

Carver County Board of Commissioners  
 Regular Session  
 August 15, 2006  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

PAGE

9:00 a.m.	1.	a) <b>CONVENE</b> b) <i>Pledge of Allegiance</i> c) <i>Introduction of New Employees</i>	
	2.	Agenda review and adoption	
	3.	Approve minutes of August 1, 2006 Regular Session .....	1-3
	4.	Public participation (Comments limited to five minutes)	
	5.	Community announcements	
9:05 a.m.	6.	<b>CONSENT AGENDA</b>	
	6.1	Agreement to accept funds for 2006 Children's Water Festival .....	4-5
	6.2	Minnesota Department of Natural Resources Groundwater Level Monitoring Program Agreement.....	6-7
	6.3	VTI Security Integrators contract .....	8
	6.4	Charitable gambling application for exempt permit for West Metro Chapter Delta waterfowl.....	9-10
	6.5	Abatements/additions .....	11-14
	6.6	Kick off broom sweeper .....	15-16
	6.7	Community Social Services' warrants.....	NO ATT
	6.8	Commissioners' warrants .....	SEE ATT
9:05 a.m.	7.	<b>LIBRARY</b>	
	7.1	MELSA museum pass program.....	17
9:20 a.m.	8.	<b>ADMINISTRATIVE SERVICES</b>	
	8.1	Approval of Environmental Center yard waste bunker project.....	18-22
9:50 a.m.	9.	<b>ADMINISTRATION</b>	
	9.1	District manager appointment to the Riley Purgatory Bluff Creek Watershed District.....	23
10:00 a.m.	10.	<b>COUNTY ATTORNEY</b>	
	10.1	Approval of temporary part-time positions and transfer of funds .....	24
10:05 a.m.		<b>ADJOURN REGULAR SESSION</b>	

10:05 a.m.

***NEW BUSINESS***

***BOARD REPORTS***

10:05 a.m.

1. Chair
2. Board Members
3. Administrator

10:35 a.m.

4. Adjourn

David Hemze  
County Administrator

Following the Board meeting, the Commissioners  
will meet in a workshop setting for:  
Strategic planning review and action plan (see page 25 attached)  
County Board Governance (see pages 26-31 attached)

REGULAR SESSION  
August 1, 2006

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on August 1, 2006. Chair James Ische convened the session at 9:00 a.m.

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

Members absent: None.

The following amendment was made to the agenda:

Add additional tobacco license application to consent item 6.7

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

Delaney moved, Workman seconded, to approve the minutes of the July 25, 2006, Regular Session Motion carried unanimously.

Under public participation, James Kuhl, San Francisco Township, referenced the issue he presented last week related to the use of tax dollars for capital projects without taxpayer approval. He identified sections of Statute that supported his opinion and questioned if the contracts were legal. Kuhl provided copies of previous letters he exchanged with the County Attorney, along with copies of specific Statutes, and requested they be made part of the record.

Chair Ische summarized the response received from the Wright County Attorney's Office regarding previous allegations of fraud. He noted fraud was not found and indicated a complete report would follow in the next two weeks.

Community announcements were made by the Board.

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

Approved the use of number 61 to replace 212 as the route number for the Old TH 212 corridor between Carver CSAH 11 (Signed CR 147) and Interstate Highway 494 in Eden Prairie.

Authorized Chair and Safety Officer to sign the contract amendment #2 for the 2004 Homeland Security Grant from MN Department of Public Safety.

Consulting agreement for residential source separated organics and yard waste collection demonstration project with Tim Goodman & Associates and related Environmental Services budget amendment increasing grant revenue \$40,000 and increasing professional services \$24,860 and supplies \$15,140.

Adopted Findings of Fact and Order #PZ20060036 for the issuance of Conditional Use Permit #PZ20060036, Mark Thomas, Young America Township.

Adopted Findings of Fact and Order #PZ20060032 for the issuance of Conditional Use Permit #PZ20060032, Terry Koehnen, Hollywood Township.

Resolution #69-06, Approval of Charitable Gambling License Minnesota Waterfowl Association Game Lakes Chapter.

Approved the following tobacco licenses:

License #10-609, Hi 5 Market

License #10-610, KLMS Group LLC dba Chanhassen Shell

Addendum to independent contractor agreement with Jennifer Schmitz.

Authorized Chair to sign service agreement with Imaging Path.

Financial assistance agreements for dump site clean ups.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Degler moved, Lynch seconded, to open the public hearing to consider final adoption of the Carver County Hazard Mitigation Plan. Motion carried unanimously.

Scott Gerber, Risk/Emergency Management, entered into the record the final plan, affidavit of publication and copy of today's PowerPoint presentation.

Gerber explained methods and groups utilized to gather input and indicated the plan looks at reducing the impacts of disasters. He noted every County has had some sort of disaster declaration in the past and reviewed sections of the plan. He pointed out the plan looks at natural, technological and human induced hazards.

He stated the plan has been available for review on the County's website for the last year and they have received conditional approval from both the State and FEMA.

No public testimony was received.

Lynch moved, Workman seconded, to close the public hearing. Motion carried unanimously.

Degler offered the following Resolution, seconded by Delaney:

Resolution #70-06  
Adoption of the Carver County Hazard Mitigation Plan

On vote taken, all voted aye.

Degler moved, Lynch seconded, to adjourn the Regular Session at 9:44 a.m. Motion carried unanimously.

David Hemze  
County Administrator

(These proceedings contain summaries of resolutions. The full text of the resolutions are available for public inspection in the office of the county administrator.)

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

Item Name: **Agreement to accept funds for 2006 Children's Water Festival (CWF)**

Originating Department: **Land & Water Services Division,  
Environmental Services department**

Agenda Date: 08/08/06

Amount of Time Requested: 0

Supp. Doc. Attached (y/n): y

Previous County Board Action, If Any (include other parties which were advised, if any): **The Carver County Board of Commissioners has supported Land & Water Services involvement in this education program since its inception in 1998. This program has educated over 8500 fifth grade students in the Seven County Metro Area since 1998. Students are educated through hands on learning stations, outdoors at the Minnesota State Fair Grounds on Groundwater and Surface Water. Land & Water Services acts as fiscal agent on behalf of MAGWA for the Children's Water Festival. The event is supported through donations from companies and non-profits.**

Item Type (✓ Only One): Consent  Regular Session \_\_\_ Discussion Session \_\_\_

## EXPLANATION OF AGENDA ITEM (Include a description of background and benefits)

Carver County Environmental Services is affiliated with the Metro Area Groundwater Alliance (MAGWA). MAGWA is comprised of local and state agency staff working in the area of groundwater. One of MAGWA's goals is hosting the CWF. Joe Enfield, of Land & Water Services has been designated as the lead staff person to coordinate the Festival for MAGWA and Carver County as the fiscal agent for the event. Environmental Services, on behalf of MAGWA, accepts donations, sponsorships and funds for this event. The Mississippi Watershed Management organization (MWMO) would like to contribute \$1,000.00 to the 2006 CWF. They require a signed agreement with the grantee to release these funds.

## RECOMMENDATIONS/BOARD ACTION/MOTION REQUESTED (Include motion in proper format)

Request the County Board to sign this agreement to accept \$1,000.00 from the MWMO for the 2006 CWF.

## FINANCIAL IMPLICATIONS

### Funding:

County Dollars	=	0
Other Sources & Amounts	=	
Donation	=	\$1,000
	=	
<b>TOTAL</b>	=	<b>\$1,000</b>

### Budget Information (✓ appropriate items):

Budgeted:	___
Not Budgeted:	<u>  X  </u>
Amendment Required:	
(requires controller approval)	

Related Financial Comments: These funds will be placed in account 01-130-139-0000-6340.

## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney  Risk Management  Human Resources \_\_\_ Controller \_\_\_ Other \_\_\_



 18 Aug 06

DEPARTMENT HEAD APPROVAL (Signature)

Date

Admin. Dept. Use Only: Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_ Other \_\_\_

# BUDGET AMENDMENT REQUEST FORM

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

**DEPARTMENT: Land & Water Services**

**Date of County Board Session: 8/8/06**

**Revenue**

Description of Revenue Account funds are to Increased/(Decreased):	Amount	Description of Expenditure Account funds are to Increased/(Decreased):	Amount
Donations	\$ 1,000	Professional Services	\$ 1,000
<b>TOTAL:</b>	<b>\$ 1,000</b>	<b>TOTAL:</b>	<b>\$ 1,000</b>

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

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

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

**D. Contingency Acct. Current Bal.:** \$ 253,800

**E. Current Balance After Adj.:** \$ 253,800

**F. Requested By:**

**G. Recommend Approval:** Finance

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

S:\Excel\SHELLS\Budget Amendment Forms.xls\Revenue Form

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

Item Name: Minnesota Department of Natural Resources Groundwater Level Monitoring Program Agreement

Originating Department: Environmental Services; LW S Division

Agenda Date: 08/08/06

Amount of Time Requested:

Supp. Doc. Attached (y/n): yes

Previous County Board Action, If Any (include other parties which were advised, if any): We have participated in this program for six years.

Item Type (✓ Only One): Consent  Regular Session \_\_\_\_\_ Discussion Session \_\_\_\_\_

## EXPLANATION OF AGENDA ITEM (Include a description of background and benefits)

The Minnesota Department of Natural Resources (DNR) has a statewide groundwater well monitoring network. The DNR pays local government agencies to take water level measurements ten months of the year. We receive \$15.00 per measurement per well with a not to exceed payment of \$150.00 per well. The two wells that are being measured are located in western Carver County, at the NYA public works garage and the former Mayer Creamery in the City of Mayer.

## RECOMMENDATIONS/BOARD ACTION/MOTION REQUESTED (Include motion in proper format)

Recommend the Carver County Board of Commissioners approve the agreement between the DNR and Environmental Services for groundwater level measurements in Carver County.

## FINANCIAL IMPLICATIONS

### Funding:

County Dollars =	\$	
Other Sources & Amounts		
DNR	=	\$300.00
_____	=	\$
<b>TOTAL =</b>		<b>\$300.00</b>

### Budget Information (✓ appropriate items):

Budgeted: \_\_\_\_\_  
 Not Budgeted:   
 Amendment Required:  
 (requires controller approval)

Related Financial Comments:


## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney  Risk Management  Human Resources \_\_\_\_\_ Controller \_\_\_\_\_ Other \_\_\_\_\_

  
 DEPARTMENT APPROVAL

  
 Division Approval

  
 Date

Admin. Dept. Use Only: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ Other \_\_\_\_\_





# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

Item: VTI Security integrators/Provide & install cameras at Public Works.

Agenda Date: 08/08/06

Originating Department: Facilities

Amount of Time Requested:

Supp. Doc. Attached (y/n): N

Previous County Board Action, If Any (include other parties which were advised, if any):

Item Type (✓ Only One): Consent  Regular Session \_\_\_\_\_ Discussion Session \_\_\_\_\_

## EXPLANATION OF AGENDA ITEM (Include a description of background and benefits)

As part of our overall Facilities Security plan, Facilities wishes to contract with VTI security integrators to provide and install six cameras and Digital Video Recorder (DVR) system at the Public Works Headquarters Building in Cologne, as Phase 1 of this project. Security cameras are requested for the Public Works Campus due to valuable assets that are housed in and around the out-buildings in this location. Placing cameras at the Public Works Headquarters location was discussed as part of the Security Task Force meetings. This project does not include cable and labor to run the cable. The cabling part of the project will be completed by Facilities Staff and Lano Electric. The cost for the DVR and cameras is \$12,997.00. Two quotes were received for this project: VTI with a low quote of \$12,997.00; and a second quote was received from Assured Communications, Inc., in the amount of \$14,225.00.

## RECOMMENDATIONS/BOARD ACTION/MOTION REQUESTED (Include motion in proper format)

Motion to approve Contract with VTI security integrators in the amount of \$12,997.00.

## FINANCIAL IMPLICATIONS

### Funding:

County Dollars = \$ 12,997.00

Other Sources & Amounts =

\_\_\_\_\_ = \$ \_\_\_\_\_  
 \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL = \$ 12,997.00**

### Budget Information (✓ appropriate items):

Budgeted:   
 Not Budgeted: \_\_\_\_\_  
 Amendment Required: \_\_\_\_\_  
 (requires controller approval)

*Related Financial Comments:* To be paid from Facilities Account 01-110-000-0000-6640 CIP 110-30 Security Camera purchase and installation.

## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney \_\_\_\_\_ Risk Management \_\_\_\_\_ Human Resources \_\_\_\_\_ Controller \_\_\_\_\_ Other \_\_\_\_\_

*[Signature]*  
 DEPARTMENT HEAD APPROVAL (Signature) *[Signature]*  
 Date 7-27-06

Admin. Dept. Use Only: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ Other \_\_\_\_\_

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

Item Name (as you would like it to appear on the agenda): **Charitable Gambling Application for Exempt Permit for West Metro Chapter Delta Waterfowl.**

Originating Department: **Auditor**

Agenda Date: **08/15/2006**

Amount of Time Requested: **0 minutes**

Supp. Doc. Attached (y/n): **Y**

Previous County Board Action, If Any (include other parties which were advised, if any):

Item Type (✓ Only One): Consent **XX** Regular Session \_\_\_\_\_ Discussion Session \_\_\_\_\_

## EXPLANATION OF AGENDA ITEM (Include a description of background and benefits)

Charitable gambling application was received from West Metro Chapter Delta Waterfowl. They want to hold a raffle on Wednesday, August 17, 2005, at Lakeside Ballroom, 8155 Paradise Ln, Waconia, MN 55387.

## RECOMMENDATIONS/BOARD ACTION/MOTION REQUESTED (Include motion in proper format)

See Attached Resolution

## FINANCIAL IMPLICATIONS

### Funding:

County Dollars = \$

Other Sources & Amounts = \$

\_\_\_\_\_ = \$

\_\_\_\_\_ = \$

**TOTAL = \$**

### Budget Information (✓ appropriate items):

Budgeted:

Not Budgeted: **XX**

Amendment Required: **NO**

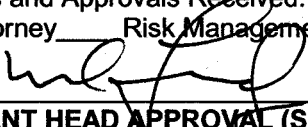
(requires controller approval)

Related Financial Comments:

## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney \_\_\_\_\_ Risk Management \_\_\_\_\_ Human Resources \_\_\_\_\_ Controller \_\_\_\_\_ Other \_\_\_\_\_

  
DEPARTMENT HEAD APPROVAL (Signature)

**8/5/06**  
Date

Admin.. Dept. Use Only: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ Other \_\_\_\_\_

# BOARD OF COMMISSIONERS CARVER COUNTY, MINNESOTA

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

RESOLUTION NUMBER \_\_\_\_\_  
SECONDED BY COMMISSIONER \_\_\_\_\_

## APPROVAL OF CHARITABLE GAMBLING LICENSE West Metro Chapter Delta Waterfowl

WHEREAS, the West Metro Chapter Delta Waterfowl, seeks approval of a charitable gambling license; and

WHEREAS, the West Metro Chapter Delta Waterfowl, will hold the raffle at the Lakeside Ballroom, 8155 Paradise Ln, Waconia, MN, Laketown Township and

WHEREAS, the Minnesota Department of Gaming requires the County Board of Commissioners to specifically approve or deny a resolution for each applicant for each application.

NOW, THEREFOR BE IT RESOLVED, the Carver County Board of Commissioners does approve the renewal of said license upon compliance with Ordinance #29 94-1.

YES

ABSENT

NO

\_\_\_\_\_  
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STATE OF MINNESOTA  
COUNT 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 proceeding of the Board of County Commissioners, Carver County, Minnesota, at its session held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, now on file in the Administration office, and have found the same to be true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
David Hemze, Carver County Administrator

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

Item Name (as you would like it to appear on the agenda): **Abatements/Additions**

Originating Department: **Assessor/Auditor**

Agenda Date: **08/08/06**

Amount of Time Requested: **0 minutes**

Supp.. Doc. Attached (y/n): **Y**

Previous County Board Action, If Any (include other parties which were advised, if any):

Item Type (✓ Only One): Consent **XX** Regular Session \_\_\_\_\_ Discussion Session \_\_\_\_\_

## EXPLANATION OF AGENDA ITEM (Include a description of background and benefits)

SEE ATTACHED

## RECOMMENDATIONS/BOARD ACTION/MOTION REQUESTED (Include motion in proper format)

## FINANCIAL IMPLICATIONS

**Funding:**

County Dollars =	\$	-	457.18
Other Sources & Amounts =	\$	-	1,814.82
<b>TOTAL =</b>	<b>\$</b>	<b>-</b>	<b>2,272.00</b>

**Budget Information (✓ appropriate items):**

Budgeted:  
 Not Budgeted: **XX**  
 Amendment Required: **NO**  
 (requires controller approval)

Related Financial Comments:

## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney \_\_\_\_\_ Risk Management \_\_\_\_\_ Human Resources \_\_\_\_\_ Controller \_\_\_\_\_ Other \_\_\_\_\_

DEPARTMENT HEAD APPROVAL (Signature)

7/27/06  
 Date

Admin. Dept. Use Only: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ Other \_\_\_\_\_



**Office of County Auditor**  
 Carver County Government Center  
 Administration Building  
 600 East Fourth Street  
 Chaska, Minnesota 55318-2102  
 Phone (952) 361-1910  
 Fax (952) 361-1919  
 www.co.carver.mn.us

Mark Lundgren  
 County Auditor  
 Phone: (952) 361-1905  
 Email: mlundgren@co.carver.mn.us

Laurie Engelen  
 Assistant County Auditor  
 Phone: (952) 361-1907  
 Email: lengelen@co.carver.mn.us

**Abatements presented to the  
 Carver County Board of Commissioners  
 August 8, 2006**

Payable Year	Parcel Number	Name	Original Tax Amount	Adjusted Tax Amount	County Dollars Abated	Total Amount of Adjustment
2006	75-2720060	Corey Norcutt & Jennifer Johnson	1,622.00	1,374.00	-95.34	-248.00
2006	30-2580090	Michelle Rohan	1,896.00	1,896.00	0.00	0.00
2006	75-4440220	Daryl & Tamara Peterson	4,102.00	4,046.00	-20.85	-56.00
2006	58-0501350	Anthony Marini	2,006.00	1,756.00	-100.58	-250.00
2006	85-3580120	Nancy Sherman	2,024.00	1,796.00	-79.73	-228.00
2006	M 30-9510039	Muriel Nyblum/National City Bank	542.00	362.00	-79.50	-180.00
2006	30-2360290	City of Chaska	1,184.00	0.00	-32.64	-1,184.00
2006	30-2360300	City of Chaska	2.00	0.00	-0.86	-2.00
2006	65-2250010	Matt Mitrani	1,848.00	1,848.00	0.00	0.00
2006	75-2720310	BethAnn Combs & Gary Fragodt	1,622.00	1,498.00	-47.68	-124.00
						0.00
			<b>\$16,848.00</b>	<b>\$14,576.00</b>	<b>-\$457.18</b>	<b>-\$2,272.00</b>



Office of County Assessor  
Angie Johnson  
Carver County Government Center  
Administration Building  
600 East Fourth Street  
Chaska, Minnesota 55318-2102  
Phone: (952) 361-1960  
Fax: (952) 361-1959

**Abatements presented to the  
Carver County Board of Commissioners**

The following parcels are to receive the homestead credit for the 2005 assessment payable 2006, they are recommended for approval by the County Assessor.

30-258-0090	Michelle Rohan	Residential
58-050-1350	Anthony Marini	Residential
65-225-0010	Matt Mitranni	Residential
75-272-0060	Corey Norcutt	Residential
75-444-0220	Daryl Peterson	Residential
85-358-0120	Nancy Sherman	Residential

The following parcel is to receive 50 % Homestead for the 2005 assessment payable 2006, this is recommended for approval by the County Assessor.

75-272-0310	Beth Ann Combs	Residential
-------------	----------------	-------------

The following parcels are to be classified as Tax Exempt for the 2005 assessment payable 2006, they are recommended for approval by the County Assessor.

30-236-0290	City of Chaska	Residential
30-236-0300	City of Chaska	Residential

Page 2

The following parcel is a Mobile Home where there was a clerical error in the homestead classification, the homestead was removed in error, and this is for the 2005 assessment payable 2005, this is recommended for approval by the County Assessor.

30-951-0039

National City Bank

Residential



# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

Item Name (as you would like it to appear on the agenda):

**KICK OFF BROOM SWEEPER (CP #0619)**

Originating Division: Public Works

Agenda Date: August 8, 2006

Amount of Time Requested: n/a

Supp. Doc. Attached (y/n): yes

Previous County Board Action, If Any (include other parties which were advised, if any):

Item Type (X Only One):  Consent     Regular Session     Discussion Session

## EXPLANATION OF AGENDA ITEM (Include a description of background, benefits, and recommendations)

Purchase a new kick off broom to replace Unit #5942 (1994 MB kick off broom). The MB unit would be traded in toward the purchase of a new Rosco Sweeppro broom.

## BOARD ACTION/MOTION REQUESTED (In proper format)

Recommend that the County Board authorize purchase of a new Sweeppro broom from Ruffridge Johnson Equipment. This purchase would be made using State Contract Purchasing. Ruffridge Johnson is the only company that makes a front mounted broom. The price for this sweeper is \$38,835.00 less the trade in of \$3,900.00 for the MB for a total of \$34,935.00 plus sales tax of \$2,270.78 for a final total of \$37,205.78.

## FINANCIAL IMPLICATIONS

### Funding:

County Dollars =	\$40,000.00
Other Sources & Amounts =	
=	
=	
<b>Total</b>	<b>\$40,000.00</b>

### Budget Information (Appropriate Items):


- Budgeted  
 Not Budgeted  
 Amendment Required  
 (requires controller signature)

Related Financial Comments:

## REVIEWS AND APPROVALS AS REQUIRED (Signatures)

County Attorney: \_\_\_\_\_ Risk Management: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Controller: \_\_\_\_\_


7/31/06  
 \_\_\_\_\_  
**DEPARTMENT HEAD APPROVAL** **Date**

Admin. Dept. Use Only: Approved \_\_\_ Denied \_\_\_ Tabled \_\_\_ Other \_\_\_

Report Date:

S:\Seasonals\BAF-Award\2006\0619 - Kick Off Broom Sweeper

**RUFFRIDGE-  
JOHNSON  
EQUIPMENT**

3024 Fourth Street SE  
Minneapolis, MN 55414  
[www.riequip.com](http://www.riequip.com)

July 20, 2006.

Carver County Public Works  
Attn: Dave Randt  
Cologne, MN

Fax: 952-466-5223

***Quotation for New Rosco Sweepro Directional Sweeper with:***

- \*Specs as per State Contract SEQ#970-805
- \*Cummins 4B3.3 turbo diesel
- \*Front mounted broom with joystick controls
- \*One piece quick change poly brush
- \*Cab heat, A/C
- \*ROPS Cab with dual doors
- \*Suspension seat
- \*Front and rear wiper/washer
- \*Turbo precleaner
- \*Block heater, front brakes, filter kit
- \*Water system with spraybar
- \*Engine vandalism package

Price	\$38,835.00
Less trade-in, <MB no water>	<u>(\$3,900.00)</u>
Net Price	\$34,935.00

Sales tax not included. FOB Ruffridge-Johnson Equipment Co., Inc

## CARVER COUNTY REQUEST FOR BOARD ACTION

### AGENDA ITEM

Item Name: MELSA Museum Pass Program

Originating Department: Library

Agenda Date: 8/15/06

Amount of Time Requested: 15 minutes

Supp. Doc. Attached (y/n) N

Previous County Board Action, If Any (include other parties which were advised, if any):

Item Type ( Only One):      Consent \_\_\_\_\_      Regular Session       Discussion Session \_\_\_\_\_

### EXPLANATION OF AGENDA ITEM (Include a description of background, benefits and recommendations)

Library Director, Melissa Brechon will give power point presentation providing information on the MELSA (Metropolitan Library Service Agency) Museum Pass Program which includes Carver County Library System, starting September 7, 2006. The Board Action has been put on Regular Session to allow greater public exposure to this exciting new program.

### Board Action/Motion Requested:

Information only.

### FINANCIAL IMPLICATIONS

*Funding:*

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

*Budget Information ( Appropriate Items):*

Budgeted:  
 Not Budgeted:  
 Amendment Required:  
 (requires controller signature)

*Related Financial Comments:*

### REVIEWS AND APPROVALS AS REQUIRED (Signatures)

Steven H. Taylor for Melissa Brechon      8/7/06  
 DEPARTMENT HEAD APPROVAL      Date

Admin. Dept. Use Only: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Tabled \_\_\_\_\_ Other \_\_\_\_\_

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name:** Contract and project approval of Environmental Center yard waste bunker

Originating Department: Administrative Services

Agenda Date: August 15, 2006

Amount of Time Requested: 15 minutes

Supp. Doc. Attached (y/n): Y

Previous County Board Action, If Any (include other parties which were advised, if any) : ): The Board previously discussed this project on 8-09-05.

Item Type (✓ Only One): Consent  Regular Session  Discussion Session

## EXPLANATION OF AGENDA ITEM (Include a description of background and benefits)

Please note the attached memo with project specific details. Staff has developed a plan to enhance yard waste management at the Environmental Center. The plan consists of construction of a poured concrete bunker to collect and store yard waste to assist in managing the material. As further outlined in the attachment, the plan calls for a three sided forty-eight by thirty-five foot reinforced poured concrete structure built into the berm surrounding the Environmental Center operations area. An engineered plan for the structure has been developed and the City of Chaska has given preliminary design approval for the project. This project would:

- Allow customer friendly management of yard waste.
- Allow more cost efficient yard waste management.
- Potentially result in a 3 to 5 year payback for the project.

Quotes for construction of the bunker were solicited from 6 area contractors. The low quote was from Hart Foundation in the amount of \$49,528. Included within the general conditions is funding for a used skid loader as well as permitting costs.

### Summary of project costs:

Construction Costs:	\$49,528
General conditions	\$25,000
Project contingency	<u>\$10,000</u>
Total	\$84,528

The project plan also includes the acquisition of a used skid steer loader. This piece of equipment is vital to the operation of the yard waste bunker as it would be used several days per week to organize and compact the yard waste in the bunker and to load trucks for hauling purposes to a compost site. Staff would come back to the Board separately to obtain approval to purchase the used skid loader once firm bids are received.

The schedule calls for construction to be completed in late September or early October of this year.

Staff recommends the project be funded by the Solid Waste Program fund balance which totals approximately \$160,000. It is requested the Board approve the contract agreement with Hart Foundation pending final review by the County Attorney and Risk/Emergency Management.

## RECOMMENDATIONS/BOARD ACTION/MOTION REQUESTED (Include motion in proper format)

A motion to approve the project including the budget amendments and the contract with Hart Concrete for the construction of a yard waste bunker for \$49,528 pending final review by the County Attorney and Risk/Emergency Management.

Motion to delegate authority to the Administrative Services Division Director for change orders up to \$10,000 from the contingency account.

## FINANCIAL IMPLICATIONS

**Funding:**

County Dollars = \$ 84,528

\$ \_\_\_\_\_ =  
**TOTAL = \$84,528**

**Budget Information (✓ appropriate items):**

Budgeted:

Not Budgeted:

Amendment Required:

✓  
✓

*Related Financial Comments:* Source of funding is the Solid Waste Program Fund Balance.

Budget Amendments requested:

Increase 01-130-131-1551-6630 by \$49,528

Increase 01-130-131-1551-6660 by \$25,000

Increase 01-130-131-1551-6643 by \$10,000

**REVIEWS AND APPROVALS AS REQUIRED**

✓ All Reviews and Approvals Received:

County Attorney\_\_\_ Risk Management\_\_\_ Human Resources\_\_\_ Controller\_\_\_ Other

**DEPARTMENT APPROVAL**

**Division Approval**

**Date**

Admin. Dept. Use Only: Approved\_\_\_ Denied\_\_\_ Tabled\_\_\_ Other\_\_\_

DATE: July 21, 2006  
TO: Carver County Board of Commissioners  
FROM: Michael Lein, Environmental Services  
RE: Environmental Center Yard Waste Management Bunker

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Environmental Services staff discussed yard waste management at the Environmental Center with the County Board in August of 2005. A preliminary plan to construct a bunker for the efficient handling of yard waste was presented. After considerable discussion, the Board directed staff to further develop the concept and return with a detailed plan.

Yard waste disposal is one of the highest utilized services and also one of the highest volumes of waste. In 2005, 13% of the visits to the Environmental Center included yard waste. This rate is expected to increase due to the recent collaboration with the cities of Victoria and Carver. Yard waste is currently managed by having residents deposit wastes into large roll-off boxes. These boxes are at least four feet high. Residents must remove the yard waste from their vehicles and lift it into the roll-off boxes. Filled roll-off boxes are hauled by a contractor to a yard waste composting site.

This system creates several issues. It is a messy and strenuous task for residents to unload their vehicles and empty bags of leaves/grass clippings and piles of brush into the roll-off boxes. Once in the roll-off boxes, the waste remains loose and uncompacted. The boxes fill up rapidly and must be replaced often during the peak yard waste season or after summer storms generate large volumes of tree waste. This results in high costs for transporting many light loads of uncompacted waste. Current charges to residents are only covering about 50% of yard waste collection and disposal costs.

Environmental Services and contractor staff continually review Environmental Center operations to ensure services are safe, customer friendly and cost efficient. Recent improvements include working with the Arboretum to develop a closer composting site and soliciting new bids for yard waste management. These efforts are saving thousands of dollars in transportation and composting costs. Charges at the Environmental Center could be increased to generate more revenue. But this would not solve safety and customer service issues or the inefficiencies and costs of hauling many uncompacted loads. A solution to all these issues would be to construct a yard waste storage bunker and purchase a skid steer loader.

Staff have further refined the preliminary plan discussed with the County Board. A structural engineer developed a blueprint for bidding and permitting purposes. City of Chaska staff have given the project preliminary approval pending a formal building permit application. The plan calls for a three sided forty-eight by thirty-five foot reinforced poured concrete structure built into the berm surrounding the Environmental Center operations area.

Residents would unload yard waste into the bunker at ground level instead of lifting waste over the side of a high roll-off box. A skid steer loader would be used to pile and compact the waste in the bunker. When the bunker is full, the yard waste would be loaded into a truck and further compacted with the skid steer loader. The end result is that fewer loads of well compacted yard waste would be hauled to a compost site. This would greatly increase cost effectiveness. We estimate that transportation and disposal costs savings could amount to \$15,000 to \$20,000 or more per year. **This project has the potential to pay for itself in 3 to 5 years depending on future yard waste volumes and management costs.**

Quotes for the structure were solicited from area contractors. The lowest quote was from Hart Foundations in the amount of \$49,528. Therefore staff propose that the Board authorize signing a contract with Hart Foundations for construction of the bunker. The construction could be funded from the Solid Waste Fund. The Fund currently has a balance of about \$160,000.

A skid steer loader would also be needed as part of this project. It would be used to organize and compact the yard waste in the bunker and to load trucks for haul to a compost site. During the period of April through November the loader would be used every day the Center is open – Tuesday – Saturday - to push dropped off yard waste into the bunker and compact it. The loader would be used several days per week to load compacted yard waste into trucks to remove from the site. The machine would be used consistently during January when Christmas trees are dropped off at the site. The machine would also be used to assist with snow removal in the winter, thus lowering dependence on an outside contractor. It would also serve as a backup and adjunct to the fork lift currently in use at the Center.

Staff explored the concept of sharing a machine with Public Works with the PW Director. Sharing is not a feasible option due to the level of use at the Center. LWS and Public Works staff also investigate the potential for using a machine that has moved through the Public Works system and is due to be replaced. The earliest a skid steer is programmed to be replaced is 2009, well beyond the horizon of this project. In order to meet the job requirements, such as lifting capacity and height of lift, a machine meeting the following specs would be required: a used [2 to 5 years old, 1,000 to 2,500 hours] Bobcat S-185, 863 or equivalent with an industrial grapple bucket. Research indicates a purchase price of about \$20,000 when equipped with the grapple bucket.

Approval of this project would hopefully allow construction in late September or October. Again, this would provide residents with a safe, customer friendly system and the County would realize significant cost savings. Staff recommends the Board approve proceeding with construction of the bunker, purchase of a skid steer loader, and related budget amendments as detailed in the Board Action Request.

Please feel free to contact me if you have questions prior to the Board meeting.

# BUDGET AMENDMENT REQUEST FORM

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

**DEPARTMENT: Administrative Services**

**Date of County Board Session: 8/15/06**

**Revenue**

Description of Revenue Account funds are to Increased/(Decreased):	Amount	Description of Expenditure Account funds are to Increased/(Decreased):	Amount
Waste Service Fee Reserve	\$ 84,528	Capital	\$ 84,528
<b>TOTAL:</b>	<b>\$ 84,528</b>	<b>TOTAL:</b>	<b>\$ 84,528</b>

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

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

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

**D. Contingency Acct. Current Bal.:** \$ 253,800

**E. Current Balance After Adj.:** \$ 253,800

**F. Requested By:**

**G. Recommend Approval:** Finance

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

S:\Excel\SHELLS\Budget Amendment Forms.xls\Revenue Form







# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name** (as you would like it to appear on the agenda): Strategic Planning Review and Action Plan

Originating Department: Administration

Agenda Date: 8/15/06

Amount of Time Requested: 30 Minutes

Supp. Doc. Attached (y/n): No

Previous County Board Action, If Any (include other parties which were advised, if any):

Item Type (✓ Only One): Consent\_\_\_\_ Regular Session\_\_\_\_ Discussion Session\_\_x\_\_

## EXPLANATION OF AGENDA ITEM (Include a description of background and benefits)

A variety of strategic planning sessions have been held by the Board, Division Directors, and Department Managers over the past several months. County Administration will review the issues identified in these sessions and outline an action plan to achieve the Board's vision.

## RECOMMENDATIONS/BOARD ACTION/MOTION REQUESTED (Include motion in proper format)

General direction.

## FINANCIAL IMPLICATIONS

*Funding:*

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

*Budget Information (✓ appropriate items):*

Budgeted: \_\_\_\_\_  
 Not Budgeted: \_\_\_\_\_  
 Amendment Required: \_\_\_\_\_  
 (requires controller approval)

*Related Financial Comments:*

## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney\_\_\_\_ Risk Management\_\_\_\_ Human Resources\_\_\_\_ Controller\_\_\_\_ Other\_\_\_\_\_

\_\_\_\_\_  
 David J. Hemze

\_\_\_\_\_  
 8/7/06

**DEPARTMENT HEAD APPROVAL (Signature)**

**Date**

Admin. Dept. Use Only: Approved\_\_\_\_ Denied\_\_\_\_ Tabled\_\_\_\_ Other\_\_\_\_



**Office of County Administration**  
Carver County Government Center  
Human Services Building  
602 East Fourth Street  
Chaska, Minnesota 55318-2102  
Phone (952) 361-1510  
Fax (952) 361-1581

## MEMORANDUM

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**To:** County Board of Commissioners  
**From:** David J. Hemze, County Administrator  
**Date:** August 8, 2006  
**RE:** **August 15 Work Session on County Board Governance**

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A work session on County Board governance has been scheduled for August 15. The purpose of this work session is to discuss alternatives to our current Board meeting structure and methods of conducting business in an effort to improve decision making.

Attachment A provides a summary of surrounding County Board structures. Based on this research and various staff discussions, recommended changes include the following.

**1. Establish meetings to provide monthly "Commissioner Updates"**

These meetings would last approximately one hour and would include one or two Commissioners, the County Administrator, and Division Directors or other Managers on an as-needed basis. The intent is to have informal discussion on "hot topics" that are of immediate concern such as personnel issues, upcoming Board agenda items, or constituent complaints. The suggested meeting arrangement is to have the Chair and Vice Chair attend one meeting and to schedule separate meetings with the other three members in a paired or individual arrangement. We would, of course, need to work out a consistent schedule which accommodates our calendars.

**2. Eliminate the Discussion Portion of the Agenda and hold work sessions on the third Tuesday of the month**

While we have scheduled work sessions in the past, this recommendation arranges work sessions on a more frequent and consistent basis. Work sessions would be held on the third Tuesday of the month in lieu of our regular meetings and at other times on an as-needed basis. Attachment B provides a proposed schedule for the remainder of 2006.

The current discussion session of the agenda provides a good opportunity for informal information sharing, but work sessions provide a better format for two-way communications. Work sessions also offer a more appropriate setting for emerging issues or policies which require more in-depth discussion. A simple change of seating move from the diaz down to a "round table" is one of the keys to better communications.

Since the discussion portion of the agenda is eliminated under this recommendation, the regular session of the agenda would be used for items which do not necessarily involve formal Board action, but need agenda placement due to various reasons such as timing issues or a desire to provide information to the public through our cable cast system.

**3. Make better use of the Board Reports section of the agenda**

Previous Boards used the Board Reports section of the agenda to share a great deal of information with other members. This section of the agenda provides a great opportunity to share information on issues such as meetings that were or will be attended, constituent concerns, or current events.

**4. Delegate certain contract authority**

The Board has delegated certain contacting authority to Division Directors including some Social Services and Sheriff Office contracts. The recommendation is to delegate a broader variety of contracts such as those which are non controversial or fall under a certain dollar amount. The intent is to create efficiencies by having the Board focus on broader policy issues versus administrative items which can be handled by staff. This recommendation will be provided in more detail at a later date.

**5. Develop Legislative Priorities**

Establishing legislative priorities would enhance our governance system through more focused involvement in the legislative process. The strategy would be to develop approximately ten priorities so that our legislators are not overwhelmed by our issues. The ultimate objective is to improve communications between our local legislative delegation and other governing entities within Carver County.

I have attached a summary of how comparison counties are scheduling and conducting their meetings for your review. This information will be discussed in more detail during the work session.

c (via e-mail): Division Directors

Enclosures (1)

File: H:\Word\County Commissioners\County Gov Structure.doc

**Attachment A: County Governance Comparison Summary**  
**July 21, 2006**

Summary Table								
County	Co Board Mtg. Schedule	Committee Structure	# of Committees	# of Board Members on Committees	Committee Meeting Schedule	Committee Minutes?	Committee Videotaped?	Workshops
1. Anoka	Twice a month	Yes	8+	3	Depends on committee, once/twice month or as needed	Reports done	No	1-2 a year
2. Dakota	Twice a month	Yes	3	7	Once a month	Yes	No	As needed
3. Scott	Three, fifth Tues-hold workshops	No						As needed
4. Washington	1 <sup>st</sup> four Tues	Yes	List included ext/internal committees	1+Alternate	Once month, quarterly or as needed	Yes	Workshops may be taped	Typically after Board meeting

**1. Anoka County**

a. County Board Meeting Schedule

Board meetings are usually held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month.

b. Committee Format

Anoka County has eight standing committees with regular meeting times. Meeting dates and times depend upon Board member schedules, with Tuesday being a common meeting day.

Two committees (Management and Finance) have four Board members, while all others have three Board members. (There are seven total Board members.) Each committee has a Board member serving as chair. If a Board member votes no or abstains, that is noted. Committee recommendations are forwarded to the full Board for a vote.

Committee meetings have agendas and reports, but not official minutes. The committee chair may request further information before it is brought to the committee. County staff participation is varied and staff typically does a great deal of research before item comes before committee. These meetings are not videotaped.

c. Workshops

Workshops with full Board are held once or twice a year. A common example is a workshop on the budget.

d. Other

If a citizen calls with a complaint, they are usually redirected to the appropriate staff person and sometimes will appear before a committee.

**2. Dakota County**

a. County Board Meeting Schedule

Dakota typically holds two Board meetings a month, but it depends on Board member schedules. Each year is slightly different and a proposed meeting schedule is put together in advance.

b. Committee Format

Dakota has three standing "Committees of the Whole", which include all seven Board members. Agendas and minutes are kept and recommendations are sent to the County Board. The Administration/Finance/Policy Committee meets once a month, usually following the first Board meeting of the month. The Community Services and Physical Development Committees also meet once a month, usually the second Tuesday of the month or on a Tuesday when there is no regular Board meeting. Each committee has a chair with the Board chair making a recommendation on what commissioner should chair each respective committee.

Committee meetings are not videotaped, however the press and citizens can attend. The County Administrator attends all committee meetings.

c. Workshops

Held as needed.

d. Other

Outside meetings the Board attends are discussed during "interagency announcements/reports" portion of the County Board agenda.

**3. Scott County**

a. County Board Meeting Schedule

Scott County Board meetings are scheduled every Tuesday with the exception of the third and fifth Tuesday of the month. Workshops are typically scheduled on the fifth Tuesday of the month.

b. Committee Format

No Board committees. They use to have committee structure (eight years ago), but were considered ineffective and were eliminated.

c. Workshops

Workshops are scheduled as needed, typically after Board meetings. All Board members attend workshops, along with the County Administrator and the Division Head responsible for the issue. No votes are taken at workshops and no formal document is kept. Workshops are not videotaped but the press typically attends.

d. Other

Each commissioner meets on a regularly scheduled monthly basis with the County Administrator and Division Heads to discuss new or potentially controversial topics.

**4. Washington County**

a. County Board Meeting Schedule

Washington County Board meetings are held every Tuesday.

b. Committee Format

Washington has a number of committees typically with one Board member and one alternate. They will meet once a month, four times a year, or as needed. In addition to the Board member, the committee may include County staff and citizens that were appointed to the committee. Minutes are taken by staff on the committee.

c. Workshops

Workshops are typically held after the Board meetings. No minutes are taken, depending upon the issue it may be videotaped. Sometimes two workshops are held after the Board meeting, but they are usually brief.

d. Other

Committee information is shared during "commissioner reports."



**Attachment B: 2006 BOARD CALENDAR**  
*as of 8/8/06*

August 15, 2006	Board Meeting and Work Session (Strategic Plan and Board Governance)
August 22, 2006	Board Meeting
August 29, 2006	Work Session (Budget)

September 5, 2006	Board Meeting
September 12, 2006	Board Meeting
September 19, 2006	Work Session
September 26, 2006	Board Meeting

October 3, 2006	Board Meeting
October 10, 2006	Board Meeting
October 17, 2006	Work Session
October 24, 2006	Board Meeting
October 31, 2006	No Meeting – Fifth Tuesday

November 7, 2006	Board Meeting
November 14, 2006	Board Meeting
November 21, 2006	Work Session
November 28, 2006	Board Meeting

December 5, 2006	No Meeting-AMC Conference
December 7, 2006	Truth in Taxation Hearing
December 12, 2006	Work Session
December 19, 2006	Board Meeting
December 26, 2006	No Meeting – Fifth Tuesday