

Carver County Board of Commissioners  
 Regular Session  
 July 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 July 11, 2006 Regular Session .....1-2
4. Public participation (Comments limited to five minutes)
5. Community announcements

9:05 a.m.

6. **CONSENT AGENDA**
- 6.1 Donation from Eighth District Bar Association.....3-5
- 6.2 Memorandum of Understanding between Carver County and  
         Southwest Metro Transit .....6
- 6.3 Right of Way Acquisition-CSAH 10-negotiated settlements.....7-8
- 6.4 Contract with Twin Cities Free Market .....9-10
- 6.5 Acceptance of anonymous donation of \$20 cash..... 11
- 6.6 Professional Services Agreement/2006-2007 traffic engineering  
         services .....12-13
- 6.7 Community Social Services' warrants..... NO ATT
- 6.8 Commissioners' warrants ..... SEE ATT

9:05 a.m.

7. **ADMINISTRATIVE SERVICES**
- 7.1 Award of hearing room renovation contract to Gladstone  
         Construction .....14-15
- 7.2 Care Center update .....16-18

9:40 a.m.

8. **EMPLOYEE RELATIONS-Closed session**
- 8.1 Pursuant to Minn. Stat. §§13D.05, Subd. 2(a)(3)(b) and Subd. 3,  
         this item is for a closed session regarding the consideration of  
         allegations or charges against an individual subject to the  
         Board's authority and evaluation of that individual's  
         performance..... 19

10:10 a.m.

**ADJOURN CLOSED SESSION**

10:10 a.m.

**9. EMPLOYEE RELATIONS**

9.1 Pursuant to Minn. Stat.. §§13D.05, Subd. 2(a)(3)(b) and Subd 3, this item is for the Board to take action or summarize its determination and conclusions based on a previous closed session regarding allegations and/or charges and the performance of an individual under its authority.....20

10:20 a.m.

**ADJOURN REGULAR SESSION**

10:20 a.m.

**NEW BUSINESS**

**BOARD REPORTS**

10:20 a.m.

1. Chair
2. Board Members
3. Administrator
4. Adjourn

11:00 a.m.

David Hemze  
County Administrator

Following the Board meeting, the Commissioners  
will meet in a workshop setting for:

Presentation by the County Park Commission (see page 21 attached)

Discussion of proposed County Service Delivery Plan (see page 22-23 attached)

Prosecution contracts and ordinance for underage drinking in dwelling (see page 24 attached)

REGULAR SESSION  
July 11, 2006

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on July 11, 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:

6.3 Additional tobacco license applications

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

Delaney moved, Degler seconded, to approve the minutes of the June 27, 2006, Regular Session Motion carried unanimously.

Under public participation, Bruce Schwichtenberg, referenced the letter he received from Environmental Services and the background information he distributed to the Board. He reviewed the inspections that were done and the reports filed on specific properties. He suggested these were not isolated situations and often people don't know what questions to ask.

Community announcements were made by the Board.

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

Payment of emergency claim in the amount of \$250.

Contract with Curtin & Rasley PA in the amount of \$16,000.

Approved the following tobacco licenses:

License #10-608, Alouls Fuel & Food Service dba Chanhassen BP  
License#10-600, Chanhassen CVS LLC dba CVS/Pharmacy #1747  
License #10-588, Elm Street Station  
License #10-587, Rack Em Up  
License #10-540, Bluff Creek Golf Association

Resolution #61-06, Resolution of Support for the Southwest Regional Trail Connection.

Resolution #62-06, Support of Improvements to Minnesota Highway 5.

Resolution #63-06, Support of Improvements to U.S. Highway 212.

Resolution #64-06, Authorizing Execution of Agreement, Juvenile Accountability Block Grant.

Authorized the issuance of a certificate of zoning compliance for Christ Community Lutheran School corn maze.

REGULAR SESSION  
July 11, 2006

Adopted the Findings of Fact and Order #PZ20060033 for the issuance of Conditional Use Permit #PZ20060033, Eric Sheldon, Waconia Township.

Resolution #65-06, Approving the Preliminary Plat of Cannon Woods.

Contract with Medica for the period beginning January 1, 2006.

Authorized out of state travel for web master and senior analyst.

Authorized the Sheriff's Office acceptance of \$1,000 donation by Minnesota Valley Electric Cooperative.

Authorized the Employee Club's acceptance of two Valley Fair ticket donations.

Approved the following abatements:

75.0504270 Todd Downs  
30.3580200 Susan Morse

Resolution #66-06, Professional Service Agreement between Bergerson Casewell, Inc., and Carver County for the Installation of a Well at Baylor Regional Park.

Approved the starting salary for the Facilities Services Manager at Grade 18, Step H, with one week of banked vacation.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Workman moved, Degler seconded, to adjourn the Regular Session at 9:20 a.m. Motion carried unanimously. Future agenda items were discussed until 10:15 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.)

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name: Donation from Eighth District Bar Association**

Originating Department: Community Social Services

Agenda Date: 7/18/06

Amount of Time Requested: NA

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 X Regular Session \_\_\_\_\_ Discussion Session \_\_\_\_\_

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

The Eighth District Bar Association has donated \$300 to the Sexual Assault Interagency Committee. The Sexual Assault Interagency Committee is a committee of professionals from social services, public health, law enforcement, county attorney, medical and interested parties that have developed a protocol for sexual assaults. The committee is staffed by a part-time staff person, Tara Keehr, former Assistant County Attorney. The Carver County Sexual Assault Interagency Committee was one of the first committees in the state to develop a protocol. The committee's primary source of funding is a Violence Against Women grant from the Minnesota Department of Public Safety, Office of Justice Programs. The grant has been reduced from \$35,000 to \$10,000. The committee is engaged in fund raising to supplement the current grant. Community Social Services acts as the fiscal agent for the grant and the employer of record for the facilitator.

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

Motion to accept the \$300 donation from the Eighth District Bar Association for the Sexual Assault Interagency Committee.

## FINANCIAL IMPLICATIONS

### Funding:

County Dollars =

Other Sources & Amounts =

\_\_\_\_\_ = \$ 300

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

**TOTAL = \$ 300**

### Budget Information (✓ appropriate items):

Budgeted: \_\_\_\_\_

Not Budgeted: X \_\_\_\_\_

Amendment Required: X \_\_\_\_\_

(requires controller approval)

## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

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

Gary Bark  
DEPARTMENT HEAD APPROVAL (Signature)

7-5-06  
Date

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

File:

**EIGHTH DISTRICT BAR ASSOCIATION**  
**Dennis M. Twiss, Secretary/Treasurer**  
**1017 Hennepin Avenue**  
**Glencoe, MN 55336**

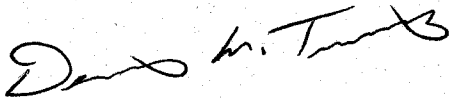
June 15, 2006

Michael D. Wentzell, Board Member  
Carver County Sexual Assault Center  
c/o 604 E. 4<sup>th</sup> Street  
Chaska, MN 55318

Dear Mr. Wentzell:

It is with great pleasure that the 8<sup>th</sup> District Bar Association is able to donate \$300.00 to your organization. The members of the 8<sup>th</sup> District Bar Association believe that your foundation provides valuable services and we support your efforts. We hope that this donation will help in some small way to provide for continued support and services for those in need in our community.

Yours very truly,



Dennis M. Twiss  
Secretary/Treasurer  
8<sup>th</sup> District Bar Association

Enclosure

RECEIVED

JUN 19 2006

COUNTY ATTORNEY

# BUDGET AMENDMENT REQUEST FORM

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

**DEPARTMENT: Social Services**

**Date of County Board Session: 7/18/06**

**Soc Ser**

Description of Revenue Account funds are to Increased/(Decreased):	Amount	Description of Expenditure Account funds are to Increased/(Decreased):	Amount
Donation	\$ 300	Violence Against Women	\$ 300
<b>TOTAL:</b>	<b>\$ 300</b>	<b>TOTAL:</b>	<b>\$ 300</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): Memorandum of Understanding between Carver County and Southwest Metro Transit

Originating Department: Employee Relations/Risk/Emergency Management

Agenda Date: July 18, 2006

Amount of Time Requested: n/a

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  X     Regular Session \_\_\_\_\_    Discussion Session \_\_\_\_\_

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

The memorandum of understanding is requested from SW Metro Transit. SW Metro Transit has been utilized and provided a commitment to logistical assistance in the emergency management area for the entities it serves. Carver County has used the services of SW Metro Transit most effectively in the past with an ammonia leak, gas leaks, sniper incidents, building fires, and disaster exercises. SW Metro Transit has developed this agreement for the entities which it serves to sign. Given the current concern over the pandemic considerations, the potential mass immunization transportation, and overall all-hazard planning the timing is important. The agreement provides a written framework for activities that occur today in our overall emergency management system.

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

1. Authorize Chair to sign the agreement.

## FINANCIAL IMPLICATIONS

**Funding:**

County Dollars =	\$	
Other Sources & Amounts =	\$	
		= \$
<b>TOTAL =</b>	<b>\$</b>	<b>0</b>

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

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

(requires controller approval)

**Related Financial Comments:** Although the action does not have a direct financial impact, the agreement does state that we agree that mutual expenses incurred as a result of cooperation and collaboration under this agreement.

## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

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

  
DEPARTMENT HEAD APPROVAL (Signature)

6/28/06  
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):

**Right of Way Acquisition - CSAH 10 - Negotiated Settlements**

Originating Division: Public Works

Agenda Date: 7/25/06

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): Approve initial offers and authorize negotiations offer.

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

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

Negotiated settlements have been arrived at with three additional land owners that require Board approval. Factors in the increases are the time since our initial appraisal, rapidly increasing land values in the project area.

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

It is recommended the County Board pass this resolution.

## FINANCIAL IMPLICATIONS

### Funding:

County Dollars =	118800
Other Sources & Amounts =	
=	
=	
<b>Total</b>	<b>118800</b>

### Budget Information (Appropriate Items):

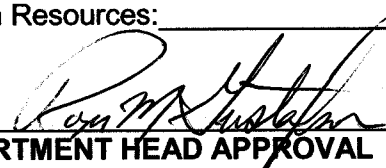
- Budgeted  
 Not Budgeted  
 Amendment Required  
 (requires controller signature)

Related Financial Comments:

## REVIEWS AND APPROVALS AS REQUIRED (Signatures)

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

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

  
**DEPARTMENT HEAD APPROVAL**

7/17/06  
 \_\_\_\_\_  
**Date**

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

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

Date: July 25, 2006  
Motion By Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

---

**Right of Way Acquisition CSAH 10 (SP 10-610-30)  
Negotiated Settlements 13**

**WHEREAS, the Carver County Board authorized by resolution, the Public Works Division to negotiate right of way for this project, and  
WHEREAS, negotiated settlements have been arrived at with Jeffrey Klein, John & Kathryn Kinkner, and The Richard and Dorothy Ohnsorg Life Estate, and  
WHEREAS, these settlements require approval of the County Board,  
NOW THEREFORE BE IT RESOLVED, that the Carver County Board of Commissioners approve the above negotiated right of way settlements.**

---

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 twentieth day of June, 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 July, 2006.

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

S: Projects\10-610-30\RW\RWRes17

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name: Approval of Contract With Twin Cities Free Market**

Originating Department: Land & Water Division/ Environmental Services

Agenda Date: 07-25-06

Amount of Time Requested: NA

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

Previous County Board Action, If Any (include other parties which were advised, if any): The Board approved a similar contract with this organization in 2005.

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

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

The Twin Cities Free Market is a internet based program that allows residents to post usable items to a website so that others can reuse these goods. The fee allows access to the site by Carver County residents. Please note the attached memo that details the success of the program. All other Solid Waste Management Coordinating Board counties and many cities are members.

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

A motion to approve a contract with Neighborhood Recycling Corporation [Eureka Recycling] for participation in the Twin Cities Free Market program.

## FINANCIAL IMPLICATIONS

**Funding:**

County Dollars =	\$3,000
Other Sources & Amounts	
	\$
\$ _____ =	\$
<b>TOTAL =</b>	<b>\$3,000</b>

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

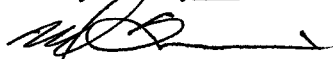
Budgeted:   
 Not Budgeted: \_\_\_\_\_  
 Amendment Required:  
 (requires controller approval)

*Related Financial Comments:* This is the second contractor with this vendor.

## 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**

Office of Environmental Services  
Carver County Government Center  
Administration Building  
600 East Fourth Street  
Chaska, Minnesota 55318-2102

(952) 361-1800  
(800) 535-7570  
Fax (952) 361-1828

## Memorandum

To: Carver County Board of Commissioners  
From: Brad Hanzel, Environmental Services  
Date: July 11, 2006  
Re: Twin Cities Free Market Program

---

The Twin Cities Free Market is an internet-based waste reduction program, created by Eureka Recycling (a nonprofit organization corporation), that allows residents to easily list or search for items they want to get or give away. The Free Market program, launched in 1997, was the first web based exchange program in the nation targeted specifically to residents and that addresses the specific needs involved with residential exchange of reusable and durable household goods. The Free Market's database tracks the weights, amounts and categories of exchanges, giving administrators live detailed reporting of what takes place.

The Free Market website allows you to see what items people in your community are looking for or what items people have to give away, and how to reach them so you can make an exchange. You can add your wanted or available items to the list, so you can be contacted by someone who has an item that you need or someone who is interested in an item you have to give away.

Carver County began participating in the Free Market program starting May 1, 2005. Since that date, 6,969 Carver County residents utilized the Free Market with 32,189 user sessions. Over 207 items were exchanged in Carver County totaling over 17,770 lbs of material. The Free Market has grown into a very popular program among Carver County residents. Environmental Services plans on continuing to heavily promote the Free Market program through flyers, posters and signs to be placed at the Environmental Center as well as all rural recycling drop off sites.

As stated in the contract, Carver County will pay Eureka Recycling \$0.10 a Carver County household per year as established in the 2000 census (24,883 households times \$0.10), or \$2,488.30 per year. It is not anticipated that additional technical assistance will be required under the scope of this Contract. In the event additional compensation is required, compensation to Eureka Recycling will be at the rate of \$45.00 per hour for technical assistance. The maximum amount of the Contract may not exceed \$3,000.00.

The Twin Cities Free Market program can be viewed by going to <http://www.twincitiesfreemarket.org>.

If you have any questions regarding the Free Market, please feel free to call me at 952-361-1805.

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name: Acceptance of Anonymous Donation of \$20 Cash.**

Originating Department: Land & Water Division/ Environmental Services

Agenda Date: 07-25-06

Amount of Time Requested: NA

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)

An unknown person recently dropped off Household Hazardous Waste at the Environmental Center after hours. This person was unusual in that he/she not only left a detailed list of the materials, but also left \$20 in cash. We assume the \$20 was meant to assist in the disposal costs for this waste. We do not typically charge for household hazardous waste from residential sources. We propose to accept the cash as a donation towards the cost of household Hazardous waste Management.

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

A motion to approve acceptance of a \$20 cash donation to the Environmental Center towards the cost of Household Hazardous Waste Management.

## FINANCIAL IMPLICATIONS

*Funding:*

County Dollars =	\$0
Other Sources & Amounts	
Anonymous donation _____ =	\$20
_____ =	<u>\$0</u>
<b>TOTAL =</b>	<b>\$20</b>

*Budget Information (✓ appropriate items):*

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

*Related Financial Comments:* This donation will be entered into the Environmental Services Revenue accounts as a gift or donation.

## REVIEWS AND APPROVALS AS REQUIRED

✓ All Reviews and Approvals Received:

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

  
 DEPARTMENT APPROVAL

  
 Division Approval

7-19-06  
 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):

**Professional Services Agreement – 2006-2007 Traffic Engineering Services**

Originating Department: Public Works

Agenda Date: July 25, 2006

Amount of Time Requested: None

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)

SRF Consulting Group, Inc. (SRF) was on a retainer to provide traffic engineering services during 2005 that included, but was not be limited to, conducting traffic analyses and access reviews of proposed developments and/or evaluating potential roadway modification in the County. The agreement expired December 31, 2005. This agreement renews the 2005 agreement through December 31, 2007.

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

The County Board is requested to adopt the attached resolution and authorize the signing of the Personal/Professional Service Agreement between SRF Consulting Group, Inc. and Carver County.

## FINANCIAL IMPLICATIONS

### Funding:

County Dollars =	\$50,000
Other Sources & Amounts =	
=	
=	
<b>Total</b>	<b>\$50,000</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: \_\_\_\_\_

*William J. Weckman for RMA*  
DEPARTMENT HEAD APPROVAL

7/27/06  
Date

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

Report Date:

S:\R&B\PSA with SRF – Traff Engr – 2006-2007 – baf

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

Date: July 25, 2006  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

---

**PROFESSIONAL SERVICES AGREEMENT  
(2006-2007 TRAFFIC ENGINEERING SERVICES)  
BETWEEN  
CARVER COUNTY  
AND  
SRF CONSULTING GROUP, INC.**

BE IT RESOLVED, that the Carver County Board of Commissioners hereby authorize the Board Chair and the County Administrator to execute the agreement between Carver County and SRF Consulting Group, Inc. for traffic engineering services.

YES

ABSENT

NO

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and 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 25<sup>th</sup> day of July, 2006, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 25<sup>th</sup> day of July, 2006.

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



# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name:** Award of Hearing Room renovation contract to Gladstone Construction

**Originating Department:** Administrative Services

**Agenda Date:** 07/25/06

**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):**

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

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

On Friday June 16, 2006, the County received six (6) bids for the Hearing Room renovation project at the Carver County Courthouse. Plans call for the current Jury Assembly room to be remodeled to support hearings and non-jury trials. Several project objectives were considered including designing a courtroom as a temporary solution until additional courtrooms are constructed, providing suitable ways to furnish the courtroom while maintaining appropriate judicial design and decorum and providing accessibility for building code compliance.

The apparent low bidder for the Hearing Room renovation project was Gladstone Construction with a bid of \$124,965.00. The other five bids are included as an attachment. Staff recommends the County enter into a contract with Gladstone Construction.

Other costs: Not included in the general contractor's bid is owner supplied furniture, fixtures and equipment such as counselor tables, a desk for the Judge's chamber, phones, attorney chairs, low voltage wiring for duress buttons and sound system equipment. Allowances for these items are estimated to be \$60,000 and is found in the General Conditions line item.

Gladstone Construction bid	\$124,965
Contingency	\$ 20,000
General Conditions	<u>\$60,000</u>
	\$204,965

The original preliminary construction estimate for this project was in the \$275,000 to \$280,000. The construction timeline has project completion in late October/early November 2006. At a subsequent Board meeting staff will be requesting formal approval on consent of the contract agreement pending final review by the County Attorney and Risk/Emergency Management.

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

Motion to approve contract with Gladstone Construction for \$124,965

Motion to delegate authority to the Administrative Services Director to spend up to \$60,000 from the general conditions account and for change orders of up to \$20,000 from the contingency account.

## FINANCIAL IMPLICATIONS

**Funding:**

County Dollars =	\$204,965
Other Sources & Amounts =	
_____ =	\$
_____ =	<u>\$</u>
<b>TOTAL =</b>	<b>\$204,965</b>

**Budget Information (✓ Appropriate Items):**

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

**Related Financial Comments:** Funded as part of the \$5 million current capital projects fund budget for the Justice Center project

## REVIEWS AND APPROVALS AS REQUIRED (Signatures)

County Attorney: \_\_\_\_\_

Risk Management: \_\_\_\_\_

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

Controller: \_\_\_\_\_

*Steven H. Taylor*  
 DEPARTMENT HEAD APPROVAL

*7/17/06*  
 Date

Admin. Dept. Use Only:    Approved    Denied    Tabled    Other





Project:

Carver County  
Justice Center  
Hearing Room

Wold Comm. No.

062033

Bid Date:

6/16/2006

Bid Time:

1:00 p.m.

Bidder's Name	Bid. Sec.	Add. No.	Base Bid	Remarks
Gladstone Construction 1315 Frost Ave St. Paul, MN 55109 Ph. 651-771-4990 Fax 651-771-0450	Yes	1	\$124,965.00	
George F. Cook Construction 2300 Nevada Ave N Suite 200 Golden Valley, MN 55427 Ph. 763-450-4565 Fax 763-450-4567	Yes	1	\$129,000.00	
Lund Martin Construction 3023 Randolph Street NE Minneapolis, MN 55418 Ph. 612-782-2252 Fax 612-782-2267	Yes	1	\$130,000.00	
Cobra Construction 3276 Fanum Rd. Suite 100 Vadnais Heights, MN 55110 Ph. 651-426-4775 Fax 651-426-8108	Yes	1	\$169,889.00	
Prestige Builders of MN, LLC 10550 County Road 81 Suite 212 Maple Grove, MN 55396 Ph. 763-493-3300 Fax 763-493-3305	Yes	1	\$183,500.00	
Merrimac Construction 18651 Buchanan St. NE East Bethel, MN 55011 Ph. 763-434-6857 Fax 763-434-6568	Yes	1	\$209,903.00	

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name:** Care Center Update

Originating Department: Administrative Services

Agenda Date: 07/25/06

Amount of Time Requested: 20 minutes

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

Previous County Board Action, If Any (include other parties which were advised, if any): Board approved Project for County Care Center Renovation Project on 4/25/06

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 was approved by the Board April 25, 2006 for a total of \$339,710. Since that time two events have taken place which have increased the cost of the project:

1) The City of Waconia has required the County to provide a fire hydrant on the property, has required the water line to be re-routed down First Street to accommodate the potential of expansion and has required the County to install a larger waterline. Unfortunately, these requirements were not communicated until just recently. The City of Waconia has committed to perform the patching valued at approximately \$9,000.

Staff requested and received three quotes for the new water line requirements and hydrant. Staff also requested a revised quote from the general contractor (Gen-Con) who is under contract to perform the remodeling work. Based on the quotes and the desire to complete this project by mid-August, staff recommends having Gen-Con perform this work for a cost of \$22,148. Additionally, when the contractor was excavating to stub out the water line from the building, the existing water line failed and the on-site excavators, after trenching for 40 feet, located the leak and repaired it. The cost for this effort totaled \$6,800. Therefore the utility request equals \$28,948.

2) When the Board approved the renovation project in April, it delegated authority to the Administrative Services Division Director to spend up to \$20,000 of contingency for change orders. The contingency account had been drawn down for two contracts approved by the Board in June (lead paint removal and purchase of a fire alarm system which together totaled \$5,650 leaving a contingency balance of \$14,350). Unfortunately, due to a number of unforeseen renovation issues, the contractor has requested additional funding beyond the available balance of \$14,350. The primary reasons for the cost increases include existing conditions such as inadequately wrapped duct work above the ceiling, relocation of the main gas line to accommodate a new electrical panel, interior roof drains necessitating relocation of door openings and swings. Further, the project was delayed for two weeks requiring additional contractor commitment to the site. The request is for an additional \$25,000 in contingency to address these issues.

3) As a result of these changes the architect has had to re-engineer mechanical drawings and has requested \$5,000 for this effort.

If we take into account these additional costs the per square foot of construction comes to \$63/sf, significantly less than new construction. Adding in soft costs (utility work, furniture, contingency) the facility will cost \$82/sf.

Assuming the hydrant and water line can be installed expeditiously, the contractor believes substantial completion will take place sometime between the 11<sup>th</sup> and 15<sup>th</sup> of August. As of today, construction is approximately 70% complete.

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

Motion to increase the Care Center project budget to \$404,658 including the following changes:

- Approve Gen-Con water line requirement change order in the amount of \$28,948
- Approve Welman Sperides contract amendment of \$5,000 to cover waterline re-engineering costs and other mechanical changes
- Increase project contingency by \$25,000
- Increase general conditions by \$6,000 to cover unknown underground issues when trenching the new waterline

**FINANCIAL IMPLICATIONS**

*Funding:*

County Dollars = \$404,658  
Other Sources & Amounts =  
\_\_\_\_\_ = \$  
\_\_\_\_\_ = \$  
**TOTAL = \$404,658**

*Budget Information (✓ Appropriate Items):*

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

*Related Financial Comments:* Funding source for additional project costs of \$64,948 will come from the Justice Center capital account (\$5,091,498 - \$64,948) = \$5,026,550.

**REVIEWS AND APPROVALS AS REQUIRED (Signatures)**

County Attorney: \_\_\_\_\_ Risk Management: \_\_\_\_\_  
Human Resources: \_\_\_\_\_ Controller: \_\_\_\_\_  
Steven H. Taylor 7/19/06  
DEPARTMENT HEAD APPROVAL 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: Administration**

**DATE: 7/25/06**

Revenue

Description of Account funds are to be transferred from:	Amount	Description of Account funds are to be transferred to:	Amount
Justice Center Remodeling	\$ 64,948	Care Center Project	\$ 64,948
<b>TOTAL:</b>	<b>\$ 64,948</b>	<b>TOTAL:</b>	<b>\$ 64,948</b>

**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.:**                                      \$ 253,800

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

**F. Requested By:**

**G. Recommend Approval:**                      Finance Director

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

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name:** Pursuant to Minn.Stat. §§13D.05, Subd. 2(a)(3)(b) and Subd. 3, this item is for a closed session regarding the consideration of allegations or charges against an individual subject to the Board's authority and evaluation of that individual's performance.

Originating Department: Employee Relations

Agenda Date: July 25, 2006

Amount of Time Requested: 20-30 minutes

Supp. Doc. Attached (y/n): None.

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

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

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

Legal Counsel and Employee Relations will be discussing an individual's performance and allegations or charges against the individual. If after considering the allegations for charges the Board makes a determination that discipline may be warranted, further meetings or hearings relating to the specific allegations or charges must be open. After the evaluation of the employee's performance the Board must summarize its conclusions at the next open meeting. Both of the provisions require that if the individual requests the meeting be open it shall be open.

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

The Board should come out of this closed session with a conclusion regarding the consideration of the allegations and/or charges and the evaluation pursuant to the statutes noted above.

## FINANCIAL IMPLICATIONS

*Funding:*

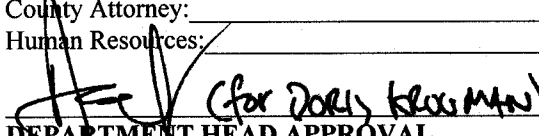
County Dollars = \$  
 Other Sources & Amounts \$  
 \_\_\_\_\_ \$  
**TOTAL =** \$

*Budget Information (✓ Appropriate Items):*

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

*Related Financial Comments*

## REVIEWS AND APPROVALS AS REQUIRED (Signatures)

County Attorney: \_\_\_\_\_ Risk Management: \_\_\_\_\_  
 Human Resources: \_\_\_\_\_ Controller: \_\_\_\_\_  
 (for Doris Krossman)  
**DEPARTMENT HEAD APPROVAL** 7/19/06  
 Date

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

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name:** Pursuant to Minn.Stat. §§13D.05, Subd. 2(a)(3)(b) and Subd. 3, this item is for the Board to take action or summarize it's determination and conclusions based on a previous closed session regarding allegations and/or charges and the performance of an individual under it's authority.

Originating Department: Employee Relations

Agenda Date: July 25, 2006

Amount of Time Requested: 10 minutes

Supp. Doc. Attached (y/n): None.

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

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

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

If after considering the allegations for charges the Board makes a determination that discipline may be warranted, further meetings or hearings relating to the specific allegations or charges must be open. After the evaluation of the employee's performance the Board must summarize its conclusions at the next open meeting.

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

The Board needs to summarize the performance conclusions and taken any final action on disciplinary action with regard to any allegations or charges involving this individual.

## FINANCIAL IMPLICATIONS

*Funding:*

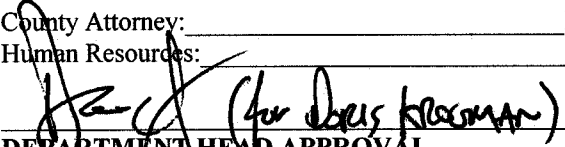
County Dollars =	\$
Other Sources & Amounts	\$
TOTAL =	\$

*Budget Information (✓ Appropriate Items):*

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

*Related Financial Comments*

## REVIEWS AND APPROVALS AS REQUIRED (Signatures)

County Attorney: _____	Risk Management: _____
Human Resources: _____	Controller: _____
 DEPARTMENT HEAD APPROVAL	7/19/06 Date

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

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

**Item Name** Presentation By County Park Commission

Originating Department: Public Works/Parks

Agenda Date: July 25<sup>th</sup>, 2006

Amount of Time Requested: 20-25 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 \_\_\_ Workshop Session X

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

Presentation by the County Park Commission and Park Staff to the County Board. Presentation to include information on acquisition and development funding needs. The Commission desires to assist with the development of a funding strategy for existing and future park areas.

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

No direction by the County Board is being requested. This is a discussion item.

## FINANCIAL IMPLICATIONS

**Funding:**

County Dollars =		\$	
Other Sources & Amounts =			
_____ =		\$	
_____ =		\$	
<b>TOTAL =</b>		<b>\$NA</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 HEAD APPROVAL (Signature)

7/17/06  
 Date

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



# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

Item Name: Discussion of proposed County Service Delivery Plan

Originating Department: Administrative Services

Agenda Date: 7/25/06

Amount of Time Requested: 1 hour

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 \_\_\_\_\_      Regular Session \_\_\_\_\_      Discussion Session \_\_\_\_\_

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

Request to have a Work Session with the Board to discuss a strategic planning document and process to position Carver County for the future.

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

## 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)

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

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

Stewart H. Taylor      7/19/06  
 DEPARTMENT HEAD APPROVAL      Date

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





**Administrative Services**  
Carver County Government Center  
Human Services Building  
602 East Fourth Street  
Chaska, Minnesota 55318-2102  
Phone (952) 361-1501  
Fax (952) 361-1581

## MEMORANDUM

---

**To:** County Commissioners  
**From:** Steve Taylor, Administrative Services Division  
**Date:** July 19, 2006  
**RE:** Carver County Service Delivery Plan

---

Administrative Services plans to present to the County Board at the July 25<sup>th</sup> Work Session a proposal to consider a fifteen-year Service Delivery Plan. Population growth continues to be one of the County's greatest challenges and opportunities with a 46.5% increase from 1990 to 2000. The latest Met Council's estimate projects another population jump of 54% between 2000 and 2010.

In order to provide the most efficient and effective services to the residents of Carver County a forward looking plan is recommended to be put in place. Among the goals of this plan is to establish a proactive strategic process to position Carver County for the future, identify service needs of the County and to chart a possible course for the County to support current and future service provision.

The Carver County Service Delivery Plan will examine and propose recommendations on the following issues:

- How and where should customers receive their services?
- What County functions should be adjacent to one another?
- Advantages/disadvantages of centralized versus decentralized County services
- Use of customer relationship management technology through via the internet
- Current and future facility utilization

The proposal to be discussed outlines the establishment of a Steering Committee and a four Working Group process who will ultimately produce a document for County Board consideration and adoption.

# CARVER COUNTY REQUEST FOR BOARD ACTION

## AGENDA ITEM

Item Name: Prosecution Contracts & Ordinance for Underage Drinking in Dwelling (social host).

Originating Department: County Attorney

Agenda Date: July 25, 2006

Amount of Time Requested: 30 minutes

Supp. Doc. Attached (y/n): None.

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

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

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

A County Attorney's Office is statutorily responsible for prosecution of adult felonies and certain gross misdemeanors. For all other crimes, the cities can hire private attorneys/firms to perform that function. We contract with all of the cities but Chanhasen in Carver County to do this work. In the past we have used a population/caseload basis with a general and modest monetary figure for compensation for these services. Fine revenue and forfeiture dollars have been used in configuring past amounts too. The Sheriff has developed a more complicated process for compensation under the County contracts for police services – we do not have the same types of issues the Sheriff's Office has (e.g., overtime, vehicle cost and maintenance, etc.), but would like to see a more formal process for this service in the future. We have schedule meetings with the respective city councils in August and thought it prudent to discuss this issue with the Board prior to visiting the cities.

We also have been approached to look into a countywide ordinance that would make it a crime to host underage drinking and would like to discuss this with the Board prior to visiting the cities and/or townships.

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

Direction on proceeding with these two issues.

## FINANCIAL IMPLICATIONS

### Funding (2006):

Prosecution contract (total rev.)\$ 65,515.40

### Budget Information ( Appropriate Items):

Budgeted:

Not Budgeted:

Amendment Required:

(requires controller signature)

### Related Financial Comments:

The prosecution revenue for 2006 was based on a city's share of non-felony and non-juvenile caseloads for 2004. The total "surcharge" was the cost of an Assistant Attorney I (\$72,000.00). Each city's cost was then reduced to a percentage of the total amount – Chaska's amount was reduced due to the amount of fine and forfeiture revenues we receive from that city.

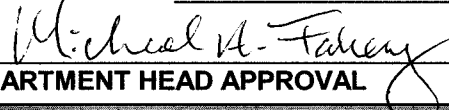
## REVIEWS AND APPROVALS AS REQUIRED (Signatures)

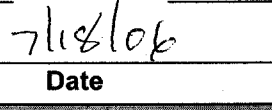
County Attorney: \_\_\_\_\_

Risk Management: \_\_\_\_\_

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

Controller: \_\_\_\_\_





DEPARTMENT HEAD APPROVAL

Date

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