

Carver County Board of Commissioners  
 Regular Session  
 December 16, 2008  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

			PAGE
9:15 a.m.	1.	a) <b>CONVENE</b>	
		b) <i>Pledge of Allegiance</i>	
		c) <i>Public participation (comments limited to five minutes)</i>	
		d) <i>Introduction of New Employees</i>	
	2.	Agenda review and adoption	
	3.	Approve minutes of December 2, 2008 Regular Session and December 4, 2008, Truth-in-Taxation Meeting .....	1-6
	4.	Community announcements	
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	5.2	Abatements/additions.....	8-9
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10:35 a.m.		<b>ADOURN AS COUNTY BOARD AND CONVENE AS CARVER COUNTY RAIL AUTHORITY</b>	
10:35 a.m.	<b>9.</b>	<b>FINANCIAL SERVICES</b>	
	9.1	2009 Final Carver County Regional Rail Authority levy and budget.....	85-88
10:45 a.m.		<b>ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY</b>	
10:45 a.m.	1.	Chair	
	2.	Board Members	
	3.	Administrator	
11:15 a.m.	4.	Adjourn	

David Hemze  
County Administrator

### Work Session Agenda

11:15 a.m.	<b>A.</b>	<b>Public Works</b>	
	1.1	Lake Waconia Regional Park Ballroom Update.....	89

County Board Breakfast Meeting with Legislative Delegation to  
Discuss Carver County's 2009 Legislative Priorities  
Tuesday, December 23, 2008,  
7:30 a.m.  
Chanhassen American Legion  
Chanhassen, Minnesota

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 2, 2008. Chair James Ische convened the session at 9:18 a.m.

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

Members absent: None.

Lynch moved, Workman seconded, to move agenda item 5.5 from the consent agenda to item 5.9 on the regular agenda and to approve the revised agenda. Motion carried unanimously.

Degler moved, Workman seconded, to approve the minutes of the November 25, 2008, Regular Session. Degler, Ische, Maluchnik, Workman voted aye. Lynch abstained as he was absent. Motion carried.

Community announcements were made by the Board.

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

Payment of emergency claims in the amount of \$58.60, \$150 and \$6,825.

Memoranda of Agreement with AFSCME General, Public Works and Social Service Units to correct error on the 2009 wage tables.

Approved contract with Minnesota Elevator in the amount of \$213,742 pending final review of County Attorney/Risk Management.

Resolution #91-08, CSAH 10 Right of Way (SP 10-610-30) Negotiated Settlement 22.

Contract with Dorglass, Inc., in the amount of \$36,600 and \$5,000 in general conditions for window replacement project at First Street Center.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Roger Gustafson, Public Works, requested the Board approve a phase implementation of a 25 mph school speed zone in the area of County Road 18 and Kochia Avenue intersection. He pointed out the earlier analysis which looked at this intersection with respect to a more comprehensive traffic

control and concluded that signals were not warranted at this time. He reviewed the option to establish a school speed zone, flashing lights and a speed detection device to alert drivers of their driving speed. Gustafson stated he was asking the Board to move forward with the phased implementation at this time.

The Board acknowledged the safety concerns at this intersection and discussed if this area would become a speed trap. Sheriff Olson pointed out the opportunities they would utilize to educate the public before enforcement is needed.

The Board agreed they would need to continue to look at and monitor this intersection. Gustafson clarified he would be bringing this item back as they progressed.

Maluchnik moved, Degler seconded, to approve the phased implementation of a 25 mph school speed zone on the segment of County Road 18 abutting Holy Family High School in Victoria. Motion carried unanimously.

Steve Taylor, Administrative Services, requested Board adopt Resolution in support of establishing an employee recognition program. He indicated the AFSCME General Unit Labor Management Committee had been working on various concerns and a formal recognition program was identified as a top priority.

Suzanne Hunt, AFSCME, pointed out the recommendation to form a Labor Management Committee to address issues that are not covered in their contract. She stated they would like to recognize all employees and indicated with this program all employees will get a chance to be recognized for their work and dedication.

Doris Krogman, Employee Relations, explained the program would recognize long term employees and a program would be developed that awards the excellence of individual employees and/or employee groups. She stated this would not replace the current Employee Club events and read the proposed Resolution. She referenced the amendment to the personal policy manual related to the recognition program that would also be made.

Workman offered the following Resolution, seconded by Lynch:

Resolution #92-08  
Employee Recognition Program

On vote taken, all voted aye.

Taylor requested the Board approve the fiber optic contract with Jaguar Communications and also consider the alternate to extend the ring to Hamburg and New Germany.

He explained the proposed ring would encompass approximately 70 miles and indicated the County would own 60 fiber and lease 12. He noted the agreement reached when there was a significant

relocation and stated the County would escrow \$20,000. Taylor pointed out the T-1 savings, the technical issues the County has been facing and the benefits to schools, cities and public safety. He reviewed the proposed budget, financing and projected payback. Taylor explained the three options to extend the ring to Hamburg and New Germany and associated costs.

Maluchnik moved, Lynch seconded, to approve the contract with Jaguar Communications in the amount of \$1,233,014, general conditions budget of \$120,000, contingency budget of \$135,300 for a fiber optic ring project amount of \$1,488,314. Degler, Ische, Lynch, Maluchnik voted aye. Workman voted nay. Motion carried.

Lynch moved, Maluchnik seconded, to approve \$240,000 alternate to extend the ring to Hamburg and New Germany, additional contingency budget of \$24,000, additional general conditions budget of \$26,600 for an alternate amount of \$290,600 and total fiber ring project amount of \$1,778,914. Degler, Ische, Lynch, Maluchnik voted aye. Workman voted nay. Motion carried.

Degler moved, Maluchnik seconded, to delegate authority to the Administrative Services Division Director to approve individual change orders for up to \$50,000. Degler, Ische, Lynch, Maluchnik voted aye. Workman voted nay. Motion carried.

Maluchnik moved, Degler seconded, to use \$400,000 from the 2008 budget to finance the 2009 portion of this project and direct the Director of Financial Services to obtain debt financing in 2010 for the remaining portion of the project costs. Degler, Ische, Lynch, Maluchnik voted aye. Workman voted nay. Motion carried.

Gary Bork, Community Social Services, requested the Board approve the joint powers agreement to establish the Scott/Carver transit partnership. He noted the previous work session on transit and the ideas they discussed. He stated the anticipated outcome was to decrease costs, increase ridership and provide a more comprehensive system.

Degler moved, Workman seconded, to approve entering into a joint powers agreement establishing the Scott/Carver transit partnership. Motion carried unanimously.

Bork requested the Board adopt Resolution to direct transit funding to Scott County. He stated, as part of the joint powers agreement, Scott County will be the fiscal agent and receive funds. In order to do that, Bork indicated the Met Council and MnDOT required a Resolution.

Degler offered the following Resolution, seconded by Maluchnik:

Resolution #93-08  
Requesting Redirecting of Funding to Scott County to  
Provide Public Transportation Services in the  
Scott/Carver Service Area

On vote taken, all voted aye.

REGULAR SESSION  
December 2, 2008

Mark Lundgren, Taxpayer Services, appeared before the Board with an update on the election recount and procedures. He stated 49,806 votes were cast, with a 94% voter turnout.

Laurie Engelen, Taxpayer Services, explained the Senate race required an automatic recount. She indicated while the State was the recount official, they chose to run the recount for the State. She explained the process and the number of ballots challenged. She indicated at this point rejected absentee ballots were not part of the recount. Engelen stated the State Canvassing Board meets on December 16<sup>th</sup> and they would know more after that date. She added they also had a recount in the City of Carver and pointed out how accurate the machines were.

Lynch moved, Degler seconded, to adjourn the Regular Session at 11:48 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.)

TRUTH IN TAXATION MEETING

December 4, 2008

A truth-in-taxation meeting was held at the Government Center in Chaska on December 4, 2008. Chair Ische convened the meeting at 7:00 p.m.

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

Commissioners absent: None.

Chair Ische explained the purpose of the meeting. He stated if members of the public had questions related to their property values, the Assessor's Office was available to address those concerns.

Degler moved, Lynch seconded, to open the public hearing. Motion carried unanimously.

David Frischmon, Financial Services, reviewed a timeline relating to the setting of property taxes. He noted January 1, 2008, market values set by the Assessor are based on sales that had occurred in the last half of 2006 and first half of 2007. He indicated the Board would adopt the final levy and budget on December 16<sup>th</sup> and those final numbers will be the ones used by the Taxpayer Services Department to calculate property taxes for 2009. He highlighted the tax base growth over the last ten years, with a 2008 having a net increase in tax base of just under three million.

Frischmon explained the initial budget requests submitted and the subsequent cuts that had been made. He clarified the proposed property taxes notices that were mailed reflected the 8.9% levy increase set back in September but the Board had directed staff to look at cuts. He reviewed the current recommendation of a 4.5% increase.

The tax levy by division was highlighted. Frischmon reviewed total spending proposed for 2009 and indicated there were selected reductions in Social Services/Public Health, net decreases in personnel and no new capital projects. He pointed out the decrease in investment income and the increase in payments due to the bond sale for road projects. Frischmon reviewed the property tax impact based on an 8.9%, 6.9% and 4.5% levy increase to an average value home of \$312,300.

He pointed out the State budget forecast just released and indicated the 2009 proposed budget was based on receiving an anticipated 2.6 million in State aid.

Public comments were received from Craig Jensen, Larry and Pam Michelson, Rachel Kelly, Lori Searcy, Carol Fleming, Mark Fredrickson, Jim Pehringer, Lisa Jonas, Jim Weygand, Bruce Schwichtenberg and Leanne Kunze.

TRUTH IN TAXATION MEETING  
December 4, 2008

Workman moved, Degler seconded, to close the truth in taxation public hearing and adjourn at 8:06 p.m. Motion carried unanimously.

David Hemze  
County Administrator

28935A



Office of Finance Director  
Carver County Government Center  
Administration Building  
600 East Fourth Street  
Chaska, MN 55318-1202  
Phone: 952 361-1509  
Fax: 952 361-1308

AUTHORIZATION

PAYMENT OF EMERGENCY CLAIM

Motion passed by the Board of County Commissioners at their February 24, 1987 meeting has authorized the issuance of a check upon the consensus of the Chairman of the Board, County Administrator and the County Attorney (with a minimum of two).

VENDOR: Waters Edge

ACCOUNT: 11-423-910-3440-6040

AMOUNT: \$ 739.00

REASON: Housing for Mental Health Client until they receive Social Security benefits applied for but in process at this time. Employment is not an option.

Department Head Signature: [Signature]

Chairman of County Board

[Signature]  
James Ische

County Administrator  
Finance Director

[Signature]  
David Hemze

County Attorney

[Signature]  
James W. Keeler, Jr.

Date: 12/5/08

# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Abatements/Additions**

Originating Division: Property Records Taxpayer Services Meeting Date: 12/16/08  
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 = \$ - -1,248.93  
Other Sources & Amounts = \$ - -18,354.85  
=   
**TOTAL** = \$ -19,603.78

**FISCAL IMPACT**

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

*Related Financial Comments:*

Reviewed by Taxpayer Services Manager

Date:



**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**

**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
2007	25.1601110	Lawrence Veltkamp	Disaster	3,384.00	840.99	-101.65	-2,543.01
2008	65.2120270	Jeffrey Carlson & Michele Bud a Carlson	Disaster	7,498.00	4,506.00	-836.46	-2,992.00
2008	85.9510103	Cody Kottke	Homestead	3,772.87	3,576.87	-64.24	-196.00
2008	07.0260100	Victoria Leuthner	Homestead	6,782.00	6,704.00	-32.59	-78.00
2008	25.1602330	Allen Olson	Homestead	1,764.00	1,536.00	-101.25	-228.00
2008	30.2630430 & 30.2630820	Douglas Morrissette	Homestead	1,926.00	1,704.00	-5.04	-222.00
2007	25.8810080	Steven Caudill	Homestead	3,050.00	2,892.00	-58.88	-158.00
2008	25.8810800	Steven Caudill	Homestead	3,284.00	3,148.00	-48.82	-136.00
		<b>Grand Total</b>		<b>\$31,460.87</b>	<b>\$24,907.86</b>	<b>-\$1,248.93</b>	<b>-\$6,553.01</b>



# REQUEST FOR BOARD ACTION

**AGENDA ITEM:** Tobacco License

Originating Division: Property Records Taxpayer Services      Meeting Date: 12/16/08  
 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:**

The following business is now under new ownership and has applied for a Tobacco License in compliance with the Carver County Tobacco Ordinance. The owner is requesting approval by the Carver County Board of Commissioners for him to sell tobacco products. There is no delinquent tax on this parcel.

**License #10-624**  
**JDK Liquors Inc. dba MGM Liquor Warehouse**  
 7856 Market Blvd  
 Chanhassen, MN 55317

**ACTION REQUESTED:**

Approval

**FUNDING**

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

**FISCAL IMPACT**

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

*Related Financial Comments:*

Reviewed by Taxpayer Services Manager

Date:



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Authorize Chair to sign Partial Release and Grant of Right of Way**

Originating Division: Administrative Services

Meeting Date: December 16, 2008

Amount of Time Requested: NA

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

The County is in the process of registering property it owns along Pioneer Trail. As part of the process, it is necessary the County grant an easement to Magellan Pipeline over part of the property. The law firm under contract to represent the County has prepared and requested the County sign a Partial Release and Grant of Right of Way in regard to the Magellan Pipeline easement.

The Partial Release and Grant of Right of Way describes a 100-foot wide easement over the existing underground pipeline and itemizes approved encroachments including existing driveways, existing utilities and existing drainage structures which cross or are located within the easement.

**ACTION REQUESTED:**

Authorize Chair to sign Partial Release and Grant of Right of Way related to Pioneer Trail property registration of title action.

**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: December 9, 2008



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Approval of contract with Q-Matic for Chanhassen and Chaska service centers**

Originating Division: Administrative Services

Meeting Date: December 16, 2008

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:** Staff recommends the purchase of the Q-Matic system for the two Service Centers in Chaska and Chanhassen.

A summary of the costs include:

Administrator Software, reporting and dashboard software:	\$16,566.90
Software and hardware for Chaska Service Center:	\$54,032.35
Software and hardware for Chanhassen Service Center:	\$54,032.35
State 3 user licenses and monitors :	<u>\$2,743.51</u>
	\$127,375.11

Hennepin County uses the Q-Matic system and has 114 counters at 6 taxpayer centers and has found this system to be extremely customer service friendly.

Further, in the short-term it can increase productivity by up to 30% and decrease costs by up to 30% by ensuring that the right customer is at the right place, at the right time and is serviced by the most appropriate staff member. It also increases customer and staff satisfaction by reducing the actual as well as the perceived waiting time and creating a relaxed environment characterized by a controlled and fair waiting process. It can also generate data and insights to drive ongoing business improvements with a mid- to long-term perspective.

As individuals arrive, whether as scheduled appointments or as walk-in customers, they are issued alphanumeric tickets and directed to wait in the lobby or public area for their ticket to be called. When a counter becomes available, the counter attendant calls the next customer using an on-screen application. The next individual waiting in the queue receives both visual and audio notifications directing him/her to that counter. The attached information provides a sample of how the system works.

At the Chaska Service Center, the State has agreed to also utilize the Q-Matic system and will reimburse the County \$2,743.51 which includes user licenses and monitors. The net cost to the County would be \$124,631.60. Staff recommends approval of the contract pending review by Risk Management and the County Attorney's Office.

**ACTION REQUESTED:** Motion to approve contract with Q-Matic for a total of \$127,375.11 for the two service centers pending review by Risk Management and the County Attorney's Office.

**FUNDING**

County Dollars = \$127,375.11  
 Other Sources & Amounts =  
 = \$  
**TOTAL** = \$127,375.11

**FISCAL IMPACT**

None  
 Included in current budget  
 Budget amendment requested  
 Other:

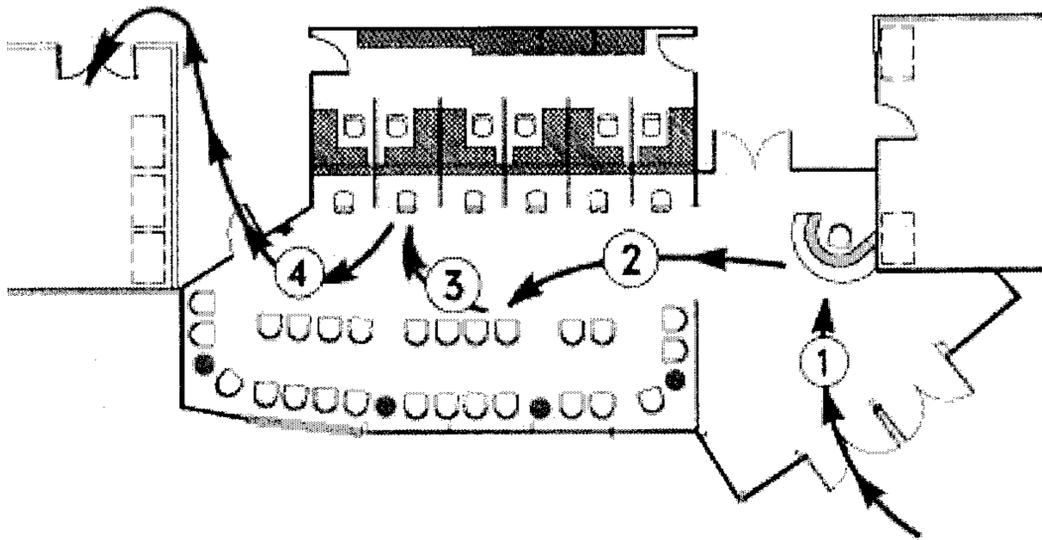
Related Financial Comments:

Reviewed by Division Director

Date: December 8, 2008

# System Example

1. As customers arrive at a branch office, they are directed to a main workstation, self serve kiosk or are greeted by an attendant.
2. The customers are then directed to choose a category of service, issued a ticket and are directed to sit in a wait area.
3. When a counter attendant is ready for the next customer, he/she presses the *NEXT* button on a workstation terminal or on an on-screen software application which send messages to LED displays, TV monitors and audio announcement devices in the lobby. These devices help capture the attention of the customers and direct them to the appropriate workstations.
4. Each customer is then served or transferred to another counter or area.



Using our Q-WIN™ software application, managers or other persons with overall responsibility can study every individual aspect of a branch's customer activities and receive rapid, easily understood reports on the current service level per branch office, region or total. The system generates reports, which show waiting times, transaction times, customer flow patterns and trends for each service category. Decisions concerning staffing can also be made based on the data.



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Carver County Attorney's Office 2009 Prosecution Contracts

Originating Division: Attorney

Meeting Date: 12/16/08

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:** Prosecution Contracts for January 1, 2009, through December 31, 2009, for the Minnesota cities of: Carver; Chaska; Cologne; Hamburg; Mayer; New Germany; Norwood Young America; Victoria; Waconia; and Watertown.

The cost to prosecute petty misdemeanors, misdemeanors and gross misdemeanors under the prosecution contracts is approximately \$203,000.00 (which represents the salaries of two (2) assistant county attorneys and one (1) legal assistant). The Carver County Attorney's Office (CCAO) recoups this costs, in part, from fine revenue. In 2007, fine revenue received was \$109,000.00. The participating cities pay the CCAO approximately \$65,500.00 for this prosecution service. Carver County invests an additional \$28,000.00 in this initiative to create a cost-effective, efficient and uniform criminal prosecution system.

**ACTION REQUESTED:** Motion to approve Carver County Attorney's Office 2009 Prosecution Contracts.

### FUNDING

County Dollars =	\$
Other Sources & Amounts =	\$67,480.86
	= \$
<b>TOTAL</b>	<b>= \$67,480.86</b>

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:* The amount of surcharge to cities (reimbursement to county for services) for 2009 is the \$67,480.86 amount listed above. This amount is receipted into line item #01-090-000-0000-5631.

Reviewed by Division Director  
Report Date: December 10, 2008

Date: 12/10/08



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Carver County Assessor Re-appointment

Originating Division: Property Records Taxpayer Services Meeting Date: 12/16/08  
 Amount of Time Requested: Attachments for packet:  
 Item Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

### BACKGROUND/EXPLANATION OF AGENDA ITEM:

The current term for the Carver County Assessor expires on December 31, 2008. The County Board must reappoint the Assessor for an additional four year term. Carver County Assessor, Angela Johnson, was initially appointed in 1999 to serve the unexpired term of the Assessor who retired. She was appointed to a four year term in 2004. She has the required Senior Accreditation from the State Board of Assessors and meets all other statutory requirements.

**ACTION REQUESTED:** Adoption of attached resolution.  
 Re-appoint Angela Johnson as the Carver County Assessor to a four year term effective January 1, 2009.

### FUNDING

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

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:*  
 Position included in Department budget.

Reviewed by Division Director 

Date: 11-24-08



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Local Public Health Funding - 2009 Assurances and Agreements - Carver County Community Health Board**

Originating Division: Public Health

Meeting Date: 12/16/08

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 attached 2009 Assurances and Agreements are from the Minnesota Department of Health for the Local Public Health Act. The Local Public Health Act outlines the public health responsibilities of state and local governments in Minnesota. Each year the Carver County Community Health Board is required to review and sign the Assurances and Agreements. Effective dates for the Local Public Health Act funding are January 1, 2009 to December 31, 2009.

**ACTION REQUESTED:** Motion to approve the 2009 Assurances and Agreements as part of the Local Public Health Act, as the Community Health Board.

**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:



*Minnesota Department of Health*

**Local Public Health Act Funding  
2009 Assurances and Agreements**

**BY SIGNATURE, THE AUTHORIZED OFFICIAL AGREES AND ASSURES THAT LOCAL PUBLIC HEALTH ACT FUNDING WILL BE USED IN ACCORDANCE WITH THE TERMS OUTLINED IN THE COMMUNITY HEALTH BOARD'S MASTER GRANT CONTRACT EFFECTIVE JANUARY 1, 2009- DECEMBER 31, 2013.**

**IN ADDITION, THE AUTHORIZED OFFICIAL AGREES AND ASSURES THAT:**

1. Services will be provided in accordance with state and federal laws, rules, and policies.
2. The Community Health Board (the Board) will comply with state and federal requirements for equal opportunity employment.
3. The Board will comply with state and federal requirements relating to data privacy and confidentiality of protected information.
4. The Board will provide the Minnesota Department of Health with information referenced in reports where applicable.
5. Standards for programs or activities will be used in carrying out affected programs or activities where those standards exist.
6. An assessment of community health needs and assets has been conducted, upon which the local public health priorities are established.
7. Input has been sought from the community for the establishment of local public health priorities.
8. Input has been sought from the community or the recommendations of a community health advisory committee have been considered in determining the mechanisms to address local public health priorities and achieve statewide outcomes.
9. The ten essential public health services (MN Statutes 145A.10, Subd. 5a.) have been considered in determining the mechanisms to address local public health priorities and achieve statewide outcomes.

10. The state general funds and match have been used to support the essential local public health activities adopted by SCHSAC and address the local public health priorities and issues as identified by the community health assessment and action plan.
11. The Board will comply with all standards related to fiscal accountability that apply to the Minnesota Department of Health, specifically:
  - a. The local match identified in the expenditures and budget submissions comply with the definitions specified in MN Statutes 145.882, Subd. 3(b) (Federal Title V) and 145A.131, Subd. 2 (State General Funds).
  - b. The Board will submit budget revisions to the Commissioner for prior approval in accordance with applicable statute, rule, and the Minnesota Department of Health policy.
  - c. Reports will be filed with the Commissioner of Health in accordance with applicable statute, rule, and the Minnesota Department of Health policy.
  - d. The Board will maintain a financial management system that provides:
    - i. Accurate, current, and complete disclosure of the financial results of each activity.
    - ii. Records that identify adequately the source and application of funds for grant supported activities. These records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, liabilities (encumbrances), outlays and income.
    - iii. Demonstration that the Board has effective control over the accountability for all funds, property, and other assets.
    - iv. Comparison of actual obligations with budget amounts for each activity.
    - v. Accounting records that are supported by source documentation.
    - vi. Audits that can be made by or at the direction of the Board or the Minnesota Department of Health. Financial records will be retained until audited, with the following qualifications:
      1. The records will be retained beyond this period if any audit findings have not been resolved.
      2. Records for non-expendable property acquired with grant funds will be retained for three years after the property's final disposition.
12. The Board will maintain records of the following materials for review:
  - a. Copies of the Joint Powers Agreement forming the Community Health Board.
  - b. When appropriate, copies of agreements establishing a Board of Health or Boards of Health within the area of the Community Health Boards.
  - c. When applicable, agreements establishing a Human Services Board. This is necessary if the Human Services Board has assumed the powers and responsibilities of a Community Health Board under MN Statutes 402.

- d. Organization chart of the Community Health Board structure that identifies major program activities, advisory groups, and lines of authority and accountability.
- e. A list of all city/county local ordinances or other local regulations related to community health services revised within the past two years.
- f. Copies of all public meeting notices and minutes.
- g. General roster for community health service mailings.
- h. Where applicable, Community Health Services advisory committee meeting notices, minutes, and attendance records.
- i. Summary of public comments or testimony on the local public health priorities and/or mechanisms to address the priorities and achieve statewide outcomes.
- j. Copies of contracts/purchase of service agreements with other organizations.
- k. Environmental Health, Disease Prevention and Control, and other agreements to exercise the Commissioner of Health's authority.

**ADDITIONAL FEDERAL ASSURANCES AND AGREEMENTS:**

13. The agency (if it has 15 or more employees) and any subcontractors with 15 or more employees will have on file and available for submission to Minnesota Department of Health upon request a written non-discrimination policy containing at least the following:

"All programs, services, and benefits which are administered, authorized, and provided shall be operated in accordance with the non discriminatory requirements pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, and the non discriminatory requirements of the Title V Block Grant.

No person or persons shall on the ground of race, color, national origin, handicap, age, sex, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program service or benefit advocated, authorized, or provided by this Department."

14. The agency (if it has 15 or more employees) and any subcontractors with 15 or more employees will disseminate information to beneficiaries and the general public that services are provided in a non discriminatory manner in compliance with civil rights statutes and regulations. This may be accomplished by:
- a. Including a handout containing civil rights policies in any brochures, pamphlets, or other communications designed to acquaint potential beneficiaries and the public with programs; and/or
  - b. Notifying referral sources in routine letters by including prepared handouts stating that services and benefits must be provided in a non-discriminatory manner. Copies of each document disseminated and a

description of how these documents have been disseminated will be provided to the Minnesota Department of Health upon request.

15. In fulfilling the duties and responsibilities of this grant, the grantee shall comply with the Americans with Disabilities Act of 1990, 42 U.S.C. §12101, et seq., and the regulations promulgated pursuant to it.
16. No residency requirements for services other than state residence will be imposed. Non-CHB residents must be served or referred to the appropriate local public health department.
17. Services shall not be denied based on inability to pay.
18. Arrangements shall be made for communications to take place in a language understood by the maternal and child health service recipient.
19. All written materials developed to determine client eligibility and to describe services provided under this funding will be understandable to the eligible population.
20. The agency will provide services in keeping with program guidelines of the Minnesota Department of Health and guidelines of accepted professional groups such as the American Academy of Pediatrics, American College of Obstetricians and Gynecologists, and American Public Health Association.
21. Upon request, one copy of any subcontract executed using federal funds will be provided to the Minnesota Department of Health.
22. Title V (MCH Block Grant) funds shall not be used for inpatient services except for high-risk pregnant women and infants or to children with special health care needs.
23. Cash payments shall not be made to intended recipients of health services.
24. Title V funds shall not be used for purchase or improvement of land or facilities or provide research or training to any entity other than a public or non profit private entity.
25. Title V funds shall not be used for purchase of equipment costing more than \$5,000.00 per unit and with a useful life exceeding one year.
26. Title V funds shall not be used for reimbursement for travel and subsistence expenses incurred outside the state unless it has received prior written approval from Janet Olstad at the Minnesota Department of Health for such out-of-state travel.

27. When applicable, the agency shall provide nonpartisan voter registration services and assistance using forms provided by the state to employees of the agency and the public as required by Minnesota Statutes, 1987 Supplement, Section 201.162, Requirements for Voter Registration.
28. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects and programs funded in whole or in part with federal money, all grantees receiving federal funds shall clearly state (a) the percentage of the total cost of the program or project which will be financed with federal money, and (b) the dollar amount of federal funds for the project or program.
29. The agency will not use Title V funds to pay for any item or service (other than an emergency item or service) furnished by an individual or entity convicted of a criminal offense under the Medicare or any state health care program (i.e., Medicaid, Maternal and Child Health, or Social Services Block Grant programs).
30. Materials developed by Title V funds and matching funds will be part of the public domain and will be accessible to the public as financially reasonable. Materials developed by the Maternal and Child Health Special Project grant and matching funds may be reproduced and distributed by the Project to other agencies and providers for a profit so long as the revenues from such sale are credited to maternal and child health services for expenditure toward maternal and child health services.
31. Title V funds are used as payment for services only after third-party payments, such as from the Medical Assistance/Medicaid (Title XIX SSA), MinnesotaCare reimbursement programs of the Minnesota Department of Human Services and private insurance are utilized.
32. Title V funds will not be used to provide and/or arrange sterilizations without the prior approval of the Minnesota Department of Health. Agencies approved to use federal funds to provide and/or arrange for sterilization are required to follow federal procedures and to provide written documentation in this regard on a quarterly basis. (This procedure is not applicable to provision of information concerning sterilization).
33. The agency will comply with the requirements of the OMB Circular A-87 "Cost Accounting Principles for State, Local, and Indian Tribal Governments," Cost Account Principles and the Federal award(s) for which they apply.
34. Title V fund must be used as outlined in Minnesota Statutes 145.882, Subd. 7.
35. Other federal funds that the Board receives cannot be used to meet match requirements for Title V funds.

36. Individuals whose income is at or below 100 percent of Federal Poverty Guidelines (FPG) and receiving Title V funded services cannot be charged a fee for services provided.
37. Sliding fees imposed on families above 100 percent of FPG will be adjusted to reflect the income, resources, and family size of the individual provided the services.
38. Temporary Assistance for Needy Families (TANF) funds are used to provide non-medical home visiting services to eligible families, implement evidence-based or promising strategies to reduce out-of-wedlock births, especially among teens and/or to support WIC services. (Note: No more than one half of the TANF allocation can be expended on WIC services.)
39. TANF funds cannot be used to reimburse families or individuals for childcare or for transportation or for cash payments to recipients.
40. TANF funds cannot be used to satisfy match requirements of another federal program such as the Title V.
41. TANF funds cannot be used for medical services or for family planning services. Family planning services include: counseling and education as part of a clinical visit (or visits) related to obtaining contraceptives; medical services such as a pap smear or physical; and contraceptive supplies.
42. TANF Family Home Visiting Program eligibility criteria (documentation should be in each case file and updated annually):
  - a. Family is receiving federally funded Minnesota Family Investment Program (MFIP) OR
  - b. Family has an income at or under 200% FPG AND all members of the family are either U.S. citizens or eligible non-citizens AND family consists of one of the following:
    - i. Pregnant woman
    - ii. Child under the age of 18 or under OR
    - iii. Under 19 if a full time secondary
43. Administrative cost of TANF expenditures may not exceed 15 percent.

*Application is made for funding under the provisions of the Local Public Health Act in the amount determined by the formula outlined in MN Statutes 145A and for the purposes stated therein. The Community Health Board agrees to comply with conditions and reporting requirements consistent with applicable Minnesota Statute and Rule.*

**Signature of Chair or Vice-chair of the Community Health Board or an Agent Appointed by Resolution of the Community Health Board:**

<i>By (authorized signature)</i>	<i>Title</i>	<i>Date</i>
<i>CHB Name (please print clearly)</i>		

*Please mail to: Nicole Parsons  
Office of Public Health Practice  
PO Box 64882  
St. Paul, MN 55164-0882*

<b>For MDH Use Only</b>	
<i>By (authorized signature)</i>	<i>Date</i>



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Kim Tong Translation Service**

Originating Division: Public Health

Meeting Date: December 16, 2008

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:** Public Health would like to contract with Kim Tong Translation Services for professional interpretation and translation services.

**ACTION REQUESTED:** Motion to approve the contract for professional interpretation and translation services.

**FUNDING**

County Dollars = \$

Other Sources & Amounts = \$

**TOTAL** = \$ up to \$40,000 for 2 years

**FISCAL IMPACT**

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments:* Interpreter budget from county funds, state and federal grant sources has been included in the 2009 Public Health budget request. Additional funding may be added to the division's budget as received in 2009 from other grant sources. Cost of interpreter services will be funded by grant dollars where available under grants, including Maternal Child Health, Family Planning, and Health Disparities grants.

Reviewed by Division Director *[Signature]*

Date: *12-04-08*



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : All In One - Translation Agency**

Originating Division: Public Health

Meeting Date: December 16, 2008

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:** Public Health would like to contract with All In One - Translation Agency for professional interpretation and translation services.

**ACTION REQUESTED:** Motion to approve the contract for professional interpretation and translation services.

**FUNDING**

County Dollars = \$

Other Sources & Amounts = \$

**TOTAL** = \$ up to \$40,000 for 2 years

**FISCAL IMPACT**

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments:* Interpreter budget from county funds, state and federal grant sources has been included in the 2009 Public Health budget request. Additional funding may be added to the division's budget as received in 2009 from other grant sources. Cost of interpreter services will be funded by grant dollars where available under grants, including Maternal Child Health, Family Planning, and Health Disparities grants.

Reviewed by Division Director *DEH*

Date: *12-04-08*



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Carver-Scott Educational Cooperative Agreement - First Step

Originating Division: Public Health

Meeting Date: 12/16/08

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:** Public Health would like to renew a contract with the Carver Scott Educational Cooperative (CSEC) to increase the capacity of First Step with additional staff for Service Coordination and/or Referral Facilitation for children in Carver County. First Step is an intake office designed to be the point of entry to access the educational, social and health services available to Carver County families with children ages birth through 5 years who have, or are at an increased risk of developmental delays. The activities fulfilled through the First Step program meet the requirements of the Minnesota Department of Health Title V Federal Maternal Child Health (MCH) Block Grant funds (Minnesota Statutes 145.882) which Public Health will be receiving in 2008. Effective dates: January 1, 2009 to December 31, 2009.

**ACTION REQUESTED:** Motion to approve contract with Carver-Scott Educational Cooperative to increase the capacity of First Step.

### FUNDING

County Dollars =	\$
Other Sources & Amounts =	
MCH/Title V Grant =	\$30,000
<b>TOTAL</b>	<b>= \$30,000</b>

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other: Included in 2009 Budget Request

*Related Financial Comments:* Contract expense has been budgeted in 01-460-461-2376-6271 for 2009.

Reviewed by Division Director *WSP*

Date: *12-09-08*



# REQUEST FOR BOARD ACTION

**AGENDA ITEM:** Ratification of MCCC Maintenance and Support Agreement with ACS State and Local Solutions, Inc. for PH-DOC.

Originating Division: Public Health

Meeting Date: 12/16/2008

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:** Public Health is requesting the Board to ratify the MCCC Maintenance and Support Agreement with ACS for the PH-DOC System. This agreement is a companion to the Ratification of the MCCC Services Engagement Agreement ratified by the County Board in April 2008. MCCC is a longstanding initiative that involves multiple counties. The PH-DOC system was developed in the 1980's as a system to document, manage and report on public health activities. The system is being used by 22 agencies and currently runs on the AS400. ACS has been engaged to rewrite PH-DOC as a Windows-based Smart Client application which will be platform-independent. The project plan also brings the opportunity to include user-driven enhancements which will improve the overall functionality of the system. These changes will bring the system up to date with current technologies, which will help the participating agencies move toward interoperability of electronic health records which will be mandated by 2015. The referenced agreement includes development of maintenance and support for PH-DOC for the term to coincide with the rewrite project. The maintenance and support agreement with ACS was approved and signed by the MCCC Executive Board in June and they have asked for commitment from each participating agency for the term of the contract. The contract term is 1/1/2009 to 12/31/2013.

**ACTION REQUESTED:** Ratify the MCCC Maintenance and Support Agreement with ACS for the PH-DOC System.

**FUNDING**

County Dollars = \$83,170 for 5 years

Other Sources & Amounts =

= \$

**TOTAL**

= \$83,170 for 5 years

**FISCAL IMPACT**

None

Included in current budget

Budget amendment requested

Other: see below

*Related Financial Comments:* Annual maintenance fee for 2009 has been set at \$15,052 per agency for each participating agency. The fee will increase by 5% per year for the subsequent 4 years. Budget for 2009 services has been included in Public Health's 2009 budget request.

Reviewed by Division Director *DeHunt*

Date: *12-4-08*



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Request to Amend Slidding Hill at Lake Waconia Regional Park

Originating Division: Public Works

Meeting Date: 12-16-08

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:** Park Staff has been monitoring and documenting the use and need for maintenance on the hill over the last two seasons of operations. Through this observation and documentation of limited need for service, it is recommended that the hill not be routinely inspected on Saturdays and Sundays. Park Staff are to perform site inspections during regular work hours and at other times as assigned to determine if there are maintenance needs, or if hazardous conditions exist. Maintenance needs or hazardous conditions are to be reported to park staff. Guidelines for the sledding hill may be revised from time to time by the Parks Director. Flexibility in adjusting the guidelines is needed in order to respond to changes in use, maintenance needs, unforeseen circumstances or other needs as may be determined to be in the best interest of the County.

**ACTION REQUESTED:** It is requested that the Board approve the amended sledding hill operations plan.

### 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:

S:Parks/BA-RES/LWP/ Sledding Hill Operations Plan

Lake Waconia Regional Park  
Sledding Hill Operations ~~Plan~~Guidelines  
Revised 12-16-08

**Purpose:** The purpose of the sledding hill operations ~~plan is to provide guidelines~~ is to provide guidance for the ~~for use and operations of the sledding hill.~~ It is a means to communicate to employees and members of the public how the sledding hill is intended to operate.

**Hours of operation:** When adequate snow conditions exist for sledding, the sledding hill may be open at from 10:00 a.m. to ~~sunset~~3:30 p.m. ~~on Saturdays, Sundays and during times such as holidays and school break periods.~~ The hill may be opened to the public at other times by appointment with the Parks Department.

The sledding hill may be closed during periods of poor snow conditions such as insufficient snow cover, ice, and during periods of inclement weather.

~~**Gate Maintenance and Site Inspection:** Caretakers from Baylor Regional Park are assigned routine opening and closing of the access gate to the sledding hill. Gates are to be opened when snow and weather conditions permit by 10:00 a.m. and closed by 3:30 p.m. on Saturdays, Sundays, holidays and at such other times as may be directed.~~

: Park Staff~~Caretakers~~ are to perform site inspections during regular work hours and at other times as assigned to determine if there are maintenance needs, or if hazardous conditions exist, before opening and before closing each day. Maintenance needs or hazardous conditions are to be reported to park staff.

~~Park Staff may be assigned to open gates and perform inspections at other times to provide service for the sledding hill.~~

**Maintenance:** ~~Park maintenance~~ Staff will perform maintenance activities including but are not necessarily limited to the following: snow plowing, litter removal, site inspection, grooming of hill to remove or break up hazardous conditions such as jumps/moguls, and compacted snow or ice. ~~Park Staff~~Maintenance staff will install signage and fencing to provide guidance for ~~safe~~ usage of the sledding hill.

**User Guidelines:** The Carver County Park ordinances ~~applies~~ to persons within the boundary of Lake Waconia Regional Park including applicable fees.

The sledding hill is a use at your own risk facility.

The use of mechanical means to return to the top of the hill or return down the hill is prohibited.

Specific guidelines are listed below:

The sledding hill is not supervised; children should be accompanied by an adult  
Improper sledding practices, such as standing on or overloading sleds, may result  
in injury and ~~isare~~ not permitted

Sledding is permitted in the designated sledding runs only; sledding on other areas  
of the hill and park are not permitted

Return up the designated walkway to the top of the hill

Always maintain a safe distance between sleds

Wait for others to clear the bottom of the hill

Promptly and safely exit the bottom of the hill

Skis, snowboards, toboggans and sleds with runners are not allowed

No building of jumps or moguls.

**Parking:** Parking is permitted in the designated seasonal parking lot on the south side of  
the white metal pole building.

**Honor Box:** An honor box pay station near the seasonal parking lot has been installed to  
collect daily or annual parking fees.

**Emergency Service:** A phone has been installed at the southwest corner of the white  
pole building. The phone allows for 911 phone calls without payment.

**Restroom Service:** A portable restroom facility ~~may~~ will be brought to the site and  
maintained on a weekly basis.

**Site Plan:** The attached site plan for the sledding hill graphically displays access to the  
parking area and route to the top of the sledding hill. Directional arrows show the  
intended location and direction where sledding is permitted. Red lines indicate the  
approximate location of ~~snow~~-fence which further defines where sledding is permitted  
and not permitted.

Sledding Hill Operational Plan Guideline Revisions: Guidelines for the sledding hill may  
be revised from time to time by the Parks Director. Flexibility in adjusting the guidelines  
is needed in order to respond to changes in use, maintenance needs, unforeseen  
circumstances or other needs as may be determined to be in the best interest of the  
County.

# Lake Waconia Regional Park Sledding Hill Operations Guidelines Revised 12-16-08

**Purpose:** The purpose of the sledding hill operations guidelines is to provide guidance for the use and operations of the sledding hill. It is a means to communicate to employees and members of the public how the sledding hill is intended to operate.

**Hours of operation:** When adequate snow conditions exist for sledding, the sledding hill may be open at from 10:00 a.m. to sunset. The hill may be opened to the public at other times by appointment with the Parks Department.

The sledding hill may be closed during periods of poor snow conditions such as insufficient snow cover, ice, and during periods of inclement weather.

**Site Inspection :** Park Staff are to perform site inspections during regular work hours and at other times as assigned to determine if there are maintenance needs, or if hazardous conditions exist. Maintenance needs or hazardous conditions are to be reported to park staff.

**Maintenance:** Park Staff will perform maintenance activities including but not necessarily limited to the following: snow plowing, litter removal, site inspection, grooming of hill to remove or break up hazardous conditions such as jumps/moguls, and compacted snow or ice. Park Staff will install signage and fencing to provide guidance for usage of the sledding hill.

**User Guidelines:** The Carver County Park ordinance applies to persons within the boundary of Lake Waconia Regional Park including applicable fees. The sledding hill is a use at your own risk facility. The use of mechanical means to return to the top of the hill or return down the hill is prohibited.

Specific guidelines are listed below:

The sledding hill is not supervised; children should be accompanied by an adult  
Improper sledding practices, such as standing on or overloading sleds, may result in injury and is not permitted

Sledding is permitted in the designated sledding runs only; sledding on other areas of the hill and park are not permitted

Return up the designated walkway to the top of the hill

Always maintain a safe distance between sleds

Wait for others to clear the bottom of the hill

Promptly and safely exit the bottom of the hill

Skis, snowboards, toboggans and sleds with runners are not allowed

No building of jumps or moguls.

**Parking:** Parking is permitted in the designated seasonal parking lot on the south side of the white metal pole building.

**Honor Box:** An honor box pay station near the seasonal parking lot has been installed to collect daily or annual parking fees.

**Emergency Service:** A phone has been installed at the southwest corner of the white pole building. The phone allows for 911 phone calls without payment.

**Restroom Service:** A portable restroom facility may be brought to the site and maintained on a weekly basis.

**Site Plan:** The attached site plan for the sledding hill graphically displays access to the parking area and route to the top of the sledding hill. Directional arrows show the intended location and direction where sledding is permitted. Red lines indicate the approximate location of fence which further defines where sledding is permitted and not permitted.

**Sledding Hill Operational Plan Guideline Revisions:** Guidelines for the sledding hill may be revised from time to time by the Parks Director. Flexibility in adjusting the guidelines is needed in order to respond to changes in use, maintenance needs, unforeseen circumstances or other needs as may be determined to be in the best interest of the County.

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

Date: December 16, 2008

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

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

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

**SLEDDING HILL OPERATIONS PLAN**

**BE IT RESOLVED**, that the Carver County Board of Commissioners hereby amends the Sledding Hill Operations Plan revised 12-16-08.

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

STATE OF MINNESOTA  
COUNTY OF CARVER

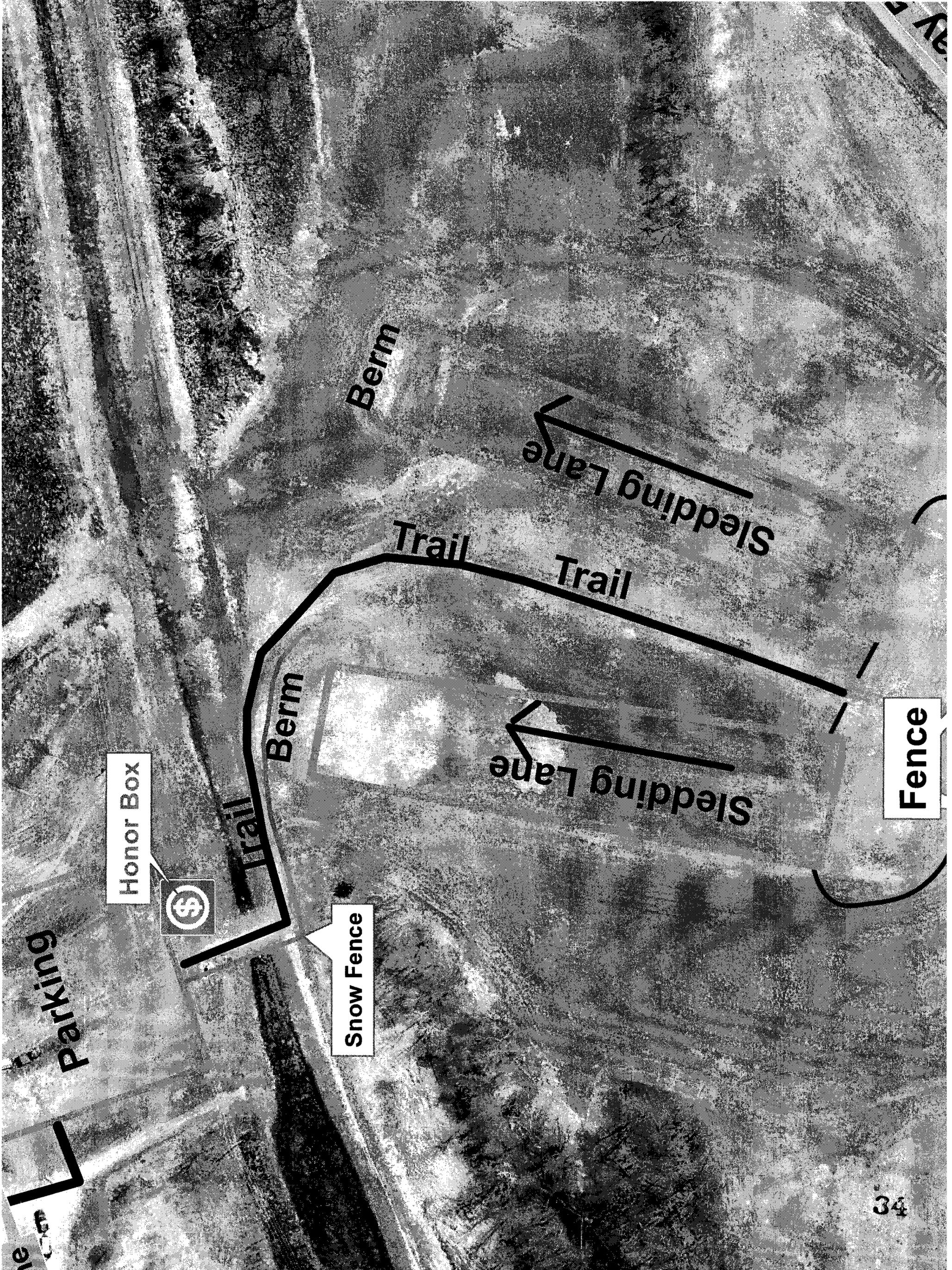
I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 16 day of December, 2008, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2008.

\_\_\_\_\_  
David Hemze

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

S/Parks/BA-RES/ Resol -Sledding Hill Operations Plan 12 -16-08



Honor Box



Snow Fence

Trail

Berm

Berm

Trail

Trail

Sledding Lane

Sledding Lane

Fence



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Justice Center remodel and construction – furniture, fixtures and equipment**

Originating Division: Administrative Services

Meeting Date: December 16, 2008

Amount of Time Requested: 10 minutes

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Wold Architects completed the quote package and product list for the furniture for the new space (Jury Assembly Room, Emergency Operations Center, training/conference rooms etc.) in the Justice Center. Quotes were taken November 25, 2008. Several local firms obtained packages and submitted both specified equipment and offered substitutions. No substitutions are recommended for approval. Warranty, product compatibility, and design have all been considered by Wold Architects and staff. The recommendation is to accept the low specified equipment quotes. Results of the quote package include:

Alternative Business Furniture	\$145,378.97	
Corporate Express (Staples)	\$ 57,816.09	Wold Est. Budget at Quote \$286,461
S&T	\$ 13,583.75	
Fred Flannagan	\$ 2,838.02	
General Office Product	\$ 800.88	
TOTAL:	<u>\$220,417.71</u>	

Wold had originally estimated the costs to be \$286,461 for these items. In addition to these contracts, other costs associated with the FFE budget include Wold's FFE fees, window treatments, signage, etc. The original estimate for FFE has been \$300,000 and now that these bids are in, we are requesting formal Board approval of that amount.

**ACTION REQUESTED:** Motion to establish a budget of \$300,000 for furniture, fixtures and equipment and to approve the following not to exceed contracts pending review by Risk Management and the County Attorney's Office:

1. ABF for \$145,378.97
2. Corporate Express for \$57,816.09
3. S&T for \$13,583.75
4. Fred Flannagan for \$2,838.02
5. GOP for \$800.88

**FUNDING**

County Dollars = \$221,417.71  
 Other Sources & Amounts =  
 = \$  
**TOTAL** = \$221,417.71

**FISCAL IMPACT**

- None  
 Included in current budget  
 Budget amendment requested  
 Other:

Related Financial Comments:

 Reviewed by Division Director

Date: 12/09/08



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Minnesota Library Association Awards - Carver County Library staff

Originating Division: Administrative Services

Meeting Date: December 16, 2008

Amount of Time Requested: 5 minutes

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Two of Carver County's senior library staff recently received significant awards from the Minnesota Library Association. An award ceremony was held at the 2009 Annual Awards Banquet in Bloomington on November 20, 2008.

Melissa Brechon was recognized with the Distinguished Achievement Award which represents excellence in library service in a whole body of work. The Minnesota library community (public, academic, school and special librarians) must first nominate the candidates for this award and then a panel of library peers evaluates their contributions to the library world, both in Minnesota and beyond. Because this award is not necessarily given every year and that very few librarians ever receive this award, it is considered one of the most prestigious Minnesota library awards.

Additionally, Heidi Hoks was presented the President's Award which recognizes significant and major contributions of members to the work of the Minnesota Library Association. Recipients must be members of MLA as defined in MLA Policies and have made the contribution within the current fiscal year or the previous year.

Heidi was given this award due to the extraordinary dedication, effort and sacrifices she made when the association was facing a devastating crisis last year. In less than one year, MLA accomplished what financial experts said might take us four years or more. MLA went from floundering to flourishing and for that reason, Heidi Hoks received the 2008 President's Award

Presentation will be made by Wendy Wendt, President of the Minnesota Library Association.

**ACTION REQUESTED:** No formal action requested.

### 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: November 10, 2008



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : 2009 Property Tax Levy and Budget

Originating Division: Financial Services

Meeting Date: December 11, 2007

Amount of Time Requested: 30 minutes

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Starting in July 2008, the County Board and Staff have had several workshops, meetings and a Truth-In-Taxation Public Hearing to discuss the 2009 Property Tax Levy and Budget. A complete 2009 Budget Book will be distributed to Board Members under separate cover. A copy of this draft document is available for public inspection in the County Administration's Office.

**ACTION REQUESTED:** Motion to approve 2009 Property Tax Levy Certification and Budget Resolution

### FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

**TOTAL** = \$

### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments: The amended 2009 recommendation for a 4.5% property tax levy increase compared to 2008 represents a zero impact on the average valued home in Carver County.*

Reviewed by Division Director

Date: December 8, 2008

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

Date: December 16, 2008

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

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

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

**CERTIFYING  
2009 PROPERTY TAX LEVY**

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Board of Commissioners has reviewed budget requests from various divisions and agencies of the County and has made a determination of the Ad Valorem Property Tax required to support county operations for the Calendar Year 2009.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that there by, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2009, to wit:

GENERAL FUND	\$26,777,179
ROAD & BRIDGE FUND	4,120,541
COMMUNITY SOCIAL SERVICES FUND	8,890,039
BUILDINGS CAPITAL IMPROVEMENT FUND	200,000
ROAD & BRIDGE CAPITAL IMPROVEMENT FUND	1,500,000
DEBT SERVICES FUND	3,506,828
UNESTAD TAX ABATEMENT	<u>71,000</u>
TOTAL COUNTY LEVY	<u>\$45,065,587</u>
CARVER WATERSHED MANAGEMENT ORGANIZATION	514,984
TOTAL COMBINED LEVY	<u>\$45,578,707</u>

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 16<sup>th</sup> day of December, 2008, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2008.

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

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

Date: December 16, 2008

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

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

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

**COUNTY BOARD ADOPTION OF THE  
2009 BUDGET  
FOR CARVER COUNTY**

WHEREAS, the Budget fulfills the County Board's direction to "connect financial strategies to the County's short-term strategic goals and objectives"; and

WHEREAS, the annual operating and capital budgets (the "Budget") for Carver County, which have been prepared by division directors and reviewed by the County Board of Commissioners, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County for the coming year; and

WHEREAS, the Carver County Board of Commissioners has established the property tax levy for Carver County which serves as a major funding source for County operations and capital projects; and

WHEREAS, the budgets as reviewed and amended by the County Board of Commissioners are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Budget to serve as a management tool for division directors and the County Board of Commissioners and sets the authorized expenditure limits for the 2009 budget year; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

**2009 CARVER COUNTY BUDGETS**

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Fund	\$46,718,102	\$47,166,102
Road and Bridge Fund	6,175,541	6,175,541
Community Social Services Fund	22,412,379	22,412,379
Buildings CIP Fund	200,000	200,000
Road & Bridge CIP Fund	1,815,000	1,815,000
Debt Service Fund	3,892,828	3,892,828
County Ditch Fund	1,270	1,270
Self-Insurance Revolving Fund	<u>928,406</u>	<u>928,406</u>
<b>TOTAL</b>	<b>\$82,143,526</b>	<b>\$82,591,526</b>
OPEB Contribution (Year End Savings)	100,000	
ISTS Safety Net Loan Program (Year End Savings)	100,000	
Solid Waste Reserves	123,000	
Sheriff's Office Civil Process Reserves	25,000	
Recorder's Reserve	<u>100,000</u>	
<b>TOTAL</b>	<b>\$82,591,526</b>	<b>\$82,591,526</b>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2009 operating and capital budgets are hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FURTHER RESOLVED, funds are hereby appropriated for the execution of the aforementioned 2009 budgets, specifically including the following changes:

- Close the Library Fund by transferring accumulated Carver County Library Funds from Fund #14 – Library Fund to Fund #01 – General Fund
- Transfer of remaining unspent construction dollars from Fund #03 – Road & Bridge to Fund #32 – Road & Bridge CIP

BE IT FURTHER RESOLVED, individual Department Budgets cannot be exceeded in total.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Finance Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2009 budget when purchased must conform with State Statute 471.345 as amended. Any capital expenditure (object code 6600's) greater than \$5,000 not itemized in the budget must have prior County Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, all position changes which are itemized and approved in the 2009 budget will not be required to be brought before the County Board for prior approval to fill. All salary and benefit issues will be funded and accounted for on a full accrual basis in accordance with GAAP.

BE IT FURTHER RESOLVED, that the County Administrator is delegated the authority to fill newly created classifications or remove incumbents from existing classifications which are eliminated within this budget on a timeframe within year 2009 as deemed appropriate by the Administrator.

BE IT FURTHER RESOLVED, the County Sheriff and County Attorney are authorized to expend funds from their respective contingency accounts for the purpose of travel to secure suspects, prisoners or other individuals at odds with the justice system upon presentation of a properly executed claim form to the office of the County Finance Director.

BE IT FURTHER RESOLVED, that the County Administrator is authorized at his discretion to expend County funds prior to board approval for purchases within an approved budget line item to qualify for a cash discount from early payment.

BE IT FURTHER RESOLVED, the 2009 budget is adopted on a GAAP basis by fund at the function level for the General Fund and the Special Revenue Funds; for the Capital Projects Funds the 2009 budget is adopted by the life of the project and remaining balances shall be carried over from the prior year and for the Debt Service Fund according to bond commitments. Budget appropriations for operating funds can be extended to a subsequent year upon approval of the County Administrator.

BE IF FURTHER RESOLVED, up to 40% of the subsequent year's expenditure budget for all Funds shall be designated as working capital. Reserves over 40% of the subsequent year's expenditure budget shall be transferred to the General Fund at year-end. An additional 5% of the subsequent year's expenditure for all funds may be designated in the General Fund as the Year-End Savings ("Y.E.S.") Account to accumulate funds for future one-time capital purchases and/or significant budget variances.

BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets 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 16<sup>th</sup> day of December, 2008, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2008.

David Hemze  
County Administrator



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : 2010 Long Term Financial Plan

Originating Division: Financial Services

Meeting Date: December 11, 2007

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 2010 Long Term Financial Plan fulfills the County Board's direction to connect financial strategies to the County's long-term strategic goals and objectives. This Plan is not a budget but rather a non-binding intent to allocate future County resources. Individual elements of the Plan will systematically be rolled forward until they are brought into the Annual Budget for approval and implementation. A complete 2010 Long Term Financial Plan will be distributed to Board Members under separate cover. A copy of the draft document is available for public inspection in the County Administration's Office.

**ACTION REQUESTED:** Motion to approve 2010 Long Term Financial Plan Resolution

### FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

### TOTAL

= \$

### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments: Projects included in the Plan are financial placeholders only and will not be considered for approval until they are included as part of the Annual Levy and Budget process. .*

Reviewed by Division Director

Date: December 8, 2008

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

Date: December 16, 2008

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

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

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

**COUNTY BOARD ADOPTION OF THE  
2010 LONG TERM FINANCIAL PLAN  
FOR CARVER COUNTY**

WHEREAS, the Long Term Financial Plan (the "Plan") fulfills the County Board's direction to "connect financial strategies to the County's long-term strategic goals and objectives"; and

WHEREAS, the Plan which has been prepared by division directors and reviewed by the County Board of Commissioners provides the basis for determining the non-binding intent to allocate future County resources; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners 2010 Long Term Financial Plan is hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FINALLY RESOLVED, that copies of this resolution 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 16<sup>th</sup> day of December, 2008, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2008.

David Hemze  
County Administrator



**CARVER  
COUNTY**

---

**BOARD OF COMMISSIONERS**

**FY 2010  
Long Term  
Financial Plan**

**CARVER COUNTY**  
**Board of Commissioners**

---

Jim Ische, Chair  
District #5

Gayle Degler  
District #1

Tom Workman  
District #2

Randy Maluchnik  
District #3

Tim Lynch, Vice-Chair  
District #4

---

**Elected Staff**

**Attorney**  
James Keeler

**Sheriff**  
Bud Olson

---

**Appointed Staff**

**County Administrator**  
David Hemze

**Administrative Services Director**  
Steve Taylor

**Employee Relations Director**  
Doris Krogman

**Financial Services Director**  
David Frischmon

**Community Social Services Director**  
Gary Bork

**Public Health Director**  
Del Hurt

**Land & Water Services Director**  
Dave Drealan

**Public Works Director**  
Roger Gustafson

**Property Records & Taxpayer Services Director**  
Mark Lundgren

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## I. ADMINISTRATOR'S EXECUTIVE SUMMARY

This Administrator's Recommended 2010 Long Term Financial Plan, along with this Administrator's Recommended 2009 Annual Budget, fulfills the County Board's direction to "connect financial strategies to the County's short and long-term strategic goals and objectives". This Plan is not a budget but rather a non-binding assertion of future intent. Ideally, individual elements of the Plan will be systematically implemented each year as part of the Annual Budget process.

The Administrator's Recommended 2010 Long Term Financial Plan focuses on four cost drivers that will significantly impact future Property Tax Levies and Budgets:

### 1. Capital Improvement Plans - Buildings, Roads & Bridges and Trails:

The County Board's policy is for the County's growing tax base to finance capital projects that are being driven by the County's growth. In 2010 and in subsequent years, the plan is to capture a portion of the County's increasing tax base from new construction by increasing the County's Capital Levy by:

1. \$150K for Buildings, and
2. \$150K for Road & Bridges

As a reference point, the Administrator's Recommended 2009 Annual Budget includes a \$200K increase in the Building Capital Levy and a \$275K increase to the Road Debt Service Levy.

### 2. Land Acquisition and Development - Parks:

The only identified need for land at this time is future park development. In past years, the County has been reimbursed 100% from the Met Council for parkland acquisitions. Starting in 2009, the Met Council requires a non-reimbursable local contribution. Thus, the Administrator's Recommended 2009 Annual Budget includes a new \$50K Parkland Acquisition Capital Levy. For 2010 and 2011, the plan includes capturing a portion of the County's increasing tax base from new construction by increasing the Parkland Acquisition Capital Levy by \$50K each year.

### 3. Bonding and Debt Service

The long term financial plan identifies the necessary financial capacity for the County's building, road & bridge, trail projects and parkland acquisition for the next 10 to 15 years. A bond sale is not anticipated in 2009. However, a funding gap currently exists for buildings and bridges which are planned to be addressed by bond sales in 2010, 2012 and 2014. The eventual bond sale amounts and the tax impact from the debt service levies will be minimized based on the following factors:

- Ability to increase the Capital Levies noted above,
- Rolling over the Debt Service Levy after the current debt service is paid off,
- Sales price for the land where the current public works building is located,
- State and Federal funding for roads and bridges
- Met Council Parkland acquisition reimbursement
- T-1 savings from the new fiber optic ring

### 4. Personnel Costs:

- i. Personnel costs are the largest portion of the County's Budget and have recently been increasing faster than the rate of inflation. This Plan identifies three strategies for addressing this potentially budget busting cost driver.

The County Board carries the ultimate budget authority. The Final 2009 Annual Budget and the 2010 Long Term Financial Plan will be considered for approval at the December 16, 2008 County Board meeting.

The hard work staff members provided in assisting with the preparation of this budget should be acknowledged. In particular, the assistance of Division Directors and finance staff were instrumental in preparing this recommendation and is greatly appreciated.

## II. CAPITAL IMPROVEMENT PLANS

A Capital Improvement Plan (CIP) is created to provide a stable and sustainable road-map for funding future capital projects. Financing and developing capital projects often takes several years due to the increasing complex financial and regulatory environment. A CIP ensures a long range perspective for capital projects and provides for efficient project tracking from their inception to construction.

By design, a CIP is fluid because future priorities can change dramatically based on current circumstances. Thus, projects listed for the next year are approved in the Annual Budget whereas projects listed beyond the next year are merely considered placeholders.

The County's CIPs have been developed by prioritizing a list of capital projects based on the estimated earliest year needed. The estimated total project cost is listed which includes construction costs, soft costs (engineering, legal, administration), and contingencies. An inflation factor is then added based on the number of years before the project is estimated to start. Funding sources are also identified. At the bottom is a summary of the projected fund balance for future years based on the timing and cost of the projects and the estimated funding sources. Projected deficits in future years indicate that additional capital project funding needs to be identified and/or capital projects need to be pushed back until the necessary financial resources are available.

Carver County has three CIPs:

- Buildings (including the Lake Waconia Ballroom) – Fund #30,
- Roads & Bridges – Fund #32, and
- Trails – Fund #15.

A. BUILDINGS CIP - Fund #30

This CIP finances a comprehensive list of capital projects thru 2020 totaling over \$34M for:

- Justice Center/Government Center/License Center expansions and remodeling,
- Library books and shelves for Norwood Young America, Victoria and Carver,
- A joint MNDOT truck facility,
- Technology upgrades and a fiber ring for all County buildings, and
- Construction of two 20K sq. ft. off-Courthouse campus County buildings.

The primary revenue sources are the County's increasing property tax base from new construction and transfers from the Year-End-Savings (Y.E.S.) account.

A \$1.5M fiber optic project to link all County Buildings with a fiber ring is expected to start in 2009 and be completed in 2010. The \$1.5M project will be financed initially with a \$400K cash payment allocated in the 2008 Budget and the remaining \$1.1M financed by lease purchase financing. The first lease purchase payment of approximately \$125K is expected to be made in 2010 which will be offset by the County saving over \$200K because the current T-1 lines that connect County buildings will no longer be needed.

In 2010, a new joint public works truck site is expected to be built in Chaska that will be co-owned with the State of Minnesota. The County plans to finance its portion of the new building from the land sale of the current public works site in Chaska and a bond sale with the debt service paid for by continuing an existing debt service levy from the 1995 jail expansion project that will be paid off in 2009. The bond sale proceeds are also expected to be used to finance a 2010 Norwood Young America library expansion.

In 2015 and 2025, two new County buildings are planned to be built in Cologne and Waconia as the County is expected to outgrow the Chaska Courthouse campus. Financing for these two new county buildings is expected to be paid for by continuing an existing debt service levy from the Jail and Capital Improvement Bonds that will be paid off in 2014 and capturing a portion of the County's new construction by incrementally increasing the building capital levy by \$150K.

Please see the Buildings CIP summary on the next page for further details.

**BUILDINGS**  
**CAPITAL IMPROVEMENT PLAN - Fund #30**  
**2009**

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION
<b>JUSTICE CENTER ("JC") AND GOVERNMENT CENTER ("GC"):</b>			
PHASE Ia: Courts 2nd floor w 4th courtroom/Lower level and LEC Build-out	2008	8,200,000	8,200,000
PHASE Ib: Central Plant Project (boiler, chillers, roofs, etc.) (2)	2008	5,500,000	5,500,000
PHASE Ia: Fifth Courtroom: Remodeling of Justice Center 2nd Floor	2012	300,000	\$340,000
PHASE Ib: Parking Expansion - GC	2014	1,100,000	\$1,340,000
PHASE IIc: Sixth Courtroom: Remodeling of Justice Center 2nd Floor	2015	1,542,000	\$1,950,000
PHASE IIIb: Gov't Center Renovations after 1st new building	2016	2,800,000	3,685,000
PHASE IVb: Gov't Center Renovations after 2nd new building	2026	2,800,000	\$4,310,000
<b>LICENSE CENTERS:</b>			
License Center - Chaska remodel	2008	1,200,000	1,200,000
License Center - Chanhassen new	2008	3,500,000	3,500,000
<b>JOINT MNDOT/PUBLIC WORKS FACILITY (1):</b>			
County contribution 20% of total project cost	2010	1,800,000	\$1,870,000
<b>LIBRARIES (2):</b>			
Norwood Young America Expansion	2010	870,000	\$900,000
Victoria - New	2012	1,130,000	\$1,270,000
Carver - New	2014	1,200,000	\$1,460,000
<b>TECHNOLOGY:</b>			
Network and Cabling for new buildings and significant remodeling projects	2009 - 2014	200,000	200,000
Fiber Optic Loop connecting county buildings (3)	2010	1,100,000	1,100,000
<b>LAND ACQUISITION:</b>			
2007 - Chan License Center land plus preliminary architectural/construction manager services thru 9-07	2007	645,000	645,000
2008 - Land for New County Building - Off Courthouse Campus (Phase IIIa or IVa)	2008	1,000,000	1,000,000
<b>NEW COUNTY BUILDINGS - OFF COURTHOUSE CAMPUS:</b>			
PHASE IIIa: New Building not on Chaska Courthouse Campus (20K sq. ft.)	2015	5,000,000	\$6,330,000
PHASE IVa: New Building not on Chaska Courthouse Campus (20K sq. ft.)	2025	5,000,000	\$7,700,000
<b>Projects Total</b>		<b>\$ 44,887,000</b>	<b>\$ 52,500,000</b>
<i>Less Previously Financed</i>			<i>(20,045,000)</i>
<b>Amount to be Financed</b>		<b>\$ 32,455,000</b>	
<b>BEG. FUND BALANCE:</b>			
Building Capital Levy	2009	\$ 35,000	\$ 35,000
Bond Sale/Sale of Land and Public Works Land (1)	2009	200,000	350,000
Fiber Optic lease purchase financing and \$400K rollover from 2008 Budget (3):		-	2,670,000
Debt Service payments - new bond sales		(200,000)	1,100,000
Project Costs		(4,070,000)	(4,070,000)
<b>PROJECTED YEAR END FUND BALANCE: (Fund #30)</b>		<b>\$ 35,000</b>	<b>\$ 85,000</b>
		<b>\$ 385,000</b>	<b>\$ 385,000</b>
		<b>\$ 100,000</b>	<b>\$ 100,000</b>
		<b>\$ 575,000</b>	<b>\$ 575,000</b>
			<b>\$ 950,000</b>
			<b>1,800,000</b>
			<b>(325,000)</b>
			<b>(3,000,000)</b>

(1) Financing will be a combination of public works land sale proceeds and/or bond 2010 proceeds with debt service paid by continuing levy for courthouse lease payments which end in 2009, and/or the building capital levy.  
(2) Cities provide the library buildings, County CIP pays for the initial set of books, shelves, etc. and County Operating Budget pays for operational costs including staff.  
(3) \$400k payment in 2009 rolled over from the 2008 Budget. Remaining \$1.1M will be financed over 15 years with a first lease payment in 2010 which will be offset by \$200K T-1 savings and thus will not impact the levy or this CIP.

**Buildings CIP (cont.)**

	<u>2014</u>	<u>(1)</u> <u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
BEG. RESERVE BALANCE:	\$ 575,000	\$ -	\$ 4,495,000	\$ 435,000	\$ 210,000	\$ 135,000	\$ 135,000
Building Capital Levy	950,000	1,100,000	1,250,000	1,400,000	1,550,000	1,625,000	1,625,000
Other Sources - Bond sale/Land Sale/YES Account transfer	1,800,000	12,000,000	-	-	-	-	-
Interest Income (if any)	-	-	-	-	-	-	-
Debt Service -new bond sales	(325,000)	(325,000)	(1,625,000)	(1,625,000)	(1,625,000)	(1,625,000)	(1,625,000)
Project Costs	(3,000,000)	(8,280,000)	(3,685,000)	-	-	-	-
	\$ -	\$ 4,495,000	\$ 435,000	\$ 210,000	\$ 135,000	\$ 135,000	\$ 135,000
<b>YEAR ENDING RESERVE BALANCE</b>							

(1) Debt service ends for '97 and '98 Jail and Capital Improvement Bonds.

B. LAKE WACONIA BALLROOM CIP – FUND #30

In 2008, the County advance funded \$2.4M for the Lake Waconia Ballroom acquisition consistent with the County's Master Plan for Lake Waconia Regional Park ("LWRP"). The County Board indicated an interest in keeping the Ballroom open until the County was ready to implement the next stage of the LWRP Master Plan. Thus, County staff issued an RFP for service providers to continue the Ballroom operations.

County Staff is currently negotiating a 5 year lease with Lancer Hospitality who has similar relationships with other government entities throughout the metro area. Lancer has proposed investing \$250K of its own money to upgrade the Ballroom facility and to pay 10% - 12% of its gross receipts to the County over the next five years. Any funds the County receives from Ballroom operations will be required to be put back into the Ballroom Building and Grounds in compliance with the Met Council's advance funding agreement.

Please see the Ballroom CIP for more details.



C. ROADS & BRIDGES CIP – FUND #32

This CIP includes \$8.9M (estimate does not include inflation) of County funds over the next five years for Road & Bridge projects including resurfacing, right-of-way acquisition and engineering.

Non-County revenue sources will also be spent on these projects which will be in various stages of design and construction during the next five years. These Federal, State Aid, City, and other contributions are critical revenue sources in reaching total project funding for the projects contained in the Road and Bridge CIP. However, these other contributions are not included in this CIP because they are in such a state of constant change.

In 2010, this Plan proposes to capture a portion of the County's tax base created from new construction by incrementally increasing the Road & Bridge Capital Levy by \$150,000 each year. This Road & Bridge Capital Levy will build financial capacity for a planned 2010 bond sale to partially address the \$21.8M unfunded list of "pending" projects that are included in this CIP. The rest of the funding gap will be closed by either finding additional funding from bond sales, other sources and/or delaying the projects.

Please see the Roads and Bridges CIP summary on the next page for further details.

**ROAD & BRIDGE  
CAPITAL IMPROVEMENT PLAN - Fund #32  
2009**

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED COUNTY CONTRIBUTION
<b>COUNTY PORTION OF ROAD &amp; BRIDGE PROJECTS:</b>		
2009	2009	1,343,000
2010	2010	1,930,000
2011	2011	1,300,000
2012	2012	1,440,000
2013	2013	2,887,000
<b>Unfunded/Pending<sup>(1)</sup></b>		<b>21,807,000</b>

Totals

\$ 30,707,000

**PROJECTED BEG. FUND BALANCE:**  
 Road & Bridge Capital Levy - Maintenance  
 Road & Bridge Capital Levy - Debt Service (Captured from tax base increase created by new construction)  
 Projected Wheelage Taxes  
**Projected Additional Bond Proceeds in 2010 - Projects and amount to be determined in 2009**  
 Transfer to Debt Service Fund for Wheelage Tax supported bonds principal and interest  
 Summary of Road & Bridge Projects listed in Long Term Financial Plan:  
 Pre-Construction Services (Object Code 6260\*)  
 County Portion Road & Bridge Construction Projects (Object Code 6281 \*)  
 Annual Road Resurfacing Costs (Object Code 6284\*)  
 Right-of-Way Acquisition (Object Code 6285\*)  
 Culvert Replacement (Object Code 6501\*)  
 Traffic Signs (Object Code 6520\*)

**PROJECTED YEAR END FUND BALANCE: (R&BCIP - Fund #32)**

	2009	2010	2011	2012	2013	Unfunded (1)
PROJECTED BEG. FUND BALANCE:	\$389,000	\$546,000	\$366,000	\$1,066,000	\$1,876,000	\$1,876,000
Road & Bridge Capital Levy - Maintenance	1,500,000	1,600,000	1,700,000	1,800,000	1,800,000	1,800,000
Road & Bridge Capital Levy - Debt Service	-	150,000	300,000	450,000	600,000	600,000
Projected Wheelage Taxes	315,000	315,000	315,000	315,000	315,000	315,000
Projected Additional Bond Proceeds in 2010	-	?	-	-	-	?
Transfer to Debt Service Fund	(315,000)	(315,000)	(315,000)	(315,000)	(315,000)	(315,000)
Summary of Road & Bridge Projects	(22,000)	-	-	-	-	(1,715,000)
Pre-Construction Services	(83,000)	(730,000)	-	(40,000)	(975,000)	(19,072,000)
County Portion Road & Bridge Construction	(1,200,000)	(1,200,000)	(1,300,000)	(1,400,000)	(1,500,000)	(1,020,000)
Annual Road Resurfacing Costs	(38,000)	-	-	-	-	-
Right-of-Way Acquisition	-	-	-	-	-	-
Culvert Replacement	-	-	-	-	-	-
Traffic Signs	-	-	-	-	-	-
<b>PROJECTED YEAR END FUND BALANCE:</b>	<b>\$546,000</b>	<b>\$366,000</b>	<b>\$1,066,000</b>	<b>\$1,876,000</b>	<b>\$1,389,000</b>	<b>\$ (21,807,000)</b>

\* See 2010 Long Term Financial Plan for listing of individual projects.

(1) After all known funding sources have been allocated, this amount of additional funding sources need to be identified for the projects to move forward. Possible funding sources to close the gap are additional County bonding, State/Federal aid/grants or contributions from other sources such as local governments.

D. TRAILS CIP – FUND #15

Carver County has been awarded Federal Transportation Enhancement Funds to construct an asphalt trail on the former Dakota Rail corridor for non motorized uses from the East County Line to the West County Line. The Carver County Regional Railroad Authority is allowing Carver County to construct the trail on its property and is using its levying authority to accumulate funds (Fund #15) as the required local match for the Federal Grant.

Please see the Trails CIP summary on the next page for further details.

**TRAILS - REGIONAL RAIL AUTHORITY  
CAPITAL IMPROVEMENT PLAN - Fund #15  
2009**

DESCRIPTION	PERCENT PAID BY OTHERS	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED COST PLUS INFLATION	CCRRA Contribution	Federal Grant (1)
<b>PHASE I - East County Line to Mayer:</b>						
Project soft costs: Engineering	0%	2009	79,129	79,129	79,129	-
Project soft costs: Engineering		2010	99,234	103,000	103,000	-
Project Construction Costs	80%	2010	1,220,000	1,269,000	293,000	976,000
<b>PHASE II - Mayer to West County Line:</b>						
Project soft costs: Engineering		2010	60,000	62,000	60,000	-
Project soft costs: Engineering	0%	2011	67,000	72,000	72,000	-
Project soft costs: Engineering		2012	144,000	162,000	144,000	-
Project Construction Costs	80%	2012	1,320,000	1,485,000	485,000	1,000,000
<b>Totals</b>						
			\$ 2,989,363	\$ 3,232,129	\$ 1,236,129	\$ 1,976,000

BEG. FUND BALANCE:		2009	\$ 290,117	2010	\$ 330,988	2011	\$ (5,012)	2012	\$ 35,488	2013	\$ (481,012)
CCRRA Levy			120,000		120,000		120,000		120,000		120,000
Estimated Annual Trail Maintenance			-		-		(7,500)		(7,500)		(15,000)
One-Time Project Costs			(79,129)		(456,000)		(72,000)		(629,000)		-
<b>PROJECTED YEAR END FUND BALANCE: (Fund #15) (2)</b>			\$ 330,988		\$ (5,012)		\$ 35,488		\$ (481,012)		\$ (376,012)

(1) Federal grants have been awarded to fund 80% of the trail construction costs.  
(2) Negative Fund Balance is expected to be funded by internal loan from County funds to be repaid by CCRRA Annual Levy

### **III. PARK LAND ACQUISITION AND DEVELOPMENT**

The County Board's strategy for park land acquisition and development of the county's regional parks has been to maximize its funds by partnering with other organizations. For example, in 2007 Carver County agreed to offer space at Lake Minnewashta Regional Park for an off-leash dog area and pay for on-going operations and maintenance of the site. Other organizations donated cash to finance the construction of the off-leash dog area. Also, Carver County won a State award for its sledding hill at Lake Waconia Regional Park that was built at no charge to the County by a highway contractor who had excess earthen materials from the nearby highway relocation project.

The long-term funding source for park land acquisition and development has been reimbursement grants from the Metropolitan Council's Capital Improvement Program. In 2008, the County Board designated \$4 million dollars in the County's Year-End Savings account (Fund #01) for advance funding additional parkland acquisition under this Met Council program. For 2009, the Met Council has changed the reimbursement formula to require a local contribution for parkland acquisition. This Administrator's Recommended 2009 Annual Budget includes a new \$50,000 Capital Levy for Parkland Acquisition to accumulate funds for the new local contribution. This Capital Levy for Parkland Acquisition is currently planned to increase by \$50,000 each year thru 2011.

Under the current reimbursement formula, it could be 2020 for the County to be fully reimbursed from the Met Council for parkland acquisition. Thus, park development needs throughout the County (utilities, restrooms, parking lots and roads) during the next 11 years will likely have to come from other sources besides the Metropolitan Council. The County's Comprehensive Plan is currently under study and is being updated in 2008. It is anticipated that the County's current strategy for Park Improvements will be revisited within the context of this long range planning exercise.

Please see the County Contribution and Met Council Advance Funding Reimbursement Schedule on the next page for further details.

**PARKLAND ACQUISITION DESIGNATION (Fund #01)  
ESTIMATED COUNTY CONTRIBUTION (1) AND MET COUNCIL ADVANCE FUNDING SCHEDULE  
2009**

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED COUNTY CONTRIBUTION (1) AND ADVANCE FUNDING
Parkland acquisition	2009	-
Parkland acquisition-Country Store & Pauls Parcel	2010	1,413,633
Parkland acquisition	2011	-
Parkland acquisition	2012	-
Parkland acquisition	2013	-
Parkland acquisition	2014	-
Parkland acquisition	2015	-
Parkland acquisition	2016	-
Parkland acquisition	2017	-
<b>Totals</b>		<b>\$ 1,413,633</b>

<p><b>BEG. FUND BALANCE:</b></p> <p>Board Designation in Fund #01</p> <p><b>Capital Levy for Parkland Acquisition</b></p> <p>Met Council annual reimbursement</p> <p>Met Council up-front reimbursement for land acquisition</p> <p>Parkland acquisition costs - reimbursable from Met Council</p> <p>Parkland acquisition costs - County contribution (1)</p>	<p><u>2008</u></p> <p>\$ (698,000)</p> <p>4,000,000</p> <p>-</p> <p>426,000</p> <p>1,000,000</p> <p>(2,530,000)</p> <hr/> <p><b>\$ 2,198,000</b></p>	<p><u>2009</u></p> <p>\$ 2,198,000</p> <p>50,000</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <hr/> <p><b>\$ 2,248,000</b></p>	<p><u>2010</u></p> <p>\$ 2,248,000</p> <p>-</p> <p>100,000</p> <p>426,000</p> <p>(596,633)</p> <p>(817,000)</p> <hr/> <p><b>\$ 1,360,367</b></p>	<p><u>2011</u></p> <p>\$ 1,360,367</p> <p>-</p> <p>150,000</p> <p>-</p> <p>-</p> <p>-</p> <hr/> <p><b>\$ 1,510,367</b></p>	<p><u>2012</u></p> <p>\$ 1,510,367</p> <p>-</p> <p>150,000</p> <p>426,000</p> <p>-</p> <p>-</p> <hr/> <p><b>\$ 2,086,367</b></p>	<p><u>2013</u></p> <p>\$ 2,086,367</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p> <hr/> <p><b>\$ 2,236,367</b></p>
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(1) Prior to 2009, the County was reimbursed by the Met Council for 100% of the parkland acquisition that was advanced funded by the County. Rules now in effect for any new purchases require a local contribution that is not reimbursable from the Met Council. A new \$50,000 capital levy for parkland acquisition was included in the Administrator's Recommended 2009 Budget to accumulate funds for this local contribution.

#### IV. BONDING AND DEBT SERVICE

The long term financial plan identifies the necessary financial capacity for the County's building, road & bridge, trail projects and parkland acquisition for the next 10 to 15 years. A bond sale is not anticipated in 2009. However, a funding gap currently exists in 2010 for the following proposed projects:

- \$1.8M MNDot/County Joint Truck Facility – 20% County Contribution
- \$1.1M Fiber Optic Ring – Debt Service offset by T-1 savings
- \$.87M Norwood Young America Library Expansion – Partner with City & CDA
- \$ TBD for Roads and Bridges Projects – ? Federal and State funding TBD

The eventual size of a 2010 bond sale and the tax impact from a debt service levy will be minimized based on the following factors:

- Ability to increase Building and Road Capital Levies by \$150K as planned,
- Rolling over the Debt Service Levy after the current debt service is paid off,
- Sale price of the land where the current public works building is located,
- State and Federal funding for roads and bridges
- T-1 savings from the new fiber optic ring

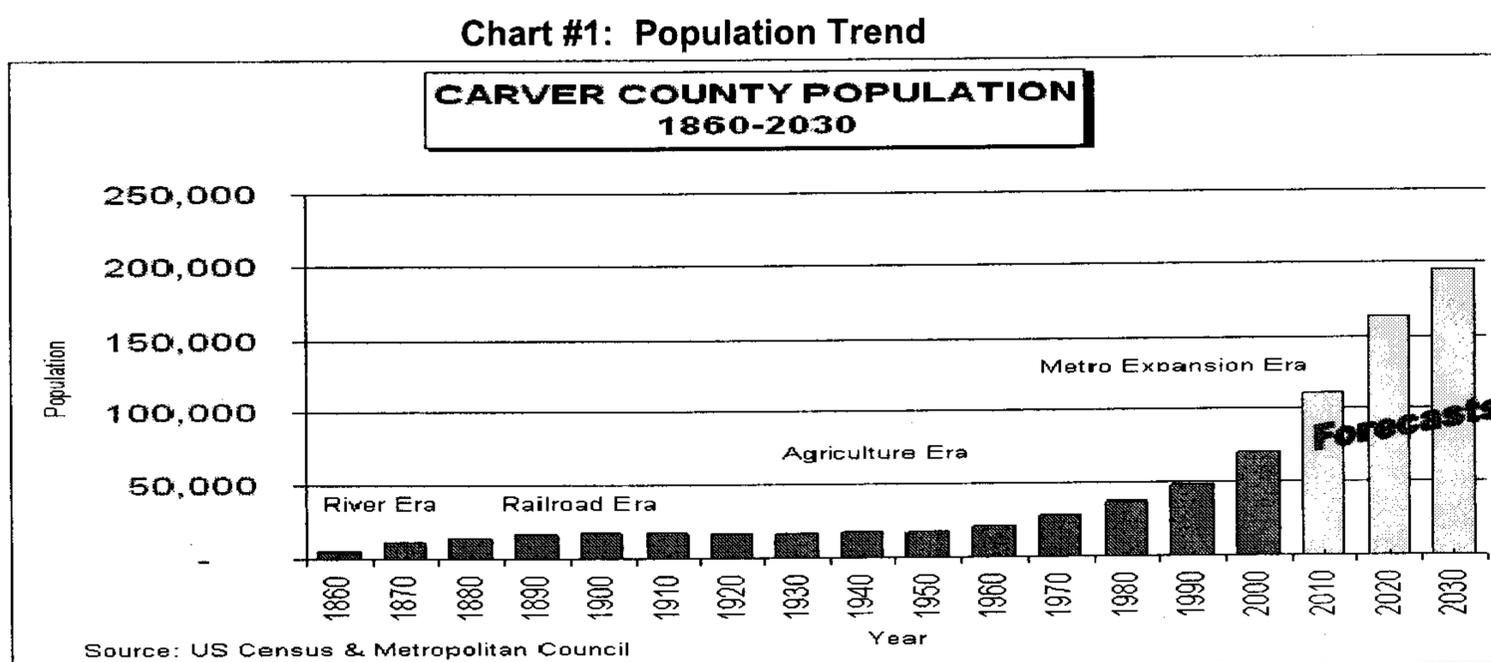
Additional bond sales in 2012 and 2014 are planned to provide funding primarily for new libraries in Victoria and Carver. The planned annual increase in the Building Capital levy of \$150k is expected to provide the increased debt service from these additional bond sales without any additional impact on the overall taxpayer. If the Capital Levy increase of \$150K can be captured from the increased tax base created by new construction, then growth in the County's tax base will in effect be paying for the related growth in county services.

## V. PERSONNEL COSTS

The County's annual operating budget is driven by several factors. The majority of the county's operating budget is related to personnel costs. The most significant cost driver for future operating budgets is adding staff to address the increasing service demands from a growing county. Thus, the key financial strategies for funding future operations focuses on three issues related to personnel costs:

### A. Levy Funded FTE's Per 1000 Residents

Chart #1 shows the dramatic forecasted increase to almost 200,000 residents by the year 2030. This projected population growth is the biggest factor relating to increasing service demands and results in a requirement to make significant investments in County services.



The County's primary strategy to finance increasing service demands from population growth is to hire additional FTEs at a slower rate than the County's overall growth by:

1. Leveraging technology to gain staff efficiencies: For a listing of technology projects that will increase staff efficiencies – See Attachment E-1,
2. Collaborating with other organizations to enhance service delivery, increase efficiencies and eliminate duplication of efforts: In 2008, the County created the Association of County Elected Leaders ("ACCEL") to facilitate this effort.
  - a) Cooperative ventures within Carver County – See Attachment F-1, and
  - b) Carver and Scott Counties Joint Activities – See Attachment G-1
3. Develop a pay for performance model that rewards outstanding performance: A non-bargaining committee has been established to develop this model.
4. Levy Funded FTE Projections by Division: Board directed project included in the County's Strategic Plan to look at the demand for FTEs in the future.

The ratio of Levy Funded FTEs per Thousand Residents will be used to measure the County's overall progress of this strategy.

## **B. Skyrocketing Health Care Costs for the County and its Employees**

The County's health insurance plan for its employees is broken and needs to change. The last time the County went out for bids, only one major health insurance carrier offered a bid and the two major carriers who did not bid indicated that they will not be bidding for the County's future business until the County provides consumer driven health insurance options to its employees. For 2008, the County's Health Insurance premiums were capped at 17% increase which was a good thing because the premium increase would have been over 30% without the cap in place. In response, the County's health care labor management committee is aggressively focusing on three areas:

### **1. Plan Design: Consumer-Driven Models**

The latest trend to attempt to slow health care costs is to give consumers more choice in their health care which is commonly referred to as "consumer driven health plans". In 2009, the County followed this trend by creating incentives for employees to migrate from the legacy Plan A to a new "Plan B" - a high-deductible HRA which shares risk with the employee in exchange for lower premiums or an improved Plan C - a Tiered Network where clinics/hospitals with higher care ratings have lower deductibles. For 2010, the County plans to get all employees to migrate out of the legacy Plan A into consumer driven health plans and to consider offering a cafeteria plan to provide employees with more benefit flexibility.

### **2. Education/Wellness**

Estimates have calculated that 50% of health care costs relate to poor choices: what we eat, how much we eat, smoking, drinking, etc. The Mayo Clinic has developed a wellness program that over an extended period of time has shown to be successful at getting employees to make better health care choices. In 2008, the County Board approved the Committee's proposal to implement the Mayo Clinic's wellness program. Starting in 2009, the committee plans to aggressively market the Mayo Clinic's wellness program.

### **3. Data Mining**

Starting in 2009 the Committee plans to discuss aggressively data mining the County's generic (i.e. not-confidential) health care utilization records to find information that will be useful when considering future Plan Design and/or Education/Wellness program changes.

These efforts will not be a silver bullet solution but hopefully will provide us with a path that will eventually lead us out of this health insurance crisis.

### C. Other Post Employment Benefits - GASB Statements 43 & 45

The Governmental Accounting Standards Board ("GASB") now requires that governments disclose the actuarial valuation of its post employment benefits. Governments are not required to fund this liability or make a contribution. The new GASB standard only requires that the government disclose these amounts in its financial statements. However, governments may choose to advance fund their OPEB liability with an OPEB Annual Contribution because:

- Rating agencies view a large, unfunded OPEB Liability as an increased risk that could negatively impact a government's credit rating.
- State created a higher interest rate earning trust for OPEB contributions.

As background, Carver County has two types of post employment benefits:

- Subsidized Health Insurance Payments – Carver County Policy provides employees who retire at or after age 60 with at least 20 consecutive years of service, the same coverage of an active employee until eligible for Medicare. Currently the County contribution is the single health care premium or 68% of the family premium.
- Access to Group Insurance – MN State Law requires that pension eligible retirees be given access to the County's group insurance plan for the same premium as active employees until medicare eligibility (retiree pays 100% of the premium). The State mandate that blends the premium for more costly to insure retirees and the less costly active employees creates what is called an Implicit Rate subsidy.

The annual actuarial contribution for these two benefits, commonly referred to as the OPEB Annual Contribution, is \$1,024,377 as of 12/31/07. The majority of Carver County's OPEB Contribution is attributed to the State Law requiring Retiree's Access to Group Insurance (approximately  $\frac{3}{4}$ ). The \$1,024,377 annual contribution amount can be broken up into two major parts:

- Benefit liability that is being accrued/earned each year: \$564,739, and
- \$7M benefit liability that has accumulated from previous years amortized over 30 years: \$415,526.

The County's 2009 Annual Budget has a \$200K OPEB contribution (\$100K levy allocation and \$100K one-time YES allocation) to advance fund the County's OPEB liability. For 2010 and beyond, the long term financial plan is to increase the annual contribution by up to \$200K each year until the County's annual levy allocation equals the OPEB Annual Contribution. Depending on the length and severity of the current economic slowdown and the related tight County Budget, it is considered likely that it will take 8 -12 years to meet this goal.

**VI. ATTACHMENTS:**

Consolidated Listing of Capital Projects ..... A-1

Capital Projects Summary by Fund:

- a. Buildings CIP: Fund #30..... B-1
- b. Lake Waconia Ballroom CIP: Fund #30 ..... B-3
- c. Roads & Bridges CIP: Fund #32 ..... B-4
- d. Facilities & Equipment: Funds #1,3,11&14 ..... B-5
- e. Debt Service: Fund #35 ..... B-19

Capital Projects Summary by Department ..... C-1

Individual Capital Projects ..... D-1

Technology Projects Leveraging Staff Efficiency Gains..... E-1

Intergovernmental Partnerships and Cooperative Ventures .F-1

Joint Activities Between Scott and Carver Counties ..... G-1

*Detailed listings were not included in this packet*

## Technology Project that will Increase Staff Efficiencies

Project Name	Project Description	Staff Efficiency
<p><b>Current Projects 08-09</b></p> <ol style="list-style-type: none"> <li>1. High Availability</li> <li>2. GIS – Pictometry Implementation</li> <li>3. Credit Cards</li> <li>4. Parks Reservations</li> <li>5. Procentive</li> </ol>	<ol style="list-style-type: none"> <li>1. Equipment purchased for Software upgrades to occur with no downtime</li> <li>2. High resolution aerial imagery</li> <li>3. Ability to accept credit cards as a form of payment for a number of departments within the county accepting payment for fees or services</li> <li>4. Upgrade to an enhanced web hosted parks reservation software from a less reliable county hosted reservation software.</li> <li>5. Community Social Services schedule, billing and reporting system.</li> </ol>	<ul style="list-style-type: none"> <li>• Eliminates system downtime and allows for 24/7 operation, especially during work hours</li> <li>• Reduces site visits and allows employees to more quickly make informed decisions across all Divisions. Assessors are able to spend less time in the field doing property assessment because Pictometry provides a 45 degree view of all buildings, external building enhancements and additions. Public Safety agencies such as Fire Departments, First Responders, and Sheriff Patrol are all benefactors.</li> <li>• Increase accuracy and efficiency by reducing cash handling and check processing duties</li> <li>• Will significantly reduce customer complaints related to site not working properly. Removes employees from the majority of reservations, allowing them to spend time on other work. Customer self service.</li> <li>• Reduces workload associated with managing employee schedules, billing procedures, paper records and state reporting</li> </ul>
<p><b>Planned Projects 2009</b></p> <ol style="list-style-type: none"> <li>1. Electronic Workflow &amp; Document Imaging</li> <li>2. Dynamic Forms</li> <li>3. Sheriff Office Dynamic Website</li> <li>4. NeoGov</li> <li>5. E-charging</li> </ol>	<ol style="list-style-type: none"> <li>1. Electronic workflow and document management system</li> <li>2. Intranet/Internet document submission with interface to form content databases.</li> <li>3. Online registration for inmate visits and live link to CIS jail inmate population.</li> <li>4. Automated personnel requisition, employment application and applicant tracking web-base system.</li> <li>5. Integrates information transfer between Sheriff, County Attorney, State Agencies and Courts</li> </ol>	<ol style="list-style-type: none"> <li>1. Shortens the time it takes to retrieve a document from several minutes (physical file) to a few seconds (electronic file) and increase staff efficiency through electronic workflow. Three million electronic records are stored; reduces physical file storage by several thousand square feet now available for employee workspace assignment.</li> <li>2. Eliminates the need for printing, faxing, and entering data contained on forms. Form data electronically submitted to appropriate data file.</li> <li>3. Citizen self service for inmate visits and inmate roster list similar to other metro Counties. Reduces Sheriff Office involvement since citizens can help themselves</li> <li>4. Streamline recruitment &amp; selection process. Applicant tracking and recruitment statistical reports available online. The application process is streamlined for County Divisions.</li> <li>5. Reduces travel, paper and duplicate data entry</li> </ol>

E-1

## Technology Project that will Increase Staff Efficiencies

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<p><u>Near Future Projects 2009-2010</u></p> <ol style="list-style-type: none"> <li>1. 311 One Stop Customer Support Feasibility Study</li> <li>2. Feasibility of Electronic Claims Submission Processing</li> <li>3. Emergency Operations Center (EOC)</li> <li>4. Internal and external wireless connectivity</li> </ol>	<ol style="list-style-type: none"> <li>1. Allows citizens to phone 311 for non emergency county issues and be dispatched to the appropriate department</li> <li>2. Review potential for electronic workflow of claims processing.</li> <li>3. EOC will facilitate up to 100 emergency response team members</li> <li>4. Employees will have access to electronic case management when not in the office</li> </ol>	<ol style="list-style-type: none"> <li>1. Centralized customer service for level one service call from citizens; eliminates voice mail message for routine support to citizens.</li> <li>2. Increased efficiency with use of electronic signature and electronic claims submission versus physical copy.</li> <li>3. County will be positioned to rapidly and effectively respond to various emergency incidents. Multiple agencies throughout Carver County will be able to function out of one central location for incidents such as chemical spills, Public Health issue, lost child, natural disaster.</li> <li>4. Productivity tool that allows for non-office input and management of client case data.</li> </ol>
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**Current Intergovernmental Partnerships and Cooperative Ventures  
Carver County, Cities, Townships, School Districts and Others**

**May 27, 2008**

**\*\*\*DRAFT\*\*\***

❖ **General Government**

- Association of Carver County Elected Leaders – ACCEL (proposed)
- County-wide Fiber Option Line (under review)
- Joint lobbying efforts
- Library facilities and operation cost sharing
- Partnerships in Library programming with schools and MELSA
- Joint studies such as financial planning and roads
- CDA facilities, housing, commercial ventures and joint bonding
- Shared training programs in many offices and departments (e.g. emergency management)
- Sharing equipment with Ad Hoc agencies
- GIS System sharing and training: internet mapping/desktop mapping services/tech support

❖ **Judicial Services**

- Joint Prosecution
- Contract policing
- Joint dispatch system
- Shared County jail beds
- Joint Safe and Sober Program
- Police and fire mutual aid
- Criminal warrant system and transportation
- Provision of civil paper service throughout the county
- City-County cooperation in serving order of protections
- 911 emergency management signs in rural areas of townships and cities
- Sentence to Service (STS) program
- Intensive DWI program
- Recreational Safety Officers on the lakes and snowmobile trails
- Emergency Response Unit (SWAT) for tactical entry warrants
- Crime scene security details and assistance
- Drug Task Force
- Law Enforcement Information System (LEIS) computer system
- Mobile Data terminals (MDT/Squad Car computers)
- Truancy intervention
- Emergency warning and response services
- Disaster relief funding and administration and emergency management grants
- Juvenile Alternative Facility (JAF) housing and youth placement
- Reserve deputies doing security assistance and traffic support at community events
- Public safety radio and mobile data computers and communication system
- COPS in schools
- Sheriff's Office Mobile Command Post Trailer

❖ **Public Health**

- Carver County Interagency Early Intervention Committee (IEIC)
- West Suburban Interagency Early Intervention Committee
- River Valley Nursing Center (RVNC)
- The New Beginnings Program

## Partnerships and Cooperative Ventures

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- West Suburban Teen Clinic (WSTC)
- Carver County Sexual Assault Interagency Council (SAIC)
- Carver-Scott Breastfeeding Coalition
- PH-Doc Users Group
- Carver County Family Planning Program:
  - Ridgeview Chanhassen Clinic
  - Western OB/GYN Clinics
  - Snyders Drug-Chaska
  - Snyders Drug-Norwood
  - Snyders Drug-Waconia
  - Center Drug
  - Beck Pharmacy
  - Waconia Pharmacy
- Child & Teen Check-ups Metro Action Group (C&TC MAG)
- Carver County Licensed Child Care Centers
- Metro Maternal Child Health Coordinator's Group
- Metro Follow Along Group
- Healthy Communities Collaborative
- Carver County Early Childhood Mental Health Collaborative
- CAP Agency Head Start Health Advisory Committee
- Child Care Resource and Referral Care and Education Committee from Scott and Carver Counties
- Scott County Public Health
- Metro Alliance for Healthy Families
- Carver-Scott Women Infants and Children Program (WIC)
- First Step
- Carver-Scott Educational Cooperative
- Early Childhood Family Education- all school districts
- Early Childhood Screening- all school districts
- The Minnesota Department of Health (MDH)
- Carver County Health Partnership (CCHP)
- State Community Health Service Advisory Committee (SCHSAC)
- Metro Local Public Health Association (MLPHA)
- Local Public Health Association (LPHA)
- Minnesota Public Health Association (MPHA)
- American Public Health Association (APHA)
- National Association of City and County Health Officials (NACCHO)
- Emerging Leaders Network (ELN-with U of MN PH, MPHA, MDH, LPHA-PH Leadership Dev)
- Multi-State Learning Collaborative (MLC)
- Minnesota Public Health Collaborative for Quality Improvement (QI Collaborative)
- Active Living Initiative
- Meth Task Force
- Senior Commissions ( 5 CC Communities-Mayer, Chan, Watertown, NYA, Victoria)
- Public health nuisance abatement
- National Association of Counties (NACo)
- Behavioral Health Collaboration Emergency Response
- Metro 800 MHz Radio Collaborative
- Minnesota Vaccines for Children (MN VFC)
- MIIC (Minnesota Immunization Information Connection)
- Office of Emergency Preparedness (OEP)
- Refugee Task force

## Partnerships and Cooperative Ventures

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- Metro Tuberculosis Task Force
- Metro Region Emergency Preparedness
- Public Health Emergency Coordinators (PHEC)
- Health Alert Network Coordinators (HAN)
- Special Events Planning with area counties and MD
- Fair Board
- Area Businesses
  - Communicable Disease Case Contact Investigation
  - Ridgeview Business Health
  - Crown College including School of Nursing
- ECHO (Emergency Communications Health Outreach)
- U of M Extension
- MAPT (Minnesota Adult Protection Team)
- EMS Workgroup (Emergency Medical Services)
  - CC SO/LE/Dispatch
  - Chaska Police
  - Carver County Mutual Aid Association, Fire Chiefs
  - RMC Ambulance
  - RMC Medical Director
  - MESB (Metro Emergency Services Board) and Metro EMS Committee
  - Carver County Emergency Management
- SHOC committee (Saving Hearts in Our Communities)
  - RMC Ambulance
  - Fire Departments
  - CC Information Services
  - CC Safety Officer
- Ridgeview Medical Center
- Medical Reserve Corp (MRC)
- MN Citizens Corp Council
- Ready Carver
- Health Community Partners
  - All School Districts
  - All Primary Medical Clinics in county
  - Nursing Homes
- School Nurses
- Carver County Social Services
  - First Street Center
  - Crisis Mental Health
  - Waivered Services/Case Management
  - Financial Services
- Workforce Center MFIP Health Education
- Senior Care Provider Network
- Public Health Emergency Preparedness Workgroup
  - CC Attorney's office
  - CC SO
  - Chaska PD
  - Chaska School District
  - Red Cross
  - CAP Agency
  - Lake Auburn Moravian Church
  - Auburn Nursing Home
  - Ready Carver

## **Partnerships and Cooperative Ventures**

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Medical Reserve Corp

- Metro Region Workgroups
- Minneapolis Visiting Nurses Association (MVNA)
- Local Epidemiology Network of Minnesota (LENM)
- Carver County Licensed Child Care Centers
- Refugee Task Force
- SPSS Users Group
- The Community Foundation for Carver County (TCFCC)

### ❖ **Public Works/Parks**

- Tax Abatement agreements for infrastructure improvements
- Cost sharing agreements on roadways
- Seal coating and pavement markings
- Dust coating partnerships
- Shared salt/sand agreements
- Cooperative application for federal funding (ISTEA)
- Water service agreements
- CART bus service
- Joint Transit planning
- Joint purchasing of materials and supplies
- Studies and analysis of sharing storm water retention ponds
- Analysis of environmental reviews for major projects
- Joint corridor studies for collector/major roadways
- Joint communication/workshops with MnDot
- Condemnation Joint Powers Agreements
- Parks/open space/trail planning Parks and trail maintenance

### ❖ **Land & Water Services**

- Orderly annexation agreements
- NPDES Phase II Water Quality Plan implementation and enforcement
- Erosion control administration, inspection and enforcement
- Shared building inspection services
- General land use planning and zoning services
- Preparation of special study/land use plans/comprehensive plan collaboration
- Joint natural resources inventory preparation and planning
- Joint communications and workshops with the Metropolitan Council
- Wetland Conservation Act administration
- Addressing of new lots/buildings in cities and townships
- Updating and sharing of aerial photography
- Watershed planning and special studies
- Shared solid waste enforcement
- Problem site/Brownfield management
- Funding for problem waste pickup and disposal
- Household hazardous waste collection and management

### ❖ **Social Services**

- Collaborative Programs and Staff through the Integrated Services Council (Family and Children's Mental Health Collaborative)  
School-based social workers (Districts 108, 110, 111 & 112)

Visions Day Treatment  
Co-located Therapists in Carver Scott Educational Cooperative Programs  
Autism Specialist  
Early Childhood Behavioral Specialist  
First Step  
Behavior Intervention Team (B.I.T.)

- Various Housing Projects with the Community Development Agency
- Forensic Assessments of students referred by School Districts (Terroristic Threats)
- Joint Assessment of Child Maltreatment reports with Law Enforcement
- Carver Scott Crisis Program – Critical Incident Debriefing
- Mental health crisis intervention in jail
- Psychiatric assessments and medication management in jail

❖ **Taxpayer Services**

- County-wide assessing services
- County/State License Center
- Abandoned building enforcement
- Tax forfeited property administration

**JOINT ACTIVITIES BETWEEN SCOTT AND CARVER COUNTIES**

**APRIL 19, 2007**

**PUBLIC WORKS:**

- Transit –
  - Considering benefits of consolidating our transit operations – both are dial a ride services with small circulator abilities
- Highway –
  - Joint planning on bridges, Mn/DOT bridges such as TH 41
  - Joint communication/workshops with MnDOT

**FINANCE:**

- We have indirect activities with Carver through our various associations.

**INFORMATION TECHNOLOGY:**

Carver / Scott/ Dakota County GIS Collaboration projects:

- Scott County GIS purchased a new “front end” for our GIS web application and is implementing it with Carver and Dakota.
- The three counties’ GIS staffs meet often to discuss GIS, current projects – to prevent duplication of effort, and code is shared freely between counties.
- Future Plans:
  - Develop a common GIS vision
  - Coordinate development in GIS
  - Partner on future GIS data acquisition
  - Jointly implement Scott’s new ArcGIS Server
  - Leverage GIS development across the counties

**EMPLOYEE RELATIONS:**

- There is regular contact between the ER Directors, as Jack is the chair of the MICA HR directors group and counterpart is the vice chair.

**COMMUNITY DEVELOPMENT:**

- Opening dialogue with Carver staff on 2030 Comp Plan Update issues and process.
- TH 41 DEIS for new river crossing. Carver and Scott staff are on advisory committees.

## **PARKS:**

- Initial discussions on possible collaboration to identify Park Acquisition funding sources along with Dakota and Washington counties (grew out of Dakota/Scott collaboration)

## **COMMUNITY SERVICES:**

### Public Health

- MAHF (Metro Alliance for Healthy Families) JPA
- PH Mutual Aid JPA
- Metro PH Purchasing for Preparedness JPA (in progress)
- New Beginnings – PH shares the Parenting and Health Prevention classes
- Bi-monthly meetings with PH Management
- Healthy Community Collaborative
  - MH Subcommittee
  - Mental Health Summit
  - River Valley Nursing Center
- Dental Services with Children's Dental Services
- County Data Collaborative (PH is a new member)
- Meetings with Carver and Scott County Public Health and WIC (Women Infant Children is a nutrition program that both Scott and Carver have as their provider the CAP (Community Action Program Agency).
- Carver/Scott Breastfeeding Coalition
- Collaboration between Carver and Scott Counties C&TC (Child and Teen Checkup) programs.
- History of collaboration between Carver and Scott counties for the Follow Along Programs.
- Other joint meetings statewide or metro: Minnesota Workforce Council Association, MLPHA, LPHA, MAG (C&TC Coord), LEMN (Immunization and vaccination group), Metro Data Planners, PHEP Coord, Minnesota DAC Association, State CHS Advisory Council, state MFIP group, MICA
- Previously shared WSA (Workforce Service Area)
- SKY Program (school based with Carver Court Services, the CSEC and Community Corrections)
- Mental Health Crisis Program (St. Francis Regional Medical Center and Waconia Ridgeview Medical Center)
- Carver-Scott Educational Cooperative
- Scott and Carver have a joint Community Transition Interagency Committee (CTIC). This group has representatives from the schools, county and state agencies in the two counties. This group focuses on providing school to work transitions for youth.
- Scott and Carver County E&T Counselors collaborate on the Senior Expos held in the two counties.
- Child Support Collaboration with Carver County:

- Parent's Forever Training
- Conflict Child Support Cases
- Attorney's Education Day
- Child Support Satellite Trainings
- Support Staff Area Collaboration with Carver County:
  - Lend EBT cards if they run out
- Income Maintenance Collaboration with Carver County:
  - Conflict cases (Currently I think we have two Carver County Cases)
  - Assistance with policies or procedures
  - EBT issuance if ours is down and they are up.
  - There are meetings, that if only one of us is able to go, we will share information gathered

The following are activities in which Social Services are jointly involved with:

- Crises Team for mental health services
- Family Group Decision Making (LeSueur and McLeod also)
- Adult Mental Health Initiative
- Mental Health Crises Grant (Hennepin and Anoka also)
- Four bed crises unit at Mount Olivet for DD clients (Hennepin and McLeod also)
- Housing Partnership for Mental Health clients at an apartment building in Savage
- Shared day program providers for DD clients
- We have mental health staff integrated at New Beginnings – CSEC program

Gary Bork and Tim Walsh collaborate on the following via the Metro Directors group:

- Metro area Joint Powers Agreement on administering the grant to end long term homelessness
- Metro area Data Warehouse Collaborative
- Metro area JPA on the Metro Alliance for Healthy Families
- Emergency Preparedness Mutual Aid Agreement
- Collaboration on MSHO contracts with Health Plans
- (pending) study on regional mental health crisis services
- (pending) study on alternatives to traditional DAC/DT&Hs

#### **SERVICES:**

- Working on Carver's participation in the Joint Regional Training Facility.

#### **ADMINISTRATION:**

- County Commissioners and Administrators work collectively on various county, metropolitan and state associations.
- County Administrators meet periodically to talk about issues of mutual concern, including budgeting, taxation, growth pressures and personnel issues.
- Joint County Board meeting was held several years ago in Scott County.

- Scott County Office of Public Affairs has assisted Carver County Administration upon specific request.
- Both Counties share certain legislators and the Administrators discuss legislative concerns and business.

## **SHERIFF**

- General
  - Mutual aid assists when law enforcement resources are needed immediately in the other jurisdiction. This includes:
    - Patrol operations with crime response
    - Dive team assistance
    - K-9 requests for assistance
- Dispatch/Communications Operations
  - Primary back up for each other in the past for both radio and 9-1-1 failures
  - Carver currently leases antenna space at Scott County's Jackson tower site for our mobile data system
  - Carver currently lease space through the MRB for antennas and equipment for our 800 MHZ voice radios
- Jail Related Operations
  - Carver has a history of boarding Huber and female inmates and Scott has boarded there inmates with Carver in the past. Most recently we continue to have an inmate prisoner exchange program for the benefit of each county involved.
  - Scott County does not have a secure juvenile detention facility. They have a contract with Carver for 2 beds per day in the juvenile detention center.
  - Jail staff has a history in assisting each other in training. Carver helped train Scott staff in direct supervision operations prior to their opening the new County Jail. Additionally Carver has sent staff to Scott for update training on medication delivery. We have also assisted each other in use of force training for the jail in the past.
  - The two Counties work as a back-up for each other for intoxilyzer tests. If the device or operator are unavailable in one county the other assists.
  - Carver County Court Services is believed to have a contract with Scott County for use of their Juvenile Alternative Facility (JAF) since Carver County does not have a resource like this of their own.
- Investigative related operations
  - Carver has a collaborative effort in the SWMDTF which Scott County participates in.
  - Carver has assisted Scott County in some computer crimes analysis.
  - Carver has assisted Scott County with crime lab work on occasion.
  - Recently Carver Crime Scene Technicians were requested to assist Scott County in a case when all of their staff was tied up on another incident.
  - We have assisted each other with Internal Affairs Investigations over the years.
  - Both counties attend monthly Area Investigator meetings to share information.

- Training
  - In the past our SWAT (SERT) teams have trained together.
  - Carver has attended Civil Process Training hosted in Scott County.
- Contract Policing
  - Carver has shared information and documentation with Scott County on our contract policing program.

Note: This is not an exhaustive list of joint activities.



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Resolution Setting 2009 Non-Bargaining Employee Compensation**

Originating Division: Employee Relations

Meeting Date: 12/16/08

Amount of Time Requested: 5 minutes

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

The County Board has the authority to set compensation for County employees.

Most employee salaries are set through the collective bargaining process. The managers, supervisors and a few other confidential staff members do not participate in such a process.

The 3% adjustment for the non-bargaining group for 2009 keeps Carver County compensation competitive in the market and reasonably aligned with the represented staff within the county.

**ACTION REQUESTED:**

Motion to approve the Board Resolution setting 2009 non-bargaining employee compensation at a rate 3% above the 2008 rates.

**FUNDING**

County Dollars = \$

Other Sources &amp; Amounts =

= \$

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

This wage increase for non-bargaining staff amounts to approximately \$285,000 over the 2008 wages for the same staff group. The funds necessary to pay this wage increase are included in the salaries within the 2009 Budget, as recommended by the County Administrator.

 Reviewed by Division Director  
Doris M. Krogman, Employee Relations

Date: 12/3/08

**BOARD OF COUNTY COMMISSIONERS  
CARVER COUNTY, MINNESOTA  
Resolution Setting 2009 Non-Bargaining Employee Compensation**

DATE \_\_\_\_\_  
MOTION BY COMMISSIONER \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_  
SECONDED BY COMMISSIONER \_\_\_\_\_

**WHEREAS**, the Carver County Board of Commissioners has authority to establish compensation levels and amend personnel policies for non-bargaining employees; and

**WHEREAS**, the Carver County Board of Commissioners intends to establish 2009 salaries and other forms of compensation for non-bargaining employees.

**THEREFORE, BE IT RESOLVED**, non-bargaining employees shall received the following adjustments effective January 1, 2009:

- A. A 3.0% general adjustment within pay ranges shall be implemented consistent with the County's compensation schedule.
- B. The County will provide the full cost of single health coverage for Plan B or Plan C with an accompanying medical pool contribution of \$30 or \$60 per month for full time employees.
- C. The County will contribute \$583.67 toward the cost of Plan A single health coverage with an accompanying \$30 per month medical pool contribution, and depending on plan selection, contribute up to \$1,273.66 per month toward the total premium of family health coverage for full time employees.
- D. The County will provide 50% of the monthly premium cost, not to exceed \$307.19 for single insurance for employees working 20 - 31 hours per week.
- C. Existing benefits and compensation levels shall be maintained during 2009 unless changed above or changed by further Board resolution.

**BE IT FURTHER RESOLVED**, the County will reserve the right to make other adjustments to compensation or benefits by amendment to the Carver County Personnel Policies or future Board Actions.

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 16<sup>th</sup> day of December, 2008, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of December, 2008.

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

\_\_\_\_\_  
Date



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Resolution Setting 2009 Elected Official Compensation

Originating Division: Employee Relations

Meeting Date: 12/16/08

Amount of Time Requested: 5 minutes

Attachments for packet:  Yes  No

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

### BACKGROUND/EXPLANATION OF AGENDA ITEM:

The County Board has the authority to set compensation for elected County officials including the County Attorney and the County Sheriff.

During 2007 the Board appointed the County Attorney to fill the remainder of the elected term. As a part of that process, the decision was made to have the County Attorney position evaluated and placed within the grade structure of the County's non-bargaining compensation scale. This grade structure sets the minimum and maximum salary for the position.

Later in 2007, the Sheriff's job was also evaluated and placed within the grade structure for the County's non-bargaining compensation scale. The grade structure for the Sheriff's job also sets the minimum and maximum salary for the position.

The attached Resolution addresses the 2009 compensation for these two elected officials.

The 2009 compensation recognizes the market comparisons and salary adjustments other counties are considering as well as the elected officials' qualifications, experience and performance.

### ACTION REQUESTED:

Motion to approve the Board Resolution setting 2009 salaries for County Attorney at \$123,282 and the County Sheriff at \$123,614 while maintaining his \$5,400 auto allowance.

#### FUNDING

County Dollars = \$

Other Sources & Amounts = \$

**TOTAL** = \$

#### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

#### Related Financial Comments:

The funds necessary to pay this wage increase are included in the salary section of the 2009 Budget, as recommended by the County Administrator.

Reviewed by Division Director  
Doris M. Krogman, Employee Relations

Date: 12/3/08

**BOARD OF COUNTY COMMISSIONERS  
CARVER COUNTY, MINNESOTA  
Resolution Setting 2009 Elected Official Compensation**

DATE \_\_\_\_\_  
MOTION BY COMMISSIONER \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_  
SECONDED BY COMMISSIONER \_\_\_\_\_

**WHEREAS,** the Carver County Board of Commissioners has authority to establish compensation levels for the County Attorney and the County Sheriff; and

**WHEREAS,** the Carver County Board of Commissioners intends to establish 2009 salaries and other forms of compensation for the County Attorney and the County Sheriff;

**WHEREAS,** the Minnesota Statutes 387.20 and 388.18, related regulations and case law outline the process for setting the salaries of these elected officials; and

**WHEREAS,** the Carver County Board of Commissioners intends to maintain a salary for each of these offices which is consistent with other Division Directors within the County:

**THEREFORE, BE IT RESOLVED,** the County Attorney and the County Sheriff shall receive the following compensation effective January 1, 2009:

- A. The County Attorney shall receive compensation at Grade 22 Step 9, or \$123,282 per year, which takes into account the market, his experience, qualifications and performance.
- B. The County Sheriff shall receive compensation at Grade 21 step 11, or \$123,614 per year plus \$5,400 automobile allowance, taking into account the market, his experience, qualifications and performance.
- C. The County will provide the full cost of single health coverage for Plan B or Plan C with an accompanying medical pool contribution of \$30 or \$60 per month for full time employees.
- D. The County will contribute \$583.67 toward the cost of Plan A single health coverage with an accompanying \$30 per month medical pool contribution, and depending on plan selection, contribute up to \$1,273.66 per month toward the total premium of family health coverage.

**BE IT FURTHER RESOLVED,** any compensation increases for year 2008 may be waived by the County Attorney or the County Sheriff upon written notification to Employee Relations.

**BE IT FURTHER RESOLVED,** the County will reserve the right to make other adjustments to compensation or benefits by amendment to the Carver County Personnel Policies or future Board Actions.

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 16<sup>th</sup> day of December, 2008, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of December, 2008

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

\_\_\_\_\_  
Date



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Resolution Setting 2009 Commissioner Compensation**

Originating Division: Employee Relations Meeting Date: 12/16/08  
 Amount of Time Requested: 5 minutes Attachments for packet: Yes No  
 Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

The County Board has the authority to set compensation for the County Commissioners.  
 The attached Resolution provides for a 3% increase over the 2008 salary rates.  
 Based on the market and the experience of the individual commissioners, it is a reasonable increase for 2009.

**ACTION REQUESTED:**

Motion to approve the Board Resolution setting 2009 County Commissioner compensation at \$45,095.44 per year, with monthly expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair, and \$515.00 for the other members.

**FUNDING**

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

**FISCAL IMPACT**

None  
Included in current budget  
Budget amendment requested  
Other:

**Related Financial Comments:**

This wage increase for Commissioners amounts to approximately \$7,000 over the 2008 wages and expenses for the same group. The funds necessary to pay this wage increase are included in the 2009 Budget as recommended by the County Administrator.

Reviewed by Division Director  
 Doris M. Krogman, Employee Relations

Date: 12/3/08

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

## Resolution Setting 2009 County Commissioner Compensation

DATE \_\_\_\_\_ RESOLUTION NO. \_\_\_\_\_  
 MOTION BY COMMISSIONER \_\_\_\_\_ SECONDED BY COMMISSIONER \_\_\_\_\_

**WHEREAS,** the Carver County Board of Commissioners has authority to establish compensation levels for the County Commissioners; and

**WHEREAS,** the Carver County Board of Commissioners intends to establish 2009 salaries and other forms of compensation for the County Commissioners.

**THEREFORE, BE IT RESOLVED,** County Commissioners shall receive the following adjustments effective January 1, 2009:

- A. County Commissioner salary levels shall be set at \$45,095.44 annually.
- B. The monthly expense allowance shall be set as follows: Chair \$615; Vice Chair \$540; Other Commissioners \$515.
- C. The County will provide the full cost of single health coverage for Plan B or Plan C with an accompanying medical pool contribution of \$30 or \$60 per month.
- D. The County will contribute \$583.67 toward the cost of Plan A single health coverage with an accompanying \$30 per month medical pool contribution; and depending on plan selection, contribute up to \$1,273.66 per month toward the total premium of health family coverage.

**BE IT FURTHER RESOLVED,** said compensation increase for year 2009 may be waived by Commissioners upon written notification to Employee Relations.

**BE IT FURTHER RESOLVED,** the County will reserve the right to make adjustment to benefits by amendment to the Carver County Personnel Policies or by future Board actions.

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 16th day of December, 2008, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of December, 2008.

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

\_\_\_\_\_  
 Date



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : 2009 Final Carver County Regional Rail Authority Levy and Budget

Originating Division: Financial Services

Meeting Date: December 16, 2008

Amount of Time Requested: 5 minutes

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** This Board action represents a maintenance and development levy for the Carver County Regional Rail Authority (CCRRA). Federal funding has been approved to construct a pedestrian trail on the abandoned Dakota Regional Rail Line from the East County line to the West County Line. Federal funds are to provide 80% of the construction cost for the trail. The other 20% of construction cost and the engineering/design fees are the responsibility of the CCRRA. Thus, the 2009 proposed budget increases the CCRRA levy to \$120,000 (\$80,000 in 2008) to accumulate funds for the local contribution to the trail project.

**ACTION REQUESTED:** Motion to approve the 2009 Final Carver County Regional Rail Authority Levy and Budget at \$120,000.

### 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: 12/8/08

CARVER COUNTY REGIONAL RAIL AUTHORITY  
CARVER COUNTY, MINNESOTA

Date: December 16, 2008

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

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

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

**CERTIFYING**

**2009 PROPERTY TAX LEVY**

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Regional Rail Authority Board has reviewed budget requests and has made a determination of the Ad Valorem Property Tax required to support Authority operations for the Calendar Year 2009.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that there by, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2009, to wit:

CARVER COUNTY REGIONAL RAIL AUTHORITY

\$120,000

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 Carver County Regional Rail Authority Board, Carver County, Minnesota, at its session held on the 16<sup>th</sup> day of December, 2008, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2008.

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

**CARVER COUNTY REGIONAL RAIL AUTHORITY  
CARVER COUNTY, MINNESOTA**

Date: December 16, 2008

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

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

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

**CARVER COUNTY REGIONAL RAIL AUTHORITY  
BOARD ADOPTION OF 2009 OPERATING BUDGET**

WHEREAS, the annual operating and capital budgets for the Carver County Regional Rail Authority, which have been prepared by division directors and reviewed by the Carver County Regional Rail Authority Board, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County Regional Rail Authority Board for the coming year; and

WHEREAS, the Carver County Regional Rail Authority Board has established the property tax levy for Carver County which serves as a major funding source for Rail Authority operations; and

WHEREAS, the budgets as reviewed and amended by the Carver County Regional Rail Authority Board are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Rail Authority budget to serve as a management tool for division directors and the Carver County Regional Rail Authority Board and sets the authorized expenditure limits for the 2009 budget year; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

***2009 CARVER COUNTY REGIONAL RAIL AUTHORITY OPERATING BUDGETS***

	<u>REVENUE</u>	<u>EXPENDITURE</u>
Carver County Regional Rail Authority	<u>\$120,000</u>	<u>\$120,000</u>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that the 2009 operating and capital budgets are hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FURTHER RESOLVED, funds are hereby appropriated for the execution of the aforementioned 2009 budgets.

BE IT FURTHER RESOLVED, budget cannot be exceeded by category for any division.

**RAIL AUTHORITY**

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Finance Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2009 budget when purchased must conform with State Statute 471.345 as amended. Any capital expenditure (object code 6600's) greater than \$5000 not itemized in the budget must have prior Regional Rail Authority Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, in recognition that the Regional Rail Authority does not maintain any staff and meets on an infrequent basis, the Carver County Board and staff are authorized to conduct Regional Rail Authority day to day business on behalf of the Regional Rail Authority including the payment and approval of Regional Rail Authority claims and invoices.

BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets 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 Carver County Regional Rail Authority Board, Carver County, Minnesota, at its session held on the 16<sup>th</sup> day of December, 2008, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2008.

David Hemze  
County Administrator



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Lake Waconia Regional Park Ballroom Update

Originating Division: Public Works

Meeting Date: 12-16-08

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:** Staff would like to update the County Board on activities pertaining to the ballroom facility at Lake Waconia Regional Park

**ACTION REQUESTED:** *No Action is requested at this time.*

### 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: 12-8-08

S:Parks/BA RES/LWP/Lakeside Ballroom