

**Carver County Board of Commissioners
September 19, 2006
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota**

County Board Work Session Agenda

Time	Topic	Page
9:00 a.m.	1. Land and Water Services	
	1.1 Operation and funding of the Waste Management Program.....	1-4
	1.2 Initiation of the 2030 Comprehensive Plan	5-10

David Hemze
County Administrator



REQUEST FOR BOARD ACTION

AGENDA ITEM : Operation and Funding of the Waste Management Program

Originating Division: Land Water Services

Meeting Date: 19 Sept 2006

Amount of Time Requested: 45 minutes

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: The operation of the County's waste management program is a major function of the Environmental Services Department of the Land & Water Services Division. The major components of the program are Industrial Hazardous Waste, Household Hazardous Waste, Solid Waste and the Environmental Center. The program is funded primarily through grants, fees, state funding, and the Solid Waste Service Fee. The philosophy for funding the program has been to operate it to the extent possible with funds other than the general levy. In the 2007 proposed budget general levy funds comprise about 11% of the Department budget.

The purpose of today's discussion is to explore the future funding of the the program. Does the Board wish to continue to operate the program with funds other than general levy to the extent possible? The 2007 budget request includes approximately \$150,000 of expenditures that could be funded by the Solid Waste Service Fee. This includes personnel costs, overhead, and operational costs at the Environmental Center. The current budget proposal includes a \$2 per unit increase which is needed primarily to maintain current operations and also to increase services in the western part of the County. In order to fund the program with the mininum impact on the general levy the Solid waste Service fee would need to be raised to approximately \$29.50 from the current \$23.

The principal points for discussion are:

Funding philosophy - maximize funding outside the general levy; make the program self-funded to the extent possible

Solid Waste Service Fee - progressive increase to increase eliminate reliance on the General Levy

Fund Balance Level and appropriate uses

Current relative assignment of costs related to land use - how much a home pays in Solid Waste Service Fee as opposed to an industrial operation - still appropriate

A memo with further information, discussion, and recommendations is attached.

ACTION REQUESTED: The staff needs direction both in the general direction of the program and in pursuing funding options. Any changes in the fee structure will need to be part of the annual fee setting ordinance.

FUNDING

County Dollars = \$

Other Sources & Amounts = \$

= \$

TOTAL = \$

Related Financial Comments:

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director

Date: 11 Sept 2006

DATE: September 11, 2006
TO: Carver County Board of Commissioners
FROM: Michael Lein, Environmental Services Director
RE: Solid Waste Service Fee Discussion

The Solid Waste Service Fee is a major source of funding for solid waste related programs. The Board of Commissioners established the Solid Waste Service Fee in 1991 for collection on 1992 property taxes. The fee is collected as an assessment charged to property tax statements on developed residential, industrial, and commercial properties. It is not charged to undeveloped land, farm land or tax exempt properties. A similar fee is collected by at least 40 other Minnesota counties. The adoption of the fee resulted in solid waste programs being funded largely by developed properties which generate solid waste as opposed to General Revenue funds collected on all parcels – developed or not.

The fee has not been increased for several years even though solid waste program costs have increased. These increases have been dealt with by reducing programs, increasing efficiencies, and by use of the Solid Waste Fund. About \$70,000 of the Fund Balance was used to fund 2005 solid waste programs. Another approximately \$75,000 is designated for 2006 expenses for the yard waste bunker and related costs at the Environmental Center. This leaves about \$80,000 of undesignated funds in the Solid Waste Fund Balance. The Fund Balance has at least two uses. It can be used to fund unanticipated operational costs at the Environmental Center or our Special Waste Collections due to increase participation or changes in the many waste management contracts needed to manage these programs. It can also be used to fund major repairs or Capital Improvement Projects at the Environmental Center.

Solid Waste Service Fee funds are used to directly implement programs and to leverage other grants and revenues for programs such as grants to cities and townships, the Environmental Center, rural recycling drop-off sites, special waste collections, and grants to schools and businesses. The fee directly matches or leverages over \$500,000 in grants and other revenues. It also indirectly leverages about \$1 million in State funding received by the Regional Solid Waste Management Coordinating Board [SWMCB] to fund programs in the six member counties.

We use a fairly simple system to collect the fee. A single family home is assigned a value of one unit. Each unit is assigned a dollar amount. The fee for 2006 for a single family home is \$23. Apartment buildings are charged 0.8 of a unit or \$18.40 per apartment unit in the building. Commercial properties pay 2 units [\$46] if they were valued at \$100,000 or less and 4 units [\$92] if valued at \$100,000 or more. Industrial properties are charged as 3 or 6 units based on the over or under \$100,000 evaluation - \$69 or \$138.

For purposes of the 2007 proposed budget, we have predicted 34,800 "units". This would require a 2007 Solid Waste Service fee of \$25 per unit to fully fund the \$870,000 in direct expenditures not covered by other grants or fees. Again, the increase of the fee is needed to fund increased costs due to inflation and use of Solid Waste Fund dollars in previous years.

We have also identified about \$150,000 of General Levy dollars that can be traced to assistance from other Divisions, utilities, and other related costs. The Board may wish to consider funding all or part of the \$150,000 in General Levy expenses by increasing the Solid Waste Service Fee further. Thus the Solid Waste Fee would have to generate about \$1,020,000 if it were used to fund all of these expenses.

Each dollar per unit of the Solid Waste Service Fee would generate about \$34,800 in 2007. The table below summarizes the amount of funds that could be collected depending on the value of the fee per unit.

Fee per unit [single family home]	Total Collected [34,800 units]	Increased collection
\$23 [2006 fee]	\$800,000	\$0 [2006 level]
\$25	\$870,000	\$70,000
\$27	\$940,000	\$140,000
\$29.50	\$1,026,000	\$226,000

Current Solid Waste Service Fee Schedule

Property Type	# of Properties	Units Assigned	% of Revenue Generated
Mobile Homes	961	1	3
Apartment Units	3371	0.8	8
Single Family	27,721	1	80
Commercial <100K	205	2	1
Commercial 100k>	315	4	4
Industrial <100k	28	3	<1
Industrial 100K>	189	6	3
Projected New Properties	500 [estimate]	Depends on Class	1 [estimate]

Based on this information, staff, the Division Director and I have discussed funding options for 2007 and would like to make the following recommendations.

1. The Solid waste Service Fee should be increased to \$27 per unit for 2007. This will result in incrementally moving the Solid Waste Program further toward the goal of self contained funding. It would decrease the amount of General Levy Funds used by the program from about \$150,000 to about \$80,000.
2. The Solid Waste Fund Balance should remain at or near the current undesignated amount of approximately \$80,000. This will make the programs such as the Environmental Center less dependent on General Levy/Contingency Fund dollars for unanticipated program costs, facility repairs, and Capital projects.
3. Staff will review the current Solid Waste Fee system over the next year and identify opportunities to change the system of collection due to changes in property value distribution and the new accounting system.



REQUEST FOR BOARD ACTION

AGENDA ITEM : Initiation of the 2030 Comprehensive Plan

Originating Division: Land Water Services

Meeting Date: 09/19/06

Amount of Time Requested: 30 minutes

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: Carver County is required to have an updated comprehensive plan by 2008. The current plan was adopted in late 2000. Staff is looking for discussion with the Board on a general process of completing the plan including: communication with stakeholders, citizen involvement, plan elements, timelines, staff involvement, professional service needs, and the role of advisory committees and the County Board. A memo is attached which provides more detail.

ACTION REQUESTED: No Action - Direction based on work session discussion**FUNDING**

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL

= \$

FISCAL IMPACT None Included in current budget Budget amendment requested Other:

Related Financial Comments: Funds for professional service assistance have been budgeted in 2006. Additional funds will be requested in the 2007 budget.

 Reviewed by Division Director

Date: 11 Sept 2006



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Memo

To: County Commissioners, David Hemze
From: Paul Moline, Planning and Water Management
Date: 08/28/2006
Re: County Comprehensive Plan 2030 Process
CC: Dave Drealan, LWS Director

Enclosures: none

Staff is proposing to begin a process which will lead to an adopted Carver County Comprehensive Plan by the end of 2008. This memo will provide an overview of a process for developing this plan including:

- Purpose for Updated Plan
- Elements (contents) of the Plan
- Structure including County Board Involvement and County staff organization
- Stakeholder Group Involvement
- Public Participation and Engagement
- General Timelines and Budget

Staff's intent is to come back to the Board with an updated process following Board discussion and further input from Division heads and other key staff .

PLAN PURPOSE

There are two purposes for launching an update of the County's comprehensive plan: 1) Recent actions by the Metropolitan Council/corresponding State statute and perhaps more importantly, 2) The growth experienced in the County since 2000, and forecasted for 2030.

Metropolitan Council - The Metropolitan Council's *2030 Regional Development Framework*, the overall growth and development plan for the region was adopted January 14, 2004. This was followed by Met Council "systems statements" which are intended to help communities prepare or update their local comprehensive plans. These plans and actions by the Council are required under state law (MS 473) and mandate that local communities have until 2008 to submit their local comprehensive plans for Council review.

Growth Pattern – Population in the County is expected to increase by more than 100,000 people over the current 85,000 amount, as well as adding 50,000 more households, and 25,000 more jobs. The demand for corresponding infrastructure and services will also increase as will the need for more complex decisions on land use, natural areas and the type of growth desired in the County.

The County's current Comprehensive Plan was adopted in late 2000, and is quickly moving out of date in terms of the expected growth and the related policy decisions. A new plan also provides the opportunity to fold in other adopted County Plans and strategies for the future into one umbrella document.

The County Board has held two retreats which included discussion on a County vision for moving into the future. This process resulted in an adopted County Vision Statement (May 2, 2006) which provides direction for content in the updated plan including natural resources, economic development and supporting the communities for a lifetime concept.

PLAN ELEMENTS

The goal of the 2030 plan is to incorporate several areas of County planning activity into one document which reflects the County vision and lays out County goals, policies, objectives, and implementation strategies. The Comprehensive plan will be built on and refer to several "sub" plans or technical documents (some are existing and others will be developed). Some of the elements are in the currently adopted Comp Plan, while others are proposed as new elements or separately adopted plans which could be folded into the 2030 plan.

Plan Element	Status
LAND USE	In 2020 Plan – Update needed
TRANSPORTATION	In 2020 Plan – Update needed, Transit Plan NEW
PARKS/TRAILS	In 2020 Plan – Update needed
HOUSING	In 2020 Plan – Update needed
WATER MANAGEMENT	In 2020 Plan - Plan Adopted 2001. Updated needed.
HAZARD MITIGATION	Incorporated Element – Plan adopted 2006
SOLID WASTE	Incorporated Element – Plan adopted 2004
COMMUNITY HEALTH	Incorporated Element – Plan adopted 2003
HISTORIC PRESERVATION	Expanded Element - In 2020 Plan
CONSERVATION/NATURAL RESOURCES	Expanded Element – In 2020 Plan
MASTER PLAN FOR AGING	New Element – Partner with Senior Commission
ECONOMIC DEVELOPMENT	New Element – Partner with CDA
SERVICES /FACILITIES	New Element – Admin Dept Lead
PUBLIC SAFETY	New Element – Sheriff's Dept lead

GENERAL PLAN DEVELOPMENT STRUCTURE

A general structure for accomplishing plan development is included below. The process utilizes two main areas of input and evaluation: 1) stakeholder groups and 2) public citizens. The input and feedback from these groups would be used to develop draft goals, policies and implementation strategies to be forwarded to the County Board. The County Planning Commission role is two-fold: one of the key stakeholder groups in developing land use policy and interaction with Townships, and as the body which makes final recommendations to the Board on the overall plan (a step required by state statute). A feedback forum step is included in the process which would consist of a facilitated discussion with representatives of all groups including the Board. This larger meeting would occur one or two times in the later stages of the process. Staff is also proposing to update the Board monthly either at Board work sessions or through memo format.

PUBLIC ENGAGEMENT AND PARTICIPATION

Perhaps the most important input into a successfully implemented plan is that of the citizens and landowners in Carver County. This input is sometimes difficult to collect in a representative fashion, so many avenues are suggested. The LWS division will engage the services of the County's Extension Education Coordinator and outside professional services to assist in these efforts. This process will be refined as it moves forward, as input is collected and as issues are defined. The Board will be kept up to date on the progress of public engagement and any changes.

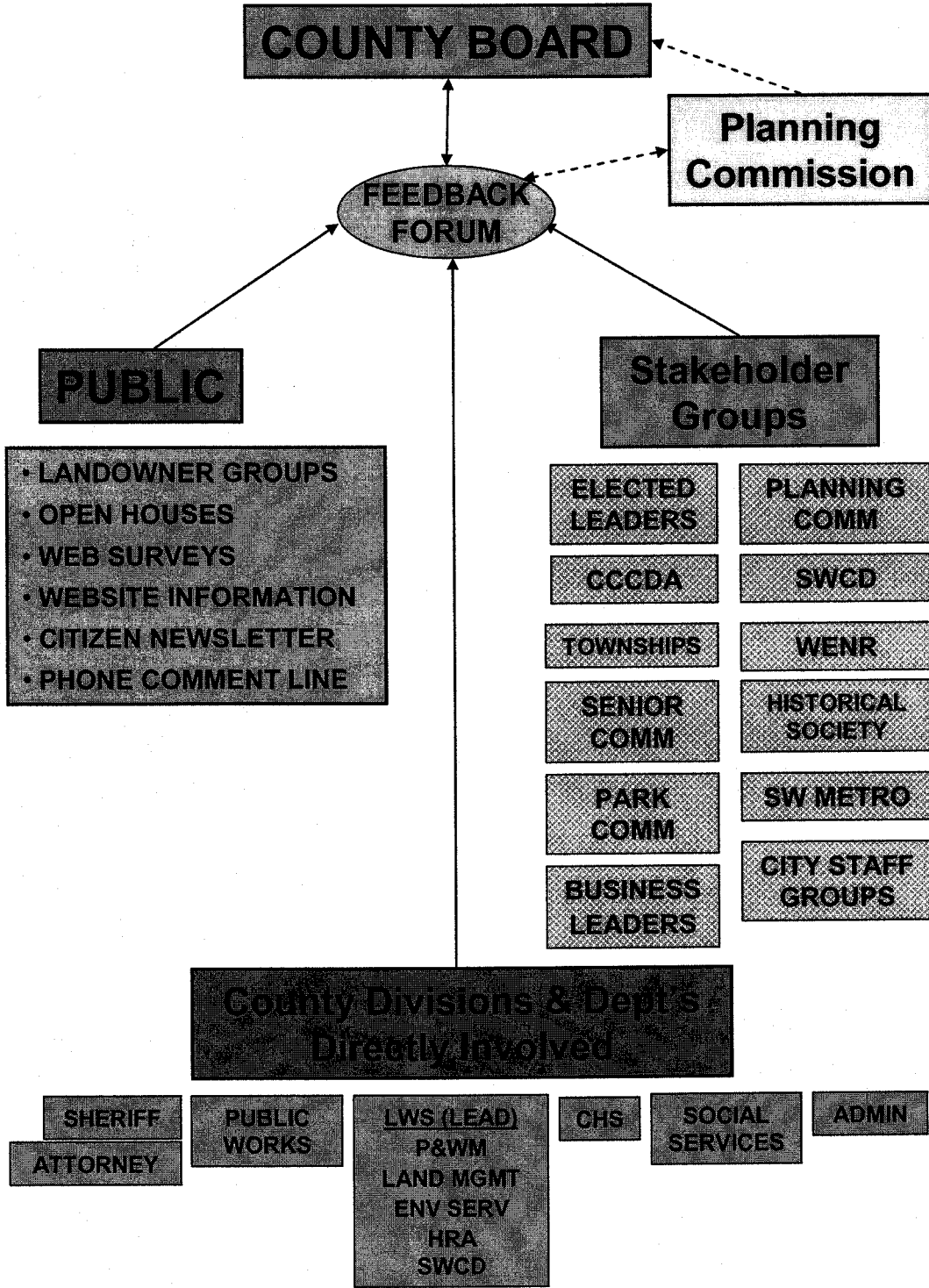
- Focus groups – Staff proposes to engage focus groups as needed to get input and feedback on plan concepts.
- Open Houses – Staff is proposing that open houses be held when a working draft of the plan is available in early – mid 2008.
- Surveys – Staff will use the results from the 2004 citizen survey and is not proposing to complete another survey at this time (a collaboration with other metro counties is possible in 2008). Staff is also looking to supplement the survey with electronic surveys via the County website. This option is flexible, cost efficient and can be tailored to specific topics or groups of citizens.
- County Website – In addition to the surveys mentioned above, the County website can be used to keep citizens current on the Comp Plan process and offer comments at any time.
- County Citizen Newsletter - The use of the existing County Citizen newsletter to provide updates, and event notices will be used as a tool to reach all residents.
- Phone Line – A phone line was established in April to take comments on the Comp Plan. This line will remain open and the number (361.1819) will be published as part of any Citizen or community newspaper article on the plan.

STAKEHOLDER GROUPS

There are several existing groups which can play an important role in the development of the plan. These groups have specific knowledge of specific plan elements have dealt with many of the related issues and will likely be making decisions affecting implementation of the plan in the future. Staff intends to use the groups for input and feedback and recommendation to the County Board as the plan is developed.

Stakeholder Group	Will Provide Main Input On Element...
Planning Commission	Land Use, All
HRA	Housing, Econ Devl
WENR	Conservation/ Nat Res, Water Mgmt
Park Commission	Parks/Trails, Conservation/Nat Res
SWCD	Conservation/ Nat Res, Water Mgmt
Senior Commission	Master Plan for Aging
Elected Leaders	All
Townships	Land Use, Transportation, Conservation/ Nat Res, Water Mgmt
SW Metro Transit Commission	Transportation
Area Business Leaders	Econ. Devl., Transportation
Historical Society	Historic Preservation
City Planners	All
City Engineers	Transportation, Water Mgmt
City Admin	All
Sheriff's Committees	Public Safety
Other Agencies (St, Fed, etc)	As needed

GENERAL STRUCTURE DIAGRAM FOR PLAN DEVELOPMENT



GENERAL TIMELINE

Timeframe	Major Steps
Sep – Oct 2006	Organization/Preparation
Sep 2006 – Sep 2007	Work on Various Plan elements by Committees and Commissions; work with Townships on Township Plans
Jan – Dec 2007	Development of Draft Plan Documents
Dec 2007	“Working Draft” of Plan completed for review by Met C. and affected communities
Jan – Apr 2008	Open houses; Public Meetings; Public hearing by Planning Commission & approval by County Board for submittal to adjacent & affected communities
Apr 2008	Submit Plan with responses to comments to Metro Council
Jun 2008	Approval by Metro Council; Adoption by County Board (Depends on Metro C review and assumes there are no major problems)

STAFF INVOLVEMENT

Land & Water Services, particularly the Planning & Water Mgmt Dept, is responsible for overall coordination of the process, integration of the Plan elements into a single, coherent document, and production of the final document. Coordination with other divisions and departments is an absolute necessity. Regular meetings of key staff will be held to coordinate the process.

Plan Element	Staff
LAND USE	Land Mgmt, Twps, P&WM; City Staff; Consultants
TRANSPORTATION	Public Works, SW Metro Staff; P&WM; Consultants
PARKS/TRAILS	Public Works Parks; Consultants
CONSERVATION/NAT. RES.	P&WM; Public Works Parks; SWCD, Consultants
WATER MANAGEMENT	P&WM, SWCD, Env Services, Extension
HOUSING	HRA Staff
MASTER PLAN FOR AGING	Commission Staff
ECONOMIC DEVELOPMENT	HRA; P&WM; Consultants
HAZARD MITIGATION	Emergency Services
WASTE – SOLID & HAZARDOUS	Env Services, P&WM
COMMUNITY HEALTH	CHS staff
SERVICES/ FACILITIES	Administrative Services
HISTORIC PRESERVATION	Hist Soc Staff; P&WM; Consultants
PUBLIC SAFETY	Sheriff, Attorney, Courts

PROJECT FUNDING

A wide array of funding sources will support the planning process. Some are existing sources while others are specifically dedicated to the project. In many cases there is joint funding of a plan element, Transit for example, is proposed to be jointly funded by the County and by Southwest Metro Transit commission. An effort has been made to utilize existing internal resources where ever possible, but in many cases outside assistance and expertise will be needed. Professional assistance will likely be needed in the areas of natural resources, economic development, transportation, transit, land use, historic preservation, parks/ trails, public engagement and overall organization. Other expenses include printing, supplies and equipment, any necessary per deims and other expenses. LWS has funds budget in 2006 for Comprehensive Planning activities and will be requesting additional funds in the 2007 budget request. Other divisions and agencies are also allocating resources to the planning process.