

Carver County Board of Commissioners
 Regular Session
 April 25, 2006
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

PAGE

9:00 a.m.

1. a) **CONVENE**
- b) **Pledge of Allegiance**
- c) **Introduction of New Employees**
2. Agenda review and adoption
3. Approve minutes of April 18, 2006 Regular Session1-3
4. Public participation (Comments limited to five minutes)
5. Community announcements

9:05 a.m.

6. **CONSENT AGENDA**
- 6.1 Payment of emergency claim.....4
- 6.2 Painting by Nakasone5
- 6.3 Overhead Door Company of the Northland.....6
- 6.4 Circuitworks/provide and install UPS equipment for UPS
 system in LEC7
- 6.5 Ross Janitorial Services/Factory cat 420 brush rider scrubber.....8
- 6.6 Emergency Management-approval of the updated County
 Emergency Operations Plan9-11
- 6.7 Lifeguard services for beaches for Lake Minnewashta and
 Lake Waconia.....12-13
- 6.8 Musical entertainment-Bob Burtis.....14-15
- 6.9 2006 Roadside right of way weed spraying agreement.....16
- 6.10 Approval for Assistant County Attorney to attend out of state
 seminar17-18
- 6.11 Tax forfeit lawn maintenance19
- 6.12 Abatements/additions20-24
- 6.13 Community Social Services' warrants..... NO ATT
- 6.14 Commissioners' warrants SEE ATT

9:05 a.m.

7. **ADMINISTRATION**
- 7.1 Proclamation declaring April 23-29 Sexual Assault Awareness
 Week in Carver County25-26
- 7.2 Crow River Regional Park citizen input27
- 7.3 Appointment and reorganization of Auditor, Treasurer and
 Recorder offices28-30

10:10 a.m.	8.	ADMINISTRATIVE SERVICES	
	8.1	Project approval of County Care Center renovation.....	31-36
10:25 a.m.	9.	COUNTY ATTORNEY	
	9.1	Hiring of temporary staff: part-time attorney, part-time Paralegal, part-time administrative aide.....	37-42
10:35 a.m.	10.	LAND AND WATER SERVICES	
	10.1	Authorize conversion of vacant Land Services Clerk FTE to planning tech on a temporary basis during comprehensive plan development process.....	43
10:45 a.m.		ADJOURN REGULAR SESSION	
10:45 a.m.		<i>NEW BUSINESS</i>	
		<i>BOARD REPORTS</i>	
10:45 a.m.	1.	Chair	
	2.	Board Members	
	3.	Administrator	
11:15 a.m.	4.	Adjourn	

David Hemze
County Administrator

County Board Emergency Operations Plan Training
Thursday, April 27, 2006
8:30 a.m.
Government Center Training Room

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on April 18, 2006. Vice Chair Gary Delaney convened the session at 9:00 a.m.

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

Members absent: James Ische.

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

Workman moved, Degler seconded, to approve the minutes of the April 11, 2006, Regular Session. Motion carried.

Community announcements were made by the Board.

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

Approved Radio IP™ software license agreement.

Resolution #32-06, Right of Way Acquisition CSAH 10 (SP 10-610-30) Negotiated Settlements 10.

Authorized Veterans Service accepting donations in the amount of \$3,300 for use to purchase a filing system and related budget amendment increasing donation revenue \$3,300 and increasing capital \$3,300.

Approved \$1,000 in training funds for County Veteran Services Officer to attend out of state training for combat related compensation.

2006 special waste collection events with Greenman Technologies of Minnesota, Inc.; J.R.'s Appliance Disposal, Inc.; Materials Processing Corporation and Retrofit Recycling, Inc.

Approved Memorandum of Agreement to pay AFSCME library employees an additional \$0.60 per hour for hours worked on Sunday.

Authorized County Recorder to transfer \$5,743 from Recorder Equipment Fund (01-100-000-0000-5539) to equipment and furniture purchase (01-100-000-0000-6660) to purchase a microfilm reader printer and authorized the Recorder Office's old reader/printer be transferred to the Carver County Historical Society.

Authorized Public Health to accept and expend Medtronic Saving Hearts in our Communities grant funds and related Public Health budget amendment increasing grant revenue \$30,000 and increasing services and charges \$27,500 and supplies \$2,500.

Approved Medtronic Saving Hearts in our Communities coordinator contract with Maureen Farrell for the contract term April 1, 2006, to December 31, 2006.

Authorized Public Health to accept and expend grant funds in the amount of \$3,016 from the Minnesota Department of Health and related budget amendment increasing grant revenue \$3,016 and increasing services and charges \$3,016.

Resolution #33-06, Utility Vehicle Purchase, Siemon Implement, Inc. and Carver County for a Purchase of a John Deere Gator Utility Vehicle.

Authorized the Sheriff's Office to donate radio equipment to Hubbard County Sheriff's Office.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried.

Roger Willmore, Veterans Service, commended the various veterans groups and auxiliaries for their donations toward a filing system that would make them in compliance with the HIPAA requirements. Willmore also explained the training he would be receiving out of state that would assist veterans in obtaining combated related compensation.

Workman moved, Lynch seconded, to recess as the County Board and convene as the Carver County Regional Rail Authority. Motion carried.

Martin Walsh, Parks, requested the Rail Authority authorize placing corner monuments and signs along the former Dakota Rail Line. He reviewed the type of sign to be used and indicated the signs should help with encroachment and enforcement issues. He stated they were looking for signing property corners where survey markers will be placed and indicated the signs would be on County property. He confirmed that any citizen concerns should be directed to him.

Workman offered the following Resolution, seconded by Degler:

CCRRA Resolution #01-06
Dakota Rail Line Right of Way Markings/Signs

On vote taken, all voted aye.

Degler moved, Workman seconded, to adjourn the Carver County Regional Rail Authority and reconvene as the Carver County Board. Motion carried.

Del Hurt, Public Health, explained he was coming before them as the Community Health Board to submit their annual report. He reviewed their mission statement and pointed out the amount of change they are going through. Hurt stated Public Health would be playing a bigger role as they look to what is happening in the County and State.

He reviewed the key components that will impact the County and stressed the six areas of Public Health responsibility. He stated major emphasis will be on personal responsibility and accountability. Hurt explained the role of the Community Health Board, including the necessity to review and understand the Public Health Emergency Preparedness Plan.

He noted the key activities of assuring adequate local Public Health infrastructure. Hurt reviewed their core functions and indicated that the level of preparedness has escalated and is a top priority. He explained the change in health care relationships and Public Health's expanded role. Hurt also pointed out their increased role in environmental issues.

Hurt pointed out the projected growth in young families and the major issue of youth alcohol use. He stated increased emphasis will be placed on data resources and data development. He pointed out they were moving from service to working with system changes and reiterated Public Health's changing focus.

Hurt reviewed the role of the Community Health Board in supporting Public Health's new direction and priorities. Hurt also commented on the funding distribution between the State and local government and indicated there was a statewide effort to address that.

The Board adjourned the Regular Session at 10:20 a.m. Future agenda items were discussed until 11:25 a.m.

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.)



Office of Finance Director
Carver County Government Center
Administration Building
600 East Fourth Street
Chaska, MN 55318-2102
Phone: 952 361-1509
Fax: 952 361-1308
E-mail: fboethin@co.carver.mn.us
Website: www.co.carver.mn.us

251591

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 minimum of two).

VENDOR: United States Post Office - Chaska ^{Vendor} (909)

ACCOUNT: 01-049-060-0000-6212

AMOUNT: \$ 1,000.00

REASON: Bulk Mail

Department Head Signature: [Signature]

Chairman of County Board James Ische

County Administrator [Signature]
Dave Henze

County Attorney [Signature]
Michael A. Fahey

Date: 4/13/02

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item: Painting By Nakasone	Agenda Date: 4/25/06
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 <input checked="" type="checkbox"/> Regular Session _____ Discussion Session _____	

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

Facilities wishes to contract with Painting By Nakasone to provide painting of cell walls, cell doors and frames, security entry door and frame, columns desk surround, top rails of railings, and cell floors and security windows, in the Carver County Jail. The cost for this project is \$12,500.00. Painting By Nakasone is low contractor for the State Cooperative Purchasing Agreement, so no additional quotes are needed for this project.

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

Motion to approve Contract, in the amount of \$12,500.00, with Painting By Nakasone.

FINANCIAL IMPLICATIONS

<p><i>Funding:</i></p> <p>County Dollars = \$ 12,500.00</p> <p>Other Sources & Amounts = _____ = \$ _____</p> <p>TOTAL = \$ 12,500.00</p>	<p><i>Budget Information (✓ appropriate items):</i></p> <p>Budgeted: <input checked="" type="checkbox"/> _____</p> <p>Not Budgeted: <input type="checkbox"/> _____</p> <p>Amendment Required: _____ (requires controller approval)</p>
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Related Financial Comments: To be paid from Facilities account 01-110-000-0000-6640 CIP 110-17/Painting.

REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney _____ Risk Management _____ Human Resources _____ Controller _____ Other _____

[Signature] / *[Signature]* 4-14-06

DEPARTMENT HEAD APPROVAL (Signature) _____ Date _____

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item: Overhead Door Company of the Northland/Replace Sallyport Door

Agenda Date: April 25, 2006

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)

Facilities became aware that the Sally port security door on the Sheriff's Department Garage was not operating. The door is the original security door installed during construction of the jail in 1994 and the barrel springs inside the door are broken and need replacement. During the 12 years of operation the door has been repaired several times for various reasons from collisions and now the current door does not meet the UL listing for the NFPA due to missing tag identifications. Facilities also spent \$1,077.00 to repair the door in August of 2005 and another \$911.25 for repairs to the door in late September of 2005. The door was recommended to be replaced by the service vendor at that time and now with this latest door mechanical failure we do not feel it is cost effective to continue with repairs if the door will not meet UL listing as required. Facilities seeks ratification of this contract with Overhead Door Company of the Northland for the replacement of the overhead door in the Jail Sally port. The new door is a 630 series rolling door, with a commercial operator. Two quotes were received for this project: Crawford Door Sales Co., submitted a quote for \$8,470.00; and Low quote was Overhead Door Company of the Northland who submitted a quote of \$8,451.00.

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

Motion to approve Contract with Overhead Door Company of the Northland, for \$8,451.00.

Motion to transfer funds to pay for Overhead Door Company of the Northland from Facilities CIP Account 01-110-000-0000-6640 CIP 110-02/Emergency Building Repairs; to Facilities Account 01-110-000-0000-6560/repair and maintenance.

FINANCIAL IMPLICATIONS

Funding:

County Dollars = \$ 8,451.00

Other Sources & Amounts =

_____ = \$

_____ = \$

TOTAL = \$ 8,451.00

Budget Information (✓ appropriate items):

Budgeted:

Not Budgeted: _____

Amendment Required: _____
(requires controller approval)

Related Financial Comments: Transfer money from Facilities CIP Account 01-110-000-0000-6640 CIP 110-02/Emergency Building Repairs; to Facilities Account 01-110-000-0000-6560/repair and maintenance to pay for this Contract.

REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney _____ Risk Management _____ Human Resources _____ Controller _____ Other _____

Robert E. Dummer / *Stewart H. Taylor* 4-14-06
DEPARTMENT HEAD APPROVAL (Signature) Date

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item: Circuitworks/provide and install UPS Equip. for UPS system in LEC	Agenda Date: April 25, 2006
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 <input checked="" type="checkbox"/> Regular Session _____ Discussion Session _____	

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

Facilities was approved 2006 CIP funding for routine battery replacement of the Jail Uninterruptable Power System. (UPS) After an examination and cost comparison for replacement batteries it was determined a new replacement UPS would be a more cost effective option. The Best Power FC10K UPS system in the Carver County jail was installed in 2001 after the original UPS failed. The unit was never a correct match for old components and the UPS has dropped loads in the Jail due to very weak batteries. During the monthly generator test for March, 2006 the current UPS failed to handle the load and as a result several cameras were damaged and needed replacement. Therefore, the current UPS system was replaced with a UPS system that has the modular capability of growing in power size. Facilities has instructed Circuitworks to provide and install Powerware Model 9170 modular system and 30 12-310 C+D batteries. Quotes were obtained for this project from three vendors: Data Center Systems, Inc., quoted a price of \$33,890.00; OHM Cragg, Co., quoted a price of \$15,694.00; and low quote was Circuitworks with a quote of \$12,350.00. In addition, as part of this UPS retrofit the unit is being move from it's current location to a location in our mechanical room. This is done to provide additional space in the Master Control Equipment closet as well as reduce the excessive heat generated from this equipment. From that additional electrical changes are required for the equipment move. Lano Electric is handling the electrical installation for a price not to exceed \$ 2,600.00 for the required changes.

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

Motion to approve Contract with Circuitworks in the amount of \$12,350.00.
 Motion to approve associated electrical upgrades with Lano Electric in the amount of \$2,600.00.
 Motion to approve transfer of funds to pay Lano Electric from 01-110-000-0000-6640 110-58 to: 01-110-000-0000-6560 - \$1,100.00, and 01-110-000-0000-6310 - \$1,500.00.

FINANCIAL IMPLICATIONS

<p>Funding:</p> <p>County Dollars = \$ 14,950.00</p> <p>Other Sources & Amounts = _____ = \$ _____</p> <p>TOTAL = \$ 14,950.00</p>	<p>Budget Information (✓ appropriate items):</p> <p>Budgeted: <input checked="" type="checkbox"/></p> <p>Not Budgeted: _____</p> <p>Amendment Required: _____ (requires controller approval)</p>
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Related Financial Comments: To be paid from Facilities CIP Account 01-110-000-0000-6640 CIP 110-58/Jail UPS Battery Replacement - \$12,350.00 to pay Circuitworks. And \$2,600.00 to be transferred to the following accounts to pay Lano Electric: from 01-110-000-0000-6640 CIP 110-58 to: 01-110-000-0000-6560 - \$1,100.00, and 01-110-000-0000-6310 - \$1,500.00.

REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney _____ Risk Management _____ Human Resources _____ Controller _____ Other _____

Rout E Dancy / *Small Taylor* - 14-06

 DEPARTMENT HEAD APPROVAL (Signature) Date

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item: Ross Janitorial Services/Factory Cat 420 Brush Rider
Scrubber for PWHQ

Agenda Date: April 25, 2006

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)

Facilities was approved 2006 capital improvement funds to purchase a sweeper/scrubber for the maintenance of the garage floors at the Public Works Headquarters in Cologne. The excessive sand deposited on the garage floors become a safety concern as well as an overall cleanliness issue at PWHQ. Facilities researched several machines and in conjunction with PWHQ mechanical staff pre-tested two machines Therefore; Facilities wishes to contract with Ross Janitorial Supply to purchase a Factory Cat 420™ Cylindrical Brush Riding Sweeper/ Scrubber, for the Public Works Headquarters Garage areas. Quotes were received from two companies: Tennant Sales & Service with a quote of \$41,058.64; and Ross Janitorial with low quote of \$23,300.00 plus tax \$1,514.50 for a total cost of \$24,814.50.

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

Motion to approve Contract with Ross Janitorial Supplies in the amount of \$24,814.50.

FINANCIAL IMPLICATIONS

Funding:

County Dollars = \$ 24,814.50

Other Sources & Amounts =

_____ = \$ _____

TOTAL = \$ 24,814.50

Budget Information (✓ appropriate items):

Budgeted:

Not Budgeted: _____

Amendment Required:
(requires controller approval)

Related Financial Comments: To be paid from facilities CIP Account 01-110-000-0000-6640 CIP 110-37/ Floor Sweeper.

REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney _____ Risk Management _____ Human Resources _____ Controller _____ Other _____

Robert E. Danney
DEPARTMENT HEAD APPROVAL (Signature) _____ Date Apr 14 2006

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): Emergency Management – Approval of the Updated County Emergency Operations Plan.

Originating Department: Risk/Emergency Management

Agenda Date: April 25, 2006

Amount of Time Requested: n/a

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

Previous County Board Action, If Any (include other parties which were advised, if any):
The last update approved by the County Board was May, 2005. This update will continue to provide an effective planning, response, and recovery document.

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

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

Please see the attached memo

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

1. Approve the Carver County Emergency Operations Plan (EOP) – authorize chair to sign overall plan and associated sections.

FINANCIAL IMPLICATIONS

Funding:

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

Budget Information (✓ appropriate items):

Budgeted:	n/a
Not Budgeted:	n/a
Amendment Required:	n/a

(requires controller approval)

Related Financial Comments

REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

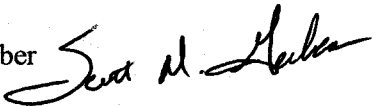
County Attorney _____ Risk Management _____ Human Resources _____ Controller _____ Other _____


DEPARTMENT HEAD APPROVAL (Signature)

4/12/06
Date

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

Carver County
Employee Relations Division
Risk/Emergency Management Department
600 East 4th Street
Chaska, MN. 55318

Date: April 12, 2006
To: Board of Commissioners
From: Scott Gerber 
cc: Doris Krogman
Dave Hemze
Subject: Emergency Operation Plan Update

As you may be aware from previous discussions, our department last updated and received final approval of the update to the County Emergency Operations Plan on May 17, 2005. We believe it is critical to provide an annual update in an attempt to keep the plan current and effective.

After input and review by several internal and external agencies, we are now prepared to ask for your approval of the plan. The approval is a required step in the overall process of the emergency operations plan update. Not all portions of the plan have been changed, but the necessary items as listed below have been changed to provide a "usable" and "effective" document and not a "book-shelf" document.

The main updates at this time include some resource changes such as equipment changes, personnel changes or contact information changes. We have also continued to update the plan for inclusion of the National Incident Management System (NIMS) as the incident management system of utilization by all units of government in Carver County. This is the incident management system we will be transitioning to over the next few years.

I am requesting the Board pass the resolution and authorize the Board Chair to sign the document approving the plan and the 2006 updates.

Listed below are the changes in the Emergency Operations Plan for your review and approval:

Administration

- Overall Plan Cover updated to reflect new date of plan
- Revision and Approval – updated to reflect current changes and updated signatures
- Record of Revision and Approval – updated to reflect latest plan

Warning and Notification

- Updated dispatch hazmat response report
- Updated to reflect current contact information
- Updated and added new resource information

Direction and Control

- Updated the Direction and Control resource section to reflect current contact information.

Emergency Public Information

- Updated the Emergency Public Information policy section to reflect current contact information.

Congregate Care

- Updated the Congregate Care section to reflect current resources and contact information.

Health / Medical / EMS/ Mass Fatalities

- Updated the Health/Medical/EMS/Mass Fatalities section to reflect current operational changes. Major changes in wording, phone, and personnel changes.

Search and Rescue

- Updated the Search and Rescue resource section to reflect current contact information.

Evacuation / Traffic Control / Security

- Updated the Evacuation / Traffic Control / Security resource section to reflect current contact information.

Fire Protection

- Updated the Fire Protection resource section to reflect current contact information.

Debris Clearance

- Updated the Debris Clearance resource section to reflect current contact information.

Damage Assessment

- Updated the Damage Assessment resource section to reflect current contact information.

Utilities Restoration

- Updated the Utilities Restoration resource section to reflect current resource and contact information.

Hazardous Materials

- Updated the Hazardous Materials Protection section to reflect current operational changes.
- Updated the resource section to reflect current contact information.

Phone Directory

- Updated the Phone Directory section to reflect current phone numbers and personnel.

Once approval is received, the updated plan information will be sent out to the holders of the document. The copy for the Board and Administration is kept in the Administrators office. Overall, we continue to believe the Emergency Operations Plan is an effective and efficient document which is used by the County and other entities and organizations in Carver County during mitigation, preparedness, response, and recovery efforts.

If you have any questions or concerns, please contact me. Thank you in advance for your time, effort, and support to the overall emergency management program in Carver County.

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

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

Lifeguard Services for beaches at Lake Minnewashta and Lake Waconia

Originating Department: Public Works/parks

Agenda Date: April ^{11th}~~4th~~, 2006

Amount of Time Requested: None

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

Previous County Board Action, If Any (include other parties which were advised, if any): None

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

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

The Carver County Parks Department contracts for lifeguard services for the beach facilities at Lake Minnewashta and Lake Waconia Regional Parks. To ensure Carver County is getting the best services, requests for proposals (RFP's) to provide lifeguard services where sent out to four organizations (City of Chaska, City of Waconia, Minnetonka Community Education and Minnesota Safety Services, LLC). Proposals where received from Minnetonka Community Education (MCE) and Minnesota Safety Services, LLC (MSS). The two RFP's where for the following amounts: MCE \$30,498.00 and MSS \$33,180.00

(Both proposals are below the 2006 budgeted amount of \$34,863)

In additional to the written proposals both parties who submitted RFP's where interviewed by a three person panel consisting of a representative from the Parks Department, Risk and Emergency Management Services and an individual with an aquatics background from another agency.

On March 8th, 2006 Minnesota Safety Services, LLC decided to withdraw its bid/proposal for lifeguard services for 2006 leaving one proposal to choose from.

Staff recommends accepting the proposal for lifeguard services from Minnetonka Community Education with the addition of a third (3rd) lifeguard at lake Waconia Regional Park for the agreed price of \$34,800.

BOARD ACTION/MOTION REQUESTED (In proper format)

It is recommended the County Board authorize the Board Chair to sign this agreement.

FINANCIAL IMPLICATIONS

<i>Funding:</i>	
County Dollars =	\$34,800.00
Other Sources & Amounts =	
Total	\$34,800.00

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: _____

Roger M. Gustafson by [Signature]
DEPARTMENT HEAD APPROVAL

3/27/06

 Date

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE April 4th, 2006 _____

RESOLUTION NO. _____

MOTION BY COMMISSIONER _____

SECONDED BY COMMISSIONER _____

PROFESSIONAL SERVICE AGREEMENT
BETWEEN
MINNETONKA COMMUNITY EDUCATION. AND CARVER COUNTY
FOR LIFEGUARD SERVICES AT LAKE MINNEWASHTA AND LAKE WACONIA REGIONAL
PARKS.

BE IT RESOLVED, that the Carver County Board of Commissioners hereby authorize the Board Chair and the County Administrator to execute the Professional Serve Agreement Between Minnetonka Community Education and Carver County for Lifeguard Services at Lake Waconia and Lake Minnewashta Regional Parks.

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 4th day of April, 2006, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 4 day of April, 2006.

County Administrator

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

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

Musical Entertainment - Bob Burtis

Originating Department: Public Works/Parks

Agenda Date: 4/18/06

Amount of Time Requested: None

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

Previous County Board Action, If Any (include other parties which were advised, if any): None

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

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

The Parks Division of the County asks the County Board to authorize an agreement with Bob Burtis for musical entertainment at the Lake Waconia Regional Park Family Beach Party on June 24th, 2006. This event will provide an opportunity to promote the continuing progress and the changes taking place at Lake Waconia Regional Park and allow the public to ask questions and interact with staff.

BOARD ACTION/MOTION REQUESTED (In proper format)

It is recommended the County Board authorize the Board Chair to sign this agreement.

FINANCIAL IMPLICATIONS

Funding:

County Dollars =	\$400.00
Other Sources & Amounts =	
=	
=	
Total	\$400.00

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: _____


4/6/06

 DEPARTMENT HEAD APPROVAL Date

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

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

Date: March 14th, 2006
Motion by Commissioner: _____

Resolution No: _____
Seconded by Commissioner: _____

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN
BOB BURTIS AND CARVER COUNTY
FOR MUSICAL ENTERTAINMENT
AT THE LAKE WACONIA FAMILY BEACH PARTY**

BE IT RESOLVED, that the Carver County Board of Commissioners hereby authorize the Board Chair and the County Administrator to execute the Professional Service Agreement between Bob Burtis and Carver County for musical entertainment at the Lake Waconia Family Beach Party.

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 14th day of March, 2006, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 14th day of March, 2006.

County Administrator

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

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

2006 ROADSIDE RIGHT-OF-WAY WEED SPRAYING AGREEMENT (CP #0612)

Originating Department: Public Works

Agenda Date: April 25, 2006

Amount of Time Requested: None

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

Previous County Board Action, If Any (include other parties which were advised, if any): None

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

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

This agreement is for the spraying of county road rights-of-way for noxious weeds, thistle and brush. Quotes from AG Enterprises and Mid-County Coop were obtained. Staff has evaluated the two quotes and is recommending a contract be awarded to AG Enterprises. AG Enterprises has done this type of work for Carver County in the past and is familiar with the areas along the county roads where weed, thistle and brush problems exist. Staff also likes AG Enterprises vegetation management plan ideas and the incorporated phases of control. Staff also is of the opinion that the chemical prices are in line with what is needed for this work.

BOARD ACTION/MOTION REQUESTED (In proper format)

Approve service agreement between Carver County and AG Enterprises with a not-to-exceed amount of \$30,000.00.

FINANCIAL IMPLICATIONS

Funding:

County Dollars =	\$30,000.00
Other Sources & Amounts =	
=	
=	
Total	\$30,000.00

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: _____


DEPARTMENT HEAD APPROVAL

4/17/06
Date

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):
Approval of Peter Ivy to attend seminar on courtroom technology at the National Advocacy Center, University of South Carolina.

Originating Department: County Attorney

Agenda Date: April 25, 2006

Amount of Time Requested:

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

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)

The County Attorney was recently informed that Peter Ivy, the head of the criminal division, has been accepted for enrollment in a course on court technology through the National Advocacy Center, National College of District Attorneys, University of South Carolina, Columbia, SC. The course is scheduled for May 22-25, 2006. The County Attorney would like board approval for Mr. Ivy to attend this seminar. All costs associated with the seminar, including airfare, lodging and meals, are paid for by the National College of District Attorneys. Mr. Ivy would also receive continuing education credits for this seminar.

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

Approve Peter Ivy to attend the training course on courtroom technology at the National Advocacy Center at the University of South Carolina, scheduled for May 22-25, 2006.

FINANCIAL IMPLICATIONS

Funding:

County Dollars:
Other Source: NDAA

TOTAL =

Budget Information (_ appropriate items):

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

REVIEWS AND APPROVALS AS REQUIRED

All Reviews and Approvals Received:

County Attorney _____ Risk Management _____ Human Resources _____ Controller _____ Other _____

Michael A. Fabrey

4/12/06

DEPARTMENT HEAD APPROVAL (Signature)

Date

Admin. Dept. Use Only: Approved Denied Tabled Other

NATIONAL DISTRICT ATTORNEYS ASSOCIATION

EDUCATION DIVISION
NATIONAL COLLEGE OF DISTRICT ATTORNEYS
ERNEST F. HOLLINGS NATIONAL ADVOCACY CENTER
1620 PENDLETON STREET
COLUMBIA, SOUTH CAROLINA 29201-3836
803/705-5050 • FAX 803/705-5060
www.ndaa.org
April 5, 2006

The Honorable Michael A. Fahey
County Attorney
Carver County
600 East Fourth Street
Chaska, MN 55318

Dear Mr. Fahey:

I am pleased to inform you that Peter Ivy's application for enrollment in the *Courtroom Technology*, Course Number 01-06-CT has been accepted. The course is scheduled for May 22-25, 2006.

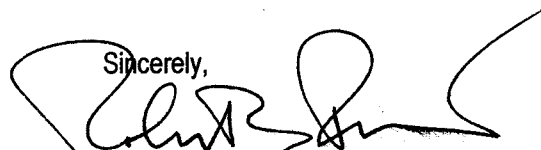
Enclosed is the acceptance packet for Peter Ivy. Please indicate your approval/disapproval of this individual's attendance by completing the attached Attendance Approval form and FAX it back to our office at [803] 705.5060. This packet contains the necessary travel and course information which should be reviewed as soon as possible.

Please Note:

- The Enclosed Course Notification and Information Form must be completed and FAXED to our office by **April 17, 2006** – in order to accept or decline attendance in this course. This is a FIRM deadline. The Course Notification form will enable us to make the necessary travel arrangements.
- If the applicant, Peter Ivy is unable to attend this course after confirming attendance, a letter of cancellation must be made in writing, signed by both the applicant and his or her supervisor and sent via FAX to the Admissions Administrator at [803] 705.5060, or [803] 705.5011. The cancellation must indicate the specific reason[s].
- Cancellations made AFTER an airline ticket has been issued will require the applicant to reschedule training at the National Advocacy Center within a specified time period. This period may be as short as 90 days. If travel is not made within this time period, your office may be charged the cost of the ticket.

If you have any questions or require any additional information, please do not hesitate to contact our Admissions Administrator, Jan Bilton, at [803] 705.5055. I am delighted your office will be represented at this excellent training.

Sincerely,



Robert S. Fertitta
Dean

Enclosures

RECEIVED

APR 06 2006

COUNTY ATTORNEY

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item Name (as you would like it to appear on the agenda): Tax forfeit lawn maintenance

Originating Department: **Auditor**

Agenda Date: **4/25/2006**

Amount of Time Requested:

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

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)

Contract for lawn maintenance of tax forfeited property parcel # 45.2000010. Contract runs from June 1, 2006 to June 1, 2007. Cost is \$20.00 per mowing, not to exceed \$800.00 per contract year. Contract has been approved by County Attorney and Risk Management.

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

Approve and sign attached contract.

FINANCIAL IMPLICATIONS

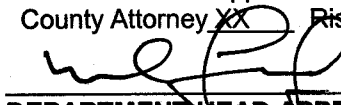
Funding:
 County Dollars = \$ 0
 Other Sources & Amounts = \$
TOTAL = \$ 0

Budget Information (✓ appropriate items):
 Budgeted: **XX**
 Not Budgeted: _____
 Amendment Required: _____
 (requires controller approval)

Related Financial Comments: Funding is budgeted.

REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:
 County Attorney XX Risk Management XX Human Resources _____ Controller _____ Other _____

 _____ 4-10-06
DEPARTMENT HEAD APPROVAL (Signature) **Date**

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): **Abatements/Additions**

Originating Department: **Assessor/Auditor**

Agenda Date: **04/25/2006**

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)

SEE ATTACHED

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

FINANCIAL IMPLICATIONS

Funding:

County Dollars = \$ - 4,076.76
Other Sources & Amounts = \$ - 7,622.24
TOTAL = \$ - 11,699.00

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)

4-14-06
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
 April 25, 2006**

Payable Year	Parcel Number	Name	Original Tax Amount	Adjusted Tax Amount	County Dollars Abated	Total Amount of Adjustment
2004	09.0091200	Thomas & Rita Radde	814.00	793.00	-21.00	-21.00
2005	09.0091200	Thomas & Rita Radde	908.00	885.00	-23.00	-23.00
2006	09.0091200	Thomas & Rita Radde	1,082.00	1,059.00	-23.00	-23.00
2006	30.0071000	Laura & Robert Worm	4,212.00	2,962.00	-573.43	-1,250.00
2006	65.4750040	Leonard Feygin	6,308.00	6,308.00	0.00	0.00
2006	75.4480280	Jesse & Lisa Bryant	3,566.00	3,466.00	-39.39	-100.00
2006	02.0200510	David & Lori Johnson	2,420.00	2,292.00	-72.22	-128.00
2006	06.0280700	Edward Bruhn & Bonnie Krueger	3,508.00	2,638.00	-390.45	-870.00
2006	75.2890190	Charles & Carol DeVries	2,554.00	2,378.00	-67.53	-176.00
2006	75.4640020	Patricia Diethelm	2,594.00	2,506.00	-34.69	-88.00
2006	20.1110060	Gregory & Erinn Becker	1,762.00	1,504.00	-87.69	-258.00
2006	85.4500180	Ronald Ferguson	2,898.00	2,690.00	-73.45	-208.00
2006	30.6680030	Donald & Dawn Mekeland	2,506.00	2,330.00	-72.63	-176.00
2006	10.0290500	Chad & Heidi Hardwood	5,544.00	5,544.00	0.00	0.00
2006	30.2360250	Il'ya Krasnokutskiy	5,364.00	5,364.00	0.00	0.00
2006	30.6870070	Richard & Connie Kelly	3,358.00	3,248.00	-46.15	-110.00
2006	25.1601490	Richard E Rossing	2,634.00	2,460.00	-75.02	-174.00
2006	25.5320060	Timothy B Lambert	2,262.00	2,052.00	-80.76	-210.00
2006	25.7550300	Deanna Lilienthal	2,068.00	1,842.00	-88.11	-226.00
2006	08.0041200	Kevin Lebens	5,258.00	5,258.00	0.00	0.00
2006	07.0223700	Leroy & Gladys Person	2,012.00	1,818.00	-88.81	-194.00
2006	09.0740010	Scott & Ann Hawkins	4,144.00	4,144.00	0.00	0.00
2006	85.0504030	Evan & Tricia Bunn	2,882.00	2,714.00	-59.41	-168.00
2006	10.0291100	Victor & Janet Lien	3,474.00	3,392.00	-39.10	-82.00
2006	75.5030370	Kenneth & Denise Schilling	4,832.00	2,288.00	-416.34	-2,544.00
2006	30.1440020	Richard & Ann Cihak	8,212.00	3,542.00	-1,704.58	-4,670.00
2006	30.0720030	Kevin Nordby Chaska LLC	3,490.00	2,036.00	104.95	-1,454.00
2006	30.0720020	Kevin Nordby Chaska LLC	7,670.00	9,124.00	-104.95	1,454.00
			\$98,336.00	\$86,637.00	-\$4,076.76	-\$11,699.00



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

CARVER
COUNTY

Abatements presented to the
Carver County Board of Commissioners

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

02-020-0510	David Johnson	Residential
06-028-0700	Edward Bruhn	Agricultural
07-022-3700	LeRoy Person	Residential
08-004-1200	Kevin Lebens	Residential
09-074-0010	Ann Hawkins	Residential
10-029-0500	Chad Harwood	Residential
10-029-1100	Janet Lien	Residential
20-111-0060	Gregory Becker	Residential
25-160-1490	Richard Rossing	Residential
25-532-0060	Timothy Lambert	Residential
25-755-0300	Deanna Lilienthal	Residential
30-007-1000	Laura Worm	Residential
30-236-0250	Il'Ya Krasnokutskiy	Residential
30-668-0030	Donald Mekeland	Residential
30-687-0070	Richard Kelly	Residential

Page 2

65-475-0040	Leonard Feygin	Residential
75-289-0190	Charles Devries	Residential
75-448-0280	Lisa Bryant	Residential
75-464-0020	Patricia Diethelm	Residential
85-050-4030	Evan Bunn	Residential
85-450-0180	Ronald Ferguson	Residential

The following parcel is warranted a reduction in land value, due to an error in on the split; this is for the 2005 assessment payable 2006. This is recommended for approval by the County Assessor.

30-144-0020	Richard Cihak	Residential
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The following parcel is warranted a reduction in building value, due to an error in calculation; this is for the 2005 assessment payable 2006. This is recommended for approval by the County Assessor.

75-503-0370	Kenneth Schilling	Res. & Comm.
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The following parcel is warranted a reduction in value due to an error in a split; this is for the 2005 assessment payable 2006. This is recommended for approval by the County Assessor.

30-072-0030	Kevin Nordby	Commercial
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The following parcel is to receive an added tax, due to an error in a split; this is for the 2005 assessment payable 2006. This is recommended for approval by the County Assessor.

30-072-0020	Kevin Nordby	Commercial
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Page3

The following parcel is to have the SWF fee removed as the home was destroyed; this is for the following years.

2003 assessment payable 2004,

2004 assessment payable 2005, and the

2005 assessment payable 2006. These are recommended for approval by the County Assessor.

09-009-1200

Thomas Radde

Residential

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item Name: Proclamation Declaring April 23 – 29 Sexual Assault Awareness Week in Carver County.

Originating Department: Admin./Attorney

Agenda Date: April 20, 2006

Amount of Time Requested: 5 minutes

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

Previous County Board Action, If Any (include other parties which were advised, if any): None

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

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

Whereas Carver County Commissioner Gayle Degler attended a vigil in Carver County on April 19th, 2006 along with attorneys and the victim witness coordinator from the County Attorney's Office observing the month of April as Sexual Assault Awareness Month; and

Whereas, Commissioner Degler has asked that the week of April 23 – 29 be declared Sexual Assault Awareness Week in Carver County and have the attached proclamation read at the April 25th County Board meeting stating such.

BOARD ACTION/MOTION REQUESTED (In proper format)

Approval of the week of April 23-29 as Sexual Assault Awareness Week in Carver County.

FINANCIAL IMPLICATIONS

Funding:

County Dollars =
Other Sources & Amounts

TOTAL =

\$

Budget Information (✓ Appropriate Items):

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

Related Financial Comments

None.

REVIEWS AND APPROVALS AS REQUIRED (Signatures)

County Attorney: _____ Risk Management: _____

Human Resources: _____ Controller: _____

DEPARTMENT HEAD APPROVAL

Date

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

Proclamation

WHEREAS, the month of April, 2006 has been proclaimed a national month to bring awareness to the issue of sexual assault; and

WHEREAS, the voices of those who have been victims of sexual violence must be heard through public awareness and educational activities; and

WHEREAS, Carver County is fortunate to have many dedicated advocates who work tirelessly on behalf of victims of sexual assault; and

WHEREAS, the FBI and Bureau of Justice report that one in four girls and one in six boys is sexually abused before age 18; and

WHEREAS, in 89% of sexual assault cases, the offender is either a relative or person known to the victim; and

WHEREAS, Carver County Board of Commissioners is working toward making every home and community in Carver County safe; and

WHEREAS, the Carver County Commissioners join those who work on behalf of sexual assault victims in believing that all citizens must be a part of the solution to eliminate crimes of sexual violence.

Now, Therefore, I, James Ische, Chair of the Carver Board of Commissioners, in honor of all those who have dedicated their lives and their time to ending sexual violence in our county, do hereby proclaim the week of April 23-29, 2006 as:

SEXUAL ASSAULT AWARENESS WEEK

_____ / _____

James Ische, Chair / Date

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item Name (as you would like it to appear on the agenda): Crow River Regional Park Citizen Input

Originating Department: Administration

Agenda Date: 4/25/06

Amount of Time Requested: 15 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 X Discussion Session _____

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

Commissioner Workman has requested that the Crow River Regional Park planning process is placed on the agenda to allow citizen input.

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

None requested.

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 Hemze

4/19/06

DEPARTMENT HEAD APPROVAL (Signature)

Date

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

File: H:\Word\Divisions\Public Works\Crow River Citizen Input BA.doc

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item Name (as you would like it to appear on the agenda): Appointment of Auditor, Treasurer, and Recorder Offices

Originating Department: Administration

Agenda Date: 4/25/06

Amount of Time Requested: 45 Minutes

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

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

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

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

On April 4 the Board approved a resolution notifying citizens of its intent to establish the offices of Carver County Auditor, Treasurer, and Recorder as appointive. This resolution also requires the opportunity for additional public comment during today's meeting.

Following that public comment, the recommendation is to approve the attached resolution to appoint the offices. The offices would be made appointive unless a petition is received under the approved legislation. The resolution provides provision for employment opportunities to current elected incumbents and their deputies and gives directions to the County Administrator to develop the specific recommended organizational structure.

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

Motion to approve resolution providing the appointment of the Auditor, Treasurer, and Recorder Offices (requires a supermajority vote).

FINANCIAL IMPLICATIONS

Funding:

County Dollars =

Other Sources & Amounts =

_____ = \$ _____

TOTAL = See financial comments

Budget Information (✓ appropriate items):

Budgeted: _____

Not Budgeted: _____

Amendment Required: _____

(requires controller approval)

Related Financial Comments: Short-term savings depend on final organizational structure and position appointments adopted by the Board. The objective is to develop a structure that is at least cost neutral in the short-term. Additional savings are anticipated over the long-term through the continued development of a more efficient structure.

REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

County Attorney _____ Risk Management _____ Human Resources _____ Controller _____ Other _____

DEPARTMENT HEAD APPROVAL (Signature)

4/17/06
Date

Admin. Dept. Use Only: Approved ___ Denied ___ Tabled ___ Other ___



BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Appointment of Auditor, Treasurer, and Recorder Offices

Date: _____

Resolution No: _____

Motion by Commissioner: _____ Seconded by Commissioner: _____

WHEREAS, pursuant to Laws of Minnesota 2006, Chapter 173 and Resolution #19-06, the Carver County Board of Commissioners approved Resolution #30-06 requiring the notification of Carver County citizens of the intent to make the offices of Carver County Auditor, Treasurer, and Recorder appointive rather than elective; and

WHEREAS, the County has properly notified citizens of the intent to make this change; and

WHEREAS, citizens of the county have also been notified of their right to file with the County Auditor a petition requesting a referendum according to Laws of Minnesota 2006, Chapter 173 and Minnesota Rules Chapter 8205; and

WHEREAS, the Carver County Board of Commissioners may appoint County officials to discharge all of duties required by law to be performed by the Carver County Auditor, Treasurer, and Recorder, as well as any other duties assigned by the County Board; and

WHEREAS, the County Auditor, Treasurer, and Recorder have expressed an interest in preserving their and their deputies ability to continue in County employment following the expiration of their current terms of office, should they desire to do so; and

WHEREAS, the citizens of Carver County shall benefit by the employment of the County Auditor, Treasurer, and Recorder and employment of their deputies due to their expertise and ability to fulfill required duties.

NOW, THEREFORE BE IT RESOLVED, that, unless a valid petition is received under Laws of Minnesota 2006, Chapter 173 and Minnesota Rules Chapter 8205, the County Auditor, Treasurer, and Recorder shall be appointed offices effective the day following the completion of the term of office of the person elected to be County Auditor, Treasurer, and Recorder at the last County general election (January 1, 2007), unless a vacancy occurs in the office prior to this date, in which event the change is effective immediately; and

BE IT FURTHER RESOLVED, that the County Administrator is directed to report back to the County Board with a specific recommended organizational structure and recommended actions of the Board; and

BE IT FURTHER RESOLVED, that the County Administrator's recommended organizational structure will be developed pursuant to the Laws of Minnesota 2006, Chapter 173 eliminating the offices of Auditor, Treasurer, and Recorder and providing employment opportunities for the following persons to the respective positions as listed:

Person	Position
Mark Lundgren	Property Records and Taxation Services Division Director
Laurie Engelen	Taxation Services Manager
Tom Kerber	Investment Manager (part-time regular employee at 20 hours per week) or Investment Manager as a contract consultant (20 hours per week)
Brenda Lind	Cash Management Technician
Kelly Hanson	Property Records Manager
Kim Stender	Assistant Property Records Manager

BE IT FURTHER RESOLVED, that the duties and salaries of these individuals shall be determined through the creation of job descriptions and assignment of grades through the Carver County classification system but in no event shall the salaries of these individuals be less than that received as of the approval date of this resolution (with the exception of Tom Kerber's salary as Investment Manager which shall in no case be less than 50% of that received as of the approval date of this resolution).

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

**STATE OF MINNESOTA
COUNTY OF CARVER**

I, David J. 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 25th day of April, 2006, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 25th day of April, 2006.

County Administrator

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item Name: Project Approval for County Care Center Renovation Project

Originating Department: Administrative Services

Agenda Date: 04/25/06

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): Board approved contract with Welman Sperides Architects on 9/20/05, Discussion Session 2/7/06

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

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

The renovation work at the Adult Day Care Center (formerly the Mn Extension Office) was presented to the Board at a February 7, 2006 Discussion Session. Since that time, the bid opening took place and of the four bids submitted, the low apparent bidder is Gen-Con Construction out of Jordan whose base bid was \$217,000 (see attachment 1 for bid tabulation form). Additionally, there were five alternates outlined in the bid and Gen-Con's bid included the following:

- Alternate No 1. Painting: \$ 8,000
- Alternate No 2. Selective demolition: \$14,000
- Alternate No 3. Resurfacing of parking lot \$27,000
- Alternate No 4. Landscape irrigation \$ 6,500
- Alternate No 5. Electrical panel upgrade \$10,000

The recommendation is to select alternate numbers 4 & 5 as listed above. While we did not accept alternate No. 3 (parking lot resurfacing), the lot is in poor shape and needs replacement. It is recommended the Board approve a contract change order for allowing the County to replace the parking lot for \$23,000 instead of the \$27,000 as bid. The savings results from the contractor recycling the old asphalt and reusing much of it as the base for the new parking surface.

The revised budget as presented to the Board in early February for the project was estimated to be \$259,200. The project costs at this time total \$330,710 summarized below:

Gen-Con Construction bid	\$217,000	
Architectural/Eng Fees	\$ 4,210	Increase due to additional engineering documents
General Conditions (permitting etc)	\$ 50,000	Includes \$40,000 for furniture purchase
Contingency	\$ 20,000	
Alternate No. 4 Irrigation	\$ 6,500	
Alternate No. 5 Electrical	\$ 10,000	
Parking lot Change Order	<u>\$ 23,000</u>	
	<u>\$330,710</u>	

The primary reasons for cost increases include cost of construction over and above those estimated for the budget and the recommendation to select Alternates No. 4 and 5 while also budgeting for a new parking lot. The architect's fee went up due the unanticipated engineering documents for the ceiling plan and code review requirements.

The bulk of the estimated construction increase is planned to be made up from funds totaling \$35,000 originally earmarked in Facility's budget for remodeling the Social Service lobby area at the Government Center. This project has been put on hold for the foreseeable future due to fire egress issues. Furniture costs of \$40,000 will be provided by unused 2005 Social Services rollover funds. Staff is keeping the renovation costs as low as possible through the use of STS crews who will paint the interior of the facility. STS crews will also provide some of the demolition efforts prior to renovation taking place.

The renovation work being proposed will greatly enhance this building as a County asset by bringing the restrooms up to ADA standards, providing a sprinkler system, new energy efficient lighting as well as new carpeting.

Below you will find the proposed schedule:

- February 8, 2006: Issue for bidding
- March 13 & March 16th, 2006: Pre-bid conference at building site
- March 20, 2006: Bids were due at Government Center
- April 18, 2006: Board approves selected bidder and contract terms
- May 1, 2006: Construction begins
- June 30, 2006: Substantial Completion
- July 15, 2006: Turn-over date, County occupancy, prep for move-in
- July 30, 2006: Daycare operations begin on site.

Background Financial Information:

- Since 1988, the County has spent \$228,100 to lease space for the Adult Day Care program
- In 2005, Carver County's financial contribution to the Care Center totaled \$3,334 (see attachment 2)
- In 2006, the daily cost for a client totals \$120.27 for a nursing facility versus \$65.00 for the Carver County Care Center (see attachment 3)

BOARD ACTION/MOTION REQUESTED (In proper format)

- Motion to approve contract with Gen-Con Construction for \$217,000 plus alternates 4 (irrigation) and 5 (electrical upgrade), and parking lot change order of \$23,000 for a total of \$256,500.
- Motion to delegate authority to the Administrative Services Director for change orders up to \$20,000 from the contingency account
- Motion to amend the Welman Sperides architectural contract from \$10,400 to \$14,610

FINANCIAL IMPLICATIONS

Funding:

County Dollars =	\$330,710
Other Sources & Amounts =	
_____ =	\$
_____ =	\$
TOTAL =	\$330,710

Budget Information (✓ Appropriate Items):

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

Related Financial Comments: Funding sources for the project are:

- \$218,939 designated for the Care Center remodeling account
- \$36,771 from the Justice Center remodeling account
- \$35,000 from Facilities funds budgeted for Social Services Government Center remodel
- \$40,000 from Social Services unused 2005 rollover funds

REVIEWS AND APPROVALS AS REQUIRED (Signatures)

County Attorney: _____ Risk Management: _____
Human Resources: _____ Controller: _____

Steven H. Taylor 4/17/06
DEPARTMENT HEAD APPROVAL Date

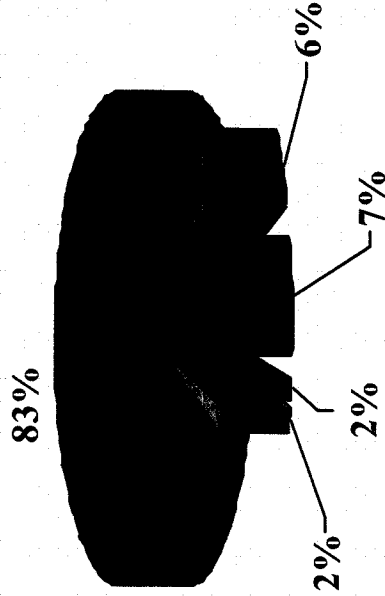
Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

Carver County Adult Day Care

General Contractor	Bid Security Submitted?	Base Bid	Add Alternate 1 Painting	Alternate 2 Selective Demolition	Alternate 3 Parking lot surfacing	Alternate 4 Landscape Irrigation	Alternate 5 Electrical
Gen-Con Construction	Y	217,000	8,000	14,000	27,000	6,500	10,000
Gladstone Construction	Y	290,528	(11,000)	(13,000)	38,000	(10,500)	No Bid
Klingelhut Construction	Y	278,900	21,200	3,500	19,500	8,635	11,160
Ebert, Inc	Y	294,000	(5,500)	(9,900)	22,400	6,200	5,000
Gen-Con Construction	282,500		Base Bid Apparent Low Gen-Con Construction		217,000		
Gladstone Construction	294,028		Base Bid w/ Alts Gen-Con Construction		282,500		
Klingelhut Construction	342,895						
Ebert, Inc	312,200						

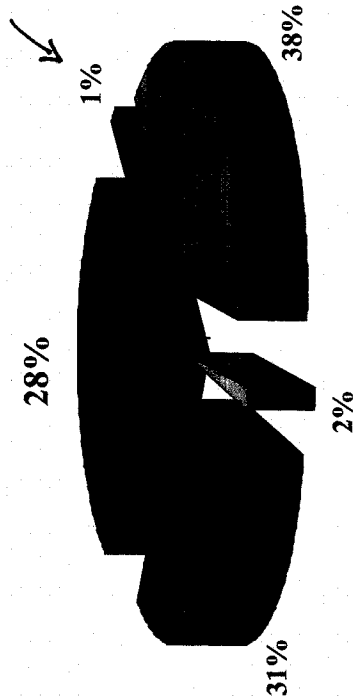
Carver County Care Center 2005 Revenue & Expenditures

Total Expenditures \$263,291



■ Personnel	\$220,064	■ Food	\$15,023
■ Rent & Utilities	\$19,926	■ Transportation	\$3,953
■ Other	\$4,325		

Total Revenue \$263,291



■ AC Waiver Programs	\$100,570	■ Gifts & Fundraisers	\$4,277
■ Fees	\$80,889	■ United Way	\$74,221
■ Carver County	\$3,334		

COMMENTS:

- Carver County's contribution to the Center program in 2005 was only \$3,334, down from \$11,541 in 2004 and \$42,282 in 2003.
- In 2005, Center revenue received from fees was \$80,889, a decrease of \$3,374 from 2004.
- Revenue received from AC and MA Waiver Programs increased in 2005 to \$100,570 after declines in the previous 2 years. The increase was helped by a State approved rate increase for AC/MA Waiver providers.
- United Way funding received in 2005 was \$74,221. This was a decrease of \$5,612 from 2004. UW funding accounted for only 28% of the total in 2005, down from 30%.
- Expenditures in 2005 totaled \$263,291. Personnel expenses continued to account for the majority of the total costs, 83% in 2005. Rent and utilities costs increased to 7% of total expenses. Participant food costs also increased, and accounted for 6% of the total. With changes in billing sources for transportation, transportation costs were down in 2006. Participant programming expenses, equipment purchase and repair and other expenses were down slightly.

2006 CARE CENTER COST SAMPLE DATA

The following is a sample of a client's costs for one of the nursing facilities in Carver County in comparison to the daily rate for the Carver county Care Center program. This would represent a fairly high functioning client who receives minimal assistance with "activities of daily living".

- ✓ Nursing Facility: \$120.27/day
- ✓ CARVER COUNTY CARE CENTER: \$ 65.00/day

BUDGET AMENDMENT REQUEST FORM

Submit to Controller's Office one week prior to County Board Session.

DEPARTMENT: Administrative Services

DATE: 3/25/06

Revenue

Description of Account funds are to be transferred from:	Amount	Description of Account funds are to be transferred to:	Amount
Facilities Remodeling SS Funds	\$ 35,000	Care Center Renovation Project	\$ 71,771
Justice Remodeling Account	\$ 36,771		
TOTAL:	\$ 71,771	TOTAL:	\$ 71,771

A. Reason for Request: See Board Action.

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

C. Contingency Acct. Beginning Bal (01/01/05): \$ 300,000

D. Contingency Acct. Current Bal.: \$ 297,000

E. Current Balance After Adj.: \$ 297,000

F. Requested By:

G. Recommend Approval: Finance Director

H. County Board Decision: Approval/Disapproval

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item Name: Hiring of temporary staff: Part-time attorney, part-time paralegal, part-time administrative aide.

Originating Department: Attorney

Agenda Date: April 25, 2006

Amount of Time Requested: 10 minutes

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

Previous County Board Action, If Any (include other parties which were advised, if any): None

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

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

The County Attorney's Office has a need, based on workloads and delays in service, for assistance in the civil, juvenile, and case file and records management areas. A part-time attorney (30 hours/week) will assist in the civil and juvenile areas (e.g., forfeitures, child support, land use, delinquency and diversion). A part-time paralegal (20 hours/week) will assist in all civil areas of our office. The part-time administrative assistant (20 hours/week) will assist with civil areas as needed and will also work on maintaining case files and records for our office.

The cost for the attorney is: \$26,986.73 (wages, no benefits)

The cost for the paralegal is: \$14,330.38 (wages, no benefits)

The cost for the administrative aide is: \$12,064.98 (wages, no benefits)

Funding for all three positions until 12/31/06 is covered with from funds due to not having new 2006 staff on board until March (\$36,117.41). In addition, as the attorney will be working with the forfeiture caseload, we can use proceeds from forfeiture accounts to fund this position. We will need \$17,264.68 from forfeiture dollars to cover this position.

BOARD ACTION/MOTION REQUESTED (In proper format)

Motion to approve hiring a temporary, part-time civil/juvenile attorney @ 30hours/week, a temporary, part-time civil paralegal @ 20 hours/week, and a temporary, part-time administrative aide for civil, case management and records duties @ 20 hours/week until 12/31/06.

FINANCIAL IMPLICATIONS

Funding:

County Dollars =	\$36,117.41 (attorney personnel)
Other Sources & Amounts	\$17,264.68 (forfeiture funds)
TOTAL =	\$53,382.09

Budget Information (✓ Appropriate Items):

Budgeted:	<input checked="" type="checkbox"/>
Not Budgeted:	
Amendment Required:	<input checked="" type="checkbox"/>
(requires controller signature)	

Related Financial Comments

There may be an increase in forfeited assets, child support revenue, and juvenile reimbursements due to the increase in personnel working on such matters.

REVIEWS AND APPROVALS AS REQUIRED (Signatures)

County Attorney: Michael A. Falvey Risk Management: _____
 Human Resources: _____ Controller: _____

Michael A. Falvey 4/12/06
 DEPARTMENT HEAD APPROVAL _____ Date

Admin. Dept. Use Only: Approved _____ Denied _____ Tabled _____ Other _____

BUDGET AMENDMENT REQUEST FORM

Submit to Controller's Office one week prior to County Board Session.

DEPARTMENT: Attorney

Date of County Board Session: 4/25/06

Revenue

Description of Revenue Account funds are to Increased/(Decreased):	Amount	Description of Expenditure Account funds are to Increased/(Decreased):	Amount
Forfeiture Reserve Funds	\$ 17,265	Salaries	\$ 17,265
TOTAL:	\$ 17,265	TOTAL:	\$ 17,265

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.: \$ 297,000

E. Current Balance After Adj.: \$ 297,000

F. Requested By:

G. Recommend Approval: Controller

H. County Board Decision: Approval/Disapproval

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



MICHAEL A. FAHEY
CARVER COUNTY ATTORNEY
Government Center, Justice Center
604 East Fourth Street
Chaska, Minnesota 55318-2188
(952) 361-1400
(952) 361-1413 FAX

Chief Deputy County Attorney
Kari L.S. Myrold

Criminal Division
Peter Ivy, Head
Martha E. Mattheis
Michael D. Wentzell
Carol J. Mayer
Mary E. Shimshak
Mark Debban, Paralegal

Law Office Administrator
Christopher Weldon

Civil Division
Robert G. Hendricks, Head
Thomas W. Haines
Jennifer L. Stanfield
Patricia May, Paralegal

Victim Witness Coordinator
Nancy E.M. Yates

Juvenile Division
Janet L. Barke Cain, Head
Kevin G. Cedergren

DATE: March 23rd, 2006
TO: Mike Fahey, County Attorney
FROM: Kari Myrold, Chief Deputy County Attorney
RE: Temporary, part-time staff request.

Due to recent concerns regarding workflow of civil matters I have looked into the issue of hiring some temporary staff to compliment the civil and juvenile divisions.¹ This request has the support of the County Administrator and the Employee Relations Director. The financial portion of this request is covered through 12/31/06.

This request is supported by the Civil Division in the following way:

- Increase in overall caseload (including contracts) results in an approximate 38% increase.
- Increase per staff attorney results in the following (includes caseload numbers and time addressing issues²):
 - Attorney 1 – 48%
 - Attorney 2 – 45%
 - Attorney 3 – 55%

Civil has kept track of this time factor since 2004. The last staff person added to Civil was in 2001. The above stats do not take into account data issues, employee relations & administration matters, and the daily questions that come our way.

In the juvenile area, Janet's 2006 budget memo does not need to be redone. Perhaps, in hindsight, we should have considered this request for 2006 also. It is attached for your review.

The Civil and Juvenile Divisions have agreed to share a part-time attorney (30 hours/week) and have divided up duties for such a position. The part-time paralegal (20 hours/week) will be utilized for civil matters including the areas of data (privacy and release), employee relations, county administration, and internal administrative issues.

¹ The concerns were relayed to me on timeliness issues, not with regard to quality of work. However, along with timeliness concerns errors and liability issues may arise which is why this is of importance.
² This may be done through many means: court hearings, meetings, appeals, written memoranda, etc.

If another attorney and paralegal, even part-time, are added to the civil area, the number of support staff hours requires an increase.³ The part-time support staff position will also be assisting our appointed aide in working with IS on managing our records and case files.

The reason these positions are being asked for on a temporary, part-time basis, is to see how this will assist current staff. It is anticipated the workload results of such staffing will impact our 2007 budget request for personnel.

The temporary positions will be paid for out of dollars from Jan. and Feb. for our 2006 positions as they were not able to be filled until March. In addition, the remaining amount will come from forfeiture funds as the part-time attorney will be handling this caseload.⁴ The financial implications are illustrated below⁵:

Cost -

Part-time attorney: \$26,986.73

Part-time paralegal: \$14,330.38

Part-time legal administrative assistant: \$12,064.98

Total: \$53,382.09

Funding -

Amount from Jan. and Feb. 06 personnel: \$36,117.41

Amount from forfeiture fund: \$17,264.68

Total: \$53,382.09

Let me know if you support moving forward with this request and I will prepare a Board request. I would like to get this on as soon as possible. If you have any questions please come and see me.

Thank you.

³ There is currently one support staff person for three full-time attorneys and one paralegal.

⁴ Minn.Stat. §609.908 indicates that proceeds from such funds must be applied “. . . to all costs and expenses of investigation and prosecution including costs of resources and personnel incurred in investigation and prosecution . . .”

⁵ All figures obtained from Employee Relations and require no additional tax dollars for 2006.



MICHAEL A. FAHEY
CARVER COUNTY ATTORNEY
Government Center, Justice Center
604 East Fourth Street
Chaska, Minnesota 55318-2188
(952) 361-1400
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Victim Witness Coordinator
Nancy E.M. Yates

Juvenile Division
Janet L. Barke Cain, Head
Kevin G. Cedergren

2006 BUDGET MEMORANDUM

TO: Mike Fahey, Kari Myrold, Chris Weldon
FROM: Janet Cain, Assistant Carver County Attorney
RE: 2006 Budget Request
DATE: June 3, 2005

For the last eight years the Juvenile Division has not added any staff attorneys to handle the Children in Need of Protective Services (CHIPS) and delinquency matters in the County. During the same period of time, the Criminal Division added only 1.0 FTE attorney and that was in 2002 (five budget cycles ago (01-06)).

As you are aware, the County continues to grow at a rapid rate. Due to this, caseloads for our Division have also increased significantly in the past eight years. The cases continue to not only grow in numbers, but complexity and seriousness too – this results in needing to spend more time on such matters.

In 2003, Court Administration had an 8% increase in case filings overall which resulted in the most cases ever filed with Court Administration. In 2004, Court Administration had an additional 10.2% increase in case filings for another record year. During those same time periods, juvenile delinquency and criminal case filings increased at a higher rate of 12.5% in 2003 and 12.7% in 2004. Overall, there has been a 26.7% increase in juvenile and criminal filings from 2002-2004. It is interesting to note that while the population increase was 4% last year, the increased criminal and juvenile cases filings has increased 12.7%, three times the rate of the population increase.

The Juvenile Division opened 703 cases in 2003 and 961 cases in 2004. This is an increase of 37% and an overall increase of 43.9% since 1998. During this time period we have had status quo with staff: 2 juvenile attorneys.

Of particular note is the increase in crimes involving victims. In 2002, the Juvenile Division handled 90 cases involving victims, 151 cases in 2003, and 186 cases in 2004, a 106% increase. In 2002, the Criminal Division handled 308 cases involving victims, 444

cases in 2003, and 526 cases in 2004, a 71% increase. Victim crimes require additional time and resources to handle such cases competently.

One of the factors which impacts our Office is the number of law enforcement officers in the County. In 2003, the Chaska Police Department added two additional officers (approximately an 11.7% increase in their police force). Chaska added an officer in 2004 and plans to hire another officer in 2005 and every year thereafter. Between 2003-2005, there is approximately a 23.5% increase in Chaska Police Officers.¹

The redesign of Highway 212 will also have an impact on our office. The increased enforcement by the Minnesota State Patrol will most certainly add to the number of cases that we prosecute each year. In addition, the construction will make Carver County more accessible to the Twin Cities resulting in more transient traffic and a likely increase in our population because of a more desirable commute. All of these factors impact the number of case filings and the workload of our office.

Based upon the increased workload and the increased number of officers that will be patrolling, it is necessary to add an additional 1FTE attorney to the Criminal Division and a part-time attorney to the Juvenile Division with commensurate increase in support staff.

Thank you for your time and attention to this matter.

cc: Attorney Office management staff

¹ See 2006 Criminal Division budget memorandum for additional information on this issue (The Carver County Sheriff's Office added ten full time deputies in 2003 and five additional deputies in 2005 and 2006. This is a net total of fifteen additional deputies since 2003. Between Chaska and the Sheriff's Department there will be 20 additional law enforcement officers in the County by 2006. This does not take into account the other significant increases in Sheriff and Chaska Police staff between 1997-2002.).

CARVER COUNTY REQUEST FOR BOARD ACTION

AGENDA ITEM

Item Name: Authorize conversion of vacant Land Services Clerk FTE to Planning Tech on a temporary basis during Comprehensive Plan development process

Originating Division: LWS Division

Agenda Date: 25 April 2006

Amount of Time Requested:

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

Previous County Board Action, If Any (include other parties which were advised, if any): None

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

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

The Comprehensive Planning process will begin in earnest in April and May. In analyzing the current permit and water project work load plus what will need to be accomplished for the Comp Plan, it has become apparent that additional resources in the professional/technical area will be necessary to ensure a successful Comprehensive Planning effort. On February 27th the Land services Clerk position became vacant with the resignation of Lynette Eggers. This resignation presented an opportunity to address the planning resource issue. Through the use of technology, spreading some duties among a variety of staff, and closing the small window on a part time basis, this FTE can be made available to help with the planning process. I am requesting authorization to change this FTE to a Planning Technician until the completion of the planning process – December 31, 2008. I would make a decision on the FTE at that point depending on the resource needs on the Division.

Funding – the funds currently allocated to the Land Services Clerk FTE would be used to fund the majority of the cost for the Planning Tech position. Current funds will fund the Planning Tech position from June 1 (assuming we could hire that quick) through the end of 2006. The Land Services Clerk was at the upper end of the grade 4 scale while the Planning Tech would be hired at the low end of Grade 12. Depending future COLA's and benefit costs, the funds allocated to the Land Services Clerk FTE will cover all or the vast majority of the Planning Tech costs in 2007 & 2008. Additional funding, if necessary, would come from water management funds since a portion of the work program will be focused on water management and natural resource issues. The exact amount of funding cannot be determined until a person is hired and benefit level determined. In any event this position would not utilize any more general levy funds than the Land Services Clerk if the position had not been vacated.

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

A motion authorizing the conversion of the Land Services Clerk in the Land & Water Services Division to a Planning Technician from May 1 2006 through December 31 2008.

FINANCIAL IMPLICATIONS

Funding:	2006	2007
County Dollars = up to	\$ 32,762	\$45,481
Other Sources & Amounts		
<u>Water management</u> =	\$ up to	\$14,614
_____ =	\$	
TOTAL =	\$32,762	\$60,095

Budget Information (✓ appropriate items):
 Budgeted:
 Not Budgeted:
 Amendment Required:
 (requires controller approval)

Related Financial Comments: the County Dollars reflect the funds that would be paid to the Land Services Clerk if the person had continued in the position. The dollar amounts shown are maximums reflecting the maximum expected costs – Family coverage and a Step B hire. The costs could be lower if the hire is at Step A and the person selects a lower benefit level. 2008 would be funded in a similar fashion.

REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received: County Attorney ___ Risk Management ___ Human Resources Finance

DEPARTMENT APPROVAL

Division Approval

Date

Admin. Dept. Use Only: Approved ___ Denied ___ Tabled ___ Other ___