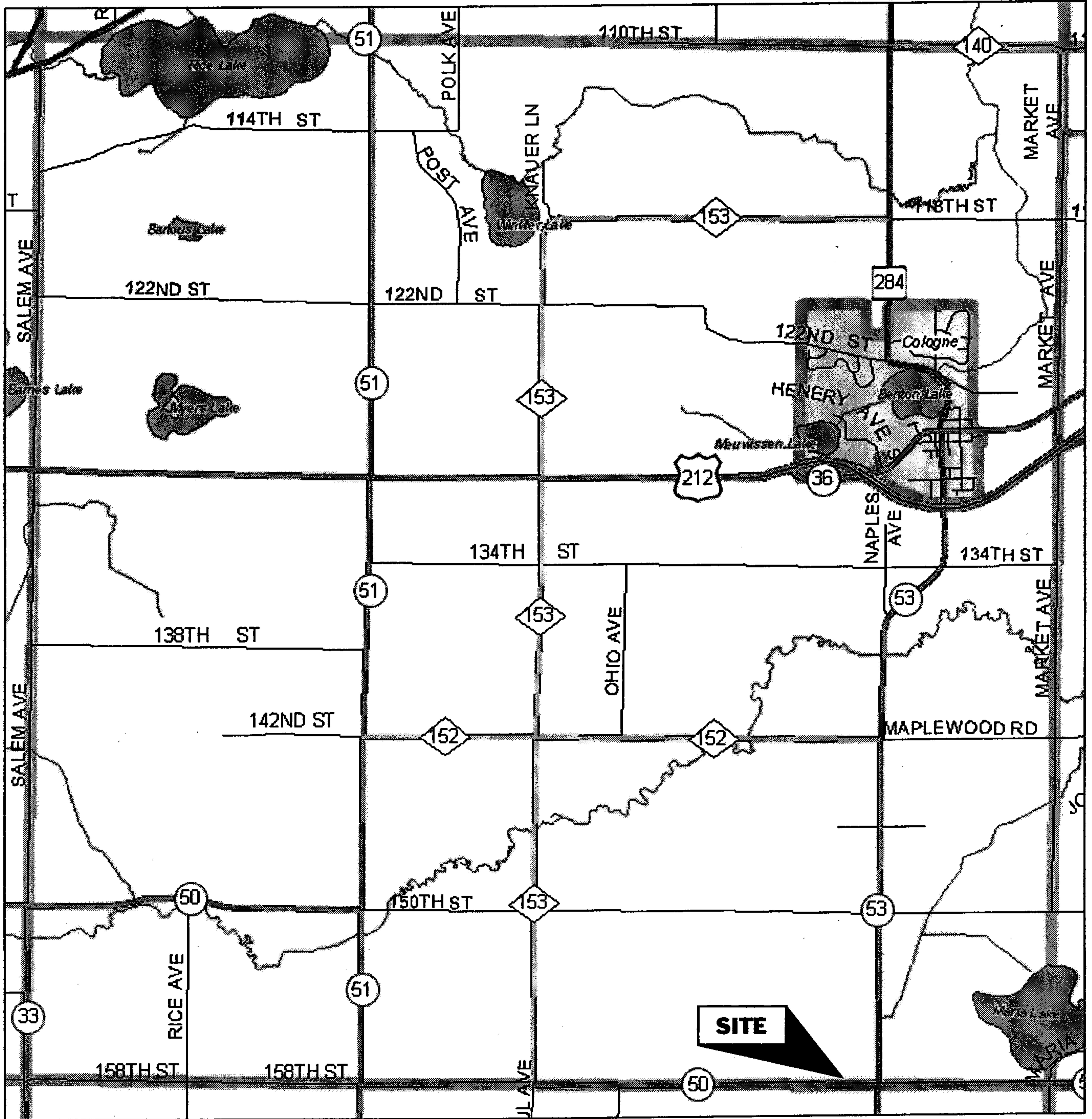
1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact the Land Management Department as early on in the timeline of the proposed change as possible.
2. The operational plan, dated April 13, 2009, shall be attached to and considered part of the conditional use permit. The submitted site plan(s) are approved as a general guide for the operation, provided that a minor subdivision application shall be submitted and approved by Land Management prior to any lot line modifications.
3. Appropriate building permits and/or on-site sewer permit(s) must be obtained before any construction occurs. A primary and an alternate drainfield site shall be required for the facility. At a minimum, the existing structure setback from the centerline of Co Rd 50 must be maintained for the new addition.
4. Permittee must obtain the appropriate permit(s) for work within the road right-of-way and must comply with the access requirements as determined by Carver County Public Works. A second driveway for truck egress shall be authorized, provided appropriate supporting documentation is submitted and it is approved by Public Works.
5. Outside storage shall be limited to a single vehicle/trailer that shall be located on the northerly side of the structure.
6. Permittee shall maintain the Non-generator's Certificate or contact the Environmental Services (E.S.) Department to obtain a Hazardous Waste Generator's License if there is hazardous waste generated at the site.
7. Permittee must submit a copy of workers compensation insurance or proper affidavit to Land Management prior to occupancy.

**ADOPTED** by the Carver County Planning Commission this 21st day of April, 2009.

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Ted Beise  
Planning Commission Chair

# Benton Township



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



Map Created by Carver County GIS  
Apr 21, 2005



# REQUEST FOR BOARD ACTION

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

Originating Division: Financial Services

Meeting Date: May 26, 2009

Amount of Time Requested: 45 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

**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: 5/18/09

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

Date: May 26, 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 26<sup>th</sup> day of May, 2009.

David Hemze  
County Administrator



**CARVER  
COUNTY**

**Administrator's Recommended  
2009 – 2010  
Budget Adjustments**



## Executive Summary

Carver County's strong fiscal health is significantly challenged by the continued global economic crisis. The organization's budget is negatively impacted in many ways including a pending reduction in State County Program Aid (CPA) and other declining key revenue sources such as our property tax base, investment income, and recorder's fees. On the other side of the ledger, there are significant expenditure pressures related to elevated service demands and the correlated continued costs of employee wages and benefits.

At the February 17<sup>th</sup>, 2009 County Board workshop, a strategic plan was laid out to address these fiscal pressures in 2009, 2010, and beyond. The key step taken in this document is to adjust the County's operating budget to eliminate reliance on CPA. This will provide stability to the organization and allow us to better control our own destiny.

This document includes the following attachments which outline the budget recommendations.

- Attachment A: a detailed listing of the proposed 2009 and 2010 budget adjustments;
- Attachment B: a summary of recommended staffing changes; and
- Attachments C and D: related proposed changes to the County organizational chart.

The following table provides a timeline for the implementation of these recommendations and the process of preparing the related 2010 budget.

<u>Date</u>	<u>Event</u>	<u>Description</u>
May 14 <sup>th</sup>	Distribution of Recommendation	Administrator's Recommended 2009-10 Budget Adjustments is released
May 19 <sup>th</sup>	Board Workshop	Administrator's Recommended 2009-10 Budget Adjustments is discussed
May 26 <sup>th</sup>	Board Meeting	Recommended adoption of 2009-10 Recommended Budget Adjustments
June/July	Normal Budget Process	Division Director's Requests for 2010 Budget
August	Board Workshop	Administrator's Recommended 2010 Property Tax Levy
Sept 1st /8th	Board Meeting	Board adopts Preliminary 2010 Property Tax Levy
Oct.	Board Workshop	Administrator's Recommended 2010 Budget
Nov.	Board Workshop	Administrator's Recommended 2011 Long Term Financial Plan
Dec.	Board Meeting	Board adopts Final 2010 Levy, Budget and 2011 Long Term Financial Plan

The hard work, thoughtful analysis, and tough discussions which occurred with staff, particularly our Division Directors, should be acknowledged and is greatly appreciated. This teamwork resulted in recommended staffing changes and related service impacts which are painful, but have been targeted to realign the County's base budget to increase our future fiscal sustainability while minimizing the impact on the delivery of core County services.

## 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: o Elimination of 0.80 FTE Librarian III Branch Supervisor with change in duties & role of Assistant Library Director o Elimination of .80 FTE librarian with re-assignments from Chanhasen Library to western cluster. 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 (CAD), 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)

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5/20/2009

## 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: September 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)
<b>Division Total =</b>		<b>\$10,000</b>	<b>\$10,000</b>	

## 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.				
<b>Division Total =</b>		<b>\$ 125,000</b>	<b>\$ 277,500</b>	

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

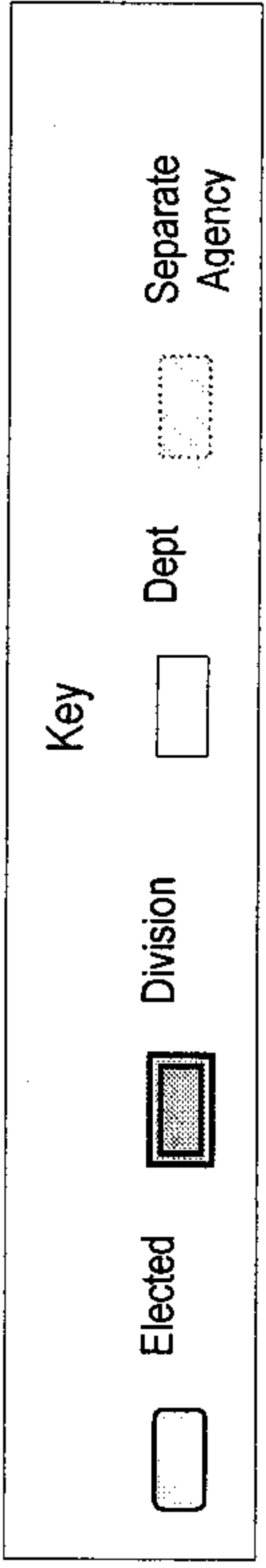
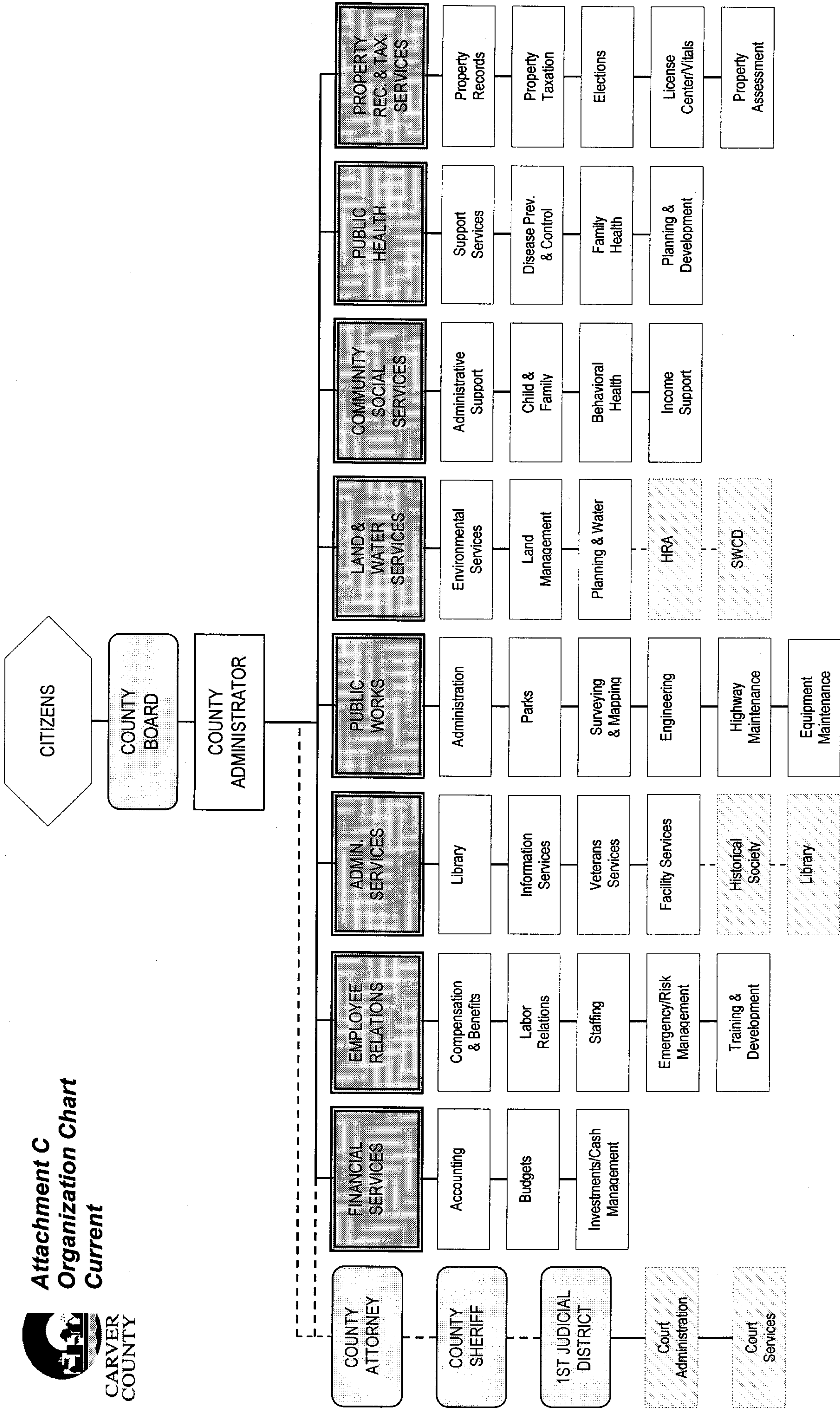
## Attachment B: Staffing Changes for 2009 - 2010

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.

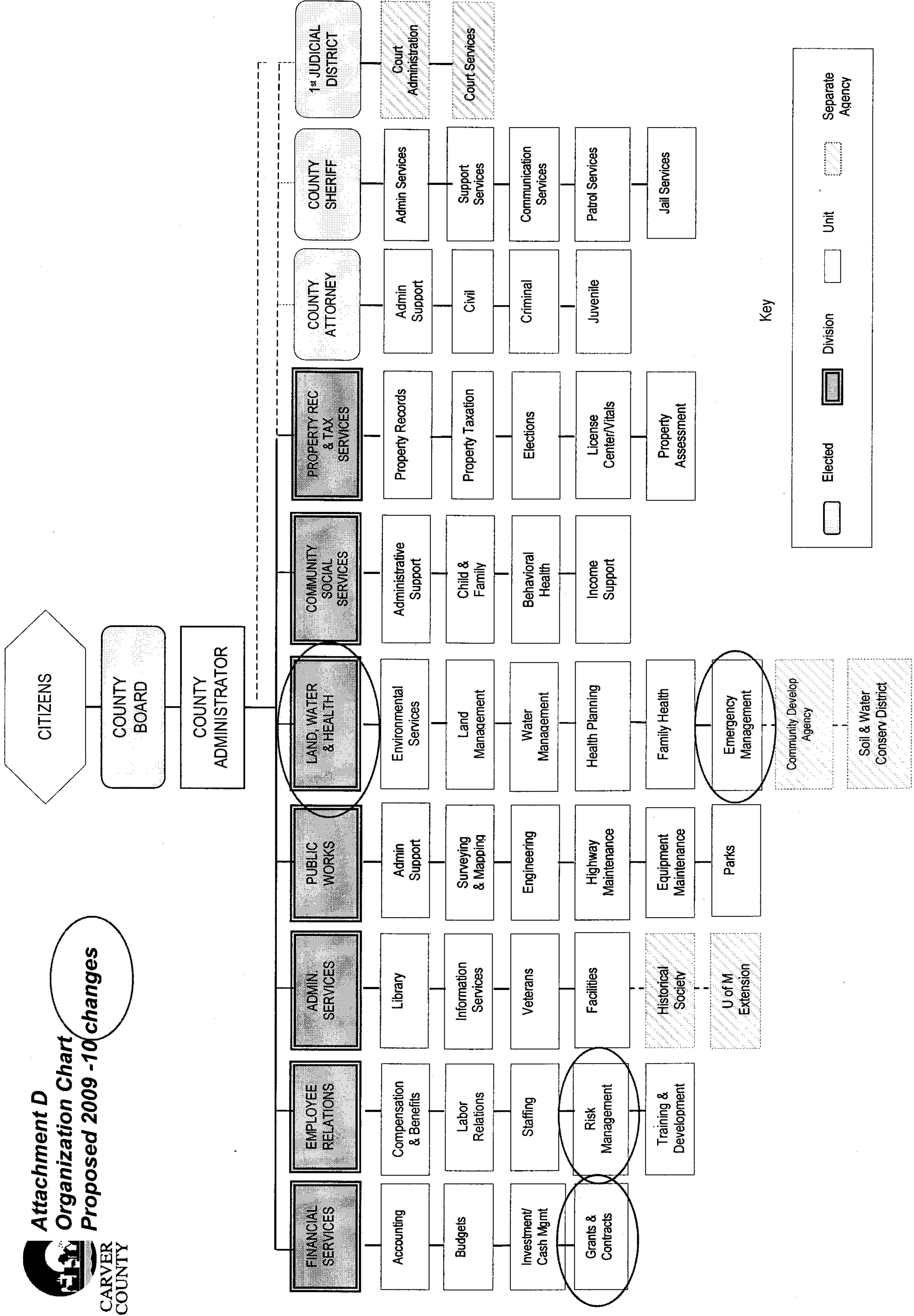


**Attachment C  
Organization Chart  
Current**

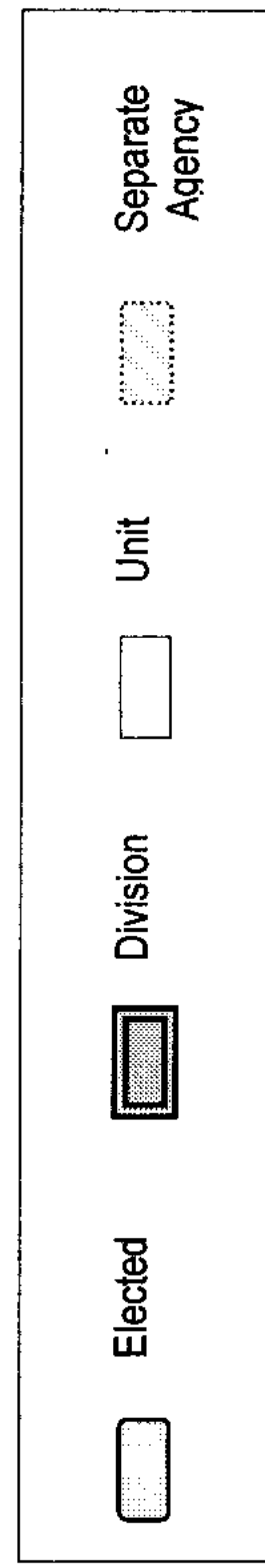




**Attachment D  
Organization Chart  
Proposed 2009 -10 changes**



Key







# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Union Pacific Rail Line Chaska Industrial Lead

Originating Division: Public Works/Parks

Meeting Date: 5-26-09

Amount of Time Requested: 20 Minutes

Attachments for packet:  Yes  No

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

### BACKGROUND/EXPLANATION OF AGENDA ITEM

On January 23, 2008, Carver County Regional Rail Authority, Scott County Regional Rail Authority, the City of Chaska and City of Carver entered into a joint powers agreement and formed an entity entitled the Minnesota River Valley Rail Line (MRVL), to consider the possible acquisition of the 5.6 mile stretch of the Union Pacific Rail Line Chaska Industrial Lead which extends from Chaska (Mile post 33.0) to Merriam (Milepost 38.6) in Scott and Carver Counties, Minnesota. This agreement provides the ability for MRVL to enter into negotiations with the Union Pacific to obtain an agreement to acquire the rail right of way for public and/or trail use under federal law, rules and provisions.

In early 2009 an offer was made by MRVL to Union Pacific for the corridor. That offer was rejected. Union Pacific has responded with their opinion of value for the corridor. Another offer to Union Pacific is being considered and needs discussion and direction with the County Rail Authority.

At this time the Interim Trail Use negotiation period will end May 26<sup>th</sup>. At this closed session there will be an update on the negotiation period and discussion on a proposed counter offer along with discussion on costs splits and funding scenarios to support this potential offer for purchase.

**ACTION REQUESTED:** Motion to enter into closed session according to Minnesota Statutes Section 13D.05 in order to discuss confidential appraisal data and to consider and develop an offer for the purchase of real property.

### 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 *William J. Weckman* Date: May 18, 2009

S:Parks/BA-RES/Union Pacific Railroad Chaska Industrial Lead May 26 2009



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : 2009 Solicitation for Federal Transportation Project Funding

Originating Division: Public Works

Meeting Date: May 26, 2009

Amount of Time Requested: 30 min

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** On April 10<sup>th</sup> the solicitation period began for the 2009 Solicitation for Federal Transportation Project Funding. Applications are due June 15<sup>th</sup>. At this time Public Works has three projects identified for application for Federal transportation funding. A consultant is presently working on these applications. At this workshop Public Works would like to discuss these projects and some of the details of the project application with the County Board. The applications will need support of the County Board and we will also be asking for support from communities in which these projects are located. Projects under consideration include:

- 1.) Reconstruction of CSAH 18 (Lyman Blvd) from Audubon Road N to CSAH 17 (Powers Blvd).
- 2.) Construction on new alignment including construction of a railroad underpass on CSAH 14 (Pioneer Trail) from Bavaria Rd to TH 41.
- 3.) Reconstruction of CSAH 10 from CSAH 30 to TH 7.

Also, the City of Chanhassen will be submitting applications for two projects that will need letters of support from Carver County and there could be other applications that need the same consideration. There will be a discussion on these projects and request for letters of support.

**ACTION REQUESTED:** County Board direction on support of projects for approval as part of the June 2<sup>nd</sup> County Board agenda.

### 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

*William J. Westma*

Date: May 15, 2009



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : 2009 ARRA Projects Update and Discussion

Originating Division: Public Works

Meeting Date: May 26, 2009

Amount of Time Requested: 30 min

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** The TAC Funding and Programming Committee met on April 30th and rated the project applications that were submitted for STP ARRA funds and TE (Transportation Enhancement) ARRA funds.

For the TE ARRA funds there were 31 projects submitted and \$7.5 million available funding for award; 10 projects are being recommended for funding; the Dakota Rail Trail project was rated 5th highest of the 10 projects and is on the list of recommended projects for funding.

For the STP ARRA funds there were 37 projects submitted. 32 projects amounting to \$56,204,000 were recommended for award of funding including the County's overlay project(s) that are recommended to receive \$1,116,400 of ARRA funds. The cities of Chaska, Watertown, Mayer, and Carver also have projects on the list of projects recommended for funding.

At this workshop we will discuss these projects and County Board actions that will be needed in the future to continue completion of these projects if TAB makes these same recommendations to the Metropolitan Council and the Council approves funding the projects included in these recommendations.

**ACTION REQUESTED:** No action requested at this time. This is an information update session which will include information on needed future actions.

### 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 15, 2009

S:R&B/ Engineering/RBA-2009 ARRA Projects Workshop