

Carver County Board of Commissioners
 Regular Session
 December 11, 2007
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

PAGE

9:15 a.m.

1. *a) CONVENE*
- b) Pledge of Allegiance*
- c) Public participation (comments limited to five minutes)*
- d) Introduction of New Employees*
2. Agenda review and adoption
3. Approve minutes of November 27, 2007 Regular Session..... 1-4
4. Community announcements

9:15 a.m.

5. **CONSENT AGENDA**
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 - 5.2 Memorandum of Agreement between U of M Extension and
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5.35	Community Social Services' warrants	NO ATT
5.36	Commissioners' warrants.....	SEE ATT

9:20 a.m.

6. FINANCIAL SERVICES

6.1	<i>Public hearing</i> - Carver County fee for service schedule.....	74-117
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9:30 a.m.	7.	LAND AND WATER SERVICES	
	7.1	<i>Public hearing</i> – Adoption of Ordinance 62-2007-adopting the newest State Building Code, repealing the requirement to record surveys, correction of an error in the feedlot chapter	118-120
9:45 a.m.	8.	ADMINISTRATION	
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10:10 a.m.	9.	ADMINISTRATIVE SERVICES	
	9.1	Energy performance contract-Siemens Building Technologies	131-135
10:30 a.m.	10.	EMPLOYEE RELATIONS	
	10.1	Wage rates for seasonal, temporary and on-call jobs 2008	136-137
	10.2	Resolution setting 2008 non-bargaining employee compensation.....	138-139
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10:45 a.m.		ADJOURN REGULAR SESSION AND CONVENE AS CARVER COUNTY DITCH AUTHORITY	
10:45 a.m.	11.	PROPERTY RECORDS/TAXPAYER SERVICES	
	11.1	Ditch assessments for pay 2008	144
11:00 a.m.		ADJOURN CARVER COUNTY DITCH BOARD	
		BOARD REPORTS	
11:00 a.m.	1.	Chair	
	2.	Board Members	
	3.	Administrator	
11:30 a.m.	4.	Adjourn	

David Hemze
County Administrator

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on November 27, 2007. Chair Gayle Degler convened the session at 9:15 a.m.

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

Members absent: None.

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

Ische moved, Workman seconded, to approve the minutes of the November 13, 2007, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Contract with the Minnesota Department of Human Services in the amount of \$75,275 to provide administrative services for the Child and Teen Checkups Program.

Approved two Public Health staff to attend the 2007 National Positive Aging Conference in Florida.

Twin Cities Public Health and Environmental Health Entitles in Minnesota, Mutual Aid Agreement.

Accepted grant funds from the Metropolitan Area Agency on Aging, Inc., for the purpose of carrying out the Healthy Living Education Series for Seniors program and related Public Health budget amendment increasing grant revenue \$50,000 and increasing contract expense \$50,000.

Accepted funding from the Minnesota Department of Health in 2007 for additional TANF funding for Family Home visiting activities and related Public Health budget amendment increasing MDH-home visiting grant revenue \$13,872 and increasing Public Health expenses \$13,872.

Contract with New Look Refinishing, Inc. in the amount of \$10,601.

Contract with Michel Masonry Construction, Inc., in the amount of \$4,271.

Resolution #108-07, Addendum No. 1 Fencing for Off Leash Dog Area at Lake Minnewashta Regional Park.

Resolution #109-07, Professional Services Agreement between Carver County and Bonestroo, Inc., for Bridge Safety Inspections.

Resolution #110-07, Minnesota Transportation Department Agreement No. 91882 between the State of Minnesota, Department of Transportation and County of Carver for Cooperative Construction.

Resolution #111-07, Amendment #3 to Professional Service Agreement between Carver County, Minnesota and SRF Consulting Group, Inc., for Carver County Comprehensive Transportation Plan Update 2005-2030.

Approved the following abatement:

85-0501700 Robert Gauvain.

Approved tobacco license for Down South Bar and Grill, LIC #10-622.

Resolution #112-07, CSAH 10-Negotiated Settlements (2).

Authorized Chair to sign the 2007-2008 State Indoor Radon Grant contract with the Minnesota Department of Health.

Approved offering the top candidate for the Risk and Emergency Management Manager candidate a starting salary up to Step 10 of the current range.

Crisis program joint powers agreement between Carver and Scott Counties.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

James Stark, Metropolitan Mosquito Control Executive Director, appeared before the Board to review the District's 2007 program and services they provide. Stark introduced Renee Wagner, Carver Scott group leader.

Wagner stated, despite the dry conditions, they treated more larval and got further out in the priority two areas. She noted black fly treatment included the Minnesota and Crow Rivers. She noted the efforts put forth toward educating the public on their tick program and stated, as they had some time this summer, they were able to map some unique habitat for the west nils virus.

She stressed outreach was important to the District and they have done presentations at schools and had a booth at the Fair.

Stark noted the low number of cases of the west nils virus within the District as compared to Statewide and stated they felt confident their efforts were reducing the risk of west nils virus.

He explained the District's 2008 budget, highlighting the 5.7% levy increase in 2008. Stark indicated they are putting money aside for their Capital Improvement Plan that would allow for District wide larval control by 2012 and ensure their facilities meet the service needs. Stark commented on their 2008 plans to continue to expand treatment capacity with new technology.

Stark thanked the Board for their support and stated they looked forward to expanding treatments in the future.

Ische moved, Lynch seconded, to open the public hearing to hear comments on the environmental assessment worksheet for the proposed County State Aid Highway (CSAH) 18 reconstruction project. Motion carried unanimously.

Bill Weckman, Public Works, identified the location of the project and stated it was approximately three miles in length. He stated the project was split between three segments and reviewed the project schedule. He indicated they planned to start construction in 2008 and complete by the middle of 2009.

He clarified the EAW was sent out to agencies for review and written comments would be received until December 19th. He indicated responses would be made to the comments collected.

No public testimony was received.

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

The Board recessed at 9:50 a.m. to attend the Governor's announcement on his judicial appointment and reconvened at 10:40 a.m.

Chair Degler congratulated Janet Cain, with the Carver County Attorney's Office, on her appointment to the bench.

Steve Taylor, Administrative Services, requested approval of supplemental request of \$100,000 to purchase an automated material handling system from Tech Logic. He explained the total cost of the system is \$251,982 but the Library did have some funding available. He added the project had been competitively bid.

Melissa Brechon, Library Director, indicated this was originally intended for the Chanhassen Library but it was not put in because of financial constraints. She stated funding was included for a smaller system but when they started looking at the number of returns at the library they determined a larger system was needed. Brechon clarified this was proven technology. She stated they anticipated that the Chanhassen Library would be handling over one million returns in the future.

Taylor indicated the amount of the request was the difference between what the Library had available and what was needed. He stated they did negotiate a lower bid with the vendor and clarified this was a one time request.

Ische moved, Workman seconded, to approve Administrative Services budget amendment transferring \$100,000 from Board contingency to Library capital equipment.

Steve Just, Land and Water Services, requested the Board authorize negotiating a final contract with Waldron and Associates for building code services for 2008-2010.

He indicated they did go through a RFP process and they were recommending continuing with Waldron and Associates.

The Board inquired on the possibility of adding ISTS inspections to the contract. David Hemze, County Administrator, recommended not wrapping those inspections into the agreement at this time and that staff bring back alternatives to the Board in the future.

The Board questioned the possibility of including performance measurements in this contract as well in other contracts. Just stated this contract did not include specific performance benchmarks but, in the past, complaints have been very minimal. The Board acknowledged if inspections were not working well, they would have received calls. Hemze pointed out a work session would probably be held in January related to the administrative policy manual and contracting.

Lynch moved, Ische seconded, to authorize the Land and Water Services Division Director to negotiate a final contract based on the submitted RFP with Waldron and Associates for building code services for 2008-2010; to authorize the LWS Director to sign the final contract after review and approval by the County Attorney's Office and Risk Management and to authorize the LWS Director to authorize any non-monetary changes to the contract after review and approval by the County Attorney/Risk Management offices through the life of the contract. Motion carried unanimously.

Ische moved, Maluchnik seconded, to recess at 11:15 a.m. to hold a work session related do the County's 2008 legislative priorities. Motion carried unanimously.

The Board reconvened the Regular Session and went into closed sessions to discuss labor negotiations strategy as permitted by Minnesota Statute 13D.03 and to discuss Lake Waconia Regional Park land acquisition related to PID #70180300.

The Board adjourned the closed and Regular Session.

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.)

273534



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: Timberlea Terrace Apartments

ACCOUNT: 11-423-710-3440-6040

AMOUNT: \$231⁰⁰

REASON: Balance of rent due for client's apartment, required to retain apartment.

Department Head Signature: *Gayle Degler*

Chairman of County Board

Gayle Degler

County Administrator

David Hemze
David Hemze

County Attorney

James W. Keeler, Jr.
James W. Keeler, Jr.

Date: 11/9/07



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273875

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: Old City Hall Apartments

ACCOUNT: 11-423-710-3440-6040

AMOUNT: \$1,117.00

REASON: Rent payment for client which is facing eviction.

Department Head Signature: Gay Bob

Chairman of County Board

Gayle Degler

County Administrator

David Hemze

County Attorney

James W. Keeler, Jr.

Date: 11/19/07



REQUEST FOR BOARD ACTION

AGENDA ITEM : Memorandum of Agreement between U of M Extension and Carver County

Originating Division: Administrative Services

Meeting Date: December 11, 2007

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 proposed 2008 budget for Carver County and related funding for a local Carver County office, the Memorandum of Agreement between the University of Minnesota and Carver County contain provisions regarding allocation funds for University positions and local programs. Please refer to the attachment (Table A) which provides detail on all positions and programs requested for this Memorandum of Agreement.

The MOA in 2007 was for \$240,475 and the 2008 MOA is being proposed at \$186,120. This reduction is due to the movement of a position from Extension to Land and Water Services.

ACTION REQUESTED:

Approve the Memorandum of Agreement between Carver County and the University of Minnesota from January 1, 2008 through December 31, 2008.

FUNDING

County Dollars = \$186,120

Other Sources & Amounts =
= \$

TOTAL = \$186,120

Related Financial Comments:

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other: Included in the 2008 proposed budget.

Reviewed by Division Director

Date: 11/20/07

Table A

Position	2008 University Costs & Revenue	2008 County Cost	Funding to Support
1.0 4H Program Coordinator	\$62,700 -\$4,500 4H Federation	\$58,200	4-H Youth Development programs carried out in Carver County
.5 4H Program Coordinator	\$31,350 -\$10,000 grant and fees	\$21,350	Carry out 4-H Youth Development programs in after school settings in Carver County
.4 Master Gardener Coordinator	\$25,080 -\$2,000 MG	\$23,080	Coordinate Carver County Master Gardeners & their programs
.5 Agriculture Educator	\$40,300 -\$1,200 Ag Revenue	\$39,100	Agriculture education program for Carver County citizens
.5 Financial Resource Management Educator	\$40,300 -\$500 Partners, Fees	\$39,800	Financial Management programs for targeted audiences in Carver County
MOA Totals	\$199,730	\$181,530	

**4H Summer Intern	\$7,090 -\$2,500 4H Federation	\$4,590	Supplemental 4-H support for summer programming in Carver County
Budget Totals	\$206,820	\$186,120	



REQUEST FOR BOARD ACTION

AGENDA ITEM: Amendment to Daleiden Painting & Prefinishing Contract 07-175/Jail Painting

Originating Division: Administrative Services

Meeting Date: December 11, 2007

Amount of Time Requested: -0-

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: Facilities wishes to Amend Contract 07-175 with Daleiden Painting and Prefinishing to provide labor and materials for painting the following: Paint walls and designated ceilings of 1300 and 1400 day areas. Work to be completed for \$48.00/hour and material at cost plus 12%. Work will be billed only for hours used to complete the job and not to exceed \$5,000.00.

ACTION REQUESTED: Motion to approve Amendment to Contract 07-175 with Carver County Facilities Services and Daleiden Painting and Prefinishing in the amount of \$5,000.00.

FUNDING

County Dollars = \$5,000.00

Other Sources & Amounts =

= \$

TOTAL = \$5,000.00

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: To be paid from a budget transfer from Jail Account 01-201-235-000-6560 to Facilities Account 01-110-000-0000-6640 CIP 110-15 Painting.

Reviewed by Division Director

Date: 11/29/07



REQUEST FOR BOARD ACTION

CARVER

AGENDA ITEM: Contract Approval Kusske Construction Snow Removal

Originating Division: Administrative Services

Meeting Date: 12-11-07

Amount of Time Requested: 0

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: Contract approval for Snow Removal larger than a 2" snow event. Facilities recommend hiring an outside service to provide snow removal from snowfall of greater than two inches. Facilities has used greater than 2" snowfall measure since 1996, with great success. RFP's were sent to local providers of snow removal services. Wutherich Excavating; Creekside, Inc.; Ronald Olson Company and Kusske Construction all submitted proposals. Hourly rates provided are competitive.

Staff recommends Kusske Construction company be awarded a contract for a two snow seasons covering 2007-2008, 2008-2009. The specific dates of the contract are January 1, 2008 to May 1, 2009. Kusske currently holds an existing contract through December 2007. While terms of the contract allowed for a three year extension, staff's choice was to request proposals from local providers to obtain competitive rates.

The sources of the contract funds are from the Facilities Operating Budget.

Total not to exceed \$ 30,000

ACTION REQUESTED: Move to approve a Contract for Snow Removal Services with Kusske Construction.

FUNDING

County Dollars = \$30,000

Other Sources & Amounts =
= \$

TOTAL = \$30,000

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: To be paid from Facilities operating account 01-110-000-0000-6260 Professional and Technical Fees for Service.

Reviewed by Division Director

Date: 11/15/07



REQUEST FOR BOARD ACTION

AGENDA ITEM :

Appointment of County Surveyor

Originating Division: Public Works

Meeting Date: December 11, 2007

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: The County Surveyor is appointed by the Board of County Commissioners in accordance to Minnesota Statutes 389.011 for a term not to exceed four years. The appointment of the current County Surveyor (John Freemyer) expires December 31, 2007. To continue the services of a County Surveyor, it is recommended that Mr. Freemyer be re-appointed to a four-year term commencing January 1, 2008.

ACTION REQUESTED: Motion to re-appoint John Freemyer as County Surveyor for a four-year term commencing January 1, 2008

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

RMG

Date: November 27, 2007

S:



REQUEST FOR BOARD ACTION

AGENDA ITEM : Second Amendment to Joint Powers Agreement for Morgue and Medical Examiner Services

Originating Division: Employee Relations

Meeting Date: 12/11/07

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:

Each County has the statutory obligation to provide and equip a public morgue. This Joint Powers Agreement makes for an efficient and cost effective means to meet this obligation. The Agreement current in place is between Carver, Chisago, Dakota, Fillmore, Goodhue, Houston, and Scott County. This year Freeborn County will join the group which would like to continue working together. In order to do this the Agreement needs to be extended.

The original Agreement was approved in April of 2001 and was in effect through December of 2004.

The First Amendment of this Agreement was approved in September of 2004 extending it through December of 2007.

The Second Amendment is now seeking approval to extend the agreement through December of 2010.

ACTION REQUESTED:

Approve the Second Amendment of the Joint Powers Agreement for Procurement of Morgue Services and Medical Examiner Support Services extending it to December 31, 2010.

FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL = \$

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments:

No funds are needed to extend this Agreement. Coroner Services are included in the Risk Emergency Management budget in 2008.

Reviewed by Division Director

Date: 11/30/07



REQUEST FOR BOARD ACTION

AGENDA ITEM : Health Partners Letter of Agreement

Originating Division: Employee Relations

Meeting Date: 12/11/07

Amount of Time Requested: Consent

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

Health Partners has requested that we sign the attached letter of agreement that outlines the rates for 2008 and rate guarantee for the second year (2009). Health Partners has indicated that since we have gone back to a fully funded, fully insured plan there is no need to sign a contract - just the letter of agreement. Contract attached for reference.

ACTION REQUESTED:

Motion to approve the Health Partners Letter of Agreement.

FUNDING

County Dollars = \$6,325,000

Other Sources & Amounts =

= \$

TOTAL

= \$6,325,000

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

Amount indicated above was previously approved through a 10/9/07 Board Action addressing 2008 rates.

 Reviewed by Division Director

Date: 11/30/07

Doris M. Krogman



REQUEST FOR BOARD ACTION

AGENDA ITEM : Professional Services Agreement – Verified Credentials

Originating Division: Employee Relations

Meeting Date: 12/11/07

Amount of Time Requested: minutes

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM:

Carver County is formalizing a background check requirement for all newly hired employees. Verified Credentials, Inc., Lakeville, Minnesota conducts background checks, social security verification, driver's license verification, criminal and credit checks. The hiring process is vital in selecting the best candidates for Carver County and part of that process should include providing a level of assurance the candidate has been screened.

Employee Relations is requesting the approval of a professional service agreement with Verified Credentials, Inc. to provide the checking services listed above. The costs for an individual background check varies somewhat based on the level of checking require. An average background check is approximately \$125.00 per candidate with an estimate of 110 new hires for 2008.

ACTION REQUESTED:

Motion to approve the Professional Services Contract with Verified Credentials, Inc. to conduct background checks, social security verification, driver's license verification, criminal and credit checks, for newly hired employees for the period of December 2007 – December 2008.

FUNDING

County Dollars = \$14,000.00

Other Sources & Amounts =

= \$

TOTAL = \$14,000.00

Related Financial Comments:

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director
Doris M. Krogman, Employee Relations

Date: 11/29/07



REQUEST FOR BOARD ACTION

AGENDA ITEM : 2008 Joint Power Agreement Prosecution Contract

Originating Division: Attorney

Meeting Date: 12/04/07

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: January 1, 2008, through December 31, 2008, Prosecution Contracts for the Minnesota cities of: Carver; Chaska; Cologne; Hamburg; Mayer; New Germany; Norwood Young America; Victoria; Waconia; and Watertown.

ACTION REQUESTED: Motion to approve Prosecution Contracts for 2008.

FUNDING

County Dollars =	\$
Other Sources & Amounts =	\$ 65,976.00
	= \$
TOTAL	= \$

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 2008 is the \$65,976.00 amount listed above. This amount is receipted into line item #01-090-000-0000-5631.

Reviewed by Division Director

Date: 11/19/07



REQUEST FOR BOARD ACTION

AGENDA ITEM: Approval of City of New Germany Water Management Plan

Originating Division: Land Water Services

Meeting Date: 11 dec 2007

Amount of Time Requested: NA

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: The County Water Management Plan identifies stormwater planning as a very high priority for water management planning particularly in areas that will be developing around cities in the next 20-25 years. All cities are required to adopt a stormwater management plan as part of their Local Water Management Plan (LWMP). (pursuant to MN Statute 103B.235 and MN Rules 8410.0160).

The Carver County Water Mgmt Organization (CCWMO) has jurisdiction in the city of New Germany and as the watershed management authority needs to approve the city's plan. In following costs allocated to cities, staff and WENR committee recommended in 2006 to fund \$5,500 (estimate for approx. 1/2 of modeling costs) to New Germany. These funds have been budgeted from CCWMO watershed funds since 2004 and can be allocated upon approval of a plan.

The City of New Germany has completed a draft of its Local Water Mgmt Plan and submitted it for review and approval. Staff has reviewed the plan and is recommending CCWMO approval with conditional understanding on some elements (outlined in attached resolution). Staff is also recommending that the watershed funds be dispersed to the City at this time. A summary of the plan and an adoption resolution is attached.

ACTION REQUESTED: Motion to adopt a resolution approving the City of New Germany Local Water Management Plan and authorizing \$5,500 of CCWMO funds be released to the City towards the cost of the plan.

FUNDING

County Dollars = \$5,500

Other Sources & Amounts =

= \$

TOTAL

= \$5,500

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: The Board Authorized disbursement of the funds in 2004 and 2006.

Reviewed by Division Director

Date: 3 dec 2007

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

Date: March 27, 2007
Motion by Commissioner
Seconded by Commissioner

Resolution #

A Resolution to Approve the City of New Germany Surface Water Management Plan

WHEREAS, Under Minnesota Statute 103B.211 to 255, Carver County is the water management authority (Carver County Water Management Organization-CCWMO) for the area of the County not under jurisdiction by a watershed district, and;

WHEREAS, Carver County adopted a Water Management Plan in 2001 which meets the requirements defined in MN statute 103B.231 - Surface Water Planning, and MN Statute 103B.255

WHEREAS, MN state statute 103B.235 Local water management plans requires that local government units having land use planning and regulatory responsibility for territory within the watershed shall prepare or cause to be prepared a local water management plan, capital improvement program, and official controls as necessary to bring local water management into conformance with the watershed plan, and;

WHEREAS, The City of New Germany is in the CCWMO and therefore must meet the requirements of the County Watershed Plan, and;

WHEREAS, The city has submitted a draft plan to the County for review, and a final plan for approval consideration, and;

WHEREAS, The County understands that the City plan will be updated within two years of adoption of an updated County Watershed Plan and/or as part of any updated City comprehensive plan, and;

THEREFORE, BE IT RESOLVED, THAT The Carver County Board of Commissioners hereby approves the City of New Germany Surface Water Management Plan dated rev. July 2007 with the conditional understanding that 1) The local water plan will need to cover the same area as identified in the City's comprehensive plan and the City will update the stormwater plan as the comprehensive plan is updated in addition to accounting for current growth areas (being developed/annexed now); 2) County WMO approval of the city plan does not constitute approval of the funding requests listed in the plan as these will be evaluated and approved separately; 3) The City understands that future discharges from the City may require completed Total Maximum Daily Loads (TMDL's) based on the State Impaired Waters 303D list, and that the city plan may need to be amended as a result of any adopted TMDL's. The Board further resolves that \$5,500 of CCWMO funds be released to the City towards the cost of completing this plan.

YES

NO

ABSENT

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 11th day of December, 2007, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this ____ day of _____, 2007.

David Hemze, County Administrator



REQUEST FOR BOARD ACTION

AGENDA ITEM: Amendment To Contract Between Carver County and Veolia ES Technical Solutions, LLC. for Operation of the Environmental Center

Originating Division: Land Water Services

Meeting Date: 12/11/07

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: Carver County has been in a contractual agreement with Veolia Technical Services for operation of the Environmental Center for over five years. The current contract expires at the end of this year. A Request for Proposals [RFP] for a new operations contract has been developed and published. Staff expect several proposals will be received. An amendment to the current contract extending it until March 31, 2008 is requested to allow staff to review responses to the RFP and negotiate a new contract with the selected vendor. Current pricing for services would remain in place.

ACTION REQUESTED: A motion authorizing the Chair of the Carver County Board of Commissioners to sign the Amended Contract Between the County of Carver and Veolia ES Technical Solutions for the Operation of the Environmental Center.

FUNDING

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

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: The contract amendment does not change the current pricing for services at the Environmental Center. Costs for Environmental Center operation will likely change as result of negotiating a new contract.

Reviewed by Division Director 

Date: 29 Nov 07



REQUEST FOR BOARD ACTION

AGENDA ITEM: Contract Between the State of Minnesota and the County of Carver for the Operation of a Household Hazardous Waste Management Program

Originating Division: Land Water Services

Meeting Date: 12/11/07

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: Carver County has been in a contractual agreement with the State of Minnesota since the early 1990's for the operation of its Household Hazardous Waste (HHW) program. The main benefit to the County with this Contract is the indemnification for waste transportation and disposal it receives from the State. The operation of a HHW program is not without risk. The State mandates the County to operate this program and the indemnification offered through this contract is an important consideration. Carver County staff join other county staff statewide to negotiate the terms of this contract to insure the most protection possible.

ACTION REQUESTED: A motion authorizing the Chair of the Carver County Board of Commissioners to sign the Contract Between the State of Minnesota and the County of Carver for the Operation of a Household Hazardous Waste Management Program.

FUNDING

County Dollars = \$0

Other Sources & Amounts = \$0

TOTAL = \$0

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: This Contract has no direct financial impact on Carver County's budget. It does reduce the potential liability to the County for operating this program.

Reviewed by Division Director 

Date: 28 Nov 07





REQUEST FOR BOARD ACTION

AGENDA ITEM: Contract With RW Farms for Recycling Material Collection and Recycling from the Carver County Environmental Center.

Originating Division: Land Water Services

Meeting Date: 12/11/07

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: Numerous contracts are in place to deal with different parts of the operation of the Carver County Environmental Center in Chaska. One contract deals with hauling the containers of recyclable materials to processing facilities. The current contract with Veolia ES ends on 12-31-07. Staff requested quotes from over 25 potential vendors. Two quotes were received. RW Farms was the selected vendor at \$240 per pickup. This is a significant increase over the existing contract due to fuel costs and other factors. This increase is offset by the current high prices being paid for the materials by recycling facilities. Carver County directly receives this revenue. Total yearly cost is estimated at about \$9,000.

ACTION REQUESTED: Motion authorizing the Chairman of the Carver County Board of Commissioners to sign the contract with RW Farms for Recyclable Material Collection and Delivery for the Carver County Environmental Center.

FUNDING

County Dollars =	\$0
Other Sources & Amounts =	\$9,000
Grant Funds	= \$
TOTAL	= \$9,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: The funding sources for the Environmental Center are a combination of fees collected from users, revenues from commodity sales, State grants and the Solid Waste Service Fee.

Reviewed by Division Director 

Date: 7 Dec 07



REQUEST FOR BOARD ACTION

AGENDA ITEM : Contract With Waste Mangement for Recycling Material Collection and Recycling from the Drop-Off Recycling Sites.

Originating Division: Land Water Services

Meeting Date: 12/11/07

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: Environmental Services operates four drop-off recycling sites in the western part of the County. They are located in the cities of Cologne, NYA, New Germany, and Watertown. Materials collected at the sites are consolidated into large containers and hauled to recycling facilities by a private hauling company. The current contract for this service ends on 12-31-07. Staff solicited quotes from about 25 hauling companies that could potentially provide this service. Two quotes were received. Waste Management was selected based on the prices quoted and past satisfactory service. The prices quoted vary from site to site but overall are slightly less than the current contract. Total cost for all sites will likely be about \$25,000 per year.

ACTION REQUESTED: Motion authorize the Chairman of the Carver County Board of Commissioners to sign the contract with Waste Management for Recyclable Material Collection and Delivery for the recycling drop-off sites.

FUNDING

County Dollars = \$0
Other Sources & Amounts = \$25,000
= \$
TOTAL = \$25,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: The funding sources for the recycling drop-off sites are a combination of revenues from commodity sales, State grants and the Solid Waste Service Fee.

Reviewed by Division Director

Date: 7 Dec 07



REQUEST FOR BOARD ACTION

AGENDA ITEM : 2008 Feedlot Program Plan

Originating Division: Land Water Services

Meeting Date: 12/11/07

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: Carver County has implemented the MN Pollution Control Agency [MPCA] Feedlot Program since 1982. Since the mid 1990's this program has included grant funding from the MPCA. Carver County currently receives about \$30,000 per year based on the number of feedlots in the County and the type of work done. Attached is a letter from the MPCA approving the past activities of the program and approving the 2008 Work Plan. The Work Plan closely follows legislative and MPCA policies required to qualify for the grant. At least 7% [about 20] of the larger feedlots must be inspected, permits be issued as per MPCA standards, inspections must be done following standardized practices, etc. The MPCA also requires that the Chair of the Board sign the 2008 Work Plan.

ACTION REQUESTED: Motion authorize the Chairman of the Carver County Board of Commissioners to sign the 2008 MPCA Feedlot Program Work Plan.

FUNDING

County Dollars =	\$0
Other Sources & Amounts =	
Grant Funds	= \$30,000
TOTAL	= \$30,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: The grant requires a 1 to 1 match. This is included in the Environmental Services budget.

Reviewed by Division Director

Date: 30 Nov 07



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, MN 55155-4194 | 651-296-6300 | 1-800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us

November 19, 2007

Mr. Mike Lien
600 East Fourth Street
Chaska, Minnesota 55318

RE: County Feedlot Program Review

Dear County Feedlot Staff:

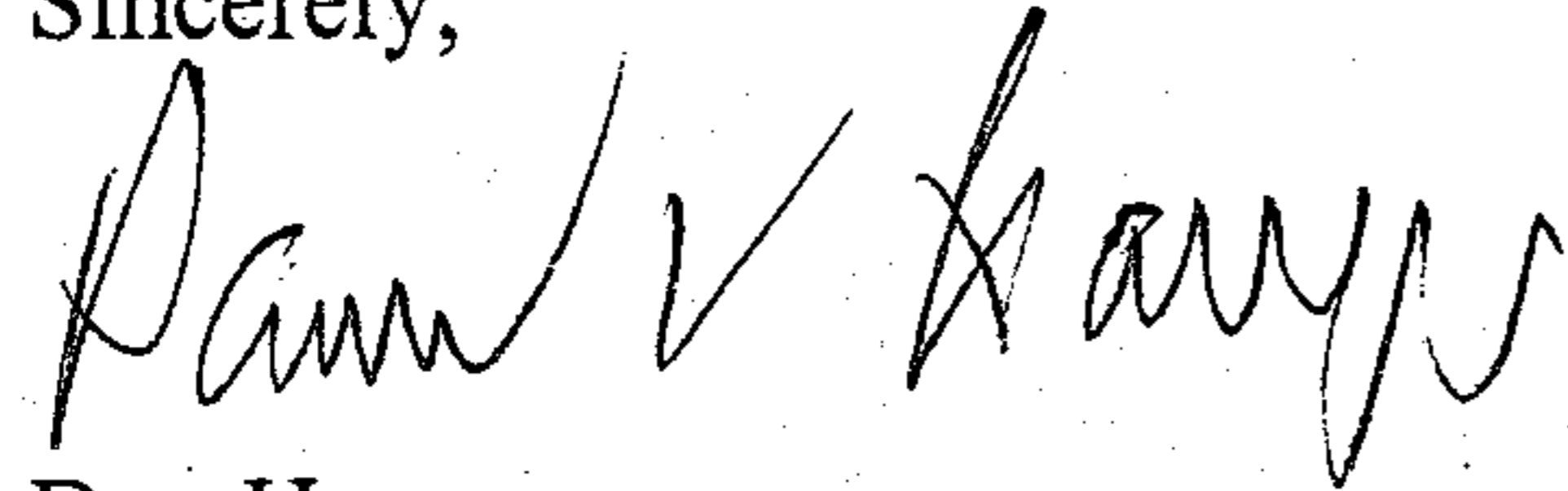
The Minnesota Pollution Control Agency (MPCA) conducted a review of the Carver County Feedlot Program on October 3, 2007. The review included an evaluation of county performance in the fiscal year (FY) 2007 and discussion and approval of the FY2008 Delegation Agreement and Work Plan. Results of the review included:

- Carver County satisfactorily addressed Minimum Program Requirements in FY2007.
- Carver County increased the level of their feedlot program staffing commitment in FY2007
- Carver County's 2008 County Feedlot Program Delegation Agreement and Work Plan was discussed, approved, and included the following understandings for 2008:
 - A level 1 land application review is required at all sites with >100 AU and a completed form must be maintained in the inspection file where inspections have been conducted.
 - A letter must be sent to all feedlot owners subsequent to a compliance inspection notifying the producer of the results including their compliance/non-compliance status.
 - A completed permit application checklist; manure management plan checklist; and, liquid manure storage plans and specifications checklist must be on file, as appropriate, for any permit applications received and processed by the county.
 - Carver County made the following requests of the MPCA
 - Clarification on how to assess non-compliance for level 1 land application reviews
 - Continued improvement of eLINK, particularly problems with record duplication and its lack of provision for uploading or downloading data.

Mr. Mike Lien
Page 2
November 16, 2007

We appreciate the effort Carver County makes to provide producers with the services of a Feedlot Program. Thank you for taking the time to meet with us. If you have any questions, please contact me at 651-296-8481.

Sincerely,



Don Hauge
Pollution Control Specialist
St. Paul Office
Regional Division

DH:kb



REQUEST FOR BOARD ACTION

AGENDA ITEM: Donna Frantz – Farm Related Business

Originating Division: Land Water Services

Meeting Date: December 11, 2007

Amount of Time Requested: None

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: File #PZ20070024. On June 19, 2007, the Planning Commission recommended approval of a Conditional Use Permit for Donna Frantz (Tom Radde, applicant). The proposed operation is a farm related business (produce sales, etc), which would be conducted from an old dairy barn on the property. On October 9, 2007, the County Board of Commissioners remanded the request to the Planning Commission for reconsideration based on changes in the application and operational plan. On November 20, 2007, the Planning Commission again recommended approval, stipulating that the building code requirements and storage items in the upper level(s) of the barn must be addressed. On December 3rd, another site inspection was conducted and final details were discussed with key individuals. The staff has worked with the applicant and the Building Official to incorporate an addendum into the CUP, which would clarify 2 of the permit conditions (#6 & #7) while meeting the intent of the Planning Commission's recommendation. The Planning Commission Chair, Gene Miller, has expressed his support for the addendum & simplified language, which has been included in the draft Order (attached). The Laketown Town Board has also supported the applicant's request, given that, the operation would only be assigned to Donna Frantz and would not be transferable to a new owner. Mr. Radde & Mrs. Frantz have extended the deadline for a final decision ("60 day law") until January 8, 2008, if necessary.

ACTION REQUESTED: A motion to adopt the Findings of Fact and to issue Order #PZ20070024 for the issuance of the Conditional Use Permit.

FUNDING

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

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

DAW

Date: *3 Dec 07*

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20070024

RESOLUTION #: 07-26

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

FILE #: PZ20070024

APPLICANT: Tom Radde

OWNER: Donna Frantz

SITE ADDRESS: 8880 Hwy 5, Waconia

PERMIT TYPE: Farm Related Business

PURSUANT TO: County Code, Chapter 152, Section 152.079 C2

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 07-018-0700

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meetings of June 19, 2007 and November 20, 2007; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Donna Frantz owns an approximate 25.15 acre parcel which is located in the Northeast Quarter (NE¼) of Section 18, Laketown Township. The property is improved with a house with detached garage, a barn and several accessory structures. The site is located in the Agricultural Zoning District and the CCWRMA – Carver Creek. The property is not in the AG Preserve program.
2. On June 19, 2007, the Planning Commission held a public hearing and recommended approval (Resolution #07-16) of a Conditional Use Permit for Donna Frantz's Farm Related Business, "At The Farm" (Tom Radde, applicant). The Planning Commission's recommendation stipulated that building code requirements and structural safety concerns must be addressed before the item is presented to the County Board. The County's Building Official (Scott Qualle, Waldron & Assoc.) required verification by a structural engineer that the old barn is safe and to evaluate whether the upper level(s) of the structure are suitable for storage. Building permits would be needed for the change of use (ag to commercial) for the two structures being used in the business.
3. Subsequent to the Planning Commission's recommendation in June, a number of factors resulted in significant new information and revisions to the applicant's operational plan. The County's consulting Attorney, Jason Kuboushek, recommended that the changes need to be addressed in the official record and that the findings & conditions would need to be modified accordingly. Mr. Radde & Mrs. Frantz were informed of this course of action and extended the deadline for a final decision ("60 day law") until January 8, 2008.
4. The applicant is requesting a Conditional Use Permit (CUP) to operate a Farm Related Business pursuant to Section 152.079 C2 of the Carver County Zoning Code.
5. The proposed operation would meet the requirements of Section 152.079 of the Zoning Code, if the State Building Code issues can be satisfied by the applicant. The Zoning Code requires that the business must be 70% farm-related based on sales of locally grown products, which is certainly the case for Donna Frantz's business. The original request (in June) was an operation selling retail produce, jams, jellies, pickles, honey, maple syrup & baked goods. In September, the County was notified by the Mn Department of Agriculture that the business was not licensed and that

the "Pickle Law" exemption did not apply to the type of retail sales and food production that was occurring on-site. In response to these factors, the applicant has revised the operational plan omitting the "Pickle Law" references and to clarify that the operation may include a "Processing" license in the future, but the required building permits (e.g. commercial kitchen) and inspections would be obtained first. Therefore, the revised request is merely to allow for seasonal produce sales in the lower portion of the barn. State licensure would also be necessary for produce sales in the barn, but the local zoning and occupancy authorization would be necessary before the Dept. of Ag. could issue the appropriate license.

6. The County's Building Official, Scott Qualle (Waldron & Associates), inspected the lower level of the barn in April 2007 and indicated that a change of use permit would be necessary. Also, the barn needed to be evaluated by an engineer to verify that it is safe for use by the public. Since the June 19, 2007 Planning Commission meeting, Staff has worked with the Building Official and the applicant's representatives to identify the applicable code requirements and to find suitable resolutions. On June 28, 2007, another inspection of the site was conducted and it was discovered that the barn actually has 2 levels of storage above the retail area located in lower level. On September 27th, the applicant submitted a letter from Voigt & Associates stating the structure is sound, but that a vertical crack in the foundation would need to be filled. Donna Frantz's son-in-law, Paul Tucci, has met with the Building Official and submitted a summary of the building permit requirements for the barn, dated October 9, 2007. Mr. Qualle reaffirmed that the crack that was addressed in the engineer's report must be repaired. He stated that most of the storage in the upper level of the barn should be removed (at least during the time the store is operating), and especially items that are highly flammable, such as boxes and paper products. The Building Official could perform annual inspections to check the structural condition of the building and storage contents. The electrical components in the barn must comply with codes and a fire alarm system would be required.
7. The Christmas Cottage, which involves the retail selling of "build your own" baskets consisting of similar non-perishable items. The Christmas Cottage is located in an accessory structure and is open temporarily from approximately Thanksgiving through Christmas. Goods that are sold are primarily grown on the site, though some are bought locally. A permit has been issued for the gas line to the heater and the Building Official has stated that no further action would be necessary for that portion of the operation because it would not be considered a change of use for the garage.
8. The business is seasonal in nature, and hours of operation are dependent on what is available and the weather. Typically, Mrs. Frantz's business is open seven days a week from 8:00 a.m. to 6:00 p.m. during the seasons she is open, which are approximately April/May to October/November, and then from Thanksgiving to Christmas for the Christmas Cottage.
9. The applicant's letter states that Mrs. Frantz has no employees, only volunteers that help her with the retail operations. She often works alone, or may have one or two volunteers helping her. The Zoning Code requires the applicant to submit a copy of workers compensation insurance or sign an affidavit stating that she will not have any employees.
10. The applicant's letter states that there has rarely been more than ten (10) cars parked on the site at any one time. According to the Carver County Zoning Code, a facility is required to have at least one (1) parking space for each 400 sq. ft. of sales floor space. Mrs. Frantz's site plan indicates at least twenty (20) parking spaces are available on the site, which is more than what the Zoning Code requires.
11. Mrs. Frantz changes the signs for her business depending on the season and what she has for sale. She has stated that she never has more than a total of 32 sq. ft. of signage at one time. Carver County Sign Code allows a maximum aggregate of 36 sq. ft. (72 sq. ft for 2-sided signs) of signage surface area.
12. The Minnesota Department of Transportation (Mn/DOT), Metro Program Management Department (Tod Sherman), has reviewed the site and business activities and has determined that the operation and sales activities do not warrant highway access modifications or MnDOT permits.
13. The Laketown Town Board has reviewed and recommended approval of the Conditional Use Permit (CUP) request

during their June 11, 2007, Town Board Meeting. The Laketown Town Board has supported the applicant's request provided the operation is only assigned to Donna Frantz and that it would not be transferable to a new owner. In response to Town Board concerns, the applicant has included a statement in Operational Plan which states that the CUP "will not go with the land, it will be restricted to use by Donna Frantz".

14. Many e-mailed letters of support have been received from Donna's customers, which have been reviewed and considered.

THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20070024 for a Farm Related Business on the land described in Exhibit "A" of the permit application, and that the following conditions be attached to the permit:

1. The permit is subject to administrative review. Any change in operations shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary.
2. The Conditional Use Permit is personal to Donna Frantz, cannot be transferred to another person or entity and will terminate automatically without further action of Carver County at such time as Donna Frantz no longer resides at 8880 Hwy 5, Waconia Township, or holds fee title to the real property, or operates the business described in the operational plan.
3. Operations shall be conducted in accordance with the submitted operational letter (November 2007) and aerial site plan (dated 2005 aerial). The operational letter and site plan shall be attached to and become part of the permit.
4. The existing structure(s), not utilized for the business, shall be used only by the occupant(s) of the residence for agriculture, personal storage, hobbies, recreation, entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by this Ordinance. No products or services shall be offered for sale or pay or similar remuneration except as permitted for a home occupation or as otherwise regulated by this Code.
5. The permittee (Donna Frantz) shall sign an affidavit stating that she has no employees, or submit a copy of Worker's Compensation insurance at the time that an employee is hired.
6. The permittee shall obtain an appropriate building permit(s) for the change of use of the barn from Agricultural to Merchantile classification and a Certificate of Occupancy must be issued before operations commence in 2008. The vertical crack in the foundation, which was identified in the Voigt & Associates, Inc. report, must be repaired. The electrical components in the barn must comply with applicable codes and a fire alarm system shall be required. Food production activities may only occur if appropriate building permits have been obtained and a Certificate of Occupancy has been issued for those business activities.
7. Prior to opening for business in 2008, the permittee shall be required to schedule and to reimburse the County's Building Official for an inspection of the structural condition of the barn and its storage contents. During the time the store is operating, the storage in the upper levels of the barn shall be restricted to incidental items only. Items that the Building Official determines to be dangerous or highly flammable shall be prohibited storage materials.
8. The permittee is responsible to the Mn Department of Agriculture, and to any other state or federal agencies, for maintaining the required licensure for the permitted retail or food production operations.
9. One bathroom satellite that is handicapped accessible shall be located near the retail operation during all times of business operation. It shall be maintained by a licensed company and a copy of the maintenance agreement must be submitted annually.
10. Section 154.18 of the Carver County Sign Code allows for an aggregate of 36 square feet of surface area, or an

aggregate of 72 square feet for two-sided signs. The permittee shall not exceed the allowed square footage of signage. If the permittee is considering the addition of signage, they will be required to submit a variance application and be granted the variance request through the Board of Adjustment.

11. Outside storage of business equipment and supplies is prohibited unless the storage area is adequately screened from the view of neighboring residences and roads.

12. At all times this property shall be occupied as a homestead by a principal of the activity.

ADOPTED by the Carver County Planning Commission this 20th day of November, 2007.

Gene Miller
Planning Commission Chair

**COUNTY OF CARVER
BOARD OF COMMISSIONERS**

DRAFT

**AN ORDER FINDING CERTAIN FACTS AND ORDERING
THE ISSUANCE OF A CONDITIONAL USE PERMIT**

DATE: December 11, 2007

ORDER #: PZ20070024

FILE #: PZ20070024

APPLICANT: Tom Radde

OWNER: Donna Frantz

SITE ADDRESS: 8880 Hwy 5, Waconia

PERMIT TYPE: Farm Related Business

PURSUANT TO: County Code, Chapter 152, Section 152.079 C2

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 07-018-0700

A public hearing was held on this matter on June 19, 2007 and November 20, 2007, by the Carver County Planning Commission, and the recommendation of the Planning Commission was duly considered in the issuance of this order.

FINDINGS OF FACT

1. Donna Frantz owns an approximate 25.15 acre parcel which is located in the Northeast Quarter (NE¼) of Section 18, Laketown Township. The property is improved with a house with detached garage, a barn and several accessory structures. The site is located in the Agricultural Zoning District and the CCWRMA – Carver Creek. The property is not in the AG Preserve program.
2. On June 19, 2007, the Planning Commission held a public hearing and recommended approval (Resolution #07-16) of a Conditional Use Permit for Donna Frantz's Farm Related Business, "At The Farm" (Tom Radde, applicant). The Planning Commission's recommendation stipulated that building code requirements and structural safety concerns must be addressed before the item is presented to the County Board. The County's Building Official (Scott Qualle, Waldron & Assoc.) required verification by a structural engineer that the old barn is safe and to evaluate whether the upper level(s) of the structure are suitable for storage. Building permits would be needed for the change of use (ag to commercial) for the two structures being used in the business.
3. Subsequent to the Planning Commission's recommendation in June, a number of factors resulted in significant new information and revisions to the applicant's operational plan. The County's consulting Attorney, Jason Kuboushek, recommended that the changes need to be addressed in the official record and that the findings & conditions would need to be modified accordingly. Mr. Radde & Mrs. Frantz were informed of this course of action and extended the deadline for a final decision ("60 day law") until January 8, 2008.
4. The applicant is requesting a Conditional Use Permit (CUP) to operate a Farm Related Business pursuant to Section 152.079 C2 of the Carver County Zoning Code.
5. The proposed operation would meet the requirements of Section 152.079 of the Zoning Code, if the State Building Code issues can be satisfied by the applicant. The Zoning Code requires that the business must be 70% farm-related based on sales of locally grown products, which is certainly the case for Donna Frantz's business. The original request

(in June) was an operation selling retail produce, jams, jellies, pickles, honey, maple syrup & baked goods. In September, the County was notified by the Mn Department of Agriculture that the business was not licensed and that the "Pickle Law" exemption did not apply to the type of retail sales and food production that was occurring on-site. In response to these factors, the applicant has revised the operational plan omitting the "Pickle Law" references and to clarify that the operation may include a "Processing" license in the future, but the required building permits (e.g. commercial kitchen) and inspections would be obtained first. Therefore, the revised request is merely to allow for seasonal produce sales in the lower portion of the barn. State licensure would also be necessary for produce sales in the barn, but the local zoning and occupancy authorization would be necessary before the Dept. of Ag. could issue the appropriate license.

6. The County's Building Official, Scott Qualle (Waldron & Associates), inspected the lower level of the barn in April 2007 and indicated that a change of use permit would be necessary. Also, the barn needed to be evaluated by an engineer to verify that it is safe for use by the public. Since the June 19, 2007 Planning Commission meeting, Staff has worked with the Building Official and the applicant's representatives to identify the applicable code requirements and to find suitable resolutions. On June 28, 2007, another inspection of the site was conducted and it was discovered that the barn actually has 2 levels of storage above the retail area located in lower level. On September 27th, the applicant submitted a letter from Voigt & Associates stating the structure is sound, but that a vertical crack in the foundation would need to be filled. Donna Frantz's son-in-law, Paul Tucci, has met with the Building Official and submitted a summary of the building permit requirements for the barn, dated October 9, 2007. Mr. Qualle reaffirmed that the crack that was addressed in the engineer's report must be repaired. He stated that most of the storage in the upper level of the barn should be removed (at least during the time the store is operating), and especially items that are highly flammable, such as boxes and paper products. The Building Official could perform annual inspections to check the structural condition of the building and storage contents. The electrical components in the barn must comply with codes and a fire alarm system would be required.
7. The Christmas Cottage, which involves the retail selling of "build your own" baskets consisting of similar non-perishable items. The Christmas Cottage is located in an accessory structure and is open temporarily from approximately Thanksgiving through Christmas. Goods that are sold are primarily grown on the site, though some are bought locally. A permit has been issued for the gas line to the heater and the Building Official has stated that no further action would be necessary for that portion of the operation because it would not be considered a change of use for the garage.
8. The business is seasonal in nature, and hours of operation are dependent on what is available and the weather. Typically, Mrs. Frantz's business is open seven days a week from 8:00 a.m. to 6:00 p.m. during the seasons she is open, which are approximately April/May to October/November, and then from Thanksgiving to Christmas for the Christmas Cottage.
9. The applicant's letter states that Mrs. Frantz has no employees, only volunteers that help her with the retail operations. She often works alone, or may have one or two volunteers helping her. The Zoning Code requires the applicant to submit a copy of workers compensation insurance or sign an affidavit stating that she will not have any employees.
10. The applicant's letter states that there has rarely been more than ten (10) cars parked on the site at any one time. According to the Carver County Zoning Code, a facility is required to have at least one (1) parking space for each 400 sq. ft. of sales floor space. Mrs. Frantz's site plan indicates at least twenty (20) parking spaces are available on the site, which is more than what the Zoning Code requires.
11. Mrs. Frantz changes the signs for her business depending on the season and what she has for sale. She has stated that she never has more than a total of 32 sq. ft. of signage at one time. Carver County Sign Code allows a maximum aggregate of 36 sq. ft. (72 sq. ft for 2-sided signs) of signage surface area.
12. The Minnesota Department of Transportation (Mn/DOT), Metro Program Management Department (Tod Sherman), has reviewed the site and business activities and has determined that the operation and sales activities do not warrant

highway access modifications or MnDOT permits.

13. The Laketown Town Board has reviewed and recommended approval of the Conditional Use Permit (CUP) request during their June 11, 2007, Town Board Meeting. The Laketown Town Board has supported the applicant's request provided the operation is only assigned to Donna Frantz and that it would not be transferable to a new owner. In response to Town Board concerns, the applicant has included a statement in Operational Plan which states that the CUP "will not go with the land, it will be restricted to use by Donna Frantz".
14. Many e-mailed letters of support have been received from Donna Frantz's customers, which have been reviewed and considered.

IT IS HEREBY ORDERED THAT THE CARVER COUNTY ZONING ADMINISTRATOR SHALL ISSUE CONDITIONAL USE PERMIT #PZ20070024. THIS PERMIT IS ISSUED PURSUANT TO THE CARVER COUNTY CODE, SECTION 152.079 C2 FOR A FARM RELATED BUSINESS ON PROPERTY LEGALLY DESCRIBED IN EXHIBIT "A". THE FOLLOWING CONDITIONS SHALL BE ATTACHED TO THE PERMIT:

DRAFT

1. The permit is subject to administrative review. Any change in operations shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary.
2. The Conditional Use Permit is personal to Donna Frantz, cannot be transferred to another person or entity and will terminate automatically without further action of Carver County at such time as Donna Frantz no longer resides at 8880 Hwy 5, Waconia Township, or holds fee title to the real property, or operates the business described in the operational plan.
3. Operations shall be conducted in accordance with the submitted operational letter (November 2007) and aerial site plan (dated 2005 aerial). The operational letter and site plan shall be attached to and become part of the permit.
4. The existing structure(s), not utilized for the business, shall be used only by the occupant(s) of the residence for agriculture, personal storage, hobbies, recreation, entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by this Ordinance. No products or services shall be offered for sale or pay or similar remuneration except as permitted for a home occupation or as otherwise regulated by this Code.
5. The permittee (Donna Frantz) shall sign an affidavit stating that she has no employees, or submit a copy of Worker's Compensation insurance at the time that an employee is hired.
6. The permittee shall obtain an appropriate building permit for the change of use of the barn from Agricultural to Merchantile classification, which is addressed by the December 3, 2007 addendum that is attached to, and considered part of this permit. Upon compliance with the provisions of the addendum, the structure would be granted a Certificate of Occupancy for the business. Food production activities may only occur if appropriate building permits have been obtained and a Certificate of Occupancy has been issued for those business activities.
7. Prior to opening for business in 2008, the Conditional Use Permit shall be subject to compliance review. During the time the store is operating, the storage in the upper levels of the barn shall be in compliance with requirements of the December 3, 2007 addendum.
8. The permittee is responsible to the Mn Department of Agriculture, and to any other state or federal agencies, for maintaining the required licensure for the permitted retail or food production operations.
9. One bathroom satellite that is handicapped accessible shall be located near the retail operation during all times of

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business operation. It shall be maintained by a licensed company and a copy of the maintenance agreement must be submitted annually.

10. Section 154.18 of the Carver County Sign Code allows for an aggregate of 36 square feet of surface area, or an aggregate of 72 square feet for two-sided signs. The permittee shall not exceed the allowed square footage of signage. If the permittee is considering the addition of signage, they will be required to submit a variance application and be granted the variance request through the Board of Adjustment.
11. Outside storage of business equipment and supplies is prohibited unless the storage area is adequately screened from the view of neighboring residences and roads.
12. At all times this property shall be occupied as a homestead by a principal of the activity.

Gayle Degler, Chair
Carver County Board

Dave Hemze
County Administrator

THE STIPULATIONS OF THIS ORDER, IF ANY, SHALL BE SATISFIED WITHIN SIX (6) MONTHS OF THE DATE FIRST WRITTEN ABOVE, OR SAID ORDER SHALL BE NULL AND VOID AND THE CONDITIONAL USE PERMIT SHALL NOT BE ISSUED. THE SIX (6) MONTH DEADLINE MAY BE EXTENDED ONLY BY ACTION OF THE COUNTY BOARD OF COMMISSIONERS.

FRANTZ CUP #PZ20070024- ADDENDUM FURTHER DEFINING CONDITIONS #6 & #7

A Building Permit application is required for the barn

1. The permittee shall complete the County's application form and submit details on the scope of work to the Land Management Department, pursuant to this addendum.

Fire Alarm System & Safety

1. An alarm system with an upper level heat sensor and a lower level smoke detector is required for the barn.
2. A minimum of 1 Fire Extinguisher shall be installed and remain accessible in the lower level.
3. No items or materials shall be stored next to the heater located in the lower level.

Electrical:

1. Electrical cables (type NM) must be protected by concealment in walls (e.g. minimum 1/2" sheetrock) or conduit providing a minimum 15 minute thermal barrier.
2. The State Electrical Inspector will be required to check the operation for compliance with current electrical code requirements.
3. Ground Fault Circuit Interrupters (GFCI's) are required on all outlets in kitchen area.

Storage items in upper level(s) of barn while the store is in operation:

Items allowed

1. Noncombustible Items (i.e. "incapable of combustion under normal circumstances") including:
 - a. Noncombustible metals
 - b. Glass products
 - c. Ceramic products
2. Limited combustible items (i.e. Items that will not support combustion or that are resistant to ignition under normal circumstances) including:
 - a. Heavily framed furniture and post beams

Storage items not allowed:

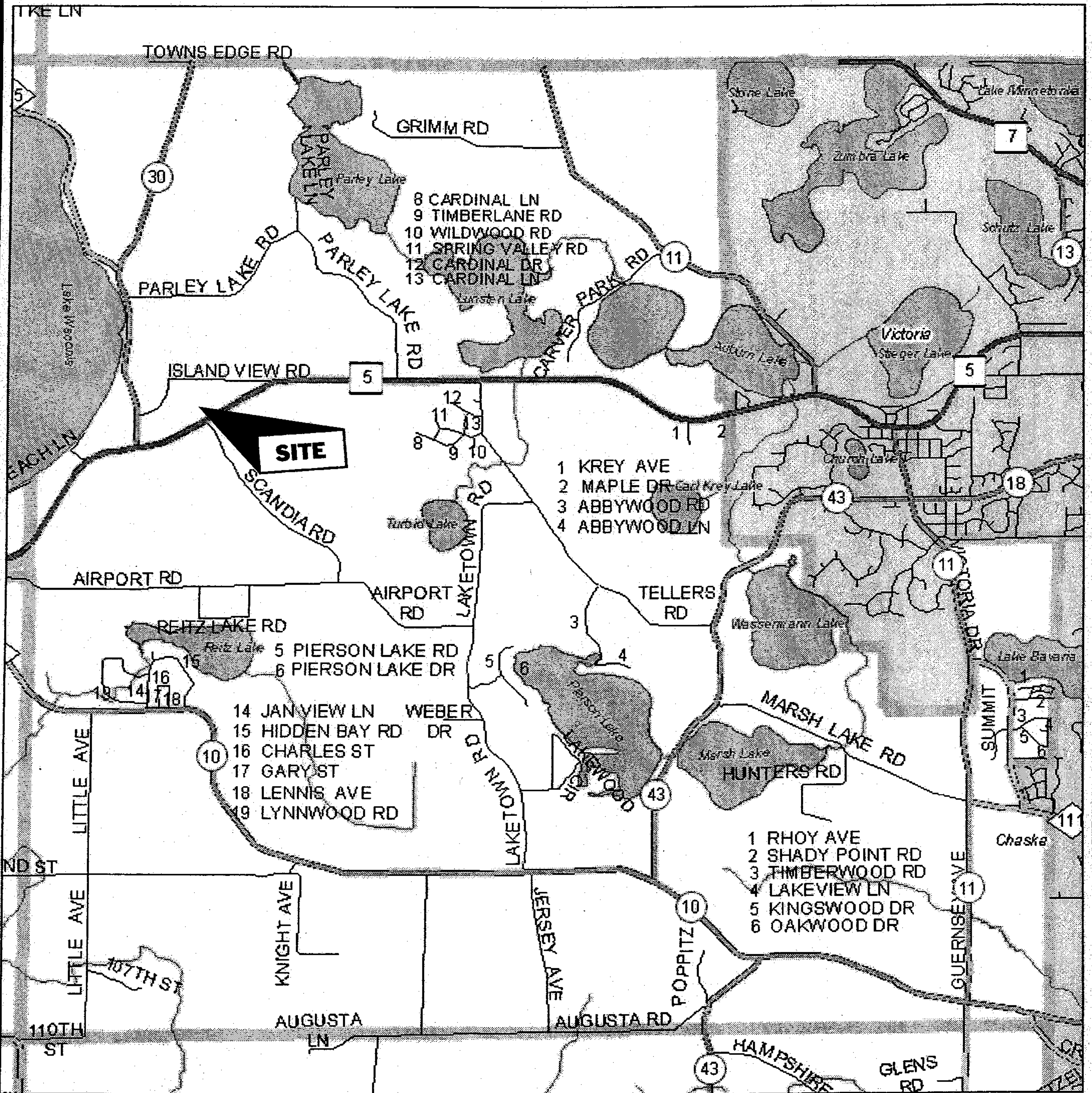
1. Flammable material (i.e. "a material capable of being readily ignited from common sources of heat or at temperatures of 600 degrees F or less"). including:
 - a. Paper (ignition temp: +/- 450 degrees F)
 - b. Cloth (cotton) (ignition temp. +/- 465 degrees F)
 - c. Wood fiber board (ignition temp. +/- 435 degrees F)
 - d. Leather (ignition temp. +/- 420 degrees F)
 - e. Flammable liquids (e.g. gasoline flash point -40 degrees / ignition temp 495 degrees F)
2. Vehicles & farm equipment

Accessibility A "Handicap Parking" sign is required.

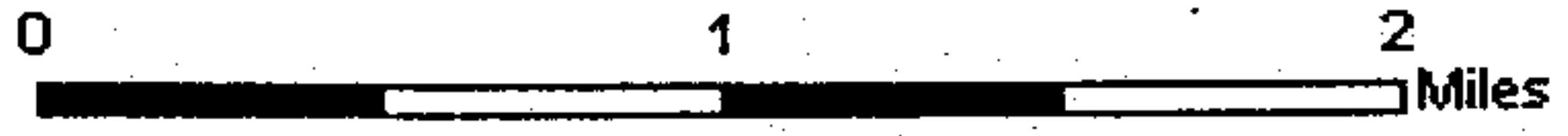
Commercial Kitchen installation (future consideration):

1. A new Building Permit submittal would be required with professionally prepared plans and specifications included with the application.

Laketown Township



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Map Created by Carver County GIS
Apr 21, 2005



REQUEST FOR BOARD ACTION

AGENDA ITEM: Final Plat for North Shore Farm

Originating Division: Land Water Services

Meeting Date: December 11, 2007

Amount of Time Requested: None

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM:

File # PZ20070007: BWB Worldwide, LLC is requesting final plat approval for their wooded lot development located in Section 1 of Waconia Township. The plat includes 3 wooded lots and a new township road (Brekke Blvd), which would be privately maintained by the homeowners. The County Surveyor has approved the plat. The County's Consulting Attorney (Jason Kuboushek, Iverson Reuvers, LLC) has approved the covenants and title information for platting purposes. The road construction is nearly completed, with the exception of some minor work (grading, erosion control and turf establishment) to be completed this winter and spring. The applicant has submitted a \$65,000 surety so the final platting process may be completed. The conditions of the preliminary plat have been satisfied and Waconia Twp has signed the plat. The location map, final plat map and the draft County Board resolution are attached.

ACTION REQUESTED: A motion to adopt a resolution approving the Final Plat and authorizing the Chair's signature.

FUNDING

County Dollars = \$-0-

Other Sources & Amounts = -0-

= \$

TOTAL = \$-0-

Related Financial Comments:

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director

Date: December 3, 2007

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE December 11, 2007

RESOLUTION NO. _____

MOTION BY COMMISSIONER _____

SECONDED BY COMMISSIONER _____

DRAFT

A RESOLUTION APPROVING THE FINAL PLAT OF NORTH SHORE FARM

WHEREAS, the application for a preliminary plat has been submitted and approved by the County Board by Resolution No. 30-07, adopted April 3, 2007; and

WHEREAS, the final plat of North Shore Farm has been prepared and submitted for consideration; and

WHEREAS, the Carver County Planning Commission in Resolution No. 07-06 waived the review of the final plat if no significant changes were made from the preliminary plat it approved; and

WHEREAS, the final plat conforms to the approved preliminary plat; and

WHEREAS, the County Board has reviewed the final plat and accompanying documents and finds as follows:

1. The final plat of North Shore Farm meets all the requirements of County Board Resolution No. 30-07.
2. The road and storm water controls have been constructed as required by the development contract. An appropriate surety has been received for the remaining work, including erosion control and turf establishment.
3. The County's Consulting Attorney has reviewed the information pertaining to the Abstract of Title and determined that BWB Worldwide, LLC has sufficient title to the property.
4. The County's Consulting Attorney has reviewed the restrictive covenants, which contain all items required by the preliminary plat approval.
5. The final plat conforms to the requirements of Chapter 151 of the County Code, Subdivisions and Road Standards.
6. The Waconia Town Board has signed the final plat.

THEREFORE, BE IT RESOLVED, THAT The Carver County Board of Commissioners hereby approves the final plat of North Shore Farm.

BE IT FURTHER RESOLVED THAT THE Carver County Board of Commissioners hereby authorizes the Chair to sign the final plat.

YES

ABSENT

NO

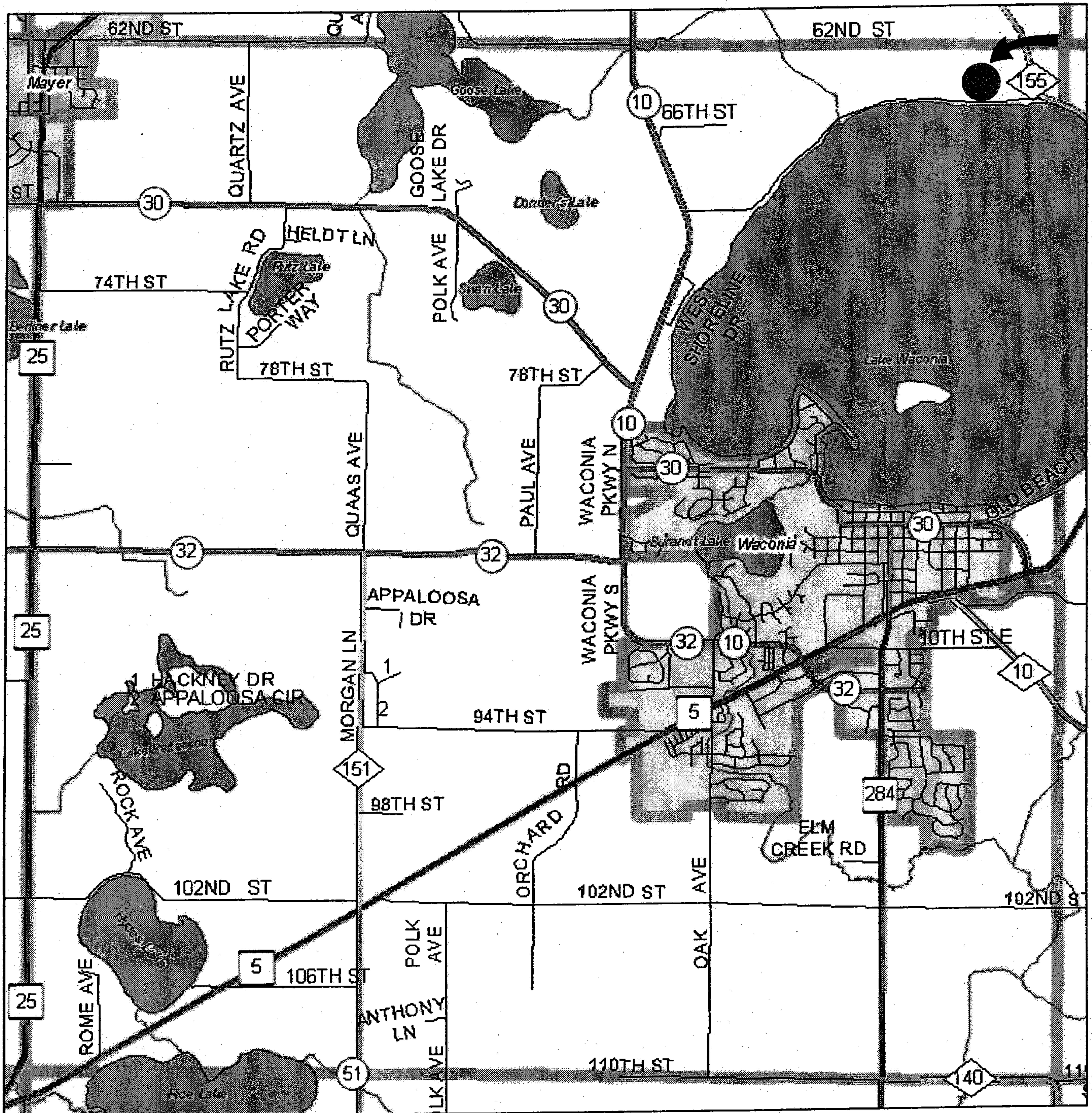
STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 11th day of December 2007 now on file in the Administration office, and have found the same to be a true and correct copy thereof.

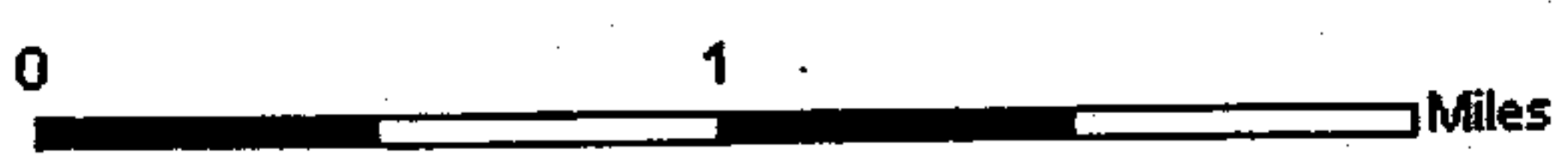
Dated this _____ day of _____, 20_____.

County Administrator

Waconia Township

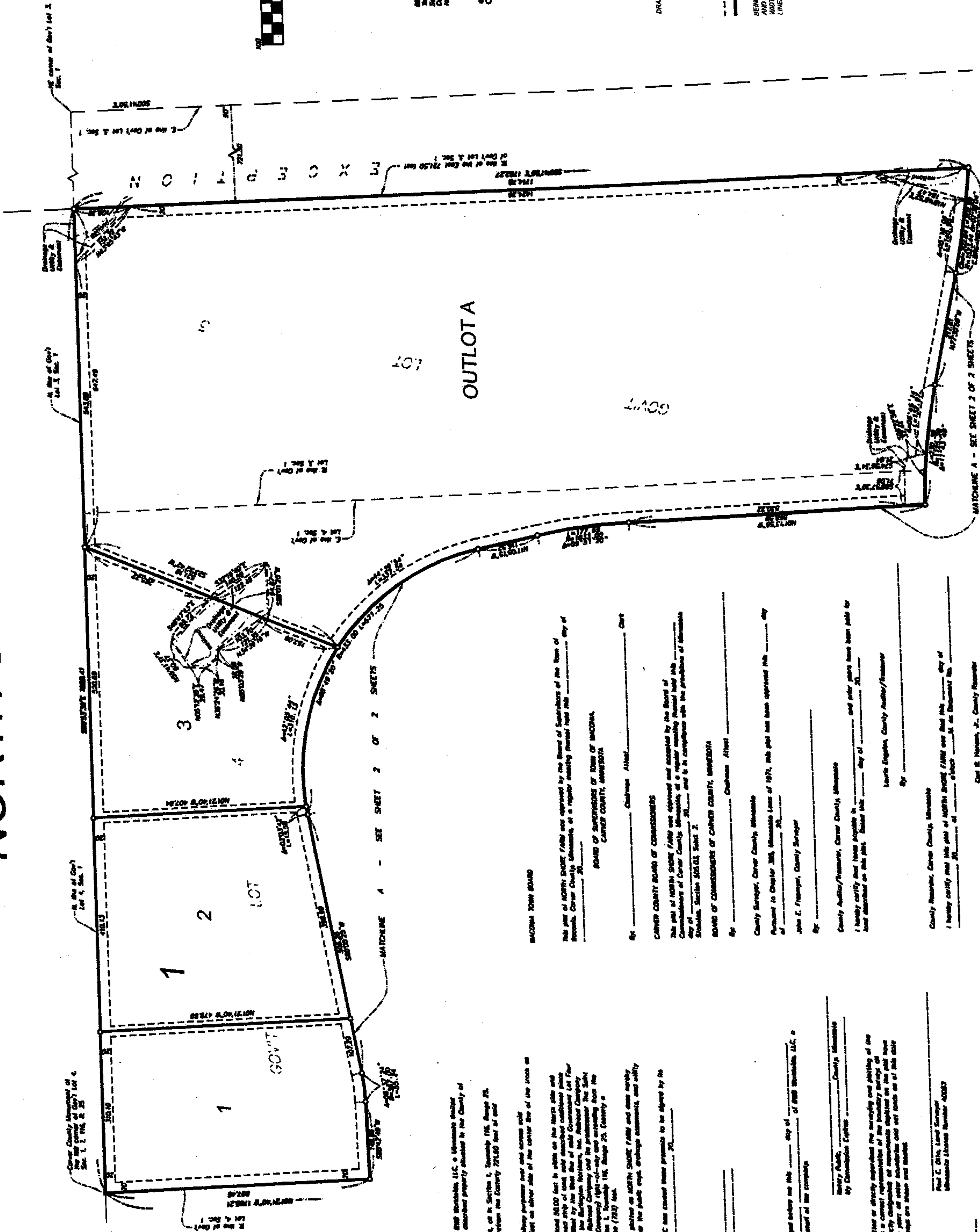


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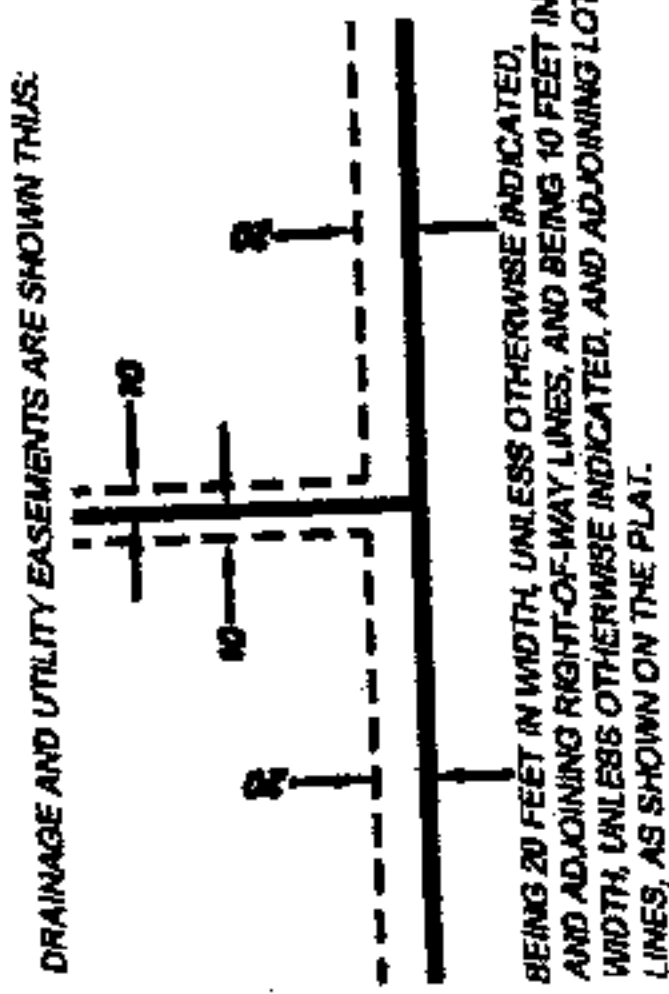
Map Created by Carter County GIS
Apr 21, 2005

NORTH SHORE FARM



BEARING AND DISTANCE TO THE CORNER OF GOVT LOT 4, SECTION 1, TOWNSHIP 116, RANGE 25, COUNTY OF MARIETTA, MINNESOTA, BY THE FOLLOWING: BEARING S 89° 58' 16" E, DISTANCE 107.714676'

BEARING AND DISTANCE TO THE CORNER OF GOVT LOT 4, SECTION 1, TOWNSHIP 116, RANGE 25, COUNTY OF MARIETTA, MINNESOTA, BY THE FOLLOWING: BEARING S 89° 58' 16" E, DISTANCE 107.714676'



KNOW ALL MEN BY THESE PRESENTS That **MSB MARIETTA, LLC**, a Minnesota limited liability company, for and on behalf of the land described herein, do hereby certify that the following described property situated in the County of Marietta, State of Minnesota, is all:

Government Lots 3 and 4, Township 116, Range 25, County of Marietta, Minnesota, comprising thereon the Eastern 77,150 feet of said Government Lot 3.

EXCEPT thereon a strip of land for utility purposes and easement with a bearing and distance to the corner of the center line of the road as follows:

ALSO EXCEPT An additional strip of land 54,500 feet in width on the north side and immediately adjoining the above mentioned strip of land, said strip of land being a portion of land being situated on the land of the **Minnetonka Land Trust**, a Minnesota limited liability company, and its predecessor, **The State** (formerly owned by the **State of Minnesota**) and its predecessor, **The State of Minnesota** and its predecessor, **The State of Minnesota**, Township 116, Range 25, County of Marietta, Minnesota, as shown and located on a public map on file in the office of the County Auditor of Marietta County, Minnesota.

Has caused the same to be surveyed and platted as **NORTH SHORE FARM** and does hereby dedicate to the public for public use forever the public right, easement, and utility easements:

As shown except said **MSB MARIETTA, LLC** has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

MSB MARIETTA, LLC

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, a duly authorized officer of the company.

My commission expires _____.

I hereby certify that I accepted and posted or directly supervised the surveying and plating of the land described on this plat; that I am a duly qualified and licensed land surveyor in the State of Minnesota; and that I have correctly designated the boundaries of the land described on this plat as shown and located on a public map on file in the office of the County Auditor of Marietta County, Minnesota, as shown and located on a public map on file in the office of the County Auditor of Marietta County, Minnesota.

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Paul E. Otis, Land Surveyor, whose license number is 42323.

MARIETTA TOWN BOARD

This plat of **NORTH SHORE FARM** was approved by the Board of Supervisors of the Town of Marietta, County of Marietta, Minnesota, at a regular meeting thereof held on _____ day of _____, 20____.

BOARD OF SUPERVISORS OF TOWN OF MARIETTA,
COUNTY OF MARIETTA, MINNESOTA.

By: _____, Chairman Attest _____, Clerk

CANBY COUNTY BOARD OF COMMISSIONERS

This plat of **NORTH SHORE FARM** was approved and accepted by the Board of Commissioners of Canby County, Minnesota, at a regular meeting thereof held on _____ day of _____, 20____, and it is in compliance with the provisions of Minnesota Statutes, Section 320.03, Subd. 2.

BOARD OF COMMISSIONERS OF CANBY COUNTY, MINNESOTA.

By: _____, Chairman Attest _____, County Auditor

County Auditor/Treasurer, Canby County, Minnesota

I hereby certify that these presents are and have been filed for record in the office of the County Auditor of Canby County, Minnesota, on this _____ day of _____, 20____.

County Auditor/Treasurer, Canby County, Minnesota

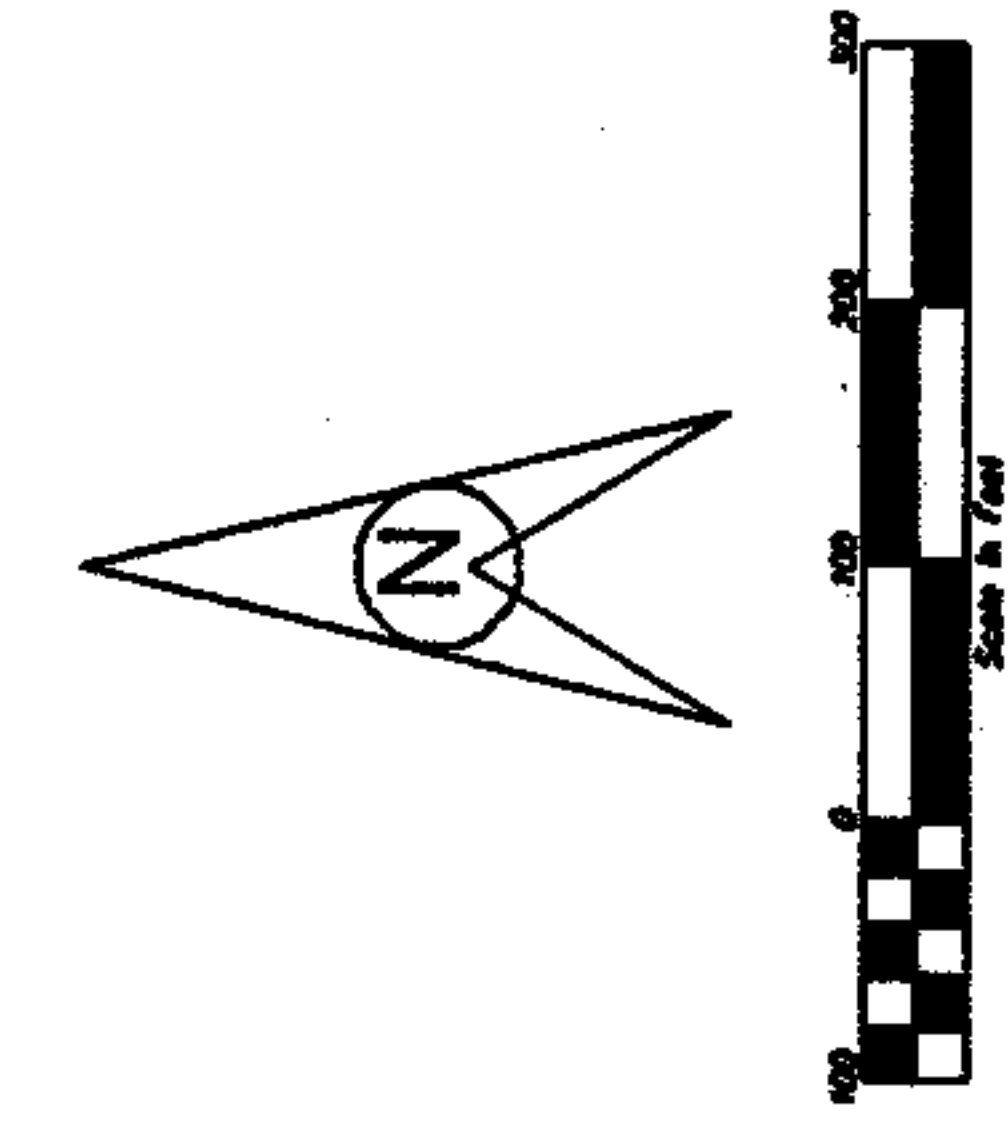
I hereby certify that this plat of **NORTH SHORE FARM** was filed this _____ day of _____, 20____, at _____, in said County of _____, Minnesota.

Paul E. Otis, Land Surveyor
Minnesota License Number 42323

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Paul E. Otis, Land Surveyor.

NORTH SHORE FARM

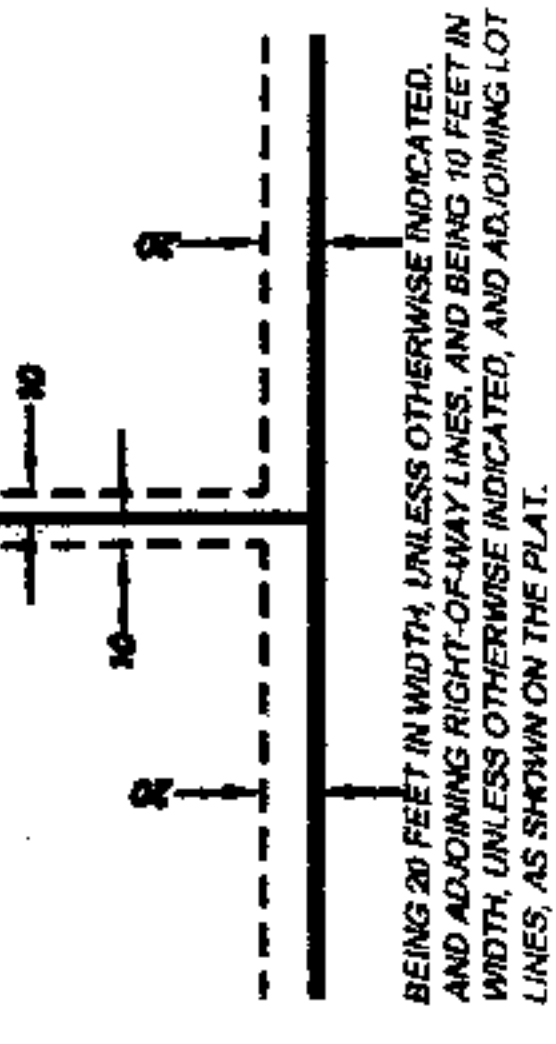
PLAT FILE NO.
C.R. DOC. NO.



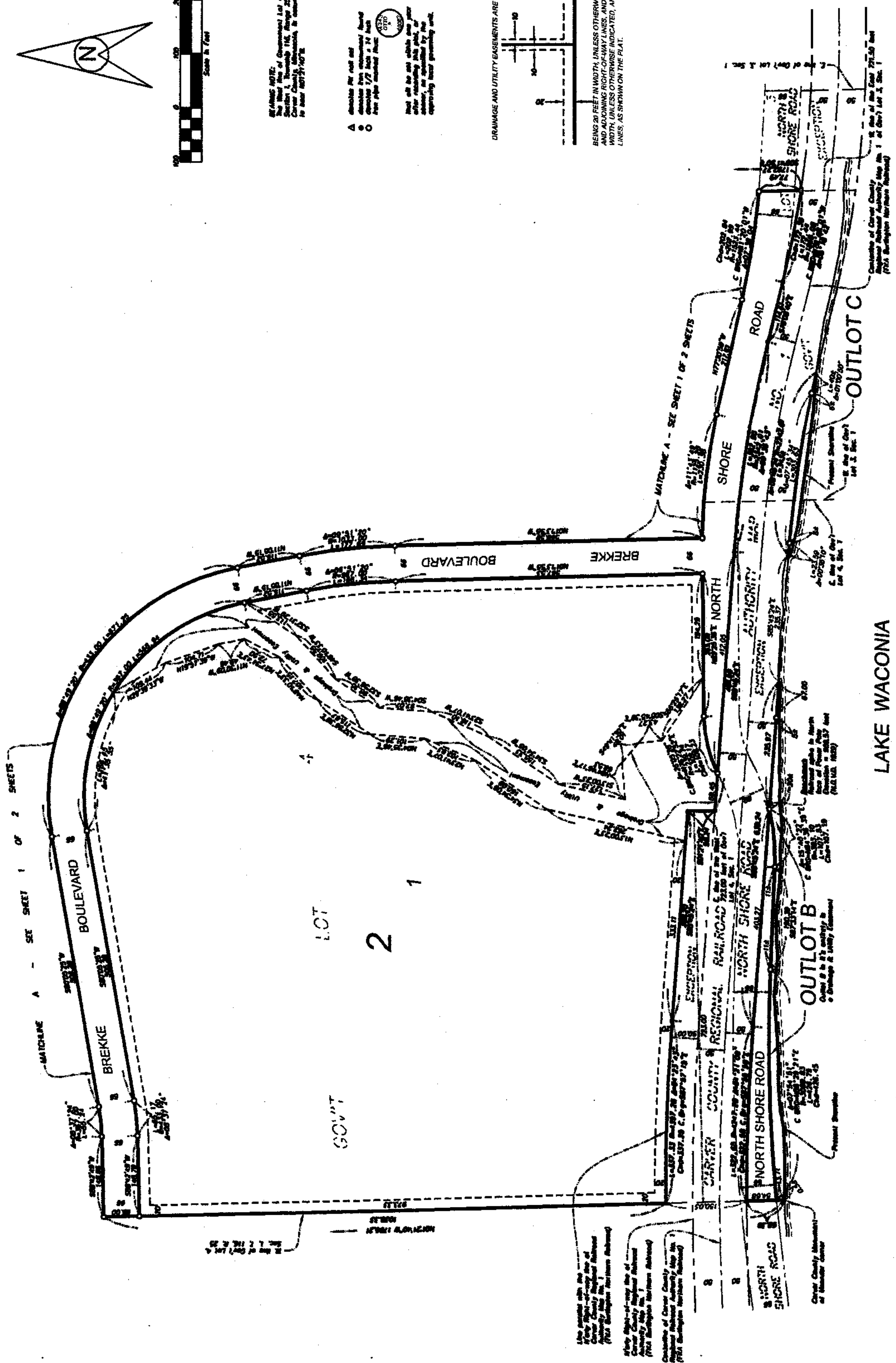
READING NOTE:
See also Plat of Governmental Lot A,
Section 1, Township 116, Range 28,
County of Carver, Minnesota, by reference
to Plat 18877, 18972.

- A. Section 20 feet wide and
 - containing 1/2 acre or more
 - and also numbered 1001
- Shall not be used within any zone
where the zoning ordinance or
ordinance is being applied to the
property being surveyed by this

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 20 FEET IN WIDTH, UNLESS OTHERWISE INDICATED,
AND ADJOINING RIGHT-OF-WAY LINES, AND BEING 10 FEET IN
WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING LOT
LINES, AS SHOWN ON THE PLAT.



LAKE WACONIA

Map of water City of Waconia, Minn. and Lake Waconia, Minn.
County of Carver, Minn. 1907. Plat 18877 and 18972.
Original Platfiled March 28, 1907.



REQUEST FOR BOARD ACTION

AGENDA ITEM : Jesse & Heidi Olson – Home Extended Business

Originating Division: Land & Water Services

Meeting Date: December 11, 2007

Amount of Time Requested: None

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM:

File #PZ20070050. The Planning Commission recommended approval of the Conditional Use Permit (CUP) for Jesse & Heidi Olson. The Olson's own a 3.65 acre property on Hwy 7 in the Shoreland Overlay District and Watertown Township. The request is for the applicants to operate a small business fabricating race cars. They are proposing an approximate 3,200 sq. ft. building to serve as a fabrication shop and for storage of cars, equipment, and supplies. As the customer base is small (1-2 customers a month) and the business would generate little traffic, MnDOT has stated that no improvements to the road would be required. An outside storage area will be screened by a fence. The business is limited to two employees other than family members and two business vehicles operating from the site. The Watertown Town Board supports the request.

ACTION REQUESTED:

A motion to adopt the Findings of Fact and to issue Order #PZ20070050 for the issuance of the Conditional Use Permit.

FUNDING

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

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 11/30/2007

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20070050

RESOLUTION #: 07-27

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

FILE #: PZ20070050

OWNER/APPLICANT: Jesse & Heidi Olson

SITE ADDRESS: 12715 Highway 7, Mayer MN

PERMIT TYPE: Home Extended Business Accessory Use

PURSUANT TO: County Code, Chapter 152, Section 152.079 C9

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 10-033-0610

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of November 20, 2007; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Jesse and Heidi Olson own a 3.65 acre property located in the Northwest quarter (NW ¼) of the Northwest quarter (NW1/4) of Section 33 of Watertown Township. The property is improved with a house with attached garage. The property is in the Ag Zoning District and the Shoreland Overlay District.
2. The applicants are requesting a Conditional Use Permit (CUP) to operate a Home Extended Business Accessory Use pursuant to Section 152.079 C9 of the Carver County Zoning Code.
3. The applicants have been operating a small business, Medieval Chassis, for several years from their home near Thief River Fall and they recently purchased a new home in Watertown Township. They have been utilizing the garage for vehicle, equipment storage and fabrication for the business. Both Jesse and Heidi Olson have full time jobs and Medieval Chassis is currently a nights and weekends job. The Applicant builds two different types of race cars (stock and modified) from the ground up and sells them to drivers from around the Midwest, mostly Minnesota and Iowa. Currently, the business has 1 to 2 customers per month that will come to the site.
4. The proposed building and existing garage would result in a total of approximately 4,064 sq ft of personal accessory storage space, which would be 1,064 sq ft more than what the Zoning Code allows without a conditional use permit on a property of this size.
5. The number of trips (ADT) generated each day would be approximately four as both Jesse and Heidi leave for and return from work. Currently there are no other employees in the business other than the property owners.
6. The Applicant is proposing a 50' X 64' (3,200 sq. ft) Accessory Structure to operate his business. The building will serve as a fabrication shop and storage for cars, equipment and supplies. Outside storage will consist of car bodies in the process of being converted into racing frames and will be stored south of the proposed structure behind a fence. The Applicant also owns an enclosed 27 foot car hauler that will be stored on the property.
7. The facility is accessed via the existing driveway off of Highway 7. Buck Craiq from the Minnesota Department of Transportation has indicated that the low level of traffic from the business entering and exiting the property would not necessitate a turn lane or other improvements.

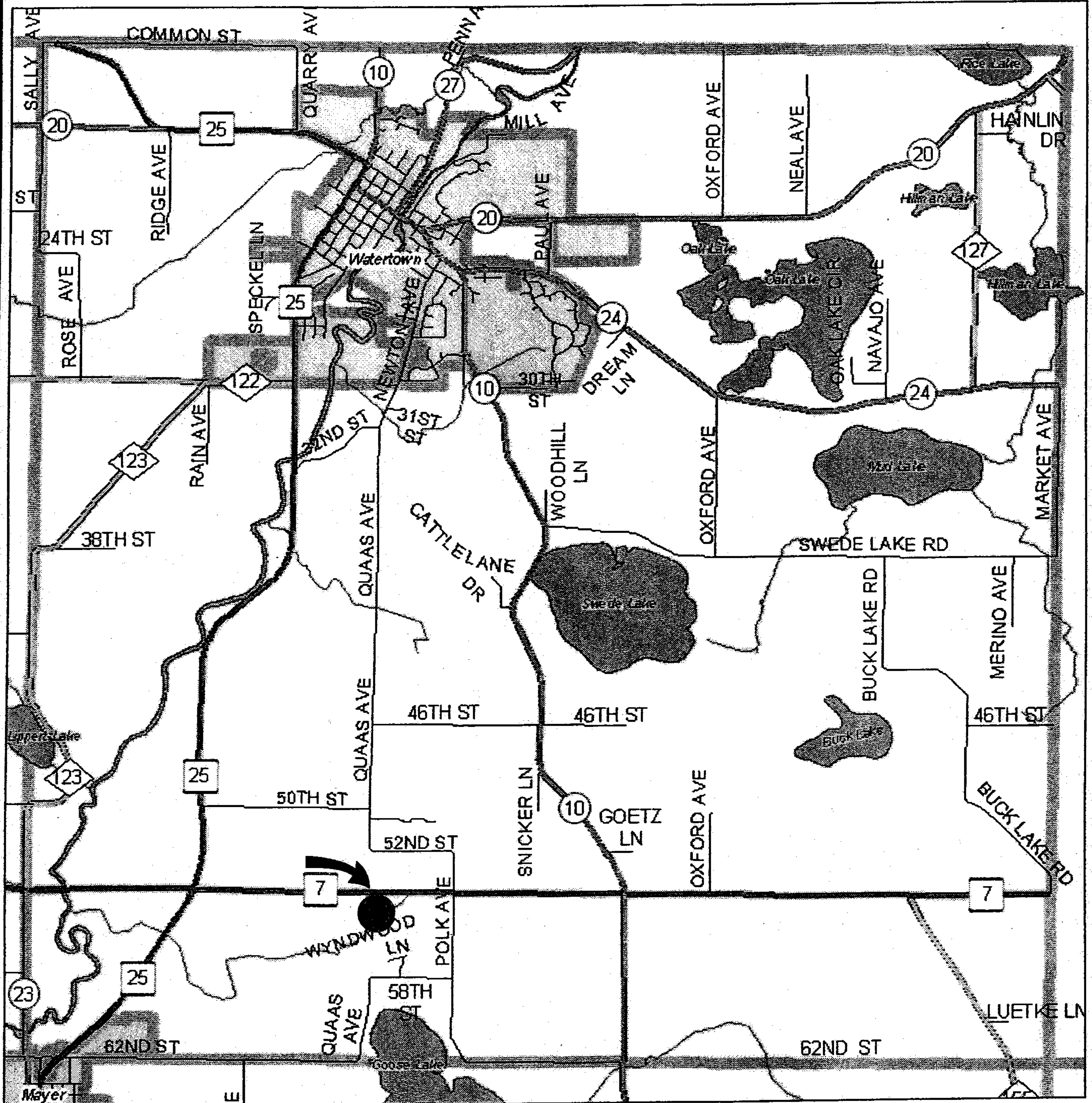
8. The applicants have indicated that they will have signage for their business. They had proposed two 8' X12' (96 sq. ft.) signs, one facing east and one west along Highway 7, but they have agreed to reduce the signage to the County Code maximum of a 4' X 8' (32 sq. ft.) sign. The sign ordinance allows for a total aggregate of 72 sq. ft of surface area for signage on a parcel.
9. The applicant is proposing operating hours of 8:00 am to 8:00 pm for the business. This is in part due to the fact that both Jesse and Heidi Olson have regular full time jobs and would only be able to meet perspective customers after work or on Saturdays. The business is structured in such a manner that it will not have a high customer base that will come to the property.
10. The request for a Conditional Use Permit requires a certificate of compliance for the ISTS because the property is in the Shoreland Overlay District. The Applicant's septic system last passed the state compliance inspection on November 21, 2005 and is considered compliant until November 21, 2008.
11. The Watertown Town Board reviewed the request at their October 1, 2007 Town Board meeting and recommended approval.

THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of the subject permit on the land described in Exhibit "A" of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. The operation shall be in accordance with the submitted operational & site plans (dated: Sept 20, 2007). These plans shall be attached to and become part of this permit.
3. All structures used in conjunction with the Home Extended Business Accessory Use operation shall meet the requirements of the Minnesota State Building Code.
4. Outside storage of business equipment, supplies and/or vehicles is permitted within the designated area only. Permanent outside storage of vehicles and equipment shall be permitted if the storage in the designated area is screened from nearby roads and residences. No more than 2 business vehicles shall be permitted.
5. Permittee shall submit a Certificate of Workers' Compensation Insurance and/or proper affidavit to the Land Management Department. No more than 2 employees shall be permitted.
6. Section 154.18 of the Carver County Sign Code states no sign shall exceed 32 square feet of surface area, and no parcel shall have signage exceeding an aggregate of 36 square feet or an aggregate of 72 square feet for two-sided signs. The permittee shall not exceed the allowed square footage of signage. If the permittee is considering the addition of signage, they will be required to submit a variance application and be granted the variance request through the Board of Adjustment.
7. At all times this property shall be occupied and homesteaded by a principal of the activity.
8. Drainage at the site shall be reviewed by Carver SWCD prior to the issuance of any building permits, and SWCD's requirements shall be incorporated into the building permit(s).

Gene Miller
Planning Commission Chair

Watertown Township



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Map Created by Carter County GIS
Apr 21, 2005



REQUEST FOR BOARD ACTION

AGENDA ITEM: Lake Waconia Regional Park

Originating Division: Land & Water Services

Meeting Date: December 11, 2007

Amount of Time Requested: None

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM:

File #PZ20070053. Carver County owns approximately 105 acres in Sec 18 of Laketown Township that has been designated for the Lake Waconia Regional Park. The development of the park would include, but may not be limited to, park buildings, beach activities, trails, group camping and a sledding hill. The 2020 Comprehensive Plan provides for the expansion of the "8-acre" County Park to a Regional Park as proposed. Access, parking and traffic management would meet appropriate standards. The majority of the park development would likely occur under the City of Waconia's jurisdiction in the future (several years until annexation), which would include the provision of municipal services (water, sewer, etc). The Park is also addressed in the City's Comprehensive Plan and the City Planner indicated that they had no comments or concerns for the hearing. The Planning Commission recommended approval of the request, which essentially incorporates the 2001 Park Master Plan and the potential for sledding hill operations into the Conditional Use Permit. The Waconia Town Board supports the request.

ACTION REQUESTED:

A motion to adopt the Findings of Fact and to issue Order #PZ20070053 for the issuance of the Conditional Use Permit.

FUNDING

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

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: November 30, 2007

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20070053

RESOLUTION #: 07-29

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

FILE #: PZ20070053

APPLICANT: Martin Walsh, Parks Director

OWNER: Carver County

SITE ADDRESS: 8170 Paradise Lane

PERMIT TYPE: Essential Service, Public Park

PURSUANT TO: County Code, Section(s) 152.052 & 152.054

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 07-018-0400 (and other parcels)

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of November 20, 2007; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Carver County owns approximately 105 acres in Sec 18 of Laketown Township that has been designated for the Lake Waconia Regional Park. The development of the park would include, but may not be limited to, park buildings, beach activities, trails, group camping and a sledding hill. The site is located in the Agricultural Zoning District, Transition Area Overlay (City of Waconia), Lake Waconia Shoreland Overlay and CCWRMA-Carver Creek watershed.
2. The Master Plan, dated May 2001, and other information that has been submitted with the application, provide a detailed overview of the Regional Park and its general functions, operational plan(s) and site development plans.
3. Sections 152.052 and 152.054 of the Zoning Code provide for Essential Services and Public Parks as conditional uses.
4. Policy 16A of the 2020 Comprehensive Plan provides for "Essential Services and Public Services". All of the factors pertaining to the siting process have been considered. Also, the County Park and Open Space Concept Plan, of the 2020 Comprehensive Plan, discusses the expansion of the "8-acre" County Park to a Regional Park as proposed.
5. The Master Plan provides pertinent information related to the components, layout, function and scale of the Regional Park. The project implementation is still in a preliminary stage, whereby, building sizes, locations, materials and certain components may be subject to change. The proposal appears to meet all of the standards of the Zoning Code. The majority of the park development would likely occur under the City of Waconia's jurisdiction in the future, which would include the provision of municipal services (water, sewer, etc).
6. Access, parking and traffic management would meet appropriate standards. Highway 5 was realigned in 2005 establishing the southerly boundary for the park. Also, in 2005 excess material from the highway project was utilized to create a sledding hill. In the future, the sledding hill operations may include such items as a warming facility, lighting, mechanical lift and designated parking area.

7. Wetlands have been identified and the need for water resource management has been considered and incorporated into the plan. The development of the park would need to be in compliance with the Carver County Water Management Plan and Wetland Conservation Act (WCA). The County would work closely with Carver SWCD and various State agencies to incorporate the standards outlined in the Carver County Water Management Plan.
8. The Laketown Town Board recommended approval of the request according to County standards. A number of years ago, the City of Waconia incorporated the Regional Park into the City's Land Use Plan (map attached), which should satisfy the documentation requirements for a Transition Area, pursuant to the County Zoning Code. The City Planner, John Hilgers, indicated that the annexation of the park land into the City may be several years away and that he had no specific concerns or information to enter into the record at this time.

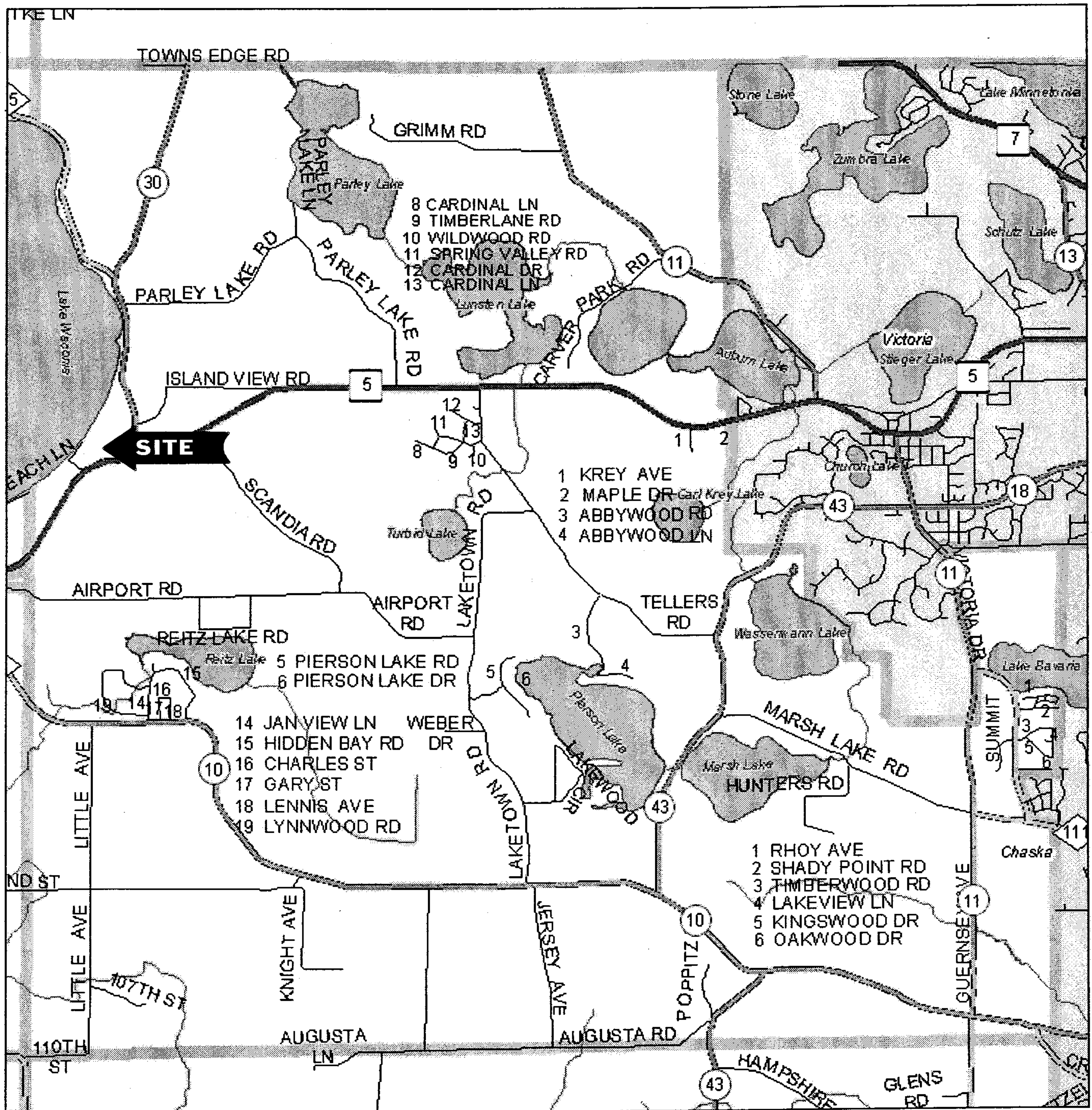
THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of the subject permit on the land described in Exhibit "A" of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to administrative review. Upon annexation, or the execution of an appropriate orderly annexation agreement transferring planning & zoning authority to the City of Waconia, this permit shall be considered null & void.
2. The Lake Waconia Master Plan, dated May 2001, and the operation of the sledding hill shall be considered part of the conditional use permit. Park development shall be considered approved from a land use standpoint if it essentially conforms to the Master Plan. Any substantial changes in the operation or design, as determined by the Zoning Administrator, would require submittal of an application for an amendment.
3. Any required building permits must be obtained prior to construction.
4. The park development shall be in accordance with the Carver County Water Management Plan and the MN Wetland Conservation Act.

ADOPTED by the Carver County Planning Commission this 20th day of November, 2007.

Gene Miller
Planning Commission Chair

Laketown Township



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



Map Created by Carter County GIS
Apr 21, 2005



REQUEST FOR BOARD ACTION

AGENDA ITEM : Stoney Ridge – Preliminary Plat Approval

Originating Division: Land & Water Services

Meeting Date: December 11, 2007

Amount of Time Requested: None

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

File #PZ20070049. Wayne Wachholz is requesting preliminary plat approval for property located on State Hwy 25 in Section 19, Waconia Township. The platted area includes the construction of a new township road which would be privately maintained. There would be a total of three (3) residential lakeshore lots included as part of this plat. The road design, stormwater management and building sites would meet the requirements of the CUP and County Code. The Planning Commission recommended approval of the preliminary plat. Waconia Township supports the request.

ACTION REQUESTED: A motion to adopt a resolution approving the preliminary plat of Stoney Ridge.**FUNDING**

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

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: Reviewed by Division Director

Date: November 28, 2007



COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION
PRELIMINARY PLAT – STONEY RIDGE
(RESOLUTION #07-28)

WHEREAS, the following application for a preliminary plat has been submitted and accepted:

FILE: PP-PZ20070049

APPLICANT: Wayne Wachholz

SITE ADDRESS: No Address Assigned (New Township Road)

PURSUANT TO: County Code, Chapter 151 & 152, Section 152.078

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL: # 09-019-0100

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meetings of November 20, 2007; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. The Wachholz property consists of 76.24 acres which is located in Government Lots 2 and 3 and the North Half (N $\frac{1}{2}$) of the Southwest Quarter (SW $\frac{1}{4}$) of Section 19, Waconia Township. The subject parcel consists of agricultural production land with low lying areas (wetlands). It is located in the Agricultural Zoning District, Shoreland Overlay District of Patterson Lake, and the CCWRMA –Carver Creek. Conditional Use Permit (CUP) #PZ20060060 was issued in February 2007 in order to create three (3) lakeshore residential lots pursuant to Section 152.078 of the Carver County Zoning Code. Mr. Wachholz is requesting the approval of the Preliminary Plat “Stoney Ridge” Subdivision which includes the three residential lots (Lots 1-3, Block 1). The remainder of the property (which is not included as part of the plat) had one (1) 1 per 40 acre building eligibility permitted.
2. Copies of the plat have been sent to the Norwood Young America School District #108 (Administrative Office), Xcel Energy (utility company serving the area), Embarq (local telephone provider), Carver County Soil & Water Conservation District (Chip Hentges), Carver County Consulting Engineer (Wenck Assoc. - Kent Torve), Waconia Town Board, Interim Carver County Attorney Office (Jason Kuboushek – Iverson Reuvers), Minnesota Department of Transportation (Tod Sherman – MnDOT Planner), and the Carver County Assistant Engineer (Bill Weckman). As of this report - the Carver SWCD, Carver County Consulting Engineer, Minnesota Department of natural Resources, and MnDOT Office have submitted comments.
3. The lot sizes range from 5.3± acres to 23.7± acres, which includes areas extending into Patterson Lake (below the 974.5 OHW elevation and 977 NHW elevation). Each lakeshore lot has a minimum of a 1 acre defined building site that conforms to Code requirements, and any home constructed within this site will meet the setback requirements. The lakeshore residential lots are laid out in such a manner that there are no more than four (4) homes per quarter-quarter (40 acres) as permitted by the density regulations of the Carver County Zoning Ordinance. The plat essentially includes three (3) vacant lakeshore lot sites. Acceptable percolation tests and soil borings for the primary & alternate septic sites on the three (3) undeveloped lots have been submitted.
4. This plat will require the construction of a township road; therefore a developer’s agreement is needed. The proposed road would be privately maintained and all proposed lots would conform to the Zoning Code with regard to road frontage. The Waconia Town Board would also need to approve the road plans before the developer’s agreement is completed. The initial road plans inadvertently stated that the road would be bituminous. The developer is still

considering his options in regards to a bituminous vs. gravel road. Also, steel culverts are specified per Township specifications.

5. The applicant will need to develop covenants as required by the Conditional Use Permit #PZ20060060. The covenants will need to be reviewed and approved by the County Attorney's Office prior to final plat approved. The covenants shall address the preservation of the drainage and/or utility easements and that no obstructions shall be permitted within those areas. The plat indicates the outside boundary of the delineated wetland, which impacts all proposed lots. The required covenants shall address that each lot will be reviewed in the field prior to issuance of any building permits. The required covenants shall address the disclosure pertaining to the Minnesota Department of Natural Resources (DNR) that Patterson Lake is considered a Wildlife Management Area (WMA) lake; therefore, the public waters are used extensively by the public for hunting, trapping and other recreation tied to wildlife, such as wildlife watching. No vegetative removal within the drainage easement area and/or within Patterson Lake shall be allowed. The required covenants shall also note that there is a Sportsman's Club (Carver County Sportsmen Club Inc.) on the southwest corner of Patterson Lake; therefore, recreational shooting activities will take place throughout the year. This club is a permitted use by Conditional Use Permit #PZ20040017.
6. The wetland delineation was completed/approved on October 30, 2007. The property has been analyzed by a professional wetland delineator to determine if wetlands exist. Wetlands are present on the site and have been identified in the Wetland Delineation Report. The delineation report has been submitted to the Land Management Department and has been identified. The Notice of Decision and TEP Findings concurs with the findings of the professional delineator hired by the applicant. Appropriate easements for the wetlands and drainage/utilities have been included on the plat.
7. The proposed township road right-of-way has not been extended to the end of the property due to the location of Patterson Lake (east end). However, based on the location of the proposed township road to adjacent properties, future development could occur. The northerly right-of-way line of the proposed road eliminates the possibility of a permanent dead end road. The road would only be constructed to the extent that it would provide Lots 1, 2 & 3 with the required road frontage. The property owner is not aware of any existing field tiles located on the platted portion of the property.
8. Prior to starting construction of the road, any trees impacting construction within the portion of the proposed constructed township road right-of-way shall be removed from the property and disposed of according to the Carver County Environmental Services Department's requirements.
9. The plat is located within the Carver County Water Resource Management Area. Kent Torve, Consultant Engineer from Wenck Associates, has reviewed the project in regards to the Carver County Water Management Rules. Mr. Torve reviewed the proposed site grading, infiltration and water calculations as a result of the construction of the township road and stormwater pond. His review concluded minor comments which will need to be revised on the preliminary plat. The biggest concern was the filtration tile and the elevation shown on plans. Changes need to be made to plans in order to show positive flow. The project engineer, Curt Kallio, is working on getting the appropriate changes shown on the plans to satisfy Mr. Torve's concerns.
10. Chip Hentges, Carver SWCD, has reviewed the project in regards to the Carver County Water Management Rules as well. Mr. Hentges reviewed the proposed site grading and erosion/sediment control design as a result of the project. His review concluded minor comments which relate to the temporary & permanent stabilization, topsoil stock piling, borrow area and potential erosion issues which will need to be addressed prior to final approval. Mr. Kallio has been working on correcting all concerns on the project. Conditions are being placed on the Preliminary Plat to insure that these topics are dealt with prior to receiving approval of the developer's contract & final plat consideration.
11. The Minnesota Department of Transportation (MnDOT) has reviewed and submitted comments regarding the proposed plat. As part of MnDOT's review process, they allow a 30 day review to take place within their Office. Therefore, every division has commented on the proposal. As part of their review, they have determined that on State Highway 25, Mr. Wachholz will be required to construct a right turn lane and a bypass lane for southbound traffic.

12. It appears that the plat would substantially meet the requirements of applicable County Zoning Code except where noted. The areas of deficiency would need to be addressed through conditions placed on the preliminary plat approval that must be complied with prior to acceptance of the final plat. However, at this time it may be necessary to continue the public hearing.
13. The Waconia Town Board has reviewed the request and has been in support of the development.

THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the approval of the preliminary plat of Stoney Ridge for the land described on the Preliminary Plat. The Planning Commission further recommends that the following conditions be attached to the Preliminary Plat approval:

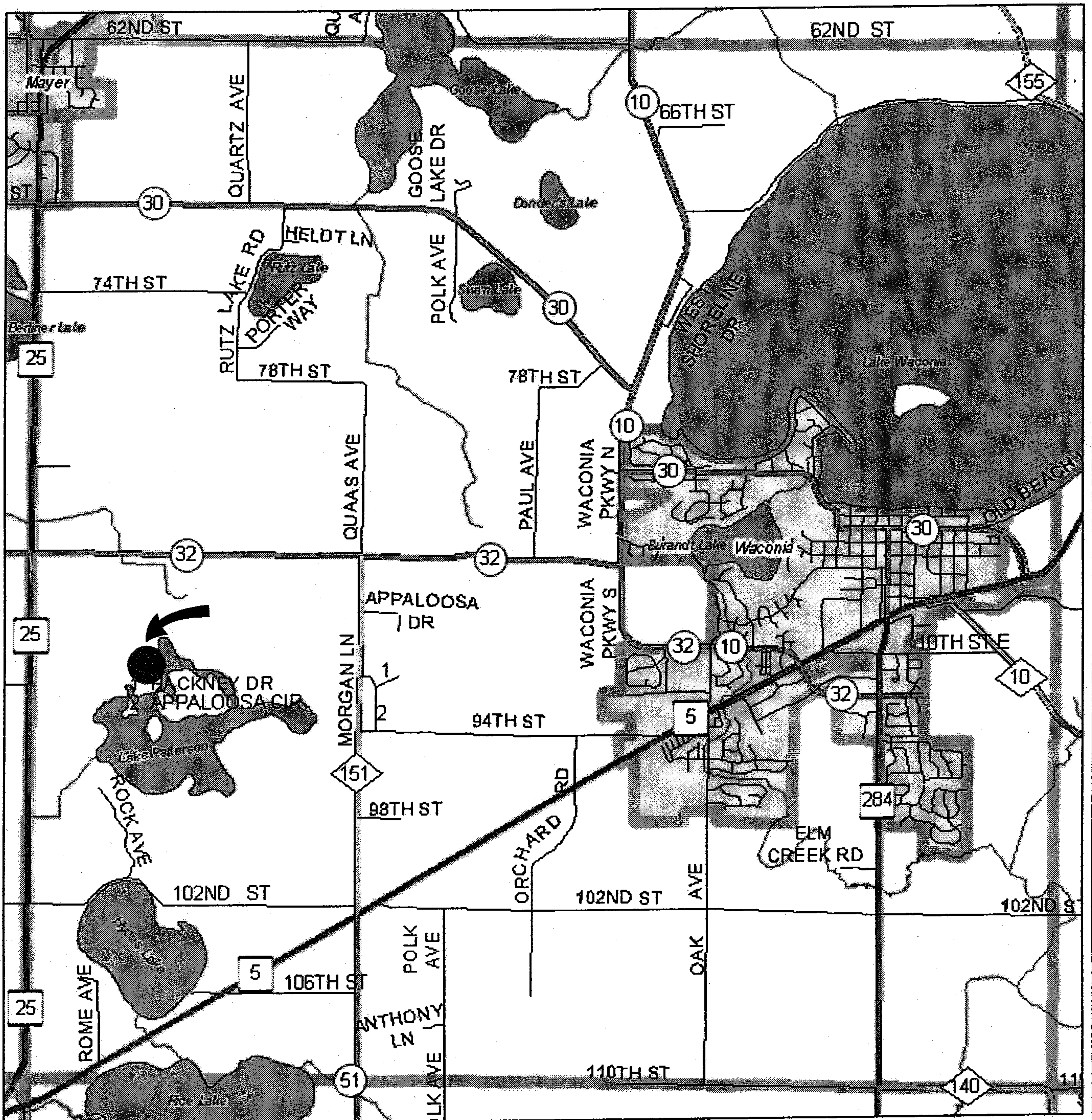
1. The layout of the final plat must substantially conform to the preliminary plat. Any significant departure from the preliminary plat must be approved by the Planning Commission before final plat consideration.
2. The developer must enter into an improvement agreement with the County and the Township as per Section 8 of Ordinance No. 33 prior to the initiation of construction of any of the improvements. The County Engineer, Carver SWCD and Water Management Dept. must approve the road plan(s) and storm water drainage plan(s) before approval of the improvement agreement. All roads and improvements must be completed before final plat approval or the applicant must post a financial guarantee as per Section 151.175 of the Subdivision Code.
3. The County Engineer and SWCD must approve the road plan(s) and storm water drainage plan(s) before approval of the developer's agreement. An access permit must be obtained, including the developer's responsibility to construct a right turn lane, as determined by the County Engineer. All roads and improvements must be completed before final plat approval or the applicant must post a financial guarantee.
4. The Carver County Water Management Rules require the Developer to submit a security in the amount defined in the Water Rules to cover the construction of the filtration system and erosion/sediment control measures. The security must be submitted prior to beginning construction on the site and will only be released upon final site inspection, which would include submitting a copy of a maintenance plan & an as-built for the infiltration system.
5. The developer shall meet with the Emergency Services Director to determine the street name (Stoney Ridge Lane) and the site address for each lot. It shall be the obligation of the developer to furnish the street name signs. These shall conform to the county standards.
6. The covenants as required by Conditional Use Permit #PZ20060060 must be approved prior to final plat consideration. The Assistant County Attorney shall approve the covenants and title work prior to the final plat consideration by the County Board. The required covenants shall address the disclosure pertaining to the Minnesota Department of Natural Resources (DNR) that Patterson Lake is considered a Wildlife Management Area (WMA) lake; therefore, the public waters are used extensively by the public for hunting, trapping and other recreation tied to wildlife, such as wildlife watching. No vegetative removal within the drainage easement area and/or within Patterson Lake shall be allowed. The required covenants shall also note that there is a Sportsman's Club (Carver County Sportsmen Club Inc.) on the southwest corner of Patterson Lake; therefore, recreational shooting activities will take place throughout the year.
7. The individual lot owners will maintain the road until such time that the Township agrees to assume maintenance responsibility. If necessary, a maintenance agreement (or similar provision in the covenants) must be drafted for recording with the final plat, defining the lot owners' responsibilities for the road. The lot owners are not responsible for future extension of the road unless they agree otherwise.
8. Any additional information that is needed by Wenck Associates, Carver SWCD, Carver Water Management, Carver County Public Works and/or Waconia Township for review shall be submitted in an acceptable form prior to receiving approval of the Developer's Contract.

9. The applicant shall comply with any and/or all requirements established by the appropriate road authorities. An access permit for the proposed road must be obtained from the Minnesota Department of Transportation (MnDOT).
10. As per Section 151.163 of the Carver County Code, all utility facilities are to be located underground. The access and drainage ways will be designed so that public utilities can be installed at a later date.

ADOPTED by the Carver County Planning Commission this 20th day of November, 2007.

Gene Miller
Planning Commission Chair

Waconia Township



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



Map Created by Carter County GIS
Apr 21, 2005



REQUEST FOR BOARD ACTION

AGENDA ITEM : Upgrade of Land Records Software

Originating Division: Property Records Taxpayer Services Meeting Date: 12/11/2007
 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: Request that we upgrade our land records software and hardware systems to allow us to start electronic recording of documents. Total initial cost is approximately \$170,000. These systems have been reviewed by the IS department and are on the project list for 2008. Funding would be from our Recorder Techology funds. All contracts have been reviewed and approved.

ACTION REQUESTED: Request that funds from the Recorders Techology Fund in the amount of \$170,000 be used to purchase necessary software, hardware and maintence for electronic recording of documents.

FUNDING

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

FISCAL IMPACT

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

Related Financial Comments: Funds will be taken from the Technoloby fund. No additional funding is necessary

Reviewed by Division Director

Date: 11-28-2007



REQUEST FOR BOARD ACTION

AGENDA ITEM : Abatements/Additions

Originating Division: Property Records Taxpayer Services Meeting Date: 12/11/07
 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 = \$ - 144.11
 Other Sources & Amounts = - 991.89
 =
TOTAL = \$- 1,136.00

FISCAL IMPACT

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

Related Financial Comments:

Reviewed by Taxpayer Services Manager

Date: 11-30-07



**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
December 11, 2007**

**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
2006	65.2450190	RODNEY T & BETTY A VACEK	Reduction in value	3,138.00	2,906.00	-73.30	-232.00
2007	65.2450190	RODNEY T & BETTY A VACEK	Reduction in value	2,340.00	2,132.00	-1.03	-208.00
2005	25.5550230	WALTER E KOTCH	Residential homestead classification	2,176.00	1,958.00	-1.66	-218.00
2006	25.5550230	WALTER E KOTCH	Residential homestead classification	2,002.00	1,764.00	-1.53	-238.00
2007	25.5550230	WALTER E KOTCH	Residential homestead classification	3,590.00	3,350.00	-66.59	-240.00
Grand Total				\$13,246.00	\$12,110.00	-\$144.11	-\$1,136.00



REQUEST FOR BOARD ACTION

AGENDA ITEM : Carver-Scott Educational Cooperative Agreement

Originating Division: Public Health

Meeting Date: 12/11/07

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 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, 2008 to December 31, 2008.

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
TOTAL	= \$30,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other: Included in 2008 Budget Request

Related Financial Comments: Contract expense has been budgeted in 01-460-461-2376-6271 for 2008.

Reviewed by Division Director

Date: 11/30/07



REQUEST FOR BOARD ACTION

AGENDA ITEM: Senior Health Promotion Consultant-- Scott-Carver-Dakota CAP Agency, Inc. - Community Health Board

Originating Division: Public Health

Meeting Date: 12/11/07

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 Metropolitan Area Agency on Aging, Inc. renewed the grant to Public Health, from the Older American Act Program, in the amount of \$50,000 to continue the Healthy Living Education Series for Seniors in 2008. These funds support senior health promotion and education activities in Carver County, utilizing an evidence-based model entitled, "Healthy Eating for Successful Living in Older Adults," from the National Council on Aging. Public Health is requesting to renew the contract with the Scott-Carver-Dakota CAP Agency, Inc. in the amount of \$50,000 to provide overall coordination and educational efforts as the Senior Health Promotion Consultant on this project. The contract dates are January 1, 2008 through December 31, 2008 (effective when signed by all parties).

ACTION REQUESTED: Motion to approve, as the Community Health Board, the Senior Health Promotion Consultant Contract with the Scott-Carver-Dakota CAP Agency, Inc. to coordinate and carryout educational efforts for the grant funded Healthy Living Education Series for Seniors for January 1, 2008 through December 31, 2008.

FUNDING

County Dollars =	\$
Other Sources & Amounts =	
MAAA Grant	= \$50,000
TOTAL	= \$50,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other: see below

Related Financial Comments: On November 27, 2007 the County Board approved a budget amendment request for Public Health to accept and expend the 2008 grant award from MAAA. Budget for contract expenses totaling \$50,000 were included in this budget amendment in 01-460-463-2365-6271.

Reviewed by Division Director

Date: 11/26/07



REQUEST FOR BOARD ACTION

AGENDA ITEM: Emergency Preparedness Resource Group LLC (EPRG) - Public Health Preparedness Consultant Agreement

Originating Division: Public Health

Meeting Date: December 11, 2007

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: In efforts toward meeting Public Health Emergency Preparedness Grant Contract requirements, the Public Health Division is eliciting contractor services with EPRG as a Public Health Preparedness Consultant for activities surrounding public health emergency preparedness training, exercises and operational planning tools. The agreement will be effective December 1, 2007 to August 9, 2008.

ACTION REQUESTED: Motion to approve the contract with Emergency Preparedness Resource Group LLC.

FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL = \$

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: Contractual expenses are budgeted in the Public Health division's 2007 budget and have been included in the 2008 budget request.

Reviewed by Division Director

Date: 11/30/07



REQUEST FOR BOARD ACTION

AGENDA ITEM : Local Public Health Act Funding-2008 Assurances and Agreements - Carver County Community Health Board

Originating Division: Public Health

Meeting Date: 12/11/07

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 2008 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 government 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 from January 1, 2008 to December 31, 2008.

ACTION REQUESTED: Motion to approve the 2008 Assurance 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: 11/30/07



REQUEST FOR BOARD ACTION

AGENDA ITEM : Amendment To Caretakers Agreement

Originating Division: Public Works/Parks

Meeting Date: December 11, 2007

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 ITEM0: It is proposed that a deposit be retained for the caretaker service at Baylor Regional Park. The proposed deposit would be returned to the caretakers upon a complete and orderly departure as caretakers. The deposit to be in lieu of and equivalent of two months rent and provides incentive to make sure the house and grounds are left in a clean and orderly fashion saving time and financial resources to prepare the home for new occupants. The caretaker in the park provides the service of assisting campers, providing an on site presence, collecting fees for shelter and campsite rentals, closing the park after hours, checking park facilities and locking them when necessary and cleaning areas of use when park staff are not in the park. This service essential precludes the caretakers from having extended stays of a day or longer away from the park during May through October and December through March. At other times of the year the caretakers can be granted extended stays away with the approval of the Parks Director. The caretaker is not an employee of the County, but a contracted service provider and receives no other compensation or benefits.

ACTION REQUESTED: Motion to approve the amendment to the Caretakers Agreement.

FUNDING

County Dollars = \$NA

Other Sources & Amounts =
=\$

TOTAL = \$

FISCAL IMPACT

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

Related Financial Comments:

Reviewed by Division Director

Date:

11/29/07

S:Parks/RBA -RES RBA Baylor Park Caretakers Agreement - Deposit

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

Date: December 11, 2007
Motion by Commissioner: _____

Resolution No: _____
Seconded by Commissioner: _____

**AMMENDMENT NO. 1
CARETAKERS AGREEMENT FOR BAYLOR REGIONAL PARK**

BE IT RESOLVED, that the Carver County Board of Commissioners hereby amends the Resident Caretaker Agreement for Baylor Regional Park by requiring a deposit of \$800.00. This deposit will be returned to the Caretakers upon a complete and orderly departure as caretakers.

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 11th day of December, 2007, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 11th day of December, 2007.

David Hemze County Administrator



REQUEST FOR BOARD ACTION

AGENDA ITEM: Memo Of Understanding Between The State Of Minnesota And Carver County Regarding Homeland Security Grant Funding

Originating Division: Sheriff

Meeting Date: 12/11/07

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: The purpose of this agreement is to set forth the terms by which the State shall expand Homeland Security Grant funding on behalf of Carver County for the purchase and installation of Livescan fingerprint capture devices and related equipment.

ACTION REQUESTED: Approve a motion to allow the Sheriff's Office to enter into an agreement with the State to purchase Livescan fingerprint equipment.

FUNDING

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

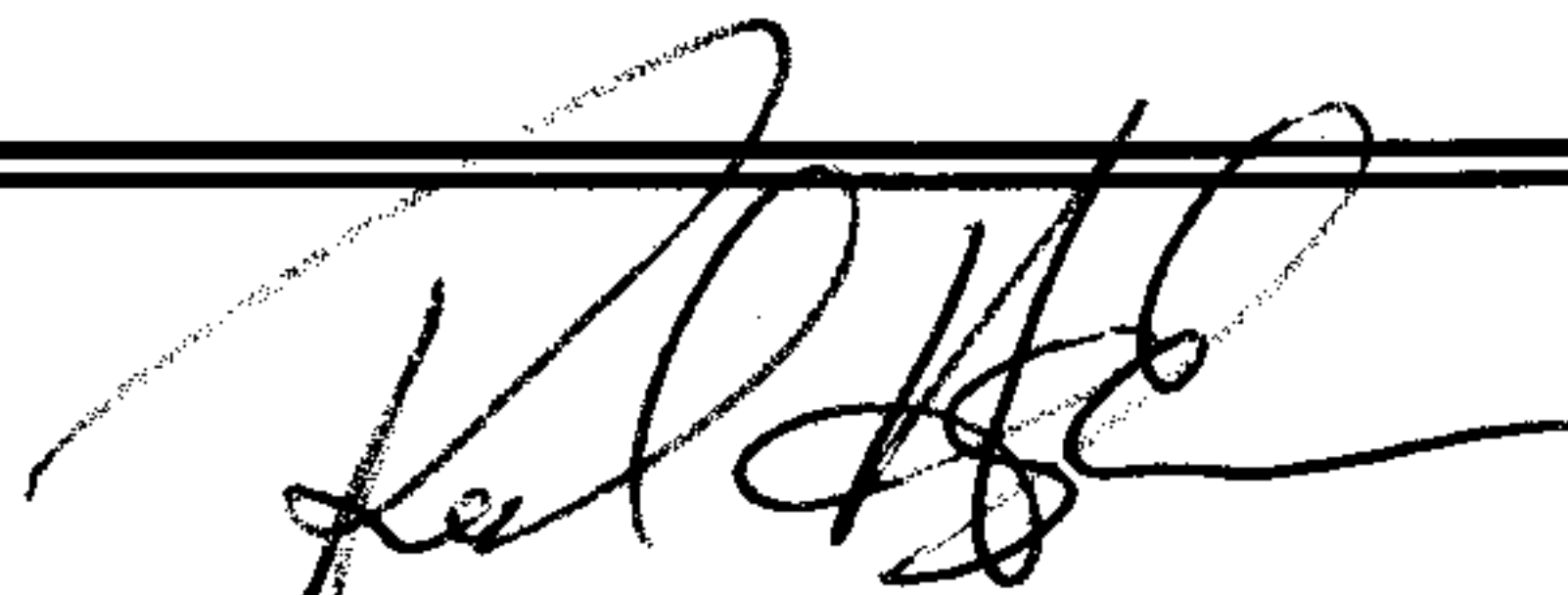
FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 11/30/07

 9501



REQUEST FOR BOARD ACTION

AGENDA ITEM : SouthWest Metro Drug task Force Joint Powers Agreement

Originating Division: Sheriff

Meeting Date: December 11, 2007

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: Renewal of Joint Powers Agreement with the SouthWest Metro Drug Task Force. This Joint Powers Agreement allows for the joint exercise of police powers by member law enforcement agencies in a centralized drug task force team. Other member agencies include Scott County, McLeod County, Shakopee Police, Prior Lake Police, Glencoe Police, Hutchinson Police and South Lake Minnetonka Police.

ACTION REQUESTED: Approve Joint Powers Agreement between Carver County Sheriff's Office and the Southwest Metro Drug Task Force for the period of January 01, 2008 through December 31, 2008.

FUNDING

County Dollars = \$8,400.00

Other Sources & Amounts = \$

TOTAL = \$8,400.00

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: Participation is budgeted in 01-201-233-0000-6820

Reviewed by Division Director

Date: 11-26-2007



REQUEST FOR BOARD ACTION

AGENDA ITEM : Scott County Juvenile Detention Bed Space Contract

Originating Division: Sheriff

Meeting Date: 12-11-2007

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: Carver County has provided juvenile detention bed space to Scott County since 1994. This contract will continue that collaboration.

ACTION REQUESTED: Motion to approve the Scott County Juvenile Detention Bed Space Contract.

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 30, 2007



REQUEST FOR BOARD ACTION

AGENDA ITEM : NICE Systems Maintenance Contract w/ Carver County Sheriff's Office

Originating Division: Sheriff

Meeting Date: 12-11-07

Amount of Time Requested: NA

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: Service contract on NICE Systems logger-recorder for 9-1-1 Communications Center. The contract covers the time frame for the remaining life expectancy of the logger-recorder ensuring repairs will be completed and the system will remain up and running. We are required by state statute to have this equipment which records all voice and radio communications going in and out of the 9-1-1 center. The contract runs from June 1, 2007 through February 28, 2010.

ACTION REQUESTED: Approve maintenance contract

FUNDING

County Dollars = \$27,735.00

Other Sources & Amounts =
= \$

TOTAL = \$27,735.00

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: Maintenance contract budgeted in 2007 Sheriff's Office Communications budget 01-201-240-0000-6346 Service Agreements.

Reviewed by Division Director

Date: November 29, 2007



REQUEST FOR BOARD ACTION

AGENDA ITEM : Young America Corporation Dislocated Worker Contract

Originating Division: Community Social Services

Meeting Date: 12/11/2007

Amount of Time Requested:

Attachments for packet: X Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: Earlier this summer Young America Corporation announced that it would be laying off 90+ employees. Many of these impacted employees are Carver county residents. Special dislocated worker funds were made available from the Department of Employment and Economic Development (DEED) to assist these individuals in becoming retrained & re-employed. A competitive grant selection process was held to determine who would assist these workers. Central MN Jobs & Training Services, a provider of dislocated worker services in McCloud county, & Carver County were selected to operate the dislocated worker program by a committee of former Young America Corporation employees. Central MN Jobs & Training received the grant directly from DEED, & is now subcontracting to Carver county its portion to provide services. This contract is for \$135,250 to serve a minimum of 35 former Young America Corporation employees. The time period of the contract is 7/1/07 through 6/30/08.

ACTION REQUESTED: Motion to approve grant and attached budget amendment with Central MN Jobs & Training Services for \$135,250 to serve a minimum of 35 former Young America Corporation employees.

FUNDING

County Dollars =	\$
Other Sources & Amounts =	135,250
	= \$
TOTAL	= \$135,250

FISCAL IMPACT

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

Related Financial Comments: 100% of these funds are non-county funds. \$48,500 of these funds will be budgeted and expended in 2007. The remaining \$87,750 is already budgeted for 2008.

Reviewed by Division Director

Date: 11/28/2007

BUDGET AMENDMENT REQUEST FORM

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

DEPARTMENT: Community Social Services

Date of County Board Session: 12/11/2007

Fund: 11

Description of Revenue Account funds are to Increased/(Decreased):	Amount	Description of Expenditure Account funds are to Increased/(Decreased):	Amount
Young America Corp Grant	\$ 48,500	Young America Corp Employment Services	\$ 48,500
TOTAL:	\$ 48,500	TOTAL:	\$ 48,500

A. Reason for Request:

Recognize in the 2007 Social Services Budget grant funds for Young America Corporation dislocation worker program.

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

C. Contingency Acct. Beginning Bal.: \$ 300,000

D. Contingency Acct. Current Bal.: \$ 100,000

E. Current Balance After Adj.: \$ 200,000

F. Prepared/Requested By: Chuck Churchill/Gary Bork

G. Recommend Approval: Finance

H. County Board Decision: Approval/Disapproval



REQUEST FOR BOARD ACTION

AGENDA ITEM : Amendment to Rebound Groop Contract 07-123/ jail flooring

Originating Division: Administrative Services

Meeting Date: December 11, 2007

Amount of Time Requested: -0-

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: Facilities wishes to Amend Contract 07-123 with Rebound Group to provide labor and materials for replacing the flooring in the gym exercise room in the Jail. For a sum not to exceed \$2542.40

ACTION REQUESTED: Motion to approve Amendment to Contract 07-123 with Carver County Facilities Services and Rebound Group in the amount of \$2,542.40

FUNDING

County Dollars = 2,542.40.

Other Sources & Amounts =

= \$

TOTAL

= \$2,542.40

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: To be paid from a budget transfer from Jail Account 01-201-235-000-6310 to Facilities Account 01-110-000-0000-6640 CIP 110-15 Painting.

Reviewed by Division Director

Date: 12/6/07



REQUEST FOR BOARD ACTION

AGENDA ITEM : Separation Agreement

Originating Division: Employee Relations

Meeting Date: December 11, 2007

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 County's Worker's Compensation provider, the Minnesota Counties Insurance Trust (MCIT), has been approached with a settlement proposal by an attorney representing an employee who has had a number of workplace injuries.

The employee's management team, the County Attorney and staff from Employee Relations have met and agreed that it is in the best interest of the County to ask the MCIT attorney to pursue a reasonable settlement on the worker's compensation proposal. It is normal to accompany that settlement with an employment separation agreement to minimize any future claims.

The separation agreement must have a monetary value to be viewed as a valid contract. The amount of this agreement is \$100.00.

ACTION REQUESTED:

Motion to approve the separation agreement for \$100.00 to accompany the Worker's Compensation settlement negotiated by MCIT.

FUNDING

County Dollars = \$100.00

Other Sources & Amounts = \$0.

= \$0

TOTAL

= \$100.

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: The funds necessary for this separation agreement are available in the current budget.

Reviewed by Division Director
Doris M. Krogman

Date: 12/5/07



REQUEST FOR BOARD ACTION

AGENDA ITEM: Carver County Fee For Service Schedule

Originating Division: Financial Services

Meeting Date: 12/11/07

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: A public hearing has been scheduled for proposed revisions to the County's fee for service schedule. The State allows the County to charge fees to cover its costs. Notice of this public hearing has been placed in the County's legal newspaper.

Minor revisions are proposed. The fee for service schedule is now formatted in a Divisional structure. Changes to the fee schedule are noted in the second to last column along with any financial impact of the fee changes. Notes are also added to further describe any changes as needed.

ACTION REQUESTED: Close the public hearing and approve revisions to Ordinance #48, 2007 Fee for Service Schedule.

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: 11/27/07

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ORDINANCE #48

CARVER COUNTY

**2007
FEE-FOR-SERVICE
SCHEDULE**



Approved by the
Carver County Board of Commissioners
Adopted December 11, 2007

This ordinance regulates the fees for services charged by Carver County.

WHEREAS, the County Board of Commissioners may charge fees for services provided by any county office, official, department, court, or employee; and

WHEREAS, there is a reasonable relation between the fees contained in this schedule and the cost of providing the services; and

WHEREAS, Minn. Stat. Section 400.08, Subd. 3 states that these service fees, charges, and rates must be established by ordinance.

NOW, THEREFORE BE IT RESOLVED, The County Board of Commissioners of Carver County, Minnesota hereby ordains adoption of the fees contained in this schedule effective the date of its passage.

Adopted by the County Board of Commissioners at a meeting held at the Carver County Government Center, Chaska, Minnesota, this 11th day of December, 2007.

Gayle Degler, County Board Chair

Date: _____

David Hemze, County Administrator

Date: _____

Division/Department	Fee-For-Service (*Statutorily set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments	
<i>Administrative Services - Information Services</i>	Lead Analyst	\$150/hour (15 minute increments)			
	Computer Technician	\$75/hour (15 minute increments)			
	Media				
	Personal Computer CD (no AS400)	\$30/each			
	Personal Computer CD (AS400 interaction)	\$40/each			
	Computer Screen Print	\$5/page			
	AS400 Media	\$70/each			
	Computer Reports	\$0.50/page			
	CD-ROM/DVD	\$25/each			
	Zip Disk	\$30/each			
	County Wide (NOTE: All County departments will apply county-wide fees and charges unless a department has a different rate listed)				
		Fax Machine Usage (employee or public)	\$1 for first page \$0.30 each additional page – local		
		\$4/page + \$1.50/each additional page – long distance			
	Fax Machine Usage (employee or public)	\$10/page + \$3.00 each additional page – international			
	Financial Statement (B & W)	\$30			
	Budget Books (B & W)	\$40			
	5-Year Capital Improvement (B & W)	\$40			
	Non-Sufficient Fund (N.S.F.) Checks	\$30/check			

	Information Gathering/Research (Public Data Only)	If over ½ hour: \$50/hour + any material costs; pro-rated to the nearest ½ hour; no charge for other government agencies; no charge for separating public data from non-public data.		
	Photocopying (Black & White)	\$0.25 page – public		
		\$0.10/page – employee		
	Photocopying (Color)	\$1.50/page – public		
		\$0.50/page – employee		
	Postage	Federal rates		
	Public Meeting Videocassette/Audio Tape	\$10/tape. No charge for other government agencies.		
	GIS Mapping Projects			
	Internet Map Print Out – 8.5 x 11	\$15/page Additional Copy \$5		
	Custom Mapping	\$75/hour labor (1/2 hour min) – 15 minute increments		
	8.5 x 11	\$5/map (1 free map is provided to registered landowner)		
	11 x 17	\$7/map		
	Plotter			
	<= 36" x 24	\$15/map **\$10 ***\$5		
	>36" x 24 and <= 36" x 50"	\$20/map **\$15 ***\$10		
	>36" x 50 and <= 36" x 72	\$30/map ** \$15 ***\$10		
	<= 40: x 72" – special size paper	\$50 **\$20 ***\$15		
** Extra charge for 2005 Aerial Photography 6" Pixels				
***Extra charge for Aerial Photography 2' pixels				
	Laminating			
	<= 24" x 36"	\$15/map		
	> 24" x 36"	\$25/map		

	Automated Internet Parcel Buffer Request	\$75/hour (15 min. charge)		
	Parcel/Tax Records Returned	\$0.05/record		
	E-mailed results – Excel, Text File, List	Free		
	Printed List	\$0.10/page		
	Printed Mailing Label Sheet	\$2/page		
	<u>Carver County GIS Data Prices</u>			
	**All datasets are UTM Zone 15N Nad83 – Shapefile format. All Carver County datasets require a license agreement.	\$75 setup fee for all databases		
	Parcels- All tax information is in the MetroGIS Standard Format			
	1 to 2000	\$0.05/parcel		
	2000-5000	\$0.03/parcel		
	5000-50,000	\$0.02/parcel		
	County-wide pre-built dataset	\$0.01/parcel		
	Street Centerlines	\$750/County Wide		
	City/Township Boundaries	\$50/County Wide		
	<u>Contours</u>			
	2 ft. contours – also available in DFX/Carver County Coordinates	\$10/acre		
	10 ft. contours – also available in DFX/Carver County Coordinates	\$50/section		
	2005 Aerial Photography 6” resolution – MrSID Format -(available in Carver County Coordinates & UTM -Other image formats may be available upon request	\$150/section Prices may vary due to size and media used.		

	<u>Other GIS Datasets</u>	\$75/hour (1 hour minimum) 15 minute increments		
	<u>Government Jurisdictions</u>			
	Most datasets available free through license agreement			
	2005 Aerial Photography/Elevation Project			
	Elevation & Photography 70 sections or greater	\$360/section \$7,350		
	Photography Only 70 sections or greater	\$105/section \$17,850		
	Elevation Only 70 sections or greater	\$255/section \$25,200		
	3 rd Party Data Requests – Non-Carver County	\$75/hour (1/2 hour minimum) 15 minute increments		
	Subscription Login to Network	\$50/year		
	<u>Carver County GIS Dataset Subscription</u>			
	**Dataset must be purchased county-wide before subscription (only the startup fee is paid the first year) All subscriptions run through December 31 st	\$50 startup fee		
	Parcels (County Wide)	\$250/year		
	Street Centerline (county-wide)	\$250/year		
	<u>GIS Impact Fees</u>			
	Metes and Bounds	\$25/parcel		
	Recorded Plats	\$100/hour		
	<u>All Other Miscellaneous GIS Requests</u>	\$75/hour (15 minute increments)		
<p><i>NOTE: 1. All county departments will apply the above charges unless a department has a different rate listed.</i></p> <p><i>2. Spatial GIS data requests will be charged for labor, otherwise all GIS data charges do not apply to government jurisdictions.</i></p>				

Division/Department	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Administrative Services - Library (including Law Library)</i>	Unreturned Materials and <u>Supplies</u>			
	<u>Hardback</u>			
	Adult non-fiction	\$25		
	Adult fiction	\$25		
	Juvenile fiction and non-fiction	\$15		
	Paperback	\$8 (adult) \$5 (juvenile)		
	Audio Cassettes	\$25		
	Compact Disc	\$25		
	Video Cassettes/DVD's	\$25		
	Magazines	\$5		
	Lost Library Card	\$1		
	Damaged or Lost Barcode	\$0.50		
	Compact Disc Cases	\$2		
	Photocopies – Black and White	\$0.10/page		
	Photocopies – Color	\$0.50/page		
	Processing Fee	\$2		
	Telefax Machine	\$1/page		
	<u>Overdue Fines</u>			
	Video Cassettes/DVD's	\$1 item/day		
	All other items	Juvenile \$0.10/day Adult \$0.30/day		
	<u>Maximum Fine on Overdue Materials</u>			
	Adult fiction and non-fiction	\$6		
	Adult paperbacks	\$6		
	Juvenile fiction and non-fiction	\$2		
	Juvenile paperbacks	\$2		
	Compact Discs	\$6		

	Adult and Juvenile Audio Cassettes	\$6		
	Video Cassettes/DVD's (1 Week)	\$6 (adult) \$2 (juvenile)		
Division/Department	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Administrative Services - U of M Extension Service</i>	Parents Forever Divorce Education Fee	\$80/person (1/1/07)	\$85/person (1/1/08)	
	University Educational Programs	\$5-\$100/session		
Division/Department	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Attorney</i>	Audio Tape Copies	\$10/mini; \$15/micro		
	Video Tape Copies	\$20		
	Compact Discs (disclosure)	\$10		
	Photocopying (disclosure)	\$0.25/page		
	Photographs (disclosure)	3x5 = \$1.50/photo 4x6 = \$1.75/photo 5x7 = \$5.00/photo 8x10 = \$10.00/photo		
Division/Department	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Community Social Services</i>	<u>Day Care Licensing</u>			
	Licensing Inspection	\$150*	\$100*	2007 Licensing Change

	Background Study	\$100*	\$0*	Estimated Loss of Revenue (\$4,500)
	Encore Adult Day Services Program	See Attachment A: <u>Encore Adult Day Services Program Sliding Fee Scale</u>		
		Private Pay Rate: \$66.50/day + CART fee	Private Pay Rate: \$68.00/day + CART fee	2007 Legislative COLA of 2% applied to rate
			Revenue estimated to equal the increase in cost	
	Chemical Dependency (Rule 25) Assessments (per assessment) <i>NOTE: Applicable to assessments when clients have insurance and are not eligible for Tier 1 of the Chemical Dependency Treatment Fund.</i>	\$160		
	<u>First Street Center</u>			
	Psychiatric Eval/Intake	\$260	\$330	Fee increased in response to Blue Cross reimbursement increases
	Psychological Eval/Intake	\$180	\$189	5% increase due to national insurance reimbursement
	Psychotherapy (hour)	\$120	\$126	Same as above
	Psych testing (hour)	\$120	\$126	Same as above
	Medication Management	\$85	\$115	

	Psychiatric Consultation	\$200	\$210	Same as above
	Crisis Service – Assessment & Intervention	\$600/contact		
	Copies of charts	\$35		
	<u>Court Testimony (hour)</u>	\$250		
	Other contracted services	Rate established in the contract (client fee based on ability to pay using the Community Social Services Income Eligibility and Fee Schedule and Carver County's Asset Test)		
	Detox Transportation	Vendor contract Rate or actual cost if local law enforcement transports		
	Social Worker Witness Fee	\$55/hour		
	Copy of videotaped interview	\$25		
	Copy of CD (per CD)	\$25		
	Visions Day Treatment – Full CSS Cost	\$109.14		
	Urine Analysis (UA) (standard analysis per cup) Additional analysis (per each additional drug tested)	\$10 \$5		
	<u>CART</u>			
	CART passenger fare	One-way/round-trip fare		
	In-County (within the county)	\$2/\$4 – in county		
	Less than 10 miles out of county (Shakopee, Eden Prairie, Excelsior) etc	\$3/\$6 – under 10 mile zone		
	CART card	\$35		
	Senior discount	\$1 on all round trips		

Division/Department	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Court Administration</i>	Delinquent Taxes on confession of judgment (amount set by County Board pursuant to statute)	\$10/judgment		
	Law Library fee	\$10 (none for counties and munic.)		
Division/Department	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Court Services</i>	DWI Local Assessment*	\$125		
	Juvenile Delinquency Diversion Fee	\$75/appointment		
	Adult Supervision Fee*	\$175		
	Case Transfer Out Fee-Adult	\$50		
	Safe Streets	\$500		
	UA Fee – Adult	\$25 (name change only)		
	UA Fee – Juvenile	\$15		
	Program Fee (EMG, Friendship Ventures, ART)	\$100		
	Random testing fee	\$25		
	Adult Cognitive Skills Supervision	\$75		
Division/Department	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Employee Relations - Risk Management</i>	Coroner Fees			
	Cremation Approval	\$35		
	Civil Attorney	\$250/hour (\$250		

	Conference	minimum)		
	Body Bag Reimbursement	\$11/bag		
	Photocopies	\$1.07/page		
	Autopsy Report	\$14.02/pull case (staff time)		
	Final summary			
	External Exam			
	Body Storage	\$50/body		
	Copies of Autopsy Photos on CD Rom	\$5/disk		
Division/Department	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Land and Water Service (LWS) – Environmental Services</i>	<p>The Carver County Code of Ordinances 50.07 (A) (4) (b) is hereby repealed and replaced with the following language:</p> <p>(b) The Service Fee as provided for here in shall be established in the Carver County Fee Schedule Ordinance</p>			
	Hazardous Waste Generator			
	<u>Very Small Quantity Generators</u>	License Application Fee	Fee	
	Under 10 gallons/year	\$30	\$50	
	11-55 gallons/year	\$115	\$100	
	56-100 gallons/year	\$174	\$125	
	Over 100 gallons/year	\$231	\$150	
	<u>Small Quantity Generators</u>	License Application Fee	Fee	
	Under 500 gallons/year	\$382	\$250	
	500-1000 gallons/year	\$509	\$275	
	Over 1000 gallons/year	\$636	\$300	
	<u>Large Quantity Generators</u>	License Application Fee	Fee	
	Under 10,000 gallons/year	\$1271	\$450	
	10,000 – 50,000 gallons/year	\$2541	\$550	
	Over 50,000 gallons/year	\$5082	\$650	

	<u>Minimal Generators</u>			
	A generator whose only hazardous wastes are as identified in Section 51.03 definitions of Carver County Hazardous waste Management Code Chapter 52 is subject to the following fees:			
	Application Fee	\$50		
	<u>VSGO Collection Program</u>			
	Each appointment (each appointment includes one hour of administrative time.)	\$75		
	Additional staff time for application review	\$40/hour		
	File search requests (no charge to regulatory agencies)	\$10/copy		
	Provide List of Licensees	\$50/copy		
	File Search Access	\$25/hour		
	Absent for pre-arranged appointment	\$25		
	Follow-up inspection for the purpose of obtaining information concerning generator's non-compliance with the department's cited violations	\$50		
	Address change only	\$25		
	Ownership change only	\$25		
	Burning permits (Building Demolition)	\$25		
	<u>Feedlot Permits</u>			
	Interim Permit	\$160		Delete
	Construction Short Form Permit		Replace with: Construction Short Form Permit & Interim Permit	

	Less than 300 animal units	\$200		
	300 animal units or more	\$400		
	Variance to Feedlot Ordinance	\$500		
	<u>On-Site Sewer Permits</u>			
	Connection from house to existing tank	\$100		
	Repair of tank and/or drainfield (incl. adding a new tank)	\$250		
	New tank/new trench drainfield	\$350		
	New tank/new mound drainfield	\$400		
	Alternative System – including holding tanks	\$450		
	Performance Based System	\$500		
	New Technology System	\$500		
	Other System	\$450		
	<u>Food, Beverage, Lodging System & Commercial</u>			
	1-500 gallons	\$700		
	501-1000 gallons	\$950		
	1001-5000 gallons	\$1350		
	5001-10,000 gallons	\$1950		
	>10,000 gallons	\$2850		
	<u>Individual Sewage Treatment Systems</u>			
	Curtain Drain Septic System Monitoring	\$300 (\$50 soil review + \$50 monitoring) + \$200 installation		
	Plan Review	\$50		
	Soils Review	\$50		
	Re-inspection	\$50		
	Failure to cancel a prearranged inspection at least one hour prior to scheduled inspection	\$50		
	Origination Fee for Revolving ISTS Loan Program	\$150		
	<u>Solid Waste</u>			

	Transfer Station			
	30 cubic yard day:			
	Application Fee	\$75		
	Annual license fee	\$350		
	<100 tons/day:			
	Application fee	\$250		
	Annual license fee	\$1,000		
	101-250 tons/day			
	Application Fee	\$500		
	Annual license fee	\$2,000		
			Add: More Than 250 tons/day	Additional fee added for more than 250 tons/day
			Application Fee \$500	
			Annual License Fee \$2,500	
	Late payment Penalty	\$25% penalty	25% of fee	Description Change
	Solid Waste Service Fee			
	Developed parcels in the following categories shall be charged on a basis of \$25 per service fee unit.			
	Multi-family housing with more than three dwelling units per parcel shall be charged:	80% of the \$25 service fee per dwelling (\$20 per dwelling unit)		
	Single family residences, including mobile homes, duplexes, and triplexes shall be charged:	One service fee unit of \$25 per parcel		
	Commercial parcels with an assessed evaluation of \$100,000 or less shall be Charged:	Two \$25 service fee units for a total charge of \$50		
	Commercial parcels with an assessed value of more than \$100,000 shall be charged:	Four \$25 service fee units for a total charge of \$100		
	Industrial parcels with an assessed evaluation \$100,000 or less shall be charged:	Three \$25 service fee units for a total charge of \$75		

	Industrial units with an assessed evaluation of more than \$100,000 shall be charged:	Six \$25 service fee units for a total charge of \$140		
	<u>Solid Waste/Construction Demolition Haulers</u>			
Division/Department	Fees set regionally by Solid Waste Management Coordinating Board	\$50/truck		
<i>LWS – Planning & Water Management/Land Management (formerly Planning & Zoning)</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
	Administrative Permits	\$100		
	Administrative permit for excavating/filling or a driveway that includes wetlands and/or Level 1 or Level 2 water Rules approval	\$150		
	Wetland Activity including Level 1 or level 2 Approval	\$100		
	Wetland Replacement/Banking/Mitigation <1 acre	\$250		
	Wetland Replacement/Mitigation =>1 acre	\$350 + \$40/hour up to \$1,000		
	Ag Preserves	\$50 (maximum)*		
	Ag Preserve renewal	\$10 (maximum)*		
	Ag Building	\$40		
	The county shall be reimbursed by the applicant for any expenditures for professional services for review of variance, permit, plat, minor subdivision, and EAW-EIS-AUAR applications	\$0		
	Building Permits	1997 UBC		

	Permit for Move-in Home	Based on 80% of Value (acc. To UBC)		
	Permit for Manufactured Home (Permanent)	Value as calculated (AQ Building code minus the purchase price of the home including transportation.		
	Recovery of plan review cost on cancelled building permits	80% of plan review fee		
	Replacement of Lost Inspection Card	\$20		
	Renewal of Expired Permit if No Plan Changes	50% of permit fee		
	Temporary Farm Rated or Elderly Parent Manufactured Homes	\$250		
	Mechanical/Heating	\$60		
	Mechanical/Air Conditioning	\$60		
	Mechanical/air exchanger	\$60		
	Mechanical/Non-single Family	1% of construction value		
	Plumbing Permit	\$5/fixture; \$50 minimum		
	Non-residential Plumbing	1% of construction value		
	Residential appliance installation, improvement, or repair meeting criteria in MS 16B.665 (water heater)	\$15		
	Re-side or re-roof	\$60		
	Erosion Control	0.0004 of value – where building permit involves significant earthmoving – New homes large buildings		
	Minor Subdivision	\$300 plus surveyor fee & GIS impact fee		
	Boundary Adjustment	\$50		
	Building eligibility transfer	\$100		

	Political signs	\$0		
	Platting Process – Preliminary Plat through Final Plat Process including developer’s contract and legal reviews	\$600 + \$100 + \$40/hour plus Attorney’s Office fee	\$600 for one lot + \$100 for each additional lot + \$40/hour plus Attorney’s Office fee	Description change
	Comprehensive Plan Amendment	\$500		
	Rezoning/Ordinance Amendment	\$500		
	Seasonal Signs	\$100 (\$80 refunded after sign removal)	Signs \$40 if not included in a Building Permit or CUP	
	Site Inspection Fee	\$50 + \$50 for each additional re-inspection		
	Review of Project for Compliance with Water Management Rules:			
	Level 2	\$100 Applicant shall reimburse the County for engineering costs incurred during application review	\$100 Applicant shall reimburse the County for engineering costs incurred during application review <u>and final inspections</u>	Description change

	Level 3	\$500 fee plus \$750 to reimburse for engineering costs included with application; applicant shall reimburse the County for engineering costs above the initial \$750 + \$40/hour up to \$500	\$500 fee plus \$750 to reimburse for engineering costs included with application; applicant shall reimburse the County for engineering costs and <u>final inspections costs</u> above the initial \$750 + \$40/hour up to \$500	Description change
	Variances and Appeals	\$500		
	Demolition Permit	\$85 if only activity is demolition of home or other major structure; no demolition permit fee if demolition is in conjunction with the building project		
	Special Meeting of Planning Commission or Board of Adjustment	\$300 + appropriate application fee		
	<u>Conditional Use Permits</u>			
	AGRICULTURE; Feedlot, 152.076 A Conditional Use Permit required solely for bringing an uncertified liquid manure storage area which was designed and/or installed with guidance from Carver SWCD into compliance and not associated with an expansion or substantial change in operation is exempt from these fees. This exemption does not include feedlot permit fees.	\$250 (less than 300 animal units)		

		\$350 (300 to 599 animal units)		
		\$500 + \$40/hour up to \$1000 – 600 plus animal units		
	ADDITIONAL DENISTY OPTIONS: 152.078 Example: High amenity CUP; Wooded Lot CUP	\$500 for first residential lot plus \$100 for each additional residential lot + \$40/hour up to \$1000		
	RESIDENTIAL RELATED: 152.077, Example: Residential Accessory Structures, Farm Related Homes, Farm Related Manufactured Home, Temporary Homes for Elderly Parent, and Day Nurseries	\$400		
	HOME BASED BUSINESS: 152.079, Example: Recycling/Solid Waste, Farm Related Business, Home Extended Business, Commercial Kennels, stables, Aquaculture, Recreational Activities, Retail Nurseries, School Bus service, Contractor's Yard, Commercial Radio Station, Utility/Essential Service	\$500 + \$40/hour up to \$1000		
	LARGE SCALE ACTIVITIES; ESSENTIAL SERVICES; RSD's; ALL OTHERS: 152.080, 152.095, 152.147-.149, 152.052-.056 Except as listed below:	\$500 + \$40/hour up to \$1000		

	Golf Courses	\$500 + \$40/hour up to \$2000		
	Mining/Reclamation	\$500 + \$40/hour up to \$1000		
	Airports –Personal Use Airstrip	\$450		
	Other than Personal Use Strip	\$500 + \$40/hour up to \$1000		
	EAW/EIS/AUAR Process	\$500 fee plus escrow of \$1000 to reimburse staff costs at \$40/hour. Escrow shall be increased if staff costs exceed \$1000. The County shall have the right to contract for services to prepare the documents. Applicant shall escrow the estimated cost of such contract and shall pay the full cost of completing the study if the estimate is exceeded.		
	<u>Publications & Information</u>			
	Research of property, demographic, or similar information requested by anyone other than the landowner or agent	County Research Fee		
	Aerial ½ sections 1"=200' blue line	\$15		
	County Code	\$50		
	Large zoning map	\$30		
	Small zoning map	\$5		
	Zoning & Subdivision sections of the Code	\$15		
	Color maps 8.5 x 11 from Comprehensive Plan, Water Plan or other reports	\$5/map		
	Comprehensive Plan – full document	\$50		

	Land Use Element of the Plan	\$15 with colored maps; free if black & white		
	Water Management Plan	\$50		
	Water Quality Report	\$50		
	Ravine & Bluff study – MN River	\$50		
	Crow River NRI	\$50		
	CD's	\$5		
	Quality of Life	\$10		
Division/Department				
<i>Property Records & Taxpayer Services - Taxpayer Services</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
<i>Taxpayer Services - Administration</i>	<u>Licenses</u>			
	Auctioneer License*	\$20		
	Dangerous Dog	\$50		
	Fireworks Permit	\$50		
	Tobacco License	\$150		
	Transient Merchant License*	\$150		
	Liquor License Set-up	\$100		
	On-Sale Intoxicating Liquor	Varies per township		
	On-Sale Sunday Intoxicating Liquor	\$200		
	Off-Sale Intoxicating Liquor	\$100		
	On-Sale Non-intoxicating Liquor	\$60		
	Off-Sale Non-intoxicating Liquor	\$15		
	On-Sale Intoxicating (Temporary)	\$50		
	On-Sale Non-intoxicating (one day)	\$15		
			Wine License \$400	\$0 Impact Not listed prior

	Customer Service			
	Certification by Hand and Seal – Auditor	\$10		
	Current/Prior Year Tax Statement	\$5		
	CRV Hand Pulled and Copied	\$5		
	Auditor's Plat Fee	\$50 per plat \$10 per parcel		
	Written Tax Estimate	\$15		
	Written Searches (per parcel per year)	\$10		
	Screen Prints	\$2		
	Plat Certification Fee	\$25		
	Fax Machine Usage	\$0.50/page + \$0.25 each additional page —local \$2/page + \$1 each additional page —long distance \$6/page + \$2.50 each additional page international	Local - \$1/1 st page + \$.30 each additional page Long distance - \$4/1 st page + \$1.50 each additional page International - \$10/1 st page + \$3 each additional page	Changed to match county-wide fees
	Computer Print Outs /Labels (Set up fee)	\$20		
	Cost per copy/page	\$0.25		
	Cost per label	\$0.15		
	Cost per sheet of labels	\$2		
	Claim Against Bond Set-Up Fee	\$20	\$20 plus <u>\$0.25 per copy/page</u>	Description change
	Cost per copy/page	\$0.25		
	Certified Letter	\$4.64	\$5.21 \$0 impact	Postal fee increase
	Research and Development Project/hour	\$35		
	NSF Check Charges	\$30		
	Elections			
	Precinct Finder (County-wide)	\$30		
	Precinct Finder (Individual entity)	\$15		

	Registered Voter Certificate	\$5		
	<u>Taxation</u>			
	Abatement	\$50		
	Auditor's Certificate	\$200		
	Updating existing certificate	\$100		
	Audit Verification of Tax District	\$100		
	Certification of Ten Largest Taxpayers	\$65		
	Confession of Judgment – Set up Fee	\$75		
	Closing Fee	\$25		
	Green Acres Payback Calculation	\$100		
			Escrow Processing Fee: Automated \$100/year Manual \$5/parce \$0 Impact	Not listed prior
	1 st Time Delinquent Publish Fee (per parcel)	\$20		
	PID # Searches	\$2		
	Tax Information (Escrow Agents)	\$2/parcel		
	Manufactured Home collection fee for delinquent taxes	\$30/parcel for year one \$15/parcel for each additional year plus cost of lien release at time of filing		
	<u>Special Assessments</u>			
	Special Assessment Entry Fee per parcel per entry	\$4		
	Tax Forfeit Land – Repurchase Fee	\$150		
	<u>Tax Increment Financing</u>			
	Set-Up Base Fee	\$400		
	Per Parcel Charge	\$20		

	Maintenance Base Fee	\$150		
	Per Parcel Charge	\$20		
	Plan Modification	\$200		
	Early Decertification	\$200		
	Knockdown per parcel	\$20		
Division/Department				
<i>Taxpayer Services - License Center</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
	<u>Drivers License</u>			
	Class A*	\$40.50	\$41.25 Additional \$2,400/year estimated	Fee increase effective 8-1-2007
	Class B*	\$32.50	\$33.25 Additional \$2,400/year estimated	Fee increase effective 8-1-2007
	Class D*	\$21.50	\$22.25 Additional \$19,200/year estimated	Fee increase effective 8-1-2007
	Duplicates*	\$11.00		
	Motorcycle Renewal*	\$13		
	<u>Passports</u>			
	Age 16 and over*	\$67		
	Under age 16*	\$52		
	Execution Fee*	\$30		
	Renewal*	\$67		
	Expedited Service*	\$60		
	Passport Photo	\$10		
	Title and License Fees	Per Minnesota Statute		
Division/Department				
<i>Taxpayer Services - Vitals</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments

			Uncertified copy of Birth/Death/Marriage record from book \$2	Not listed prior
	Genealogy Research (No specific date)	\$20/hour		
	<u>Birth Certificate</u>			
	Certified	\$16		
	Non-certified	\$13		
	Additional	\$9		
	Birth Verification	\$9		
	Statement of No Record Found	\$9	\$13 \$0 Impact	Now includes county and state fees
	<u>Death Certificate</u>			
	Certified	\$13		
	Non-certified	\$13		
	Additional	\$6		
	Amendments to Certified Death Record	\$40		
	Fetal Death Report	\$9		
	Statement of No Record Found	\$9	\$16 \$0 Impact	Now includes county and state fees
	<u>Marriage License</u>			
	Marriage License (Full Fee)	\$100	\$110 Estimated additional revenues of \$3,000 compared to prior year.	Fee increase effective 8-1-2007
	Marriage License (Reduced Fee with Educator's Statement of 12 hour minimum)	\$30	\$40 Estimated additional revenues of \$1,700 compared to prior year	Fee increase effective 8-1-2007

	Marriage Certificate (Certified)	\$9 \$2 additional		
	Statement of No Record Found	\$9	\$16 \$0 Impact	Now includes county and state fees
	Notary Public Commission	\$100		
	Notary Verification (per document)	\$1		
	NSF Check Charges	\$30		Listed under county wide fees
Division/Department				
<i>Property Records</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
	<u>Abstract Department</u>			
	Recording document	\$46 (see note below)		
	Multiple satisfactions, partial releases, and assignments	\$46 with 4 document citations or less \$10 additional for each document cited over 4		
	Well disclosure statement	\$30		
	Plat	\$56		
	Amended: Floor plan (515), Condominium (515A), CIC Plat or amend (515B)	\$0.50 per apartment or unit with a \$56 minimum		
	Non-certified copy	See non-Statutory Fees below		
	Certified Copies	\$10 per document (flat fee)		
	Fax Copies	See non-statutory fees below		
	Copy of an official plat Add certification	\$10 \$5		
	Copy of floor Plan (515), Condominium (515A), CIC Plat (515B)	\$1/page \$10 minimum		

	Non-certified copy or duplicate original. Must be submitted with original recording. Upon receipt mark "Duplicate" or "Copy" and show recording date; Show document number assigned to original, if available; Return immediately	\$2		
	<u>Torrens Department</u>			
	Original Certificate of Title or first CPT	\$46 + Assurance Fund Fees		
	Document Transferring Certificate	\$46 (see note below) \$20 for each new certificate thereafter		
	Plat	\$56 \$20 for each new certificate thereafter		
	Entry of Memorial Per Certificate	\$46 (see note below) \$20 for multiple certificate entries thereafter		
	Residue OR new additional certificate	\$40		
	Exchange Certificate	\$20/each cancelled certificate \$20/each new certificate		
	Amendment to Declaration	\$46 \$20/multiple certificate entries thereafter		
	Amended Floor Plan	\$46		
	CECT	\$40		
	Amendment to CIC declaration and plat	\$46 \$20		
	Condominium or CIC plat or amendment	\$56		
	Section 515B CIC affecting 2 or more units	\$46/first 10 affected certificate \$10/each additional affected certificate		

	For filing of a certified copy of a plat of the survey pursuant to section 508.23 or 508.671	\$46		
	Certified copy of Registered Land survey	\$15		
	Condition of Register	\$50		
	Non-certified copy of Certificate of Title	See Non-Statutory Fees Below		
	Well Disclosure Certificate	\$30		
	Non-Certified copy	See Non-Statutory Fees Below		
	Certified Copies	\$10/document (flat fee)		
	Fax Copies	See Non-Statutory Fees below		
	Copy of an official plat Add certification	\$10 \$5		
	Copy of floor Plan (515A), CIC Plat (515B)	\$1/page \$10 minimum		
<i>NOTE: On all deeds and mortgages where state deed tax and state mortgage registry are due, there is also a state mandated \$5 agricultural preservation fee. This fee should be included in either the state deed tax or mortgage registry tax fee and not in the recording fees.</i>	Non-certified copy or duplicate original. Must be submitted with original recording. Upon receipt mark "Duplicate" or "Copy" and show recording date; Show document number assigned to original, if available; Return immediately.	\$2		
	Federal Tax Liens	\$46		
	State Tax Lien	No charge		
	State Tax Lien Release	\$30		
	Carver County Recorder Non-Statutory Fees			
	Copy of Document	\$1/page		
	Computer Reports	\$1/page		
	Plat, Registered Land	\$1/page		

	Survey, CICF copies (small)			
	Fax Copies	\$5 + \$1/page		
	Certified mail	\$5		
	Microfiche Duplicates	\$5/microfiche		
	Tax Lien search by phone	\$20/name		
	Tract Index search by Phone	\$20/parcel		
	Lot size request	\$20/parcel		
	Deposit of papers pursuant to M.S. 600.23	\$100/person/year		
Division/Department	Genealogy searches	\$20/search + cost of copies		
<i>Property Assessment</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
	CAMA Extract Programs Set-up (includes e-mailing information or 500 pages/labels in hardcopy)	\$250 Min.		
	Mailing	\$10		
	Every additional 500 hardcopy pages/labels	\$25		
	Research	\$35/hr minimum		
Division/Department	Screen Prints/Appraisal Cards	\$2/page		
<i>Public Health Division</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
	<u>Intermittent Home Visits</u>			
	PHN/RN	\$125	\$175 Estimated additional revenue is \$500	

	Health Promotion			
	Group classes	\$75/hour per trainer		
	Private Pay Fees at Immunization Clinics			
	Diphtheria and tetanus (DT) - pediatric	\$30		
	Diphtheria, tetanus, and pertussis (DTaP) - pediatric	\$30		
	Hepatitis A – adult	\$40		
	Hepatitis A – pediatric	\$30		
	Hepatitis B – adult	\$55		
	Hepatitis B – pediatric	\$25		
	Haemophilus influenzae type b (Hib)	\$35		
	HPV (Gardasil)	\$135		
	Influenza – fluMist	\$30		
	Influenza – injectable	\$20		
	Mantoux	\$15		
	Measles, mumps, rubella (MMR)	\$55		
	Meningococcal (Menactra or Menomune)	\$100		
	Pediarix (DTaP, IPV, HBV)	\$65		
	Pneumococcal – adult PPV23	\$40		
	Polio (IPV)	\$35		
	Prevnar (pediatric pneumococcal conjugate (PCV7))	\$80		
	Proquad (MMR/VAR)	\$135		
	Rota Teq	\$75		
	Tetanus and diphtheria (Td) – adult	\$30		
	Tetanus, diphtheria, pertussis (Tdap)	\$50		
	Varicella (chickenpox)	\$80		
	MnVFC (Minnesota Vaccines for Children) Fees – Children			
	DT	\$14		
	DTap	\$14		

	HepA (ped/adolescent)	\$14		
	HepB (ped/adolescent)	\$14		
	Hib	\$14		
	HPV (Gardasil)	\$14		
	Influenza – fluMist	\$14		
	Influenza – injectable (6 mos. – 18 yrs.)	\$14		
	Measles, mumps, rubella (MMR) - pediatric	\$14		
	Pediarix (DTap, IPV, HBV)	\$14		
	Polio (IPV)	\$14		
	Prevnar (pediatric pneumococcal conjugate PCV7)	\$14		
	Proquad (MMR/VAR)	\$14		
	Rota Teq	\$14		
	Td/Tdap	\$14		
	Varicella (chickenpox)	\$14		
	Other			
Division/Department	Public Health Nuisance Abatement*	Based on Statute		
<i>Public Works – Surveyor</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
	Plat Checking and Mapping Fee	\$300/plat + \$20/parcel or residential condo unit + \$5/detached garage unit		
	Minor subdivision description review	\$50		
	Torrens application survey/description review	\$300 flat rate		
	Products			
	Parcel map print (11” x 17” paper)	\$15 \$20 with aerial photography		
	Parcel map print (22” x 34” paper)	\$20 \$40 with aerial photography		

	Public Land survey Record copy (8 ½" x 11")	\$2	\$0	
	Archive Map Prints			
	8 ½" x 11" to 11" x 17"			
	Black and White	\$10		
	Color	\$20		
	Plat Manual (spiral bound book)	\$10		
	Digital Sales			
	AutoCAD Format			
	Survey Parcel Map Data			
	Quarter section	\$20		
	Half Section	\$30		
	Full Section	\$50		
	DXF Format 2ft. Interval Contours	\$75 setup + \$10 acre		Description change
	County-wide with parcel map data on CD	\$300		
	Signed license agreement required			
	PDF Format			
	Half section parcel maps (by e-mail only)	\$15 \$20 with aerial photography		
	County-wide half section parcel maps on CD – Signed license agreement required	\$200		
	Internet Annual Subscription	\$300		
	Continuous Access to current:			
	Half section maps in PDF Format			
	County-wide digital parcel data in AutoCAD format			
	PLS corner ties			
	PLS monument coordinates			
	PLS plats & notes (subject to availability)			
	Other survey documents and data			

Division/Department	Signed license agreement required			
<i>Public Works – Parks</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
	Lake Minnewashta & Baylor Park Entrance Fees	\$5		
	Daily Bus Permit	\$25		
	Unannounced Bus at the Gate	\$50		
	Annual Vehicle Permit	\$22		
	Second Annual Vehicle Permit	\$11		
	Park Pass assistance Program Annual Vehicle Permit (For persons on economic assistance from Carver County)	\$5		
	<u>Special Use Permits</u>			
	Permit Application			
	Special Events (Fireworks Display, Large Group Events)	\$225 M-Th & off-season (day after Labor Day to the Day before Memorial Day) \$250 F, Sat, Sun, & Holidays (up to 250 participants) \$450/\$500 (up to 500 participants) \$675/\$750 (500 or more participants)		
	Photography Permit	\$150/day		
	Video Shoot	\$200/day		
	Unusual Video Shoot	\$500/minimum		
	<u>Meets</u>	\$20/team		
	Additional trash	Actual cost plus 10% (coordination fee)		
	Portable toilet	Actual cost plus 10% (coordination fee)		

	Group Rate (Available to groups meeting requirements outlined in Ordinance No. 30)			
	<u>Camping</u>			
	<u>Group Camping Site</u>			
	Weekdays	\$1/participant		
	Weekends	\$1/participant		
	<u>Primitive Camping Site</u>			
	Weekdays	\$9/day		
	Weekends	Group rate not applicable for weekends		
	<u>Utility Camping Site</u>			
	Weekdays	\$10/day		
	Weekends	Group rate not applicable for weekends		
	<u>Picnic Shelters</u>			
	<u>Weekdays</u>			
	<100 persons	\$20 (includes Reservation Fee) + \$50 damage deposit		
	+100 persons	\$30 (includes Reservation Fee) + \$50 damage deposit		
	<u>Weekends</u>			
	<100 persons	\$40 (includes Reservation Fee) + \$50 damage deposit		
	+100 persons	\$50 (includes Reservation Fee) + \$50 damage deposit		
	<u>Admittance Fees (Lake Minnewashta & Baylor)</u>			
	Weekdays	\$25 50 or less \$50 50-100 \$75 100-150 \$100 150-200 Increase \$25 for each increment of 50 Or \$0.50/person/day		

	Weekends	\$37.50 50 or less \$75 50-100 \$112.50 100-150 \$150 150-200 Increase \$37.50 for each increment of 50 Or \$0.75/person/day		
	<u>Shelter Rentals -- All But #5</u>			
	Weekend <100 persons	\$55 (includes Reservation Fee, activity bag)		
	Weekends >100 persons	\$80 (includes Reservation Fee, activity bag)		
	Weekday <50 persons	\$40 (includes reservation Fee, parking permits, and activity bag)		
	Weekday 50 to 100 persons	\$60 (includes Reservation Fee, parking permits, and activity bag)		
	Weekday >100 persons	\$45 (includes Reservation Fee, activity bag)		
	<u>Park Activities Building Shelter #5</u>			
	Weekdays Only (Group Rate)	\$80 (includes Reservation Fee)		
	Weekdays (non-group rate)	\$105 (includes Reservation Fee)		
	Weekends (non-group rate)	\$150 (includes Reservation Fee, activity bag)		
	Shelter cancellation fee	50% of user fee		
	Shelter damage deposit	\$50		
	<u>Lake Waconia Park Beach Entrance Fees</u>	Daily and annual parking permits apply		
	<u>Baylor Park Camping Fee (with vehicle permit)</u>			
	Reservation Fee	\$5		
	Site/night cancellation	\$5		
	Per night utility site camping permit	\$20		

	Per night primitive site camping permit	\$14		
	Firewood buddies (5-7 pc.)	\$4		
	Long Term Camping, 6 or greater consecutive days	\$17/night Utility Sites (85%) 15% discount \$12/night primitive sites (85%) 15% discount		
	Dump Station	\$8		
	Baylor Park Community Room Fees			
	Before 6PM + vehicle pass requirement	\$150 (or \$250 all day use/parking free) (includes Reservation Fee)		
	After 6PM – free vehicle passes issued	\$150 (includes Reservation Fee)		
	Damage deposit	\$50		
	Cancellation Fee	50% of use Fee		
	Open Play Space/Field Facilities	\$7.50/game or practice		
	Cross Country Ski gear Rental (Skis, poles, boots; <u>vehicle permits required</u>)			
	Adults – first hour of use	\$4		
	Children (under 15 years old) First hour of use	\$3		
	Each additional hour of use	\$1		
	Snow Shoes	Same as cross-country gear		
	Paddle Boat	\$3 per ½ hour		
	Canoe	\$3 per ½ hour		
	Canoe storage fee	\$15 annual		
	Activity bags	\$5		
<i>NOTE: For fee purposes, a weekend is Friday through Sunday and a weekday is Monday through Thursday.</i>	Violations of Ordinance No. 30	\$20 + \$10 Court Filing Fee (plus state fees)		

Division/Department				
<i>Sheriff</i>	Fee-For-Service (*Statutorily Set)	Current Fee	Proposed New Fee & Estimated Additional Revenues	Notes/Comments
	Accident Reports	\$0.25/page		
	Alarm Fees (False)			
	4 th Alarm	\$50		
	Each following alarm increases by \$50, i.e., 5 th alarm = \$100; 6 th alarm = \$150; Cap at \$500			
	Offense/Incident Report	\$0.25/page \$0.50/2-sided document		
	Additional Pages	\$0.25/page over 100 pages actual cost		
	Initial Complaint Report	\$0.25		
	Miscellaneous Documents	\$0.25/page \$0.50/2-sided document		
	Photos	3x5 - \$1.50 4x6 - \$1.75 5x7 - \$5 8x10 - \$10		
	Conceal/Carry Permit New	\$100		
	Change of Address or Replacements	\$10		
	Renewal	\$75		
	Late Fee	\$10		
	Emergency Permit	No Charge		
	Civil			
	Legal Not founds	\$25		
	Mileage (round trip)	\$0.50/mile		
	Posting of Notices	\$25 plus mileage		
	Request of Process Returned	\$25 plus mileage		
	Service of Process Fee	\$25*		
	Writ of Execution Commission Fee	5% of amount collected**		
	Minnesota Domestic Protection Orders	No Charge		

	Minnesota Harassment Orders	No Charge		
	Replevin	\$75 + mileage & deputy time if over 1 hour extra		
	Securing properties on seizures	\$75 + mileage & deputy time if +1 hour @\$35/hour		
	Writ of Attachments	\$75 + mileage & deputy time (\$35/hour per deputy) if over 1 hour extra		
	Writ of Execution (seizure)	\$35/hour each deputy		
	Writ of Recovery (inventory)	\$35/hour each deputy & mileage		
	Report of sale or certificate	\$25		
	Other			
	911 Call Recordings	\$10/cassette plus \$30 research fee	\$10/CD plus \$30 research fee	Changed cassette to CD
	911 Call Recordings – Transcribed	\$25 for first ½ hour plus \$25 each additional hour (in addition to \$10 cassette plus \$30 research fee)	CD	Changed cassette to CD
	Approving Bond	\$50		
	Filing Fees	\$49		
	Storage of Impounded Vehicles Fee	\$10/day		
	Jail			
	Inmate Medical	Inmate billed per MS 641.12; 641.15		
	Mantoux – other agency	\$15		
	Inmate Rx refill	\$5		
	Jail record copies (public)	\$0.25/page		
	Inmate Copies (request from inmate)	\$0.25/page		
	Cell upgrade	\$10		
	Booking Fee	\$10		
	Medical Co-pay	\$5		
	WR – Mantoux	\$20		
	WR – UA Screen	\$20		

	Fingerprint cards (Carver County Resident)	No charge		
	Fingerprint cards (non- Carver County resident)	\$15/card		
	Electronic home monitoring	\$20		
	Adult Inmate Boarding Fee (Except by contract)	\$55/day		
	Juvenile Detention Center Boarding	\$145/day		
	Work Release Inmates (in County)	\$20/day		
	Work Release Inmates (out of County)	\$55/day		
	Inmate Population Register	\$10/week		
<i>NOTES:</i>	Pay for Stay	\$20/day		
<ol style="list-style-type: none"> 1. *If priority service is requested (within 4 hours of receipt at Sheriff's Office), requestor MAY be required to pay for 1 hour of Deputy's time, plus regular service and mileage fees. 2. **5% of gross collected, or 5% of any settlement occurring after the Sheriff's Office has taken any action on the Writ of Execution. 3. ***The nonrefundable \$250 fee must be paid at least 2 business days prior to the scheduled redemption. 				

	Redemptions			
	Redemption of Property (Recorded Fee Holder & all others)	\$250***		
	Filing of Notice of Intent to Redeem	\$100		
	Filing of post- redemption documents	\$20		
	Sales			
	Mortgage Foreclosure Sales	\$50		
	Lien Sales (Mechanical or Warehouseman)	\$50		
	Uniform Commercial Code	\$50		
	Abandoned Property	\$50		
	Judgment and Degree	\$50		

**ATTACHMENT A (SEE NEXT PAGE FOR CHANGES)
ENCORE ADULT DAY SERVICES PROGRAM
SLIDING FEE SCHEDULE
2007**

DAILY RATE= \$66.50

FAMILY OF 1: ANNUAL GROSS INCOME	FAMILY OF 1: DAILY FEE
*Current Federal Poverty Guideline Figure to \$14,202	\$14.00
\$14,203-\$18,292	\$24.00
\$18,293-\$21,461	\$34.40
\$21,462-\$24,617	\$44.85
\$24,618-\$32,504	\$57.25
<u>Over</u> \$32,504	\$66.50
<i>Hourly rate: For those who attend less than or more than a regular full day-6 hours</i>	\$15.00/hour
FAMILY OF 2: ANNUAL GROSS INCOME	FAMILY OF 2: DAILY FEE
*Current Federal Poverty Guideline Figure to \$18,688	\$14.00
\$18,689-\$24,051	\$24.00
\$24,052-\$28,178	\$34.40
\$28,179-\$33,136	\$44.85
\$33,137-\$42,621	\$57.25
<u>Over</u> \$42,621	\$66.50
<i>Hourly rate: For those who attend less than or more than a regular full day-6 hours</i>	\$15.00/hour

*Fluctuates with current Federal Poverty Guidelines

Current figures for Family of 1-\$9570/year. As of May 1, 2006: \$9800/year

Current figures for Family of 2-\$12,830/year. As of May 1, 2006: \$13,200/year

ENCORE ADULT DAY SERVICES PROGRAM SLIDING FEE SCHEDULE

2008

DAILY RATE= \$68.00

FAMILY OF 1: ANNUAL GROSS INCOME	FAMILY OF 1: DAILY FEE
*Current Federal Poverty Guideline Figure to \$14,486	\$14.25
\$14,487-\$18,658	\$24.50
\$18,659-\$21,890	\$35.00
\$21,891-\$25,109	\$45.75
\$25,110-\$33,154	\$58.00
<u>Over</u> \$33,154	\$68.00
<i>Hourly rate: For those who attend less than or more than a regular full day-6 hours</i>	\$15.00/hour
FAMILY OF 2: ANNUAL GROSS INCOME	FAMILY OF 2: DAILY FEE
*Current Federal Poverty Guideline Figure to \$19,062	\$14.25
\$19,063-\$24,532	\$24.50
\$24,533-\$28,742	\$35.00
\$28,743-\$33,799	\$45.75
\$33,800-\$43,473	\$58.00
<u>Over</u> \$43,473	\$68.00
<i>Hourly rate: For those who attend less than or more than a regular full day-6 hours</i>	\$15.00/hour

*Fluctuates with current Federal Poverty Guidelines



REQUEST FOR BOARD ACTION

AGENDA ITEM: Public Hearing and Adoption of Ordinance 62-2007 - Adopting the Newest State Building Code, Repealing the Requirement To Record Surveys, Correction of an Error in the Feedlot Chapter

Originating Division: Land Water Services

Meeting Date: 11 December 2007

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: Carver County Code Chapter 150 - The State of Minnesota recently adopted new provisions in the State Building Code. The County Ordinance needs to be amended to reflect the changes. The Building Official began using the new Code on July 9th, 2007. The reference to Planning & Zoning Department is also been changed to Land & Water Services Division. This chapter contains a provision requiring that all surveys done in the county be filed with the County Surveyor. This provision was enacted in 1977 in order to make as much survey information as possible available to the public. The completion by the Surveyor of the land survey and the advent of the GIS system has made it possible for the Surveyor to publish the information on a web site. The requirement for filing of surveys is now obsolete. The Surveyor is requesting the provisions requiring the filing of surveys be repealed.

Environmental Services staff and a member of the public have pointed out that a provision in the Feedlot Chapter contains an incorrect reference and ambiguous wording. The ordinance will correct this situation. This change is not a substantive change to the Feedlot provisions.

The Ordinance is attached for your review and adoption.

ACTION REQUESTED: Opening of the Public hearing; motion closing the public hearing; motion adopting Ordinance 62-2007.

FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL = \$

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: No Financial Implications

Reviewed by Division Director

Date: 26 November 2007

ORDINANCE 62-2007

COUNTY OF CARVER, STATE OF MINNESOTA

**AN ORDINANCE AMENDING THE CARVER COUNTY CODE OF ORDINANCES,
CHAPTER 150 - BUILDING REGULATIONS AND CHAPTER 54 - FEEDLOT
REGULATIONS**

WHEREAS, a section of the Feedlot Chapter contains an erroneous reference that needs to be corrected; and

WHEREAS, the County is by Minnesota Statute to enforce the State Building Code in the unincorporated areas of the County; and

WHEREAS, the State has adopted certain updated sections of the Code; and

WHEREAS, the Carver County Code of Ordinances needs amended to reflect the changes adopted by the State;

WHEREAS, the Chapter 150. contains provisions requiring the filing of surveys; this requirement is obsolete and its function has been replaced by the GIS system;

THEREFORE, THE COUNTY BOARD OF COMMISSIONERS OF CARVER COUNTY,
MINNESOTA ORDAINS THAT:

SECTION 1. Changes to the code are shown as follows: additions are underlined; deletions are ~~overstruck~~.

SECTION 2. Chapter 54.31 of the Code is amended as follows:

§ 54.31 **CONDITIONAL USE PERMITS.**

(A) Feedlots meeting one or more of the following criteria must apply for and receive a Conditional Use Permit (CUP), pursuant to the County Zoning Code, when issuance of a permit is required by § 54.30(A) (B) of this chapter:

SECTION 3. the following provisions of Chapter 150.01 (B) are amended as follows:

- (5) 1305 – Adoption of the ~~2000~~ 2006 *International Building Code*;
- (7) 1309 – Adoption of the ~~2000~~ 2006 *International Residential Code*;
- (9) 1315 – Adoption of the ~~2002~~ 2005 *National Electrical Code*;

SECTION 4. Chapter 150.02 is amended as follows:

This code shall be effect in the unincorporated areas of the county. The ~~Planning & Zoning Department~~ Land & Water Services Division shall be the Building Code Department of the county. This code shall be enforced by a Minnesota Certified Building Official designated by the county to administer the code.

SECTION 5. Chapter 150.15 through 150.17 are hereby repealed.

SECTION 6. This ordinance shall be effective upon its passage and publication.

Adopted by the Carver County Board of Commissioners 11 December, 2007.

COUNTY OF CARVER

BY:

Chair of the Board, Gayle Degler

BY:

County Administrator, David Hemze



REQUEST FOR BOARD ACTION

AGENDA ITEM : Carver County's Year 2008 Legislative Priorities

Originating Division: Administration

Meeting Date: 12/11/07

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 Board reviewed the attached legislative priorities during November 13 and 27 work sessions. Administration will review the issues and is recommending adoption of the priorities.

ACTION REQUESTED: Motion to adopt Carver County's 2008 legislative priorities.

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: 11/27/07



Legislative Platform

(Item numbering is not a priority listing)

- Item #1: Wheelage Tax**
- Item #2: Mn/DOT Chaska Truck Station**
- Item #3: Lake Waconia Regional Park Land Acquisition**
- Item #4: Elimination of Sales Tax on Courts Projects**
- Item #5: MR/RC Waiver Allocation Over Spending Repayment**
- Item #6: Transfer of Administrative & Policy Authority of Carver County Library Board to the Carver County Board**

DRAFT



Item #1: Wheelage Tax

Background

Current law allows counties in the metropolitan area to impose a wheelage tax. However, the law mandates that counties must reduce their transportation levy by the amount of revenue raised by the tax. It also limits the maximum tax to \$5 per vehicle and limits the proceeds to only being spent for highway purposes. The wheelage tax option should be extended to all counties and the levy offset and \$5 cap should be repealed.

Requested Position

Support legislation repealing the transportation levy offset and \$5 per vehicle tax cap in the current county wheelage tax law.

DRAFT



CARVER
COUNTY

Item #2: Mn/DOT Chaska Truck Station

Background

Over the past couple years, Mn/DOT has discussed the possibility of partnering with Carver County in the establishment of a joint use truck station located in the area of the New TH 212 interchange and CSAH 11 (formerly CR 147). The proposed co-tenancy in the new maintenance facility would provide the opportunity for the relocation of the County's Chaska Highway Maintenance operations from its current location.

State funding of the truck station facility was considered by the 2006 State Legislature but not included as part of the approved bonding package for State building facilities.

Requested Position

Support legislation funding the construction of the Mn/DOT Chaska truck station.

DRAFT



Item #3: Lake Waconia Regional Park Land Acquisition

Background

Lake Waconia is the second largest lake in the metropolitan area and a regional attraction for water based recreation activities. The existing public boat access on the northeast side of the lake is overwhelmed with use. Long lines of vehicles with trailers park along the busy county road between St. Bonifacius and Waconia due to the demand for boat access parking.

Carver County has an approved Regional Park Master Plan for Lake Waconia Regional Park. This master plan includes the creation of public boat access within the park boundary. Funding is requested to purchase land for the boat access and related property for Lake Waconia Regional Park. The proposed acquisition would improve public access to a regionally significant body of water, increase recreational opportunities and user satisfaction at an existing regional park.

Due to the value of lakeshore property on a metropolitan lake, and due to significance of a public boat access and land needed for Lake Waconia Regional Park, legislative assistance is requested for this acquisition.

Requested Position

Support legislation to acquire approximately 19 acres identified as Parcel 5 in the Carver County Surveyor's exhibit for a public boat access and land needed for Lake Waconia Regional Park.



Item #4: Elimination of Sales Tax on Courts Projects

Background

Carver County is constructing new space at its Justice Center in Chaska to support significant population growth and increased use of state judicial functions. The County has the following projects slated for construction in 2008:

- A second floor Courts addition to include a new courtroom, jury assembly room, probation department, law library and public defender conference rooms
- A new Emergency Operations Center, conference rooms, storage and several support staff offices.
- Expanded Dispatch Center, crime lab and evidence storage
- An additional courtroom and associated moves (prior to 2015).

It is unclear why Carver County, while mandated to provide a Courthouse for the State is also required to pay state sales tax. Essentially the County is paying this tax through funds generated from local property tax dollars.

The project construction cost is estimated to be \$9.6 million. Currently Minnesota State sales tax of 6.5% is applied to construction materials. Typically this translates to approximately 2% of the construction cost or for this project, an estimated \$192,000. These funds would be directed toward purchasing furniture, fixtures and equipment for the new courts space.

Requested Position

Support legislation to exempt Carver County from the Minnesota State sales tax for Courthouse construction projects.



Item #5: MR/RC Waiver Allocation Over Spending Repayment

Background

For 2004 and 2005 four counties spent in excess of their Mental Retardation/Related Conditions (MR/RC) Waiver Allocation and were required to repay the excess expenditures to the Department of Human Services.

The 2007 Legislature proposed to forgive three of the Counties and extend Carver County's repayment until June 30, 2009. The Governor vetoed the appropriation for the three counties but not the policy language. Essentially three counties have been forgiven with Carver County being required to pay, but not until 2009. The over expenditure amount is \$965,146.

The reason that Carver County over expended their allocation was that following the unprecedented open enrollment in the MR/RC Waiver in 2001, Carver County did not have all the resources available to meet the needs specified in the client's plan for services when the state rebased the MR/RC Waiver in 2003. Essentially, Carver County's MR/RC Waiver allocation was being adjusted based on actual expenditures, not considering our total obligation to our clients. This resulted in over expenditures in 2004 and 2005. For 2002 Carver County was \$1.6 million under its waiver allocation.

In 2004, the statewide expenditure for the MR/RC Waiver was \$18 million under the statewide allocation.

Requested Position

Support a legislative change that forgives Carver County's repayment from over spending to be consistent with the action taken for St. Louis, Steele and Fillmore Counties.



Item #6: Transfer of Administrative & Policy authority of Carver County Library Board to the Carver County Board

Background

Recently Washington County has successfully received approval to transfer the administrative and policy authority of the County Library Board to the County Board, retaining the Library Board in an advisory capacity. With Scott and Hennepin County having undertaken similar actions, Carver County is also recommending a similar legislative change. The proposed legislation would allow the Carver County Board to direct, operate, and manage the Carver County library system, establish that the library board shall provide advice and make recommendations on pertinent policy matter regarding the library system to the county board. The legislation would also establish that the library director shall exercise the powers and perform the duties delegated to it by the county board.

Benefits of the proposed legislation include:

- Increases direct citizen accountability
- Greater integration with the County's priorities and plans especially in the areas of new library facilities and services
- Preserves the important influence of the Library Board in matters of intellectual freedom
- Allows for more efficient management and response schedule (County Board meets more frequently than Library Board)
- Creates more integrated culture between the County and County Library staff
- Increases the visibility of the library system
- Regularized communication with those elected to represent the people of the County
- Increases efficiency – reduces duplication (accounting functions, technology etc.)

Requested Position

Support legislation to transfer the administrative and policy authority of Carver County library board to the Carver County Board

CARVER COUNTY COMMISSIONERS

Carver County Government Center
 602 East Fourth Street
 Chaska, MN 55318
 Phone: (952) 361-1500
 Fax: (952) 361-1581
www.co.carver.mn.us
 Hours: 8:00-4:30 p.m.

<u>DISTRICT</u>	<u>NAME</u>	<u>TOWNSHIPS</u>	<u>CITIES</u>
District 1	Gayle O. Degler 541 Pine View Court Chanhassen, MN 55317 Phone: (952)403-7047 gdegler@co.carver.mn.us		Chaska Ward 3 Chaska Ward 4 Chanhassen Precinct 3 Chanhassen Precinct 4
District 2	Tom Workman 181 South Shore Ct Chanhassen, MN 55317 Phone: (952) 486-7771 tworkman@co.carver.mn.us		Chanhassen Precinct 1 Chanhassen Precinct 2 Chanhassen Precinct 5 Chanhassen Precinct 6 Chanhassen Precinct 7
District 3	Randy Maluchnik 112510 Ramsey Court Chaska, MN 55318 Phone: (612) 964-5382 rmaluchnik@co.carver.mn.us		Carver Victoria Chaska Ward I Chaska Ward 2 – Precinct 1 Chaska Ward 2 – Precinct 2
District 4	Tim Lynch 17050 32 nd St Mayer, MN 55360 Home: (952) 353-2598 tlynch@co.carver.mn.us	Hollywood Watertown Waconia	Watertown City Waconia Ward 1 Waconia Ward 2
District 5	James M. Ische, Chair 13080 Co Rd 52 Norwood, MN 55368 Phone: (952) 466-5851 jische@co.carver.mn.us	Benton Camden Chaska Dahlgren Hancock Laketown San Francisco Young America	Cologne Hamburg Mayer New Germany Norwood Young America

CARVER COUNTY DIVISION DIRECTORS

Division	Contact
Administration	David Hemze (952) 361-1526 dhemze@co.carver.mn.us
Administrative Services	Steven Taylor (952) 361-1501 staylor@co.carver.mn.us
Attorney	James Keeler (952) 361-1490 jkeeler@co.carver.mn.us
Community Social Services	Gary Bork (952) 361-1670 gbork@co.carver.mn.us
Employee Relations	Doris Krogman (952) 361-1570 dkrogman@co.carver.mn.us
Finance	David Frischmon (952) 361-1506 dfrischmon@co.carver.mn.us
Land and Water Services	David Drealan (952) 361-1823 ddrealan@co.carver.mn.us
Property Records/Taxpayer Services	Mark Lundgren (952) 361-1905 mlundgren@co.carver.mn.us
Public Health	Del Hurt (952) 361-1327 dhurt@co.carver.mn.us
Public Works	Roger Gustafson (952) 466-5206 rgustafson@co.carver.mn.us
Sheriff	Bud Olson (952) 361-1204 bolson@co.carver.mn.us



REQUEST FOR BOARD ACTION

AGENDA ITEM : Energy Performance Contract - Siemens Building Technologies

Originating Division: Administrative Services

Meeting Date: December 11, 2007

Amount of Time Requested: 20 minutes

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: As part of the Service Delivery Master Plan a Facilities Analysis was performed which identified several critical infrastructure items in need of immediate or short-term replacement. As priorities and budgets were developed budget plan that exceeded \$18 million was presented to the County. During this time, an alternative method of financing surfaced that not only complements needed improvements but also the new areas of construction on the Chaska Campus.

A program was developed under Minnesota Statute § 16C.144 to implement comprehensive energy efficiency improvements in existing buildings partnering with Energy Services Companies. Energy Performance Contracting Services allows the County to use FUTURE energy and deferred maintenance savings into upfront capital projects.

The funding of energy efficiency improvement projects is typically through tax-exempt lease purchase agreements in which the Performance Contracting provider guarantees a certain level of on-going energy savings – these savings are then applied to what is typically a 15 year lease. The County may make lease payments to the finance company based on utility, operation, and maintenance cost savings.

Staff initiated an RFQ to five qualified Energy Service Companies and three responded. Two of the firms completed preliminary audits prior to the RFQ. The three companies providing responses are: Energy Services Group, Wayzata, MN; Johnson Controls, Plymouth, MN; and Siemens Building Technologies, Roseville, MN & Lenexa, KS.

All of the companies identified preliminary potential savings in the range of \$60,000 to \$80,000 per year. Typical projects qualifying for the Guaranteed Energy Savings Program include: Lighting replacements, electrical equipment upgrades, boiler system replacements etc. This indicates a probable project range of \$1 to \$1.5 million depending upon the final terms of the contract.

Interviews were conducted and references checked for the two short-listed firms. Based upon those interviews, responses, and reference checks, staff is recommending a phase one contract with Siemens.

This contract will provide for an in depth energy audit, proposal alternatives, and budget based project solution. Should the Board not choose to proceed with the contract the cost for the study is \$12,500.00. Staff has included a more in depth report with this action as Exhibit A.

ACTION REQUESTED: Move approval of a contract with Siemens to provide an audit for an Energy Performance Contract.

FUNDING

County Dollars =	\$12,500
Other Sources & Amounts =	= \$
TOTAL	= \$12,500

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 11-30-2007

EXHIBIT A
Energy Performance Contract

RFQ Summary, Proposed Contract/Letter of Intent, Schedule w/key milestones.

REQUEST FOR QUALIFICATIONS

Energy Performance Contracting Services for Carver County, MN

Carver County (hereinafter referred to as County) seeks qualifications from interested and qualified Energy Services Companies (Vendor) to conduct a technical energy audit of facilities and implement an Energy Performance Contract, in order to identify and implement capital improvements to reduce energy, utility, and related costs in facilities such that annual cost savings are equal to or exceed annual payments for the improvements. Minnesota Statutes provide for local government units to utilize energy savings for funding capital improvements.

The County may choose one or more qualified firms for the projects discussed in this Request for Qualifications. Qualified respondents should review the requirements and submit (5) bound printed originals of their Statement of Qualifications on or before 4:00 p.m., November 14, 2007 to:Any questions regarding this RFQ must be in writing and mailed to the above address or faxed (952) 361-1581 or emailed to Kevin Maas at kmaas@co.carver.mn.us. All questions must be received by November 12, 2007. A mandatory walk-through of the facilities will be November 6, 2007 at 9:00AM beginning in Waconia, Minnesota and finishing at the Chaska Government Center by Noon the same day. IF YOUR FIRM HAS SUBMITTED A PRELIMINARY ANALYSIS WITHIN 24 MONTHS OF THIS RFQ; YOU ARE NOT REQUIRED TO WALK THROUGH THE FACILITIES; HOWEVER IF YOU CHOOSE NOT TO ATTEND; YOU MUST EMAIL Mr. Maas.....OVERVIEW

Carver County seeks to leverage energy cost savings in order to pay for facility upgrades and services, allowed under State Statute.

Services and capital improvements will be financed through an energy performance contract which:

- incurs no initial capital costs (unless existing new construction budgets can be reduced)
- achieves long-term cost savings equal to or greater than the total cost of improvements
- provides a guarantee for cost savings
- maintains consistent and reasonable levels of occupant comfort
- maintains consistent levels of building functionality,
- captures additional benefits that may directly result from energy-related services and capital improvements, such as environmental protection, hazardous materials disposal or recycling, improved occupant comfort, reduced maintenance needs, improved indoor air quality, additional building improvements, etc.

The RFQ and contracting process has four anticipated phases:

- RFQ Phase: Through this RFQ, a qualified VENDOR will be selected based on qualifications, written qualifications, and a final reference check. **Attachment B: Certification Statement - Carver County** must be completed and included in the RFQ response. The RFQ response shall not exceed ten pages excluding resumes.
- Audit and Project Development Phase: A Technical Energy Audit and Project Development Agreement will be developed with the selected VENDOR to define the project scope, cost and financial terms. If your firm has completed a preliminary study, that maybe attached your RFQ response and not count towards the response page number.
- Construction/Implementation/Financing Phase: Upon satisfactory results of the Technical Energy Audit, an Energy Performance Contract will be developed to implement the negotiated and recommended projects.
- Commissioning/Guarantee/Monitoring Phase: Upon completion of construction, the VENDOR will offer a variety of services to ensure savings are met, such as a savings guarantee, staff training, follow-up monitoring, and contract maintenance services.

EVALUATION CRITERIA - The criteria listed below will be used to evaluate written qualifications and the subsequent interviews. These criteria will be applied and interpreted solely at the discretion of County. Qualifications should include all necessary information that is pertinent to these evaluation criteria. Additional information required for proper assessment of qualifications may be requested from the VENDOR at the discretion of the County.

The Evaluation Team recognizes it is premature to place a major emphasis on projected financial benefits prior to the completion of the Technical Energy Audit, because the Audit will define the potential scope and cost benefit. Therefore, the most emphasis will be on qualifications and less emphasis will be placed on the cost information.

CRITERIA FOR SELECTION- A qualifications based selection process will be used to select a space planner(s) and architect(s) for these projects. The following information and criteria will be used to evaluate and rank responses:

- Qualifications and Capability of the Vendor – includes general experience, financial soundness of the Vendor
- Experience and Expertise – includes quality of past projects and knowledge of staff
- References and understanding of needs
- Cost Information – proposed technical energy audit expenses
- Contracting Approach – understanding existing building conditions, systems and the County’s philosophy, reasonableness, clarity and comprehensiveness of methodologies proposed, services available
- Ability to leverage grants, environmental credits, and or work with other equity sources.
- Creativity and response to Carver County’s particular needs.

Response Evaluation: The Administrative Services Director, Facilities Services Manager, and Facilities Services Supervisor all read and evaluated the responses. Based upon those readings and analysis; two firms were selected for interview and reference checks. Siemens Building Technologies and Johnson Controls.

Johnson Controls written response graded higher than did Siemens Building Technology or Energy Services Group. Siemens provided a stronger interview through a concerted effort to provide solutions and ideas during the interview. Energy Services Group was not interviewed based upon the evaluation of staff.

Audit Cost Proposals:

Energy Services Group:	Provided Range: \$.075 to \$.15 per square foot or \$25,000 to	\$37,500
Siemens Building Technologies:	\$.04	\$12,500
Johnson Controls:	\$.10	\$53,000

Reference Checks: Reference checks were completed in Minnesota only. Both Johnson Controls and Siemens had outstanding reference checks. In particular, the project manager for Siemens was called out by two School Districts as outstanding.

SAMPLE LETTER OF INTENT ON Carver County’s LETTERHEAD)

December 3, 2007

Mr. John Sumpter
District Manager
Siemens Building Technologies
8066 Flint
Lenexa, KS 66214

Dear Mr. Sumpter:

Re: Approval to proceed with Performance Contracting Energy Audit & Contract Proposal

Having evaluated complete offers as required under Minnesota statutes, Carver County, Minnesota intends to contract with Siemens Building Technologies for the implementation of a Performance Contracting Program designed to improve the mechanical system infrastructure and operational efficiencies of various County-owned facilities. As indicated by Siemens

Building Technologies' preliminary analysis dated 9/26/2007, this program is estimated to generate a total annual savings generated as a result of the program in excess of \$111,000. Carver County, MN may finance this program through a variety of methods which may or may not include the financing offered by Siemens Building Technologies.

Siemens and the County understand that this is a two phase process and the County is only obligated to pay for Phase I services (\$12,500) until the County Board approves the final form of all contracts in order to implement the improvements under MN Statutes.

Carver County's Objectives for this program are as follows:

1. Reduce Operating Costs, including energy, maintenance, and repair costs
2. Provide efficiency improvements for the Maintenance Staff
3. Replace or upgrade HVAC systems
4. Improve facility mechanical and electrical infrastructure
5. Evaluate the feasibility of a central heating and/or cooling plant and implement if possible
6. Reduce the Carbon footprint of the County's facilities and implement "green" technologies and environmentally friendly solutions where feasible
7. Realize savings in avoided future capital costs by implementing deferred maintenance projects and such construction projects as are feasible under the program

The program provided by Siemens Building Technologies could include but is not limited to the following:

1. Identification, engineering, installation, and monitoring of energy and operating cost reduction measures as well as deferred maintenance projects, "green" technologies, and other facility improvement measures as selected by Carver County,
2. Training for Carver County's maintenance staff,
3. Installation, commissioning, and warranty of installed systems and equipment.
4. Ongoing maintenance services performed by Siemens Building Technologies to supplement Carver County's staff.
5. On-site Technical Program Manager employed by Siemens Building Technologies to manage this multi-year program ensuring continuous performance improvement.

The execution of this program is contingent upon the program meeting the following criteria:

1. The program projects energy and operational and other savings within ten percent of those identified in the preliminary analysis dated 9/26/2007, and
2. Siemens Building Technologies guarantees the savings and performance of this program to Carver County in writing.

Based upon this commitment Carver County, MN and Siemens Building Technologies will provide any necessary resources to finalize the financial, legal and technical components of this agreement for implementation no later than (DATE). If Siemens Building Technologies provides a program which meets the above conditions and Carver County chooses not to implement the Performance Contracting Program Agreement with Siemens Building Technologies within 30 days following submittal of the program, Carver County agrees to pay Siemens Building Technologies the sum of _____ (\$_____) for services rendered.

Accepted By:
(Siemens Building Technologies General Manager)

(Carver County, MN authorized official)

Title
Siemens Building Technologies, Inc.
Date

Title
Carver County, MN
Date

**Carver County Performance Contract
Preliminary Timeline**
(Actual timeline is dependant upon final scope)



12/11/2007	Letter of Intent
December 2007 -- March 2008	Design/Development
February/March 2008	Finalize and Execute Contract
March -- April 2008	MEP Design, drawings, permitting
May 2008	Work Package bidding
March 2008 -- August 2008	Equipment ordering & delivery, pre-work, site work
May 2008 -- November 2008	Installation, equipment, controls, energy conservation options
November 2008 -- December 2008	Staged cut-over of new equipment
December 2008 -- January 2009	Balancing, M&V, punchlist
January 2009	Project turnover



Global network of innovation



REQUEST FOR BOARD ACTION

AGENDA ITEM : Wage Rates for Seasonal, Temporary and On-call Jobs 2008

Originating Division: Employee Relations

Meeting Date: 12/11/07

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 County employees.

At times County staff must be supplemented by additional seasonal, temporary or on-call workers. The rates for these workers have not been increased since 2006. The proposed wage rates for these workers leave the minimums in place and increase the maximums by no more than 6%.

These adjustments are reasonable in the market and within the county.

ACTION REQUESTED:

Motion to approve the proposed Seasonal, Temporary and On-call rates for 2008

FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL = \$

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments:

This wage increase is included in each Department, Division or Office budget for 2008, and would be included in the 2008 County Budget as recommended by the County Administrator.

Reviewed by Division Director
Doris M. Krogman, Employee Relations

Date: 12/1/07

2008 Rates for Seasonal, Temporary, and On-call Positions

Seasonal Maintenance I & II (16 and 17)	\$8.2600	—	\$10.5000
Seasonal Maintenance III & IV (18 & Up)	\$9.2200	—	\$12.2000
			(\$.50 for each additional year to a maximum)
Seasonal Surveying/Engineering I - IV	\$8.2600	—	\$12.2000
			(\$.50 for each additional year to a maximum)
Seasonal Gatekeeper I - III	\$8.1200	—	\$10.8500
On-Call/Temporary Support Personnel <i>(Receptionists, File Clerks, Accounting Clerks, Administrative Assistants, Paraprofessionals, etc.)</i>	\$9.6000	—	\$20.0000
On-Call/Temporary Professional Level Personnel <i>(Therapists, Social Workers, Attorney I's, PHN's & other Degreed Professionals)</i>	\$16.8000	—	\$33.5000
On-Call/Temporary Computer Support Personnel	\$16.6500	—	\$31.0000
On-Call/Temporary Computer Systems Application Analyst Personnel	\$21.5500	—	\$57.5000
On-Call/Temporary Library Shelves	\$6.5200	—	\$9.5500
On- Call/Temporary Library Assistants	\$11.9700	—	\$15.4000
On-Call/Temporary Librarian	\$14.7500	—	\$20.5000
On-Call/Temporary 911 Dispatcher	\$14.3300	—	\$22.5200
On-Call/Temporary Detention Deputy	\$15.8900	—	\$25.0000
On-Call/Temporary/Part-time Patrol Officer	\$17.2900	—	\$26.5000
On-Call/Temporary Transit Bus Driver	\$11.9700	—	\$14.4000
On-call/Temporary Delivery Driver	\$9.1300	—	\$13.6500

Seasonal, Temporary and on-call workers shall generally be paid within the first quartile of the range listed above for the type of work they will do. The Employee Relations Division Director or designee may authorize a higher wage based on the qualifications and background of the worker or related market conditions. Movement within the range shall be based on the specific situation of each worker, given the nature of the assignment. No STOC worker shall be paid above the maximum listed above for each job.

approved by the County Board on



REQUEST FOR BOARD ACTION

AGENDA ITEM : Resolution Setting 2008 Non-Bargaining Employee Compensation

Originating Division: Employee Relations

Meeting Date: 12/11/07

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 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 2008 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 2008 non-bargaining employee compensation at a rate 3% above the 2007 rates.

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 non-bargaining staff amounts to approximately \$275,000 over the 2007 wages for the same staff group. The funds necessary to pay this wage increase are included in the salaries within the 2008 Budget, as recommended by the County Administrator.

Reviewed by Division Director
Doris M. Krogman, Employee Relations

Date: 11/28/07

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution Setting 2008 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 rules and regulations for non-bargaining unit employees; and

WHEREAS, the Carver County Board of Commissioners intends to establish 2008 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, 2008:

- A. A 3.0% general adjustment within pay ranges shall be implemented consistent with the County's compensation schedule.
- B. The County will maintain current insurance contributions by maintaining full single coverage with an accompanying medical pool contribution of \$30 or \$60 per month, depending on plan selection, or contributing up to \$1,088.59 per month toward the total premium of family coverage.
- C. Existing benefits and compensation levels shall be maintained during 2008 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 Rules and Regulations.

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 11th day of December, 2007, 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, 2007.

County Administrator

Date



REQUEST FOR BOARD ACTION

AGENDA ITEM : Resolution Setting 2008 Elected Official Compensation

Originating Division: Employee Relations

Meeting Date: 12/11/07

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 current 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. That decision effectively set the minimum and maximum salary for the position. Since then, the Sheriff's job is also in the process of being evaluated. The grade for the Sheriff's job will also set a minimum and maximum salary for the position.

The attached Resolution addresses the 2008 compensation for these two elected officials. The 2008 compensation recognizes the market comparisons and salary adjustments other counties are considering as well as the qualifications, experience and performance of the officials.

ACTION REQUESTED:

Motion to approve the Board Resolution setting 2008 salaries for County Attorney at \$114,521 and the County Sheriff at \$119,675 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 2008 Budget, as recommended by the County Administrator.

Reviewed by Division Director
Doris M. Krogman, Employee Relations

Date: 12/5/07

**BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA
Resolution Setting 2008 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 2008 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 establish a salary range 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 salary ranges shall be a combination of the Grade 21 and 22 of the non-bargaining wage scale, and that the County Attorney and County Sheriff shall receive the following compensation effective January 1, 2008:

- A. The County Attorney shall receive 2008 compensation at the Grade 22 Step 8, or \$114,521 per year, which takes into account the market, his experience, qualifications and performance.
- B. The County Sheriff shall receive 2008 compensation at the Grade 22 step 9, or \$119,675 per year plus \$5,400 automobile allowance, taking into account the market, his experience, qualifications and performance.
- C. The County shall maintain current insurance contributions by maintaining full single coverage with an accompanying medical pool contribution of \$30 or \$60 per month, depending on plan choice, or contributing up to \$1,088.59 per month toward the total premium of family 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 Rules and Regulations.

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 11th day of December, 2007, 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, 2007

County Administrator

Date



REQUEST FOR BOARD ACTION

AGENDA ITEM : Resolution Setting 2008 Commissioner Compensation

Originating Division: Employee Relations

Meeting Date: 12/11/07

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 the County Commissioners.

The attached Resolution includes a 3% increase over the 2007 rates, and is reasonable in relation to the market for 2008.

ACTION REQUESTED:

Motion to approve the Board Resolution setting 2008 County Commissioner compensation at \$43,781.92 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 \$9,400 over the 2007 wages and expenses for the same group. The funds necessary to pay this wage increase are included in the 2008 Budget as recommended by the County Administrator.

Reviewed by Division Director
Doris M. Krogman, Employee Relations

Date: 11/29/07

**BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA
Resolution Setting 2008 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 2008 salaries and other forms of compensation for the County Commissioners.

THEREFORE, BE IT RESOLVED, County Commissioners shall receive the following adjustments effective January 1, 2008:

- A. County Commissioner salary levels shall be set at \$43,781.92 annually.
- B. The monthly expense allowance shall be set as follows: Chair \$615; Vice Chair \$540; Other Commissioners \$515.
- C. The County will maintain current insurance contributions by maintaining full single coverage with an accompanying medical pool contribution of \$30 or \$60 per month, depending on plan selection, or contributing up to \$1,088.59 per month toward the total premium of family coverage.

BE IT FURTHER RESOLVED, said compensation increase for year 2008 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 Rules and Regulations or by future Board action.

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 11th day of December, 2007, 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, 2007.

County Administrator Date



REQUEST FOR BOARD ACTION

AGENDA ITEM : Ditch assessments for Pay 2008

Originating Division: Property Records, Tax Serv.

Meeting Date: 12/11/07

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 ditch systems are self supporting and require assessment to replenish the funds. The following assessments are requested:

County Ditch #4	\$15,000.00
County Ditch #10	5,000.00
Joint Ditch #1	8,000.00
Joint Ditch #4	35,000.00

ACTION REQUESTED: Request the approval of the above assessments to be placed on the Pay 2008 tax statements.

FISCAL IMPACT

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

Related Financial Comments:

Reviewed by Division Director 

Date: 12-2-07