



Carver County Board of Commissioners  
 January 19, 2016  
 Board Meeting  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

- 4:00 p.m. 1. **a) CONVENE**  
**b) Pledge of allegiance**  
**c) Public comments (limited to five minutes)** *Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.*
2. Agenda review and adoption
3. Approve minutes of January 5, 2016, Organizational Session ..... 1-6
4. Community Announcements
- 4:05 p.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 Approve 2016 Police Service contracts ..... 7
- 5.2 2015 Urban Area Security Initiative (UASI) Grant ..... 8-9
- 5.3 Request for approval to contract with State of Minnesota ..... 10
- 5.4 Award of Bid for CSAH 30 Bridge No. 7118 Replacement over Crane Creek - SAP 010-630-030 ..... 11-14
- 5.5 Grant agreements with Metropolitan Council for trail and staff funding ..... 15-16
- Connections: Develop strong public partnerships and connect people to services and information*
- 5.6 Contract for Maintenance & Support of IT Network Storage System ..... 17
- Culture: Provide an organizational culture which fosters individual accountability to achieve goals*
- 5.7 Restructuring of the CCWMO Advisory Committees ..... 18-21
- 5.8 Request for Approval to Contract with High Line Corporation ..... 22
- Finances: Improve the County's financial health and economic profile*
- 5.9 Review Social Services/Commissioners Warrants ..... NO ATT
- 4:05 p.m. 6. **CONNECTIONS: Develop strong public partnerships and connect people to services and information**
- 6.1 Recognition of Advisory Committee Members ..... 23
- 4:10 p.m. 7. **GROWTH: Manage the challenges and opportunities resulting from growth and development**
- 7.1 Agreement for Right-of-way Acquisition for CSAH 11 Reconstruction from CSAH 61 to CSAH 10 ..... 24
- 4:15 a.m. 8. **COMMUNITIES: Create and maintain safe, healthy and livable communities**
- 8.1 Request for approval of an Agreement of Sale for Coney Island ..... 25

- 4:30 p.m. 9. **CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**  
 9.1 Resolution Defining 2016 Pay-for-Performance..... 26-30

4:45 p.m. **ADJOURN REGULAR SESSION**

**Work Session**

- 4:45 p.m. A. **COMMUNITIES: Create and maintain safe, healthy and livable communities**  
 1. Health and Human Services Division FTE Efficiency Alignment ..... 31-42

5:10 p.m. **BOARD REPORTS**

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

David Hemze  
 County Administrator

**UPCOMING MEETINGS**

- |                   |                                                      |
|-------------------|------------------------------------------------------|
| January 26, 2016  | 7:30 a.m. Carver County Leaders Meeting              |
| January 26, 2016  | 9:00 a.m. Work Session                               |
| January 26, 2016  | 7:00 p.m. Carver County Township Association Meeting |
| February 2, 2016  | 7:30 Carver County Legislative Breakfast             |
| February 2, 2016  | 10:00 a.m. Board Meeting                             |
| February 9, 2016  | No Meeting                                           |
| February 16, 2016 | 4:00 p.m. Board Meeting                              |
| February 23, 2016 | 9:00 a.m. Work Session                               |

Commissioners Gayle Degler, James Ische, Tim Lynch, Randy Maluchnik and Tom Workman met in session this day as required by law for organizational purposes for the year 2016.

The session was called to order by County Administrator, David Hemze, at 9:00 a.m.

Maluchnik nominated James Ische to serve as Chair of the Board of Commissioners for 2016. Workman seconded the nomination. On vote taken to elect James Ische as Chair for 2016, all voted aye.

Chair Ische requested nominations for Vice Chair. Maluchnik nominated Gayle Degler as Vice Chair of the Board of Commissioners for 2016. Lynch seconded the nomination. On vote taken to elect Gayle Degler as Vice Chair for 2016, all voted aye.

The following amendment was made to the agenda:

Additional advisory committee applicants: Virginia Wright and Scott Smith.

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

Hemze requested the Board adopt their 2016 Board Operating Rules and noted one minor name change to one of the advisory committees.

Degler moved, Maluchnik seconded, to adopt the 2016 Board Operating Rules as presented. Motion carried unanimously.

Hemze requested the Board adopt their meeting schedule for 2016. He explained he was proposing the same meeting schedule with minor changes. He noted additional meetings can be added if necessary for citizen input.

Maluchnik moved, Degler seconded, to adopt the 2016 Board meeting schedule as presented. Motion carried unanimously.

Lynch moved, Degler seconded, to approve the following Commissioner appointments:

Area Agency on Aging	Maluchnik
Association of Minnesota Counties Board of Directors	Ische, Alt. Degler
AMC Environment & Natural Resources Policy Committee	Ische
AMC General Government Policy Committee	Degler
AMC Health & Human Services Policy Committee	Lynch
AMC Public Safety Policy Committee	Maluchnik
AMC Transportation Policy Committee	Workman
AMC Voting Delegates	Degler, Ische, Lynch, Maluchnik, Workman, David Hemze, Lyndon Robjent, Rod Franks

Organizational Session  
January 5, 2016

CAP Agency Board of Directors	Degler
Carver County Arts Committee	Lynch & Workman
Carver County CDA	Maluchnik, Liaison, Alt Workman
Carver County Leaders	Maluchnik & Lynch
Community Leaders (Eastern)	Degler, Maluchnik, Workman
Counties Transit Improvement Board	Maluchnik
County Strategic National Stockpile (SNS) Requestors	Degler, David Hemze, Laura Reid
County and Union Leaders Group	Maluchnik & Lynch
Courts Committee	Ische & Degler, Alt. Lynch
CROW Joint Powers Board	Lynch, Alt. Ische
Fair Board	Ische, Liaison, Alt. Lynch
Greater MSP Partner Advisory Council	Julie Frick (public)
	Public-to be determined
Historical Society Committee	Maluchnik, Alt. Lynch
Insurance Advisory Committee	Maluchnik
Joint Ditches:	
Joint Ditch #1	Ische, Lynch, Degler
Joint Ditch #2	Ische, Degler
Joint Ditch #3A	Ische
Joint Ditch #4	Ische, Lynch, Workman
Joint Ditch #5	Ische, Lynch, Maluchnik
Joint Ditch #21	Ische, Lynch, Workman, Degler
Joint Ditch #22	Ische, Lynch, Maluchnik
Joint Ditch #24	Ische, Lynch, Degler
Joint Ditch #28	Ische
Law Library Board	Degler
Legislative Committee	Maluchnik & Workman
Library Board	Degler, Liaison, Alt Workman
Lower Minnesota River Watershed	Maluchnik & Degler, Liaisons
MCIT Voting Delegates	David Hemze, Alt Sonja Wolter
MELSA	Degler, Alt Workman
Metro Alliance for Healthy Families Joint Powers Board	Workman
Metro GIS Policy Board	Maluchnik, Alt. Peter Henschel
Metropolitan Emergency Services Board	Ische & Degler
Metropolitan Emergency Services Executive Board	Ische, Alt Degler
Metropolitan Emergency Services Radio Technical Operations Committee	Tim Walsh, Alt Shane Sheets
Metropolitan Emergency Services 911 Technical Operations	Tim Walsh, Alt Susan Bowler
Minnehaha Creek Watershed District	Maluchnik & Workman, Liaisons
Minnesota Counties Computer Consortium	Melissa Reeder, Alt David Frischmon, Laurie Davies
Minnesota Extension Committee	Degler & Lynch
Minnesota Inter-County Association	Degler & Maluchnik
Minnesota Transportation Alliance	Maluchnik
Minnesota Valley Regional Rail Authority	Workman, Alt. Maluchnik
Mobility Management Board	Ische
Mosquito Control District	Ische & Workman

Park Commission	Lynch, Liaison
Planning Commission	Ische, Alt. Lynch, Maluchnik
Riley-Purgatory-Bluff Creek Watershed	Workman & Degler, Liaisons
Solid Waste Management Coordinating Board	Workman & Ische
Southwest Corridor Transportation Coalition	Workman & Maluchnik, Alt. Degler
State CHS Advisory Committee (SCHSAC)	Laura Reid, Alt Maluchnik
Suburban County Representatives	Maluchnik & Workman
Transportation Advisory Board – TAB	Maluchnik, Alt. Workman
Water Management Organization Committee	Lynch, Alt. Ische

Motion carried unanimously.

The Board considered appointments to various advisory committees.

Degler moved, Maluchnik seconded, to appoint Michael Huang and Richard Kvitek to the Board of Adjustment. Motion carried unanimously

Degler moved, Maluchnik seconded, to appoint Barbara Colhapp to the Library Board. Motion carried unanimously.

Lynch moved, Maluchnik seconded, to appoint Caroline Beise, Lisa Inman, Lisa Gjerde, Dr. Edward Tipton, Susan Kunitz, Becky Sorenson, Noah McCourt and Virginia Wright to the Mental Health Advisory Committee. Motion carried unanimously.

Maluchnik moved, Degler seconded, to appoint Carroll Aasen to the Park Commission. Motion carried unanimously.

Maluchnik moved, Degler seconded, to appoint Gino Businaro to the Personnel Board of Appeals. Motion carried unanimously.

Maluchnik moved, Degler seconded, to appoint Scott Smith to the Planning Commission. Motion carried unanimously.

Workman nominated Thomas Welch to serve on the Water Management Organization, Ische seconded the nomination. Ische nominated Virgil Stender to serve on the Water Management Organization, Lynch seconded the nomination. Maluchnik nominated Mary Strother to serve the Water Management Organization as the Bevens Creek Watershed representative, Degler seconded the nomination. Degler nominated Carroll Aasen to serve on the Water Management Organization as the E/W Chaska Creek Representative, Maluchnik seconded the nomination. Lynch moved, Degler seconded, to approve all nominations. Motion carried unanimously.

Lynch moved, Degler seconded, to approve the minutes of the December 15, 2015, Regular Session. Motion carried unanimously.

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

Approved the acceptance of "PaintCare funds" from the MPCA and related Public Services budget amendment.

Contract with Taylor Electric in the amount of \$94,400, pending finalization of the contract review process.

Resolution #01-16, County Board Acknowledgment SAP 010-599-017 Final Payment.

Authorized the Parks and Trails Supervisor to carry out promotions and provide donations and administrative passes.

Contract with Accounting Principals, Inc., pending finalization of the contract review process and related budget amendment.

Approved 2016 rates for seasonal, temporary and on call positions, including authorization for the Employee Relations Division to adjust seasonal, temporary and on call positions' minimum wage rates as needed to maintain ranges in compliance, corresponding with applicable Federal and State minimum wage requirements.

Professional services agreement with Bolton and Menk, Inc., for engineering services for TH 41 expansion from TH 212 to Pioneer Trail in the amount of \$296,997, pending finalization of the contract review process.

Approved the following abatements:

25.0241300	Chanhassen City
30.9510345	Jason Ernst
85.9510013	Ross Nelson
58.1500140	Jason Bladow
30.0940420	Stephen Oaxaca
30.0680040	Henry Harju
30.1040160	Abdulmalik Ali Abshi

Motion carried unanimously.

Barb Hone, Carver County Arts Consortium President, appeared before the Board with an update on the Consortium. She highlighted their accomplishments in the past year. She pointed out the contract with the County and other cities to display rotating artwork and their new website. Hone stated they were working with a foundation to develop an art residency program with them. She pointed out the songwriter and musicians CD that was released, as well as the photo and poetry contests they held. Hone explained the Barn Quilt Tour that was put together and the opportunity to promote the tour and other events through the Convention Centers.

The Board thanked Ms. Hone and members of the Arts Consortium for what they have done for Carver County.

Degler moved, Maluchnik seconded, to open the public hearing on amendments to the County tobacco ordinance. Motion carried unanimously.

Laurie Davies, Taxpayer Services, explained the current ordinance does not address electronic nicotine delivery devices. She stated the amendment would also bring uniformity to two different sections of the County's tobacco related ordinances. She indicated the Legislature defined the County as the authority and clarified the County's responsibilities for jurisdictions without individual tobacco ordinances.

Dick Crawford, Chanhassen Villager, noted Chanhassen already has an ordinance and questioned if e-cigarette stores would be covered by Chanhassen. Davies confirmed that Chanhassen has its own ordinance in place and anything the County passes today does not apply to Chanhassen.

The Board discussed the need to regulate, the extent of the health risks and the purpose of the amendment.

Laura Reid, Public Health, identified the health risks related to e-cigarettes.

Noah McCourt, Chaska, stated there were many difference in e-cigarettes. He noted some are nicotine free and allows individuals to reduce their smoking. He suggested the toxicity of e-cigarettes was unclear.

The Board recognized they were not banning e-cigarettes, only regulating the sale to include it along with cigarettes in the Ordinance.

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

Maluchnik offered the following Resolution, seconded by Degler:

Resolution #02-16  
Adopting Ordinance 82-2015  
Amending Chapter 111, Tobacco Regulations and Amending Chapter 91, Parks and  
Recreation to Include E-Cigarette Definitions and Regulation.

On vote taken, all voted aye.

Summary: The amendment ordinance adds the definition of electronic delivery devices to the Tobacco and Parks Chapters allowing for the state-mandated regulation of electronic cigarettes. The County ordinance will now treat electronic Cigarettes identically to traditional cigarettes and other tobacco products. The amendment also brings uniformity to the ways tobacco and tobacco related devices are defined in the Tobacco and Parks and Recreation Chapters.

Jason Kamerud, Sheriff's Office, appeared before the Board to update them on the mass notification system they would be implementing in the future. He stated this would

benefit not only their daily operations but the County as a whole. He indicated the system would allow citizens to go to the website and opt-in to receive alerts, as well as allow reverse notifications. Kamerud stated this would allow the Sheriff's office to notify employees if there was an incident. In addition, he stated Public Works would be able to utilize for plowing operations as well as Public Health if there was a public health issue. He urged Board members to encourage citizens to opt-in.

Kamerud clarified the cost was coming from the Sheriff's Emergency Management budget and they anticipated to have this implemented in late January.

David Hemze, County Administrator, requested the Board award the bid for the County's official newspaper. He noted the calculations that were done and the cost to reach each reader.

Workman offered the following Resolution, seconded by Degler:

Resolution #03-16  
Award of 2016, 2017 and 2018  
Newspaper Publication Bids

On vote taken, all voted aye.

Lynch moved, Degler seconded, to recess as the County Board and reconvene as the Carver County Regional Rail Authority. Motion carried unanimously.

Lynch moved, Degler seconded, to nominate James Ische as Chair, Gayle Degler as Vice Chair and Randy Maluchnik as Secretary/Treasurer of the Carver County Regional Rail Authority. Motion carried unanimously.

Maluchnik moved, Workman seconded, to adjourn as the Rail Authority and reconvene as the County Board. Motion carried unanimously,

Degler moved, Lynch seconded, to go into closed session pursuant to Minnesota Statute Section 13D.05, subd 3(b) to discuss counteroffers and the pending condemnation hearing related to right of way acquisition for CSAH 61/Highway 101 Southwest Reconnection Project, PID #25.0351710. Motion carried unanimously.

The Board adjourned the closed and Regular Session at 10:55 a.m.

David Hemze  
County Administrator



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve 2016 Police Service contracts**

Primary Originating Division/Dept: Sheriff <input type="text"/>	Meeting Date: 1/19/2016 <input type="text"/>
Contact: Paul Tschida <input type="text"/> Title: Commander <input type="text"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Communities: Create and maintain safe, healthy, and livable communities <input type="text"/>	

**BACKGROUND/JUSTIFICATION:**

Carver County, through the Carver County Sheriff's Office, (CCSO) continues to contract with one township and all but one city in Carver County for law enforcement services. The CCSO also contracts with these entities for Community Service Officers. The contracting communities are responsible for the cost of the deputies assigned to their community. This is a unique partnership and approving these contracts will allow that grand tradition to continue.

**ACTION REQUESTED:**

Approve the 2016 Police Service contracts for the Township of Laketown and the Cities of Chanhassen, Carver, Cologne, Hamburg, Mayer, New Germany, Norwood Young America, Victoria, Waconia, and Watertown.

<b>FISCAL IMPACT:</b> Other <input type="text"/> <i>If "Other", specify:</i> <input type="text"/> <i>The cost is paid for by the contracting entities.</i>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td>County Dollars =</td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td>Contract Communities</td> <td style="text-align: right;">\$3,388,592.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$3,388,592.00</b></td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	<b>\$0.00</b>	Contract Communities	\$3,388,592.00	<b>Total</b>	<b>\$3,388,592.00</b>
County Dollars =	<b>\$0.00</b>						
Contract Communities	\$3,388,592.00						
<b>Total</b>	<b>\$3,388,592.00</b>						
<b>FTE IMPACT:</b> None <input type="text"/>							

Related Financial/FTE Comments:

*Office use only:*

RBA 2016 - 3701

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2015 Urban Area Security Initiative (UASI) Grant**

Primary Originating Division/Dept: Sheriff <input type="text"/>	Meeting Date: 1/19/2016 <input type="text"/>
Contact: Kelly Miller <input type="text"/> Title: Emergency Management Specialist <input type="text"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Communities: Create and maintain safe, healthy, and livable communities <input type="text"/>	

**BACKGROUND/JUSTIFICATION:**

This Urban Area Security Initiative (UASI) grant was awarded by the State of Minnesota, Department of Public Safety - Homeland Security & Emergency Management Division. This will be the fourth time that Carver County Emergency Management has been awarded this grant. The grants funds may be used to fund (FTE/PTE/Paid on Call/Intern & Contracted vendor) for planning activities as it relates to all 5 mission areas – prevention, protection, mitigation, response and recovery.

Funds may be used for educational opportunities such as conferences, workshops and seminars which will allow for various personnel to learn best practices in preparing for, responding to & recovering from disasters. Additional investments would be for public education & citizen preparedness initiatives to improve the resiliency of our communities through activities to expand individual, family, & business emergency & terrorism prevention awareness based on the Whole Community Approach.

**ACTION REQUESTED:**

Motion to authorize the Division to contract with the State of Minnesota, Division of Homeland Security & Emergency Management, subject to contract review by the County Attorney's Office and Risk Management.

<b>FISCAL IMPACT:</b> Budget amendment request form <input type="text"/>	<b>FUNDING</b>
<i>If "Other", specify:</i> <input type="text"/>	<b>County Dollars =</b> <input type="text"/>
<b>FTE IMPACT:</b> None <input type="text"/>	2015 UASI Grant <input type="text"/> \$55,000.00
	<b>Total</b> <input type="text"/> \$55,000.00
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2016 - 3726

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:**  
2015 Urban Area Security Initiative (UASI) Grant

Department:

Meeting Date:

- Fund:
- 01 - General
  - 02 - Reserve
  - 03 - Public Works
  - 11 - CSS
  - 15 - CCRRA
  - 30 - Building CIP
  - 32 - Road/Bridge CIP
  - 34 - Parks & Trails
  - 35 - Debt Service

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Training	01-201-280-1914-6332	\$5,000.00
Equipment	01-201-280-1914-6420	\$50,000.00
<b>TOTAL</b>		\$55,000.00

CREDIT		
Description of Accounts	Acct #	Amount
2015 UASI Grant	01-201-280-1914-...	\$55,000.00
<b>TOTAL</b>		\$55,000.00

Reason for Request:  
 This is an addition of grant revenue and expenditure to the 2016 budget for Emergency Management.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for approval to contract with STATE OF MN**

Primary Originating Division/Dept: Sheriff <input type="text"/>	Meeting Date: 1/19/2016 <input type="text"/>
Contact: Susan Bowler <input type="text"/> Title: Public Safety Answering Point S <input type="text"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Communities: Create and maintain safe, healthy, and livable communities <input type="text"/>	

**BACKGROUND/JUSTIFICATION:**

These grant funds will purchase computers to replace the obsolete and aging Panasonic CF-31 computers in the Sheriff's Office Squad Cars. The computers that are being replaced are obsolete and no longer supported.

**ACTION REQUESTED:**

Motion to contract with STATE OF MN pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> Included in current budget <input type="text"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <b>\$77,675.84</b> <input type="text"/> <b>Total</b> <input type="text"/> <b>\$77,675.84</b> <input checked="" type="checkbox"/> Insert additional funding source
<b>FTE IMPACT:</b> None <input type="text"/>	

**Related Financial/FTE Comments:**

This is a 50% reimbursement grant. We will need to pay the full amount of the purchase of the computers. The state will reimburse \$38,837.92

*Office use only:*

RBA 2016 - 3731

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Award of Bid for CSAH 30 Bridge No. 7118 Replacement over Crane Creek - SAP 010-630-030**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="1/19/2016"/>
Contact: <input type="text" value="Andrew Engel"/> Title: <input type="text" value="Civil Engineer"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Bridge No. 7118 on CSAH 30 over Crane Creek (Joint Ditch #1) was built in 1954. The bridge is listed as structurally deficient with significant strength loss in several piles of over 50%. An emergency temporary repair was done in the Spring of 2015 to keep the bridge open to traffic until it could be replaced.

Due to the current condition of the CSAH 30 bridge over Crane Creek (Joint Ditch #1), this contract is needed to allow the construction of new Bridge No. 10548 to replace the current Bridge No. 7118.

Construction is expected to begin February 15, 2016; the road is expected to open in April of 2016 with final cleanup and restoration completed by May 31, 2016.

**ACTION REQUESTED:**

Adopt a resolution awarding a construction contract for the Bridge No. 10548 Construction Project to Redstone Construction, LLC in the amount of \$758,722.13, pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> <b>County Dollars =</b> <input type="text"/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CSAH Const. Regular</td> <td style="width: 30%; text-align: right;">\$543,919.63</td> </tr> <tr> <td>State Bridge Bonding</td> <td style="text-align: right;">\$214,802.50</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$758,722.13</b></td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	CSAH Const. Regular	\$543,919.63	State Bridge Bonding	\$214,802.50	<b>Total</b>	<b>\$758,722.13</b>
CSAH Const. Regular	\$543,919.63						
State Bridge Bonding	\$214,802.50						
<b>Total</b>	<b>\$758,722.13</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>							

Related Financial/FTE Comments:

*Office use only:*

RBA 2016 - 3736



12/23/2015

## CCHD Project Bid Summary

Project Name: BRIDGE NO 10548  
REPLACEMENT WITH  
APPROACH GRADING  
Client: CARVER COUNTY  
Bid Opening: 12/22/2015 2:00 PM

Contract No.:  
Project No.: SAP 010-630-030  
Owner: CARVER COUNTY

Vendor Number	Business Name	Total Bid Amount
N/A	Redstone Construction, LLC	\$758,722.13
N/A	ICON Constructors, LLC	\$761,182.58
N/A	Structural Specialties Inc.	\$843,307.00
N/A	Robert R. Schroeder Construction, Inc.	\$874,869.25
N/A	Lunda Construction Company	\$1,039,269.75

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

Date: January 19, 2016 Resolution No: \_\_\_\_\_  
Motion by Commissioner: \_\_\_\_\_ Seconded by Commissioner: \_\_\_\_\_

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**Awarding of the Bridge No. 10548 Construction Project, Carver County Contract 15-616**

WHEREAS, The County Engineer has secured and designated funding for this contract in the current fiscal year Road and Bridge budget; and

WHEREAS, On Tuesday, December 22, 2015 at 2:00 p.m. at Carver County Public Works, 11360 Highway 212, Cologne, Minnesota, five (5) bids were received by Carver County Public Works and opened by two (2) representatives of Carver County Public Works for the Bridge No. 10548 Construction Project, said bids for the responsible bidders are summarized as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Over/Under Engineers Estimate</u>
Redstone Construction, LLC	\$758,722.13	+0.05 %
ICON Contractors, LLC	\$761,182.58	+0.37%
Structural Specialties, Inc.	\$843,307.00	+11.2%
Robert Schroder Construction Co.	\$874,869.25	+15.4%
Lunda Construction Company	\$1,039,269.75	+37.0%
<i>Engineers Estimate</i>	<i>\$758,365.79</i>	

And WHEREAS, after examination of the bids by Carver County Public Works, Redstone Construction, LLC is the successful low responsible bidder;

NOW THEREFORE, BE IT RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Carver County Contract 15-616 with Redstone Construction, LLC of Mora, Minnesota, in the name of the County of Carver for the Bridge No. 10548 Construction Project in accordance with the construction plans and specifications contained in the project manual; and

BE IT FURTHER RESOLVED that Carver County Public Works is hereby authorized and directed to return the proposal guaranty to the bidders, except that of the successful low responsible bidder and second and third lowest bidder, which shall be retained until the construction contract has been signed and the performance and payment bonds of the low responsible bidder have been executed; and





# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Grant agreements with Metropolitan Council for trail and staff funding**

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="1/19/2016"/>
Contact: <input type="text" value="Martin Walsh"/> Title: <input type="text" value="Parks Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Carver County receives Parks and Trails funding provided by the Legacy Amendment through 1/8 of 1% sales tax. These funds are distributed by the Metropolitan Council for the regional parks and trails the County owns and operates.

Grant SG-03567 in the amount of \$284,000.00 is for design, engineering, construction of the 2.1 paved trail between City of Chaska and Carver including pedestrian bridge and trailhead. The funding matches federal funds for the project.

Grant SG-03564 for \$37,000.00 is for Recreation and Volunteer Specialist Position. This funding matches general funds needed for the position which provides a variety of recreation program services and coordinates volunteer services within the Parks Department.

**ACTION REQUESTED:**

Approve grant agreement SG-03567 and SG 03564 t with Metropolitan Council pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> <b>County Dollars =</b> <input type="text"/> Metropolitan Council <input type="text" value="\$321,000.00"/> <b>Total</b> <input type="text" value="\$321,000.00"/> <input checked="" type="checkbox"/> Insert additional funding source
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

**Related Financial/FTE Comments:**

Grant SG-03567 requires a budget amendment, \$284,000

Grant SG-03564 is included in the 2016 adopted budget, \$37,000.

*Office use only:*

RBA 2016 - 3738

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:**

Request for approval of grant agreements with Metropolitan Council for trail and staff funding

Department:

Meeting Date:

Fund:

- 01 - General
- 02 - Reserve
- 03 - Public Works
- 11 - CSS
- 15 - CRRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails
- 35 - Debt Service

**Requested By:**

DEBIT		
Description of Accounts	Acct #	Amount
Construction	34-525-000-5022-6681	\$284,000.00
<b>TOTAL</b>		\$284,000.00

CREDIT		
Description of Accounts	Acct #	Amount
Metropolitan Council Grants	34-525-000-5022-...	\$284,000.00
<b>TOTAL</b>		\$284,000.00

**Reason for Request:**

To include the SG-03567 grant into the 2016 budget for the design, engineering, and construction of the 2.1 paved trail between the City of Chaska and Carver.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract for Maintenance & Support of IT Network Storage System**

Primary Originating Division/Dept: <input type="text" value="Public Services - IT"/>	Meeting Date: <input type="text" value="1/19/2016"/>
Contact: <input type="text" value="Jim Running"/> Title: <input type="text" value="Infrastructure Services Supervis"/>	Item Type: Consent <input type="text" value=""/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

**BACKGROUND/JUSTIFICATION:**

This contract is for annual maintenance and support of the County's network storage system. It provides 24/7 phone support and 4-hour parts replacement for any failed component of the County's enterprise storage. The contract includes pro-active monitoring of storage, whereby the vendor receives alerts and system logs in the event of issues and contacts the County IT Department with resolutions as needed. Assistance with hardware and software configuration is also provided by the vendor.

Without this hardware/software maintenance contract, the County would risk extended outages in the event of a catastrophic failure.

This proposal for maintenance is provided by our current storage vendor. We have a single vendor (Datalink Corp.). Datalink has access to preferred pricing for the County as well as institutional knowledge and experience with the County. Consideration of a competitive quote from another vendor would not be feasible, as it would yield inferior operational performance and discontinuity. No local vendor is available.

**ACTION REQUESTED:**

Motion to contract with DATALINK CORP pending completion of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$91,243.00"/> <input type="text"/> <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$91,243.00"/> <input type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

Maintenance is budgeted in 2016 and will be renewed each year until the hardware reaches the end of its life and is replaced.

*Office use only:*

RBA 2016 - 3734

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Restructuring of the CCWMO Advisory Committees**

Primary Originating Division/Dept: <input type="text" value="Public Services - Planning &amp; Water Mgmt"/>	Meeting Date: <input type="text" value="1/19/2016"/>
Contact: <input type="text" value="paul moline"/> Title: <input type="text" value="PWM Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

The Carver County Water Management Organization (CCWMO) staff is proposing changes to the CCWMO Advisory Committees. The attached memo explains the proposed changes, the background of the Committee, the rationale for the proposal and the current and proposed committee(s) make-up.

The WMO Advisory Committee has recommended the proposal (unanimously) as written to the County Board.

**ACTION REQUESTED:**

Motion to approve the proposal to restructure the CCWMO Advisory Committees

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

Per diems and mileage for committee members are included in the current budget.

*Office use only:*

RBA 2016 - 3732



## Memo

**Date:** January 8, 2016  
**To:** County Commissioners, Dave Hemze  
**Thro:** Tom Vellenga  
**From:** Paul Moline, CCWMO  
**Re:** WMO Advisory Committee Restructure Proposal

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### Highlights

- The staff is proposing changes to the Carver County Water Management Organization (CCWMO) Advisory Committees.
- The current Advisory Committee has recommended this proposal (unanimously).
- The staff has sought comments from cities, townships, and the Carver SWCD. The proposal has not generated any disagreement.

### Proposal

The proposal is to reduce the current 15-member committee to an 11-member committee by moving the city and township representatives to the Technical Advisory Committee (TAC). This change would essentially split the group into a Citizen Advisory Committee (CAC) and a Technical Advisory Committee (TAC). The TAC would meet on a regular quarterly basis and would be open to appointments from all interested city and township representatives. The TAC would appoint one representative from its committee to serve on the CAC. The proposal also includes an option for existing members to fill out their terms on the CAC if they desire. **Tables below show existing and proposed structures.**

### Background

MN Rules 8410 state that the WMO "...must...contain...a procedure providing for the establishment of citizen and technical advisory committees or other means of public participation." Goals and policies must be created which "at least address the creation and purposes of advisory committees...."

Per this directive, the CCWMO established the advisory committee in the late 1990's. In an effort to be inclusive of many differing opinions at the time, the committee included a large representation.

### Rationale for Change

The need for the proposed changes is as follows:

- The needs of the WMO have changed significantly since its creation in the 1990's with a shift in primary emphasis from governance and policy to implementation and programs. The committee needs have subsequently changed with more of a project & funding based focus.
- The committee is too large and the large number of people has inhibited participation, affected attendance and the value of the committee.

- A smaller group would increase the ability of the committee to achieve the necessary quorum in order to make decisions and recommendations. There have been several occasions on which a committee quorum was not achieved.
- The change would create a permanent TAC with greater membership. Currently this group meets only as needed.
- All cities and townships would be invited (but not required) to sit on the TAC. Currently only 4 cities and 1 township are appointed to the advisory committee.
- City and township representatives could still be appointed to the CAC (*i.e.*, a township supervisor could be appointed to fill a commissioner or watershed spot)
- This format is typically followed by other watershed districts including the neighboring districts of Minnehaha Creek and Riley Purgatory Bluff Creek.

The staff presented the proposal to the WMO Advisory Committee on November 24<sup>th</sup>, 2015. The Committee recommended that the proposal move forward as written to County Board. Prior to bringing this proposal to the County Board, CCWMO staff contacted all cities and townships to notify them of the proposal and allow for any questions or concerns to be addressed. Staff has received two responses to date:

- The City of Carver and Laketown Township concurred with the proposal.

Pending County Board approval, the staff will be sending out a separate request for appointments to the TAC.

## Current WMO Advisory Committee Structure

SWCD Representative (1)	SWCD Board Member Representatives
City & Township Representatives (5)	City of Chanhassen (permanent) City of Chaska (permanent) City of Waconia (permanent) Township (currently Benton) City (currently NYA)
Commissioner District Representatives (5)	Citizen Representative Commission District 1 Citizen Representative Commission District 2 Citizen Representative Commission District 3 Citizen Representative Commission District 4 Citizen Representative Commission District 5
Watershed Area Representatives (4)	Carver Creek Crow River/Pioneer Sarah Creek Bevens Creek East & West Chaska Creek

## Proposed WMO Citizen Advisory Committee Structure

SWCD Representative (1)	SWCD Board Member Representatives
Technical Advisory Committee Representative (1)	TAC Member Representative
Commissioner District Representatives (5)	Citizen Representative Commission District 1 Citizen Representative Commission District 2 Citizen Representative Commission District 3 Citizen Representative Commission District 4 Citizen Representative Commission District 5
Watershed Area Representatives (4)	Carver Creek Crow River/Pioneer Sarah Creek Bevens Creek East & West Chaska Creek

## WMO Technical Advisory Committee Structure

City and Township Representatives	City and Township Representatives would be invited to appoint one member annually to the quarterly TAC meetings. The TAC would appoint 1 member to fill the TAC representative place on the CAC.
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# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for Approval to Contract with HIGH LINE CORPORATION**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="1/19/2016"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="ER Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

The purpose of this contract is to acquire the licensing for use of software to implement and integrate the functions of Employee Relations. Finance will participate in this implementation with payroll, self-service and timecards. The Human Resource Information System (HRIS) will automate work currently done on paper, through manual processes and within multiple smaller disjointed programs. Without this contract, ER would continue with many labor intensive and manual processes, working with data in a mixture of paper files, Excel, Access, and other smaller systems. Several disjointed software programs used by ER and Payroll will be sunset in the near future with no identified replacement.

**ACTION REQUESTED:**

Motion to contract with HIGH LINE CORPORATION pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$283,600.00"/> <input type="text"/> <b>Total</b> <input type="text" value="\$283,600.00"/> <input type="checkbox"/> Insert additional funding source
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

**Related Financial/FTE Comments:**

\$283,600 in budget for 2016; Maintenance is \$75,000 (in 2017 budget/beyond)

*Office use only:*

RBA 2016 - 3753



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Recognition of Advisory Committee Members**

Primary Originating Division/Dept: Administration (County) <input type="text"/>	Meeting Date: 1/19/2016 <input type="text"/>
Contact: Dave Hemze <input type="text"/> Title: <input type="text"/>	Item Type: Regular Session <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Connections: Develop strong public partnerships and connect people to services and information <input type="text"/>	

**BACKGROUND/JUSTIFICATION:**

Several advisory committee members have reached their term limits. Time is being set aside on today's agenda to formally recognize those members. The members to be recognized are:

- Carver County Library Board - Mark Peterson (nine years)
- Carver County Park Commission - Tom Herrmann (nine years)
- Water Management Organization Committee - Scott Smith, Scott Hoese (who served nine years) and Bill Monk (who served 18 years as the City of Chaska's representative on this committee).

**ACTION REQUESTED:**

Recognize and thank advisory committee members.

<b>FISCAL IMPACT:</b> None <input type="text"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/>
<b>FTE IMPACT:</b> None <input type="text"/>	<b>Total</b> <input type="text"/> \$0.00 <input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2016- 3749

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Agreement for Right-of-way Acquisition for CSAH 11 Reconstruction from CSAH 61 to CSAH 10**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="1/19/2016"/>
Contact: <input type="text" value="Patrick Lambert"/> Title: <input type="text" value="Right-of-Way Agent"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Patrick Lambert"/> Title: <input type="text" value="Right-of-Way Agent"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

The 2012-13 construction program included project # SP 010-611-006, the construction of CSAH 11 from CSAH 61 on the south to CSAH 10 on the north utilizing federal and county funds. Additional right-of-way was needed to complete the project. In order to meet the construction schedule necessary to receive the federal funding for the project, Carver County exercised eminent domain on April 26, 2012 to gain possession of certain land required for highway purposes.

The condemnation process and subsequent actions and mediations has resulted in a negotiated settlement with the property owner for the acquisition of permanent roadway, drainage & utility and temporary easements over portions of PID #04.0120700.

**ACTION REQUESTED:**

Approve a Stipulation for Settlement agreement with Joseph J. Wickenhauser and authorize the County Administrator to sign the Order for Judgment.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> <b>County Dollars =</b> <input type="text"/> CSAH Const. Regular <span style="float: right;">\$66,062.14</span> <b>Total</b> <span style="float: right;">\$66,062.14</span> <input type="checkbox"/> Insert additional funding source
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

Related Financial/FTE Comments:

*Office use only:*

RBA 2016 - 3740

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for approval of an Agreement of Sale for Coney Island**

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="1/19/2016"/>
Contact: <input type="text" value="Martin Walsh"/> Title: <input type="text" value="Parks Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Marty Walsh"/> Title: <input type="text" value="Parks Director"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The Agreement of Sale serves as the purchase agreement between Carver County and the Trust for Public Land. Carver County will purchase 33.77 acres comprising Coney Island.

Acquisition of Coney Island is consistent with Carver County's 2030 Comprehensive Plan and the Metropolitan Council's 2040 Regional Parks Policy Plan.

The Agreement of Sale is the latest step in a process to acquire Coney Island for the Metropolitan Regional Park System. Previous actions by the Board pertaining to Coney Island include a Charitable Pledge and Donation Agreement with a foundation. The foundation has pledged \$900,000 to be used towards cleanup and making improvements to Coney Island. Additionally, Carver County has requested Coney Island be included within an expanded park boundary for Lake Waconia Regional Park, submitted an Acquisition Master Plan Amendment and requested Park Acquisition Opportunity Funding of the Metropolitan Council.

Coney Island has an appraised value of \$1,350,000. The Trust for Public Land will donate \$350,000 in land value to be used as Carver County's 25% local match requirement to Park Acquisition Opportunity Funding provided through the Metropolitan Council.

The sale of Coney Island to Carver County is contingent upon Carver County receiving approval of the Metropolitan Council to fund the acquisition.

**ACTION REQUESTED:**

Motion to approve the Agreement of Sale with the Trust for Public Land and authorize the Board Chair to sign.

Motion to authorize County Staff to proceed to close on the property and sign all documents to complete the sale of land.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>County Dollars =</b></td> </tr> <tr> <td>Metropolitan Council</td> <td style="text-align: right;">\$1,000,000.00</td> </tr> <tr> <td>Trust for Public Land</td> <td style="text-align: right;">\$350,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$1,350,000.00</b></td> </tr> </table> <input type="checkbox"/> Insert additional funding source	<b>County Dollars =</b>		Metropolitan Council	\$1,000,000.00	Trust for Public Land	\$350,000.00	<b>Total</b>	<b>\$1,350,000.00</b>
<b>County Dollars =</b>									
Metropolitan Council	\$1,000,000.00								
Trust for Public Land	\$350,000.00								
<b>Total</b>	<b>\$1,350,000.00</b>								
<b>FTE IMPACT:</b> <input type="text" value="None"/>									

**Related Financial/FTE Comments:**

Carver County will purchase the property from the Trust for Public Land. The County should be prepared to front end the purchase of the acquisition of \$1,000,000 and will be reimbursed through the Metropolitan Council. The Trust for Public Land is contributing a land value of \$350,000.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution Defining 2016 Pay-for-Performance**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="1/19/2016"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The majority of Carver County employees are on a pay-for-performance compensation system, which provides employees with differential salary increases based on their specific contributions to organizational success. Objectives of a pay-for-performance system include attracting and retaining top talent and rewarding excellence.

The attached resolution includes the following:

For bargaining units participating in pay-for-performance in 2016, increase the 2015 salary ranges by two and three quarters percent (2.75%) at the range minimums, mid-points and maximums, effective March 7, 2016. This salary range increase shall be applied prior to calculating the pay-for-performance increases due March 7, 2016. The range increase alone does not have an immediate impact on individual employees' salaries. The two and three quarters percent (2.75%) salary range increase shall not apply to attraction and retention salary ranges or to salary range exceptions as defined in collective bargaining agreements.

For non-bargaining employees, increase the pay-for-performance 2015 salary ranges by two and three quarters percent (2.75%) at the range minimums, mid-points and maximums, effective March 7, 2016. This salary range increase shall be applied prior to calculating the pay-for-performance increases due March 7, 2016. The range increase alone does not have an immediate impact on individual employees' salaries. Definition is provided on which salaries would receive base adjustments and which would receive lump sum payments, as well as the effective date for the increase – which is the pay period beginning March 7, 2016. The percentage amount of the performance-based increases determined by each employee's overall rating on their performance evaluation is outlined as follows: zero percent (0.00%) for needs improvement, two and one quarter percent (2.25%) for solid performer, three and one half percent (3.50%) for exceeds expectations, and four and three quarters percent (4.75%) for outstanding.

The resolution also states the Board's authority to make additional adjustments to compensation through future action.

The action requested is adoption of the Resolution defining 2016 employee pay-for-performance ranges for participating bargaining units and specifying the 2016 pay-for-performance system for non-bargaining employees.

**ACTION REQUESTED:**

Motion to adopt the Resolution defining the 2016 pay-for-performance system and range adjustment.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	Total <input type="text" value="\$0.00"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

Office use only:

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

## Resolution Defining 2016 Employee Pay-for-Performance

DATE \_\_\_\_\_ RESOLUTION NO. \_\_\_\_\_  
MOTION BY COMMISSIONER \_\_\_\_\_ SECONDED BY COMMISSIONER \_\_\_\_\_

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**WHEREAS**, the Carver County Board of Commissioners has authority to establish and revise compensation systems for non-bargaining and certain represented employees; and

**WHEREAS**, the Carver County Board of Commissioners has established a pay-for-performance system for non-bargaining and certain represented employees; and

**WHEREAS**, the pay-for-performance system includes the salary ranges for the affected employees' classifications, the methods, amounts and timing of salary increases based on employee performance evaluation ratings; and

**WHEREAS**, certain collective bargaining agreements provide authority to the Carver County Board of Commissioners to establish the pay-for-performance salary ranges for job classifications of represented employees participating in pay-for-performance;

**THEREFORE, BE IT RESOLVED**, the current 2015 salary ranges for represented employees who have negotiated pay-for-performance effective in 2016 shall be increased by two and three quarters (2.75%) at the range minimums, mid-points and maximums, effective March 7, 2016, except where a specific alternate date is stated in the collective bargaining agreement. This salary range increase shall be applied prior to calculating the pay-for-performance increases due March 7, 2016. The two and three quarters percent (2.75%) salary range increase shall not apply to attraction and retention salary ranges or to salary range exceptions as defined in collective bargaining agreements except where specified otherwise in the agreement; and

**BE IT FURTHER RESOLVED**, Carver County shall set forth a pay-for-performance system effective in 2016 for non-bargaining employees, indicating the salary range adjustments, salary payment methods, percentage salary increases based on employee performance evaluation overall ratings, and timing of salary increases:

- A. The current 2015 salary ranges for non-bargaining employees' classifications shall be increased by two and three quarters percent (2.75%) at the range minimums, mid-points and maximums, effective March 7, 2016.
- B. For non-bargaining employees, regular employees who receive an overall rating of Solid Performer or higher on the performance evaluation for the previous calendar year under review and probationary employees shall receive a two percent (2.00%) general increase, not to exceed the new range maximum, effective the first full pay period of March 2016..
- C. In 2016, the percentages used to compute pay-for-performance salary increases based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for needs improvement, two and one quarter percent (2.25%) for solid performer, three and one-half percent (3.50%) for exceeds expectations, and four and three-quarters percent (4.75%) for outstanding.
- D. Pay-for-performance salary increases shall be base pay adjustments for employees whose salaries are within the current range, not to exceed the new range maximum, and computed on: the midpoint of the salary range for salaries at or below the midpoint of the new range, or the employee's actual salary for salaries above the midpoint of the new range, but not exceeding the new range maximum.
- E. Pay-for-performance salary increases shall be lump sums for any amount of the increase that exceeds the new

range maximum, as long as the employee's current base salary is at or below the new range maximum.

- F. Pay-for-performance salary increases shall be lump sums based on the new range maximum for any employee whose current salary is above the new range maximum.
- G. Effective with the first full pay period following successful completion of a new hire probationary period or a trial period resulting from a promotion, non-bargaining employees shall receive a performance increase that correlates to the overall rating on the probationary or trial period evaluation.
- H. Employees shall only receive pay-for-performance increases based on the months they are actively employed by the County in a position eligible for pay-for-performance, or on an eligible leave of absence, during the calendar year under review.
- I. Non-bargaining employees hired or promoted on or after January 1, 2016 shall be evaluated for all months worked in an eligible position; and there shall be no compounding of pay-for-performance increases; and employees shall only receive pay-for-performance increases based on the months they are actively employed in the eligible group.
- J. The pay-for-performance salary adjustments shall be effective for the pay period beginning on March 7, 2016, based on the overall performance evaluation rating for 2015 work, with the evaluation completed and signed by all parties, no later than February 15, 2016; and

**BE IT FINALLY RESOLVED**, that the County reserves the right to make additional adjustments to compensation or benefits by amendment to the Carver County Personnel Policies or future Board Actions.

YES

ABSENT

NO

\_\_\_\_\_

\_\_\_\_\_

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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 \_\_\_ day of January, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of January, 2016

\_\_\_\_\_

County Administrator

## 2016 Pay-For-Performance Range Adjustment Recommendation

### 1. Background

Historically many public sector entities have provided salary increases based on employee tenure and/or general adjustments, often referred to as cost of living adjustments (or COLA's). In recent years many organizations have transitioned to a pay-for-performance / merit based system, or a compensation structure that provides employees with differential salary increases based on their specific contributions to organizational success. Objectives of a pay-for-performance system include attracting and retaining top talent and rewarding excellence.

### 2. Carver County Compensation System History

Prior to 2013, Carver County provided salary increases in the traditional manner. In 2013, Carver County had a number of groups move to pay-for-performance including non-bargaining employees, Supervisor and Managers Association (SMACC), and the Assistant County Attorneys AFSCME Unit. By 2014, in addition to non-bargaining employees, nine out of eleven bargaining units incorporated pay-for-performance in their collective bargaining agreements including AFSCME Assistant County Attorneys, AFSCME Social Services, AFSCME General Unit, AFSCME Public Works, SMACC management employees, LELS Licensed Sergeants, Teamsters Detention Sergeants, Teamsters Licensed Management, and Teamsters Non-Licensed Management. Following negotiations for 2016 collective bargaining agreements, the County saw the addition of Teamsters Detention Deputies / 911 / TAC bargaining unit to the pay-for-performance program, leaving just one bargaining unit – MNPEA Licensed Deputies – having negotiated a traditional increase arrangement.

Personnel policy and collective bargaining agreements state that the County Board will establish the salary ranges for those participating in the pay-for-performance compensation system. Under the pay-for-performance model, a 2.00% range adjustment was provided in 2013, a 2.25% range adjustment was provided for 2014, and a 2.50% range adjustment was applied in 2015.

Range adjustments for the past five years are listed in the below table.

<b>Table #1 Carver County Wage Range Adjustment</b>	
<b>Year</b>	<b>Increase</b>
2010	0.00% Traditional
2011	1.00% Traditional
2012	0.50% Traditional
2013	1.25% Traditional, 2.00% PFP
2014	1.25% Traditional, 2.25% PFP
2015	1.25% Traditional, 2.50% PFP

The negotiated pay-for-performance matrix for 2016 is:

<b>Table #2 Carver County 2016 Pay-for-Performance Matrix</b>	
<b>Rating</b>	<b>Increase</b>
Needs Improvement	0.00%
Solid Performer	2.25%
Exceeds Expectations	3.50%
Outstanding	4.75%

**2016 Pay-For-Performance  
Range Adjustment Recommendation  
Page 2**

In addition, bargaining unit settlement patterns have included a 2.00% general adjustment for 2016, for solid performer employees and above.

**3. Data Summary**

Prior to making a recommendation for a range adjustment for 2016, Employee Relations obtained wage information from the groups listed below. This is the same grouping which comprised a comprehensive compensation review of Carver County wages in 2008.

- a) Minnesota suburban cities with a population over 25,000
- b) Anoka, Dakota, Scott, and Washington counties
- c) Private sector general data

The data reveals that the majority of cities provide a general adjustment to increase actual wages and adjust the minimum and maximum of the wage range. In addition, a majority of the cities have tenure-based step increases within their salary ranges. The data collected shows that the cities generally reported having a pattern of a 2.00% to 3.00% general adjustment for 2016.

Comparable metro counties' compensation structures are split with Dakota, Scott, and Anoka on pay-for-performance systems and Washington on a model where they negotiate the within range movement. The data for counties reveals 2016 general adjustments that are slightly lower than the cities, ranging from 1.00% to 2.50%.

According to the most recent information from the Bureau of Labor Statistics Employment Cost Index (ECI), private sector wages and salaries increased 2.10% for the 12 month period ending September 2015. No comparable private sector wage data is available for year 2016.

Private sector salary reports, utilizing methodology differing from that of ECI, have predicted average 2016 base pay increases at 3.10%. Salary trends demonstrate an overall modest but steady increase from 2010 through 2016.

**4. Recommendation**

To stay competitive in the market and attract and retain top talent, a 2.75% year 2016 *range adjustment* is recommended for the employee groups participating in the pay-for-performance compensation.

The range adjustment itself does not have a direct immediate impact on actual employee wages or salaries. Rather, it affects employees' earning potential and defines the portion of an employee's earned increase that can be applied to their base wages in the case of those at or near the top of their range. Since pay increases at Carver County are performance based, the recommended range adjustment would allow solid performers and above who are at the top of the 2015 pay range, to recognize both the general adjustment percentage and a small portion of the merit pay increase as a base pay adjustment. It would also increase the range midpoint and thereby allow solid performer and above employees who are paid below the midpoint, to have their increase calculated on a slightly higher midpoint. Finally, it allows for greater flexibility in the hiring process as competition for talent continues to mount. While we have used other organizations' general adjustments to gauge reasonable options for our range adjustment, the impact of the range adjustment is distinct from that of a general adjustment wage increase.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

Health and Human Services Division FTE Efficiency Alignment

Primary Originating Division/Dept: Health & Human Services

Meeting Date: 1/19/2016

Contact: Rod Franks Title: HHS Division Director

Item Type:  
Work Session

Amount of Time Requested: 15 minutes

Presenter: Rod Franks Title: HHS Division Director

Attachments:  Yes  No

**Strategic Initiative:**

Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

The last half of 2015 brought with it a number of unique developments which presented new and additional service and programmatic challenges for Health and Human Services (HHS) agencies across the State, including Carver County. The Courts recently approved the Olmsted Plan, and the Child Protection Task Force continues to develop recommendations. To meet these demands, it is necessary to realign specific current positions and add additional positions in the Home and Community Based Care Department, the Crisis Program and the Child Protection Program. The details of these necessary changes are outlined in the attached Executive Summaries.

All of the changes and additions referenced above are fully funded in the current budget, or additional revenue sources. No additional levy dollars are required. Total costs by program area are:

Home and Community Based Care	\$ 460,000
Crisis Program	127,400
Child Protection Program	<u>98,500</u>
<b>Total</b>	<b>\$ 685,900</b>

**ACTION REQUESTED:**

Motion to approve FTE changes and additions as outlined in the Executive Summaries.

**FISCAL IMPACT:** Budget amendment request form

If "Other", specify:

**FTE IMPACT:** Increase budgeted staff

**FUNDING**

<b>County Dollars =</b>	<b>\$0.00</b>
United Way Grant	\$25,000.00
Encore revenue	\$30,000.00
LTSS revenue	\$321,600.00
Waiver revenue	\$69,000.00
Crisis Grant	\$981,405.00
FFP	\$17,113.00
<b>Sub Total</b>	<b>\$1,444,118.00</b>
<b>Current Budgeted Obligat</b>	<b>(\$758,218.00)</b>
<b>New Position Costs</b>	<b>(\$685,900.00)</b>
<b>Total</b>	<b>\$1,444,118.00</b>

Insert additional funding source

**Related Financial/FTE Comments:**

No County levy dollars are required for these FTE changes and additions. Encore Program Assistant will only be hired upon receipt of associated requested grant funds.

Office use only:

RBA 2016 - 3724

Health and Human Services Division FTE Efficiency Alignment

**Home and Community Based Care Department**

Executive Summary

The Olmsted Plan recently ordered by the Courts directs that people be served in the least restrictive environment possible. We must provide adequate resources for our service populations. We must be able to assess all persons in need of services. We cannot maintain waiting lists.

To meet the demand for Encore Adult Day Services, a Program Assistant is needed to open slots for up to four more participants.

In 2013 the Board approved the creation of 6.0 FTE MNChoices assessment workers. These positions have all been hired. To accommodate the current need, an additional 3 FTE are required.

To address waiting lists in Waiver programs, an additional 1 FTE Social Worker II is required.

Due to compliance requirements, an additional HCBC Supervisor is needed.

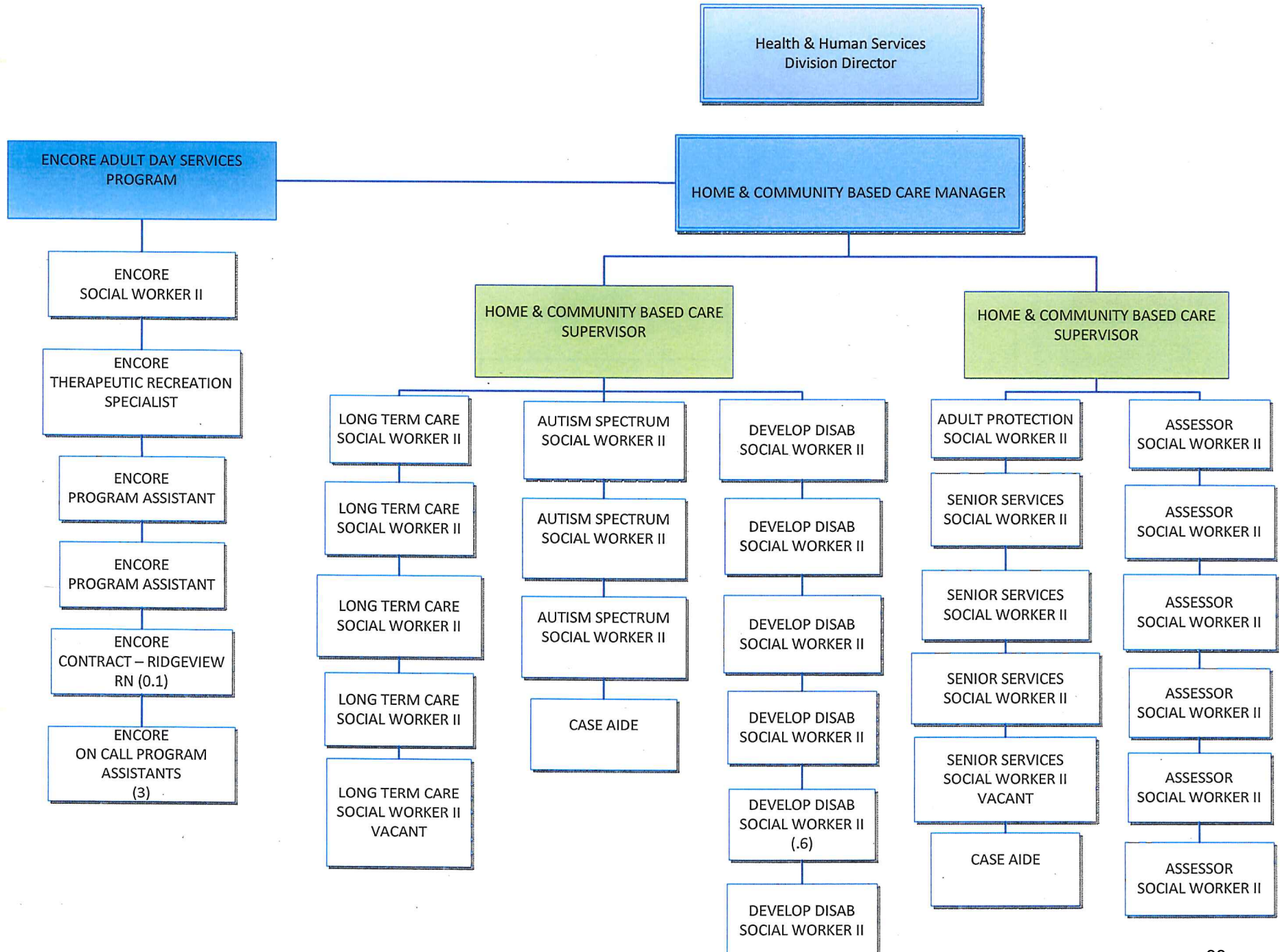
The costs of the above changes are as follows:

3.0 FTE MNChoices Social Worker II	\$225,000.00
1.0 FTE Waiver Social Worker II	\$ 75,000.00
1.0 FTE HCBC Unit Supervisor	\$105,000.00
1.0 FTE Encore Program Assistant	\$ 55,000.00
Total	\$460,000.00

All positions are fully funded through additional revenue and Federal reimbursements associated with each program. **No** County Levy Dollars are required.

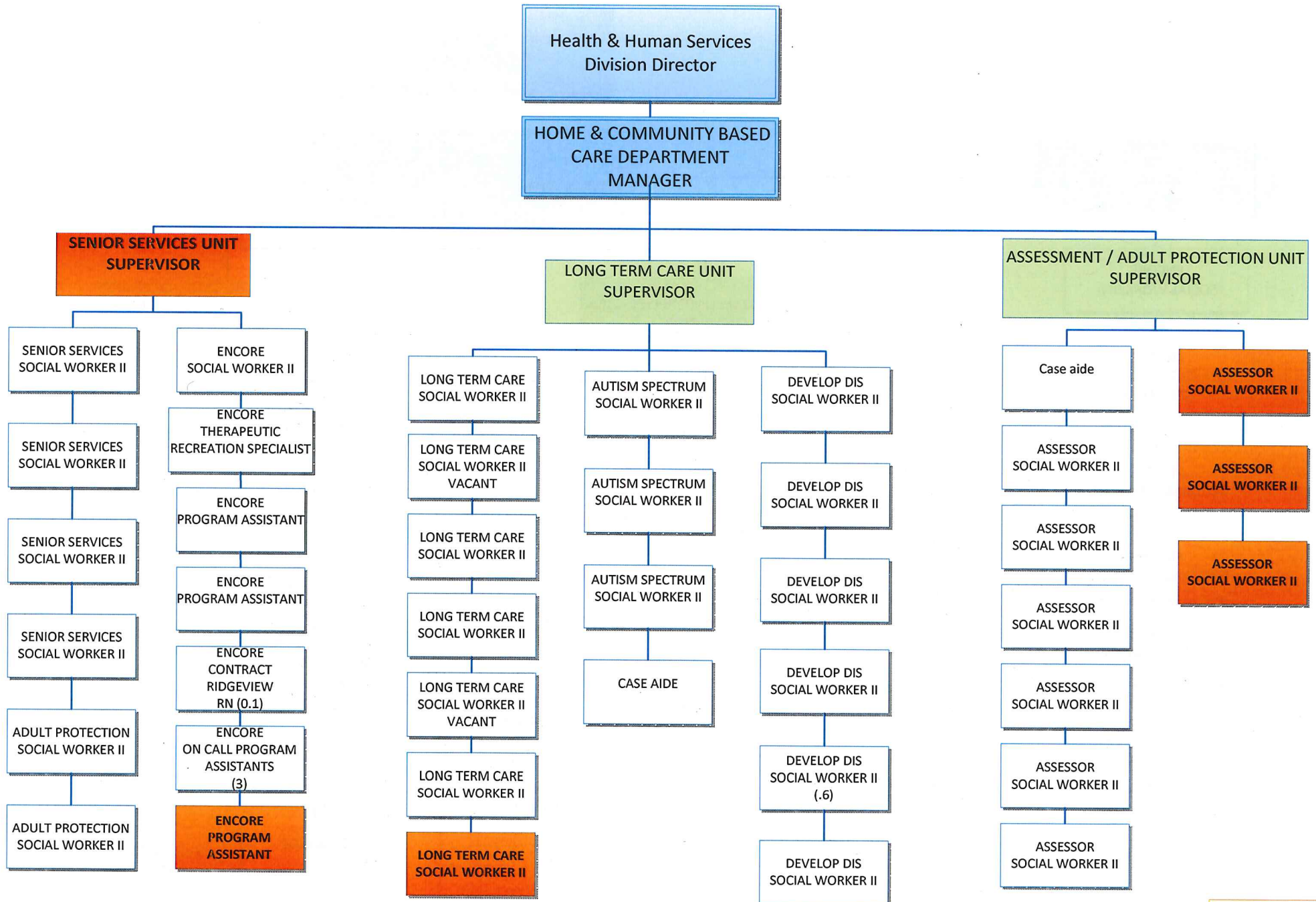
# Health & Human Services

## HOME & COMMUNITY BASED CARE DEPARTMENT



# Health & Human Services

## HOME & COMMUNITY BASED CARE DEPARTMENT PROPOSED



**NEW POSITION**



**Behavioral Health Department – Crisis Program**

Executive Summary

The current structure of the Crisis Program does not provide for adequate staffing coverage and administrative support. Three full time Crisis Therapist positions have gone unfilled for years due to difficulty staffing this role. The program has struggled to maintain adequate 24/7 mobile coverage.

To meet the coverage needs of the program, it is proposed to convert one unfilled Crisis Therapist (Grade 14) position to a Social Worker II (Grade 13) to answer Crisis phone calls on the overnight shift. A second Social Worker II with additional Crisis & Infrastructure Grant funds approved by the State specifically to fund a second position.

New Crisis & Infrastructure Grant funds were also approved by the State to hire a 1.0 Case Aide to perform data collection and reporting, due to increased requirements from the State in this area. This will allow Health care Navigators, currently performing this data function to focus on client centered revenue generating activities.

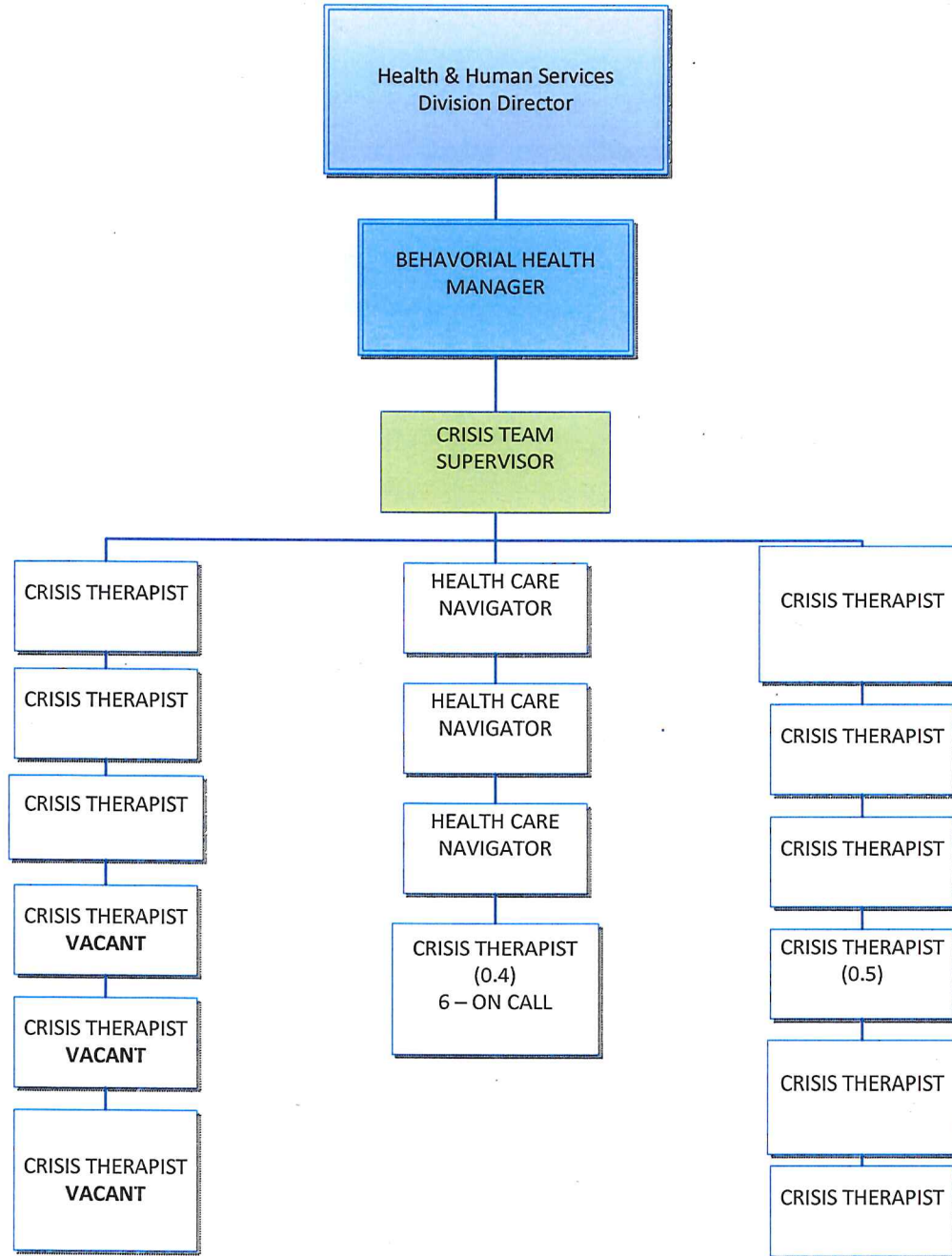
To meet the increased administrative needs of the program, it is proposed to convert a second unfilled Crisis Therapist position to a Crisis Unit Supervisor.

The costs of the above changes are as follows:

Convert Crisis Therapist to Social Worker II	\$ (13,500.00)
Convert Crisis Therapist to Unit Supervisor	\$ 16,500.00
1.0 FTE Social Worker II	\$ 75,000.00
1.0 FTE Case Aide	\$ 49,400.00
Total	\$ 127,400.00

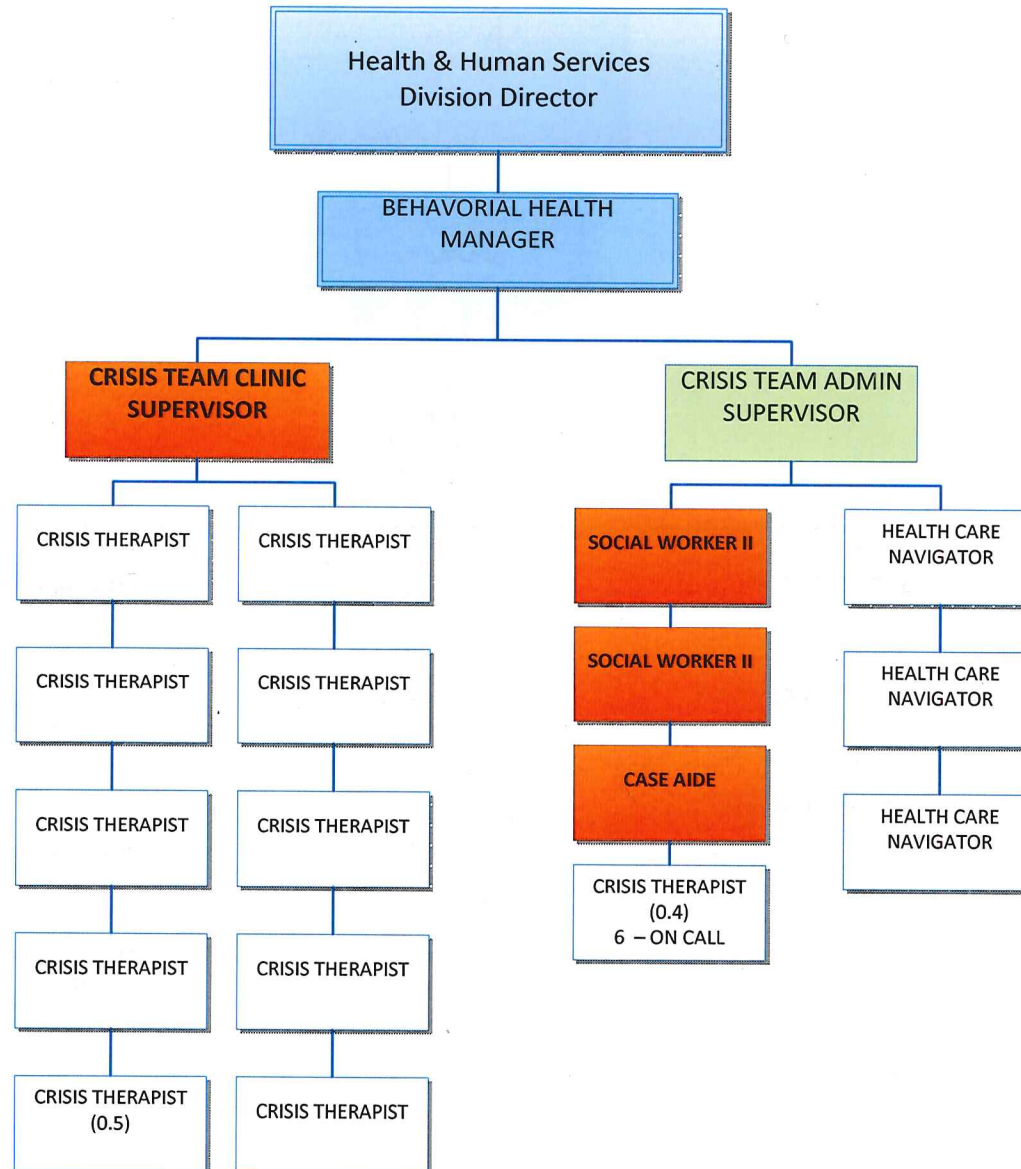
All positions are fully funded through the current budget, and additional Crisis & Infrastructure Grant dollars. **No** County levy dollars are required.

# Health & Human Services BEHAVIORAL HEALTH DEPARTMENT



# Health & Human Services

## BEHAVIORAL HEALTH DEPARTMENT PROPOSED



**NEW POSITION**

**Child and Family Department – Child Protection Program**

Executive Summary

To meet the increasing demands imposed by the State Child Protection Legislative Task Force, the State Legislature awarded Carver County \$378,000 in 2015 as an ongoing allocation to fund additional staff.

The Board approved using the funds to hire three Social Worker II’s and one Child and Family Unit Supervisor.

These hires have been made, but service demand continues to increase. The entire allocation amount received has not been spent. The state requires that the funds be fully expended in the allocation year.

Child Protection assessments and investigations continue to rise. Starting this year, the Courts require the use of the new eFile system. These have created new staffing pressures.

The best use of the remaining funds to meet increased workload demands is to increase the FTE of a vacant .6 FTE Social Worker II to 1.0 to conduct assessments. Convert a Social Worker II position to a Social Worker III to facilitate safety planning for more complex cases. Add a full time Case Aide to provide systems support.

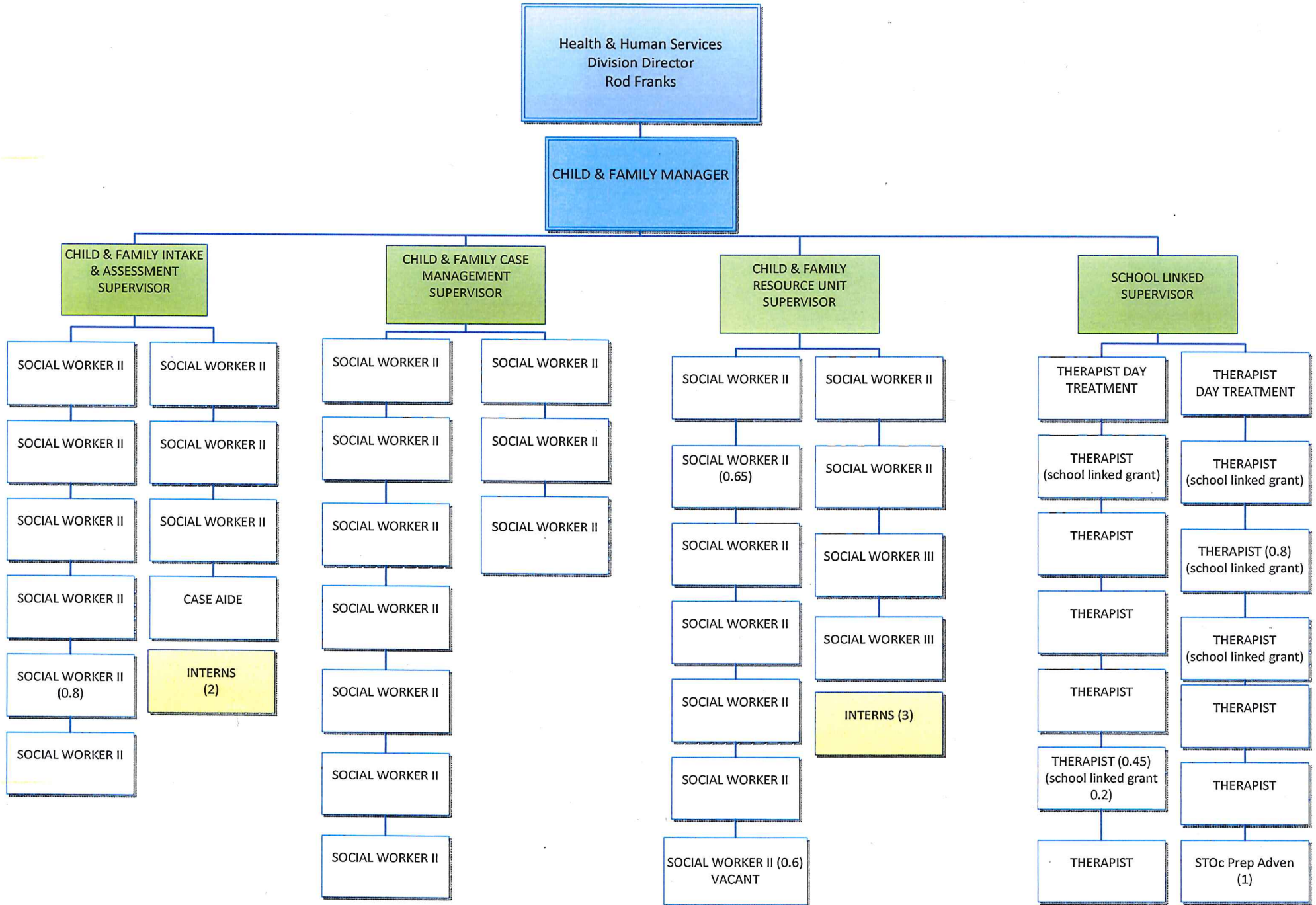
The costs for the above changes are as follows:

Increase .6 Social Worker II to 1.0	\$ 30,000.00
Convert SW II to SW III	\$ 13,500.00
1.0 FTE Case Aide	\$ 55,000.00
Total	\$ 98,500.00

Funding for these changes are accounted for in the current Child Protection allocation. **No** County Levy Dollars are required for these changes.



# Health & Human Services CHILD & FAMILY DEPARTMENT





New Position Request - CY 2016

12/28/2105

New Positions	Grade	FTE	Salary	Benefits	Total	FFP	Grant		INDIRECT	TOT REV	Net Cost	Revenue Sources
							REV 1	Earned REV 2				
Program Assisstant	9	1	\$36,600	\$18,400	\$55,000		\$25,000	\$ 30,000		\$55,000	\$0	United Way/Program Revenue
MNChoices SWII	13	3	\$150,000	\$75,000	\$225,000			\$225,000		\$225,000	\$0	LTSS Revenue
HCBC Unit Supervisor	17	1	\$75,000	\$30,000	\$105,000	\$8,400			\$96,600	\$105,000	\$0	LTSS Revenue
Crisis SWII	13	1	\$50,000	\$25,000	\$75,000	\$6,000	\$69,000			\$75,000	\$0	Crisis & Infrastructure Grant
Crisis Therapist to SWII	13	NA	-\$9,000	-\$4,500	-\$13,500					\$0	-\$13,500	
Crisis Therapist to Unit Supervisor	17	NA	\$11,000	\$5,500	\$16,500		\$ 3,000			\$3,000	\$13,500	Crisis & Infrastucture Grant
SWII to SWIII Child Protection	14	NA	\$9,000	\$4,500	\$13,500		\$13,500			\$13,500	\$0	Child Protection Grant
Case Aide	9	1	\$36,600	\$18,400	\$55,000	\$4,400	\$50,600			\$55,000	\$0	Child Protection Grant
HCBC SWII	13	1	\$50,000	\$25,000	\$75,000	\$6,000		\$ 69,000		\$75,000	\$0	Waiver Revenue
Case Aide	9	1	\$39,400	\$10,000	\$49,400	\$4,400	\$45,000			\$49,400	\$0	Crisis & Infrastucture Grant
<b>Subtotal</b>		9	\$448,600	\$207,300	\$655,900	\$29,200	\$206,100	\$324,000	\$96,600	\$655,900		
<b>Increase in Hours</b>												
CP SWII .6 to 1.0	13	0.4	\$20,000	\$10,000	\$30,000	\$2,400	27600					
<b>Subtotal</b>		0.4	\$ 20,000	\$ 10,000	\$ 30,000	\$ 2,400	27600			30000	\$ -	
<b>Delete Positions</b>												
<b>Subtotal</b>												
<b>Total</b>		9.4	\$ 468,600	\$ 217,300	\$685,900	\$ 31,600	233700	324000	96600	\$685,900	\$ -	

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: **Health and Human Services Division FTE Efficiency Alignment**

Department: **Health & Human Services**

Meeting Date: **1/19/2016**

Requested By: **Chuck Churchill**

- Fund:
- 01 - General
  - 02 - Reserve
  - 03 - Public Works
  - 11 - CSS
  - 15 - CCRRRA
  - 30 - Building CIP
  - 32 - Road/Bridge CIP
  - 34 - Parks & Trails
  - 35 - Debt Service

DEBIT		
Description of Accounts	Acct #	Amount
Salaries - FT	11-422-700-0000-6111	\$311,600.00
Cafeteria Contribution	11-422-700-0000-6121	\$96,000.00
Comp Abs	11-422-700-0000-6151	\$1,800.00
OPEB	11-422-700-0000-6150	\$6,440.00
Insurance	11-422-700-0000-6152	\$1,675.00
Medicare	11-422-700-0000-6155	\$3,600.00
PERA	11-422-700-0000-6162	\$17,231.00
FICA	11-422-700-0000-6172	\$19,319.00
Workers Comp	11-422-700-0000-6173	\$1,558.00
LTD	11-422-700-0000-6175	\$777.00
Salaries - FT	11-424-700-0000-6111	\$65,600.00
Cafeteria Contribution	11-424-700-0000-6121	\$16,200.00
Comp Abs	11-424-700-0000-6151	\$173.00
OPEB	11-424-700-0000-6150	\$1,226.00
Insurance	11-424-700-0000-6152	\$1,605.00
Medicare	11-424-700-0000-6155	\$960.00
PERA	11-424-700-0000-6162	\$5,080.00
FICA	11-424-700-0000-6172	\$4,105.00
Workers Comp	11-424-700-0000-6173	\$124.00
LTD	11-424-700-0000-6175	\$193.00
Client Program Costs	11-480-746-0000-6035	\$854,005.00
Salaries - FT	11-480-746-0000-6111	\$91,400.00
Cafeteria Contribution	11-480-746-0000-6121	\$16,200.00
Comp Abs	11-480-746-0000-6151	\$485.00
OPEB	11-480-746-0000-6150	\$1,467.00
Insurance	11-480-746-0000-6152	\$1,665.00
Medicare	11-480-746-0000-6155	\$1,426.00
PERA	11-480-746-0000-6162	\$7,831.00
FICA	11-480-746-0000-6172	\$5,976.00
Workers Comp	11-480-746-0000-6173	\$595.00
LTD	11-480-746-0000-6175	\$355.00
<b>TOTAL</b>		<b>\$1,536,671.00</b>

CREDIT		
Description of Accounts	Acct #	Amount
LTSS State	11-445-760-3015-53	\$160,800.00
LTSS Federal	11-445-760-3015-54	\$160,800.00
FFP	11-422-700-3015-54	\$17,113.00
United Way Funds	11-426-760-3490-58	\$25,000.00
CADI Adult State	11-445-761-0000-53	\$34,500.00
CADI Adult Federal	11-445-761-0000-54	\$34,500.00
Fees - MNSHO	11-426-760-3116-55	\$30,000.00
Client Program Costs	11-424-700-0000-60	\$92,553.00
AMHI State Revenue	11-480-741-0000-53	\$119,000.00
State Crisis Grant	11-480-746-0000-53	\$852,405.00
Fees McLeod County	11-480-746-0000-55	\$10,000.00
<b>TOTAL</b>		<b>\$1,536,671.00</b>

Insert additional credit item

Insert additional debit item

**Reason for Request:**

To recognize in the 2016 Budget the allocation for the new State Crisis Grant of \$981,405 and the associated staff and client costs along with the Home and Community Base Care staff additions and the Federal, State revenue and fees that offset the costs of these new positions.