

**Carver County Legislative Breakfast  
February 2, 2016 – 7:30 a.m.  
American Legion, Chanhassen**



Carver County Board of Commissioners  
February 2, 2016  
Regular Session  
County Board Room  
Carver County Government Center  
Human Services Building  
Chaska, Minnesota

***Please note revised time for this meeting***

PAGE

10:00 a.m.	1.	<ul style="list-style-type: none"> <li>a) <b>CONVENE</b></li> <li>b) <b>Pledge of allegiance</b></li> <li>c) <b>Public comments</b> - <i>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.</i></li> <li>d) New Employee Introduction ..... 1</li> </ul>	
	2.	Agenda review and adoption	
	3.	Approve minutes of January 19, 2016, Regular Session .....	2-4
	4.	Community Announcements	
10:05 a.m.	5.	<b>CONSENT AGENDA</b>	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
		5.1 Approval of the annual mental health crisis response grant award .....	5
		5.2 Retainage Reduction for CSAH 10 Reconstruction Project (SP 010-610-046) .....	6
		5.3 CY 2016 Adult Mental Health Grant .....	7
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
		5.4 Charitable Gambling Application for a Premises Permit-Delano Youth Hockey Association .....	8
		5.5 Relocation Agreement for CSAH 30 Bridge No. 10548 Construction Project with Great River Energy.....	9
		<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>	
		5.6 Carver County WMO - City of Mayer Request for Extension of Project Funds .....	10-12
		5.7 CCWMO - Amendment to Water Management Plan: Updated Project List.....	13-14
		5.8 2016 Natural Resource Block Grant (NRBG).....	15-16
		5.9 Approval of Carver County Groundwater Plan .....	17-19
		5.10 Lake Waconia Solar LLC (Community Energy Solar) - Essential Service/Solar Energy .....	20-24

*Culture: Provide an organizational culture which fosters individual accountability to achieve goals*  
5.11 Request for Out of State Conference Travel ..... 25

*Finances: Improve the County's financial health and economic profile*  
5.12 Review Social Services/Commissioners Warrants ..... NO ATT

10:10 a.m. **6. CONNECTIONS: Develop strong public partnerships and connect people to services and information**  
6.1 Health and Human Services Division FTE Efficiency Alignment ..... 26-37

10:20 a.m. **7. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**  
7.1 **Closed Session** - Closed Session to Discuss the County Administrator Annual Performance Evaluation ..... 38

10:40 a.m. **ADJOURN REGULAR SESSION**

10:40 a.m. **BOARD REPORTS**  
1. Chair  
2. Board Members  
3. Administrator  
4. Adjourn

David Hemze  
County Administrator

**UPCOMING MEETINGS**

February 9, 2016	No Meeting
February 16, 2016	4:00 p.m. Board Meeting
February 23, 2016	9:00 a.m. Work Session
March 1, 2016	9:00 a.m. Board Meeting
March 8, 2016	No Meeting
March 15, 2016	4:00 p.m. Board Meeting

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Planning & Water Management New Employee Introductions**

Primary Originating Division/Dept: <input type="text" value="Public Services - Planning &amp; Water Mgmt"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Paul Moline"/> Title: <input type="text" value="PWM Manager"/>	Item Type: <input type="text" value="New Employee Intro"/>
Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: <input type="text" value="Paul Moline"/> Title: <input type="text" value="PWM Manager"/>	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 PWM Dept has filled a new vacancy and, with the Board's prior approval, expanded a part-time Water Management Organization (WMO) employee's hours to full-time. We will introduce Andrew Dickhart, our new AIS Program Coordinator, and Andrew Edcumbe, Water Resource Assistant.

**ACTION REQUESTED:**

No action requested.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2016 - 3747

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on January 19, 2016. Chair James Ische convened the session at 4:02 p.m.

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

Members absent: None.

The following amendment was made to the agenda:

#### 6.2 Advisory Committee Appointment

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

Workman moved, Lynch seconded, to approve the minutes of the January 5, 2016, Organizational Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Approved the 2016 police service contracts for the Township of Laketown and the Cities of Chanhausen, Carver, Cologne, Hamburg, Mayer, New Germany, Norwood Young America, Victoria, Waconia and Watertown.

Authorized the Sheriff's Division 2015 Urban Area Security Initiative Grant contract with the State of Minnesota, Division of Homeland Security and Emergency Management, subject to contract review by the County Attorney/Risk Management and related budget amendment.

Contract with State of Minnesota to purchase computers in the Sheriff's Office squad cars pending finalization of the contract review process.

Resolution #04-16 Awarding the Bridge No. 10548 Construction Project, Carver County Contract 15-616.

Grant Agreements SG-03567 and SG-03564 with Metropolitan Council pending finalization of the contract review and related Parks budget amendment.

Contract with DataLink Corporation pending completion of the contract review process.

Approved the proposal to restructure the Carver County Water Management Organization Advisory Committee.

Contract with High Line Corporation pending finalization of the contract review process.

Reviewed January 12, 2016, Community Social Services' actions/Commissioners' warrants in the amount of \$599,245.76 and reviewed January 19, 2016, Community Social Services' actions/Commissioners' warrants in the amount of \$495,355.80.

Motion carried unanimously.

Dave Hemze, County Administrator, pointed out the contributions of the advisory committee members and explained time was being set aside to thank those members who have reached their term limits.

Paul Moline, Water Management, recognized the contributions of Scott Hoese, Scott Smith and Bill Monk for their work on the Water, Management Organization Committee. Heidi Hoks, Library, highlighted the contributions of Mark Peterson who served on the Library Board. Marty Walsh, Parks, pointed out the dedication of Tom Herrmann in serving on the Park Commission.

The Board thanked each of the members for their work and presented each with a plaque recognizing their accomplishments.

The Board considered an appointment to the Library Board.

Workman moved, Degler seconded, to appoint Gwen Kuhrt, to the Carver County Library Board to represent Commissioner District #2. Motion carried unanimously.

Pat Lambert, Public Works, requested the Board approve an agreement for right of way acquisition on CSAH 11. He noted this was another negotiated settlement on the CSAH 11 project and reviewed the terms.

Workman clarified he would be abstaining as he had family living within the area.

Lynch moved, Degler seconded, to approve a Stipulation for Settlement agreement with Joseph J. Wickenhauser and to authorize the Chair to sign. Degler, Ische, Lynch, Maluchnik voted aye. Workman abstained. Motion carried.

Martin Walsh, Parks, requested the Board approve an agreement of sale for Coney Island.

He explained the acquisition of Coney Island was consistent with local and regional planning documents and consistent with the Norman and Ann Hoffman Charitable Pledge and Donation Agreement. Walsh pointed out the Master Plan amendment was completed making the property part of the regional planning system and eligible for funding. He identified park acquisition opportunity funding and related funding request. He clarified Met Council did approve funding and reviewed near term and long term financing.

Lynch moved, Workman seconded, to approve the Agreement of Sale with Trust for Public Land and the authorization to close on Coney Island and sign all related documents. Motion carried unanimously.

The Board recognized the incredible gift to Carver County and the generosity of the Hoffmans.

Walsh noted the well-attended open house held last week on Coney Island and updated the Board on the next steps.

Kerie Anderka, Employee Relations, requested the Board adopt a Resolution defining the 2016 pay for performance system and range adjustment.

She pointed out the number of bargaining units participating in pay or performance. She stated pay for performance recognizes excellence and retains and attracts top talent. Anderka reviewed history related to wage range adjustments over the past five years. She stated they looked at wage information data that included cities, counties and the private sector. Anderka indicated she was recommending a 2.75% range increase for employees participating in pay for performance.

Maluchnik offered the following Resolution, seconded by Degler:

Resolution #05-16  
Defining 2016 Employee Pay for Performance

On vote taken, all voted aye.

Lynch moved, Degler seconded, to adjourn the Regular Session at 4:40 p.m. and to go into a work session regarding Health and Human Services Division FTE efficiency alignment. Motion carried unanimously.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of the annual mental health crisis response grant award**

Primary Originating Division/Dept: <input type="text" value="Health &amp; Human Services"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Gary Norman"/> Title: <input type="text"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Annual renewal of the DHS grant award to provide 24/7 mental health crisis services in Carver and Scott counties, and to assist McLeod county in building similar capacity. The mission of the Carver and Scott Mental Health Crisis Program is to provide immediate and intense community-based service as an alternative/prevention to higher level care; stabilize the immediate crisis and help to restore a pre-crisis level of functioning; and promote resiliency, hope and access to treatment and services. Carver County is the programmatic and fiscal agent for this service with our partner counties.

**ACTION REQUESTED:**

Request approval of the annual Carver and Scott Crisis Grant award in the amount of \$971,405

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

**Related Financial/FTE Comments:**

Budget amendment included with RBA 3724

*Office use only:*

RBA 2016 - 3746

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Retainage Reduction for CSAH 10 Reconstruction Project (SP 010-610-046)**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Scott A. Smith"/> Title: <input type="text" value="Design 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 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:**

CSAH 10 Reconstruction Project is located between CSAH 30 to TH 7 (SP 010-610-046).

The work for this project is being done under Contract # 15-201. The majority of this project was completed during the 2015 construction season. Some minor finishing work and punchlist items remain to be done in 2016 before completion.

Per the contract, retainage for this project is 5.0%. Mathiowetz Construction Company is requesting to reduce the 5.0% retainage to 1.5%. The request to reduce and release retainage is appropriate and based on the project specifications and staff's evaluation of the remaining items to be completed, it is staff's recommendation to lower the 5.0% retainage to 1.5%.

**ACTION REQUESTED:**

Approve the reduction of contract retainage to 1.5% of the completed work for the CSAH 10 Reconstruction Project (SP 010-610-046) to Mathiowetz Construction Company.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2016 - 3754



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**CY 2016 Adult Mental Health Grant**

Primary Originating Division/Dept: <input type="text" value="Health &amp; Human Services - Administration"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Rod Franks"/> Title: <input type="text" value="Health and Human Services Director"/>	Item Type: <input type="text" value="Consent"/>
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="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

This is the annual renewal of Adult Mental Health Grant. Funds from this grant are used to support the Community Support Program in Carver County. This program serves residents who are in need of case management and other services due to a diagnosis of Serious and Persistent Mental Illness (SPMI).

**ACTION REQUESTED:**

Motion to approve receipt of the CY 2016 Adult Mental Health Grant in the amount of \$481,855.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> AMH Grant <span style="float: right;">\$481,855.00</span> <b>Total</b> <span style="float: right;">\$481,855.00</span> <input type="checkbox"/> Insert additional funding source
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

**Related Financial/FTE Comments:**

No budget amendment required. Funds are already accounted for in the 2016 budget.

*Office use only:*

RBA 2016 - 3764

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Charitable Gambling Application for a Premises Permit-Delano Youth Hockey Association**

Primary Originating Division/Dept: <input type="text" value="Property &amp; Financial Services"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Sarah Rivers"/> Title: <input type="text" value="Elections &amp; Customer Service Te"/>	Item Type: <input type="text" value="Consent"/>
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:**

A Charitable Gambling application for an Annual Premises Permit was received from the Delano Youth Hockey Association. They plan to begin selling Pull-Tabs and doing Tipboards at B's on the River located at 1455 County Rd 27, Watertown, MN 55388.

**ACTION REQUESTED:**

Approval to issue a Premises Permit to the Delano Youth Hockey Association for Pull-Tabs and Tipboards for one year.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/> <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 - 3772

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Relocation Agreement for CSAH 30 Bridge No. 10548 Construction Project with Great River Energy**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="2/2/2016"/>
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 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:**

Carver County is replacing Bridge 7118 over Crane Creek (Joint Ditch #1). The project includes raising the bridge above the high-water elevation and widening the roadway to meet State Aid Standards. Great Rivers Energy owns and operates a transmission line on a utility easement within the project limits. Construction will encroach on the transmission line and requires relocation of power polls. Great Rivers Energy is requiring a signed relocation agreement and payment of \$40,956 before work will begin. Due to the tight time frame an exact relocation plan is not completed at this time. The \$40,956 payment is an estimate for the work to be completed, the county will be responsible for anything over that dollar amount or will be reimbursed for over payment. Carver County has already paid \$5,000 for Great Rivers Energy to develop a relocation plan. Bridge construction is slated to begin February 15 and power pole relocation is necessary for the roadway widening to occur.

**ACTION REQUESTED:**

Approve contract with Great River Energy, in the amount of \$40,956.00, pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> <b>County Dollars =</b> <input type="text"/> CSAH Construction Reg <input type="text" value="\$40,956.00"/> <b>Total</b> <input type="text" value="\$40,956.00"/> <input checked="" type="checkbox"/> Insert additional funding source
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

**Related Financial/FTE Comments:**

Great River Energy will not proceed with work until Carver County signs the agreement and pays the estimated cost to move the power poles. The contractor for the bridge construction intends to begin the bridge removals on or around February 15th and this contract is needed so that we do not delay that work.

*Office use only:*

RBA 2016 - 3783

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County WMO - City of Mayer Request for Extension of Project Funds**

Primary Originating Division/Dept: <input type="text" value="Public Services - Planning &amp; Water Mgmt"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Paul Moline"/> Title: <input type="text"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

The Carver County Water Management Organization (CCWMO) approved funding for the Mayer Wetland restoration project in 2009. The project is led by the City of Mayer and has been delayed multiple times by the City and, more recently, by State and Federal permitting. At this time, all permitting approvals have been received for the project, but contractors were not able to start construction due to the warm Nov-Dec. The City has requested (see attachment) that the CCWMO extend the original funded cost share amount to the end of 2016. This will enable the City to complete construction on the project. The staff supports this request.

**ACTION REQUESTED:**

Motion to extend and allocate \$50,000 of CCWMO project funds for the City of Mayer Wetland Restoration Project to the end of 2016.

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/> <i>If "Other", specify:</i> <input type="text" value="part of WMO fund balance to be rolled to 2016"/>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td><input type="text"/></td> </tr> <tr> <td>CCWMO</td> <td style="text-align: right;">\$50,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$50,000.00</b></td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	<b>County Dollars =</b>	<input type="text"/>	CCWMO	\$50,000.00	<b>Total</b>	<b>\$50,000.00</b>
<b>County Dollars =</b>	<input type="text"/>						
CCWMO	\$50,000.00						
<b>Total</b>	<b>\$50,000.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>							

**Related Financial/FTE Comments:**

Funds are budgeted in the CCWMO project fund and have been allocated to this project since 2009.

*Office use only:*

RBA 2016 - 3733

## Paul Moline

---

**From:** Luayn Ruch-Hammond <cityadmin@frontiernet.net>  
**Sent:** Friday, December 18, 2015 1:23 PM  
**To:** Paul Moline  
**Cc:** Tim Lynch  
**Subject:** WENR Funds

Paul,  
The City of Mayer is requesting an extension of the WENR funds for the Mayer Wetland Project.

The City finally received approval from BWSR in November.

The City is hopeful that the contractor will be installing storm sewer pipe within a couple of weeks. Also, Prairie Restoration has completed a vegetation kill and is planning on conducting a burn of the property.

The City respectfully requests an extension of the funding until December 2016.

Luayn Ruch-Hammond  
City Administrator  
City of Mayer  
952-657-1502

DOCUMENT 00550 - NOTICE TO PROCEED

(To be executed after Agreement, Bonds and Insurance Certificates are approved)

To: Schneider Excavating & Grading, Inc.  
405 S. Central Ave.  
Young America, MN 55397  
\_\_\_\_\_

Date: August 13, 2015  
Project : Wetland Restoration  
City of Mayer  
Mayer, MN  
BMI Number C13.102839

You are hereby notified to commence WORK in accordance with the Agreement dated August 13, 2015. The Contract Time shall commence to run on August 13, 2015. WORK shall proceed in accordance with the dates set forth in Article 3 of the Agreement and all other provisions of the Contract Documents.

City of Mayer

Mayer

BY: *Shawn Rich-Hammond*  
TITLE: City Administrator

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by Schneider Excavating & Grading  
this, the 19th day of August, 2015.

BY: *[Signature]*  
TITLE: V. President

\*\*\*\*END OF SECTION\*\*\*\*

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**CCWMO - Amendment to Water Management Plan: Updated Project List**

Primary Originating Division/Dept: <input type="text" value="Public Services - Planning &amp; Water Mgmt"/>	Meeting Date: <input type="text" value="2/2/2016"/>
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	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

The Carver County Water Management Organization (CCWMO) Water Plan, adopted in 2010, contains a list of projects that the CCWMO intended to construct/complete using CCWMO levy funds or outside grant funding. The staff developed an updated Water Plan project list, which was preliminarily approved by the Board in 2014. Updating the project list is considered a minor amendment to the CCWMO Plan amendment. It was submitted in 2015 and completed by the State Board of Water and Soil Resources (BWSR) in 2015. BWSR has requested that the Board complete approval of the updated project list/Water Plan Amendment. The staff has sent draft changes to the project list separately to the Board, and a summary memo of project changes is attached.

**ACTION REQUESTED:**

Motion to approve the amendment to CCWMO Water Management Plan.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> <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:

*Office use only:*

RBA 2016 - 3748



## Memo

**To:** Carver County Board of Commissioners, David Hemze  
**From:** Paul Moline, Carver County Water Management  
**Date:** January 15, 2016  
**Re:** **CCWMO Water Management Plan Amendment: Updated Project List**

**cc:** Tom Vellenga

**Enclosures:** none

---

The Carver County Water Management Organization (CCWMO) Water Plan, adopted in 2010, contains a list of projects that the CCWMO intended to construct/complete using CCWMO levy funds or outside grant funding. The list became outdated and is in need for an update. The staff has developed an updated Water Plan project list. Maintaining an up-to-date project list will enable the CCWMO to better compete for grants and other sources of funding.

The updated project list was released for public comment in March 2014 to representatives of State Agencies, and Cities and Townships within the county. No comments were received. A public hearing was held on April 28, 2015. No comments were received. The CCWMO Advisory Committee recommended that the updated project list be forwarded to the Board of Water and Soil Resources (BWSR) and County Board of Commissioners for adoption.

The updated project list is considered a plan amendment and was submitted to BWSR for a 90-day review and approval period. The amendment was approved by BWSR in 2015.

### Summary of Changes to the Project List

The project and potential project list (Tables 4-3 and 4-4) from the 2010 Water Plan contained 45 projects. As part of the update process, Tables 4-3 and 4-4 have been combined into one project list and the following changes are proposed:

- **26 projects are proposed for removal** from the original list. Eight projects were removed because they have been completed. 13 proposed wetland restoration projects were removed because a study to prioritize potential wetland restoration sites will be completed in 2014 with the highest priority projects added back to the list. The remaining five projects were removed from the list for a variety of reasons (lack of partner interest, etc.)
- **19 projects from the 2010 lists remain.**
- **23 new projects** are proposed to be added to the list. New projects take into consideration feasibility studies, TMDL studies and implementation plans, and local (city) water plans completed since the adoption of the WMO's Water Plan in 2010.
- **8 projects completed** since the adoption of the plan in 2010 are now shown in Table 4-4. Completed Projects.





# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:**  
2016 Natural Resource Block Grant (NRBG)

Department: Public Services - Planning & Water Mgmt

Meeting Date: 2/2/2016

- 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:  
Paul Moline

DEBIT		
Description of Accounts	Acct #	Amount
Professional and Technical Fees for Service	1-123-124-1580-6260	\$28,778.00
<b>TOTAL</b>		\$28,778.00

CREDIT		
Description of Accounts	Acct #	Amount
BWSR Grant Revenue	1-123-124-1580-5...	\$28,778.00
<b>TOTAL</b>		\$28,778.00

Reason for Request:  
 Required match is provided by existing staff time expended in the normal operation of the program areas and by budgeted Carver County WMO expenditures. Estimated grant amounts were included for most of these programs in the 2016 Adopted Budget. A budget amendment is requested to add the remaining grant amount of \$28,778 to the department's budget.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Carver County Groundwater Plan**

Primary Originating Division/Dept: <input type="text" value="Public Services - Planning &amp; Water Mgmt"/>	Meeting Date: <input type="text" value="2/2/2016"/>
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	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text" value="Planner"/>	
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

The County Board identified the development of the update to the County Groundwater Plan as an objective of the 2014 Strategic Plan. Per this direction, and the implementation direction in both the 2030 County Comprehensive Plan and the Carver County Water Management Organization (CCWMO) Water Management Plan, the staff has prepared a Final County Groundwater Plan. The Groundwater Plan defines Carver County's role in groundwater resource management for the next ten years by identifying goals and actions the County will take over the life of this plan. The staff has discussed the draft plan with the Board in 2015 at its July 21, August 4, and Oct 2 meetings. At its November 3rd meeting, the Board held a public hearing and directed staff to submit the plan for final state agency review. The Board of Water and Soil Resources has completed state agency review and approved the County's plan on Jan 27, 2016. A summary of the plan is attached. The final plan will be made available on the County website upon Board adoption.

**ACTION REQUESTED:**

Motion to adopt the Carver County Groundwater Plan, 2016-2025.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2016- 3769

# EXECUTIVE SUMMARY: CARVER COUNTY GROUNDWATER PLAN [2016 – 2025]

## Purpose

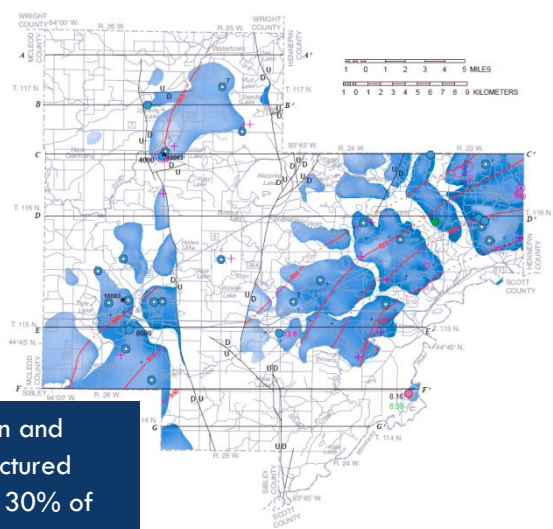
The Carver County Groundwater Plan supports implementation of both the Carver County 2030 Comprehensive Plan and the Carver County Watershed Management Organization (CCWMO) 2010-2020 Comprehensive Water Resources Management Plan (Water Plan). This Groundwater Plan defines Carver County’s role in groundwater resource management for the next ten years by identifying goals and actions the County will take over the life of this plan. Contents of the plan address guidance provided for County groundwater plans in Minn. Statute 103B.255.

## County Groundwater Resources

Carver County is poised for the fastest rate of population growth in the Twin Cities Metro through 2040. Township land use and zoning policies established in the 1960’s will continue to guide growth to Cities and preserve Carver County’s rural nature and agricultural economy. Growth in the County’s Cities will increase demand on municipal wells that draw water from aquifers deep below the surface. Rural residents will continue to draw water from private groundwater wells located closer to the surface.

Some key characteristics of Carver County’s subsurface geology and groundwater supply:

- Aquifers in the County which are useful for domestic water supply include the glacial drift, the Prairie du Chien-Jordan, the Tunnel City-Wonewoc, and the Mt. Simon.
- The County’s bedrock geology includes a number of alternating water supplying aquifer layers and confining layers that protect aquifer layers from surface contamination, but also prevent recharge. No layer completely stops vertical water movement.
- Precipitation impacts surface aquifer levels that serve many small private wells.
- Carver County’s deep aquifers have very low recharge rates due in part to surficial clay soils that have high runoff potential when thoroughly wet.
- Feedlots are likely to produce runoff contaminated with animal waste, sediment, and other pollutants that can potentially harm surface and ground waters.
- Properly sealing abandoned wells is necessary to prevent contamination from surficial and subsurface contaminants.



The Prairie du Chien and Jordan Aquifers (pictured left) provide about 30% of the County’s total drinking water supply.

## Carver County's Role

Carver County intends to support established groundwater management stakeholders through limited and strategic involvement focused on addressing identified gaps. The County's role will complement the many existing stakeholders operating at the state, regional, local, and private levels. The County has focused its strategies around four key roles:

1. Planning
2. Education
3. Cost Share
4. Research & Monitoring

## Goals/Objectives

In line with the County's 2030 Comprehensive Plan, successfully meeting goals depends on "the partnership and collaboration of all of Carver County's stakeholders, Cities and Townships, citizens, and decision-makers working in concert toward a common goal." Carver County has set three overarching goals with supporting objectives, and implementation strategies to focus its groundwater management roles.

The following summarizes goals and objectives.

**Goal 1:** Prevent groundwater contamination to protect public health, avoid adverse environmental impacts, and provide high quality water resources that support current and future populations and economic activity.

- Objective:** Coordinate groundwater quality data resources
- Objective:** Monitor groundwater quality
- Objective:** Prevent adverse health impacts

**Goal 2:** Ensure the County's groundwater supply continues to meet current demand without compromising aquifer viability, economic growth and development, and the ability of future generations to meet their water supply needs.

- Objective:** Coordinate groundwater quantity data resources
- Objective:** Monitor groundwater quantity
- Objective:** Preserve water supplies and groundwater dependent natural resources

**Goal 3:** Protect groundwater dependent natural resources like the Seminary Fen and Assumption Creek from the impacts of groundwater withdrawals and groundwater contamination.

- Objective:** Increase the County's understanding of groundwater and surface water interactions
- Objective:** Increase public awareness about groundwater dependent natural resources

Strategies are detailed in the Groundwater Plan for each objective, and define actions the County will implement.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Lake Waconia Solar LLC (Community Energy Solar) - Essential Service/Solar Energy**

Primary Originating Division/Dept: <input style="width: 90%;" type="text" value="Public Services - Land Mgmt."/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Jason Mielke"/> Title: <input type="text" value="Senior Planner"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

File #PZ20150060. The Planning Commission recommended approval of a Conditional Use Permit (CUP) for Lake Waconia Solar, LLC (Community Energy Solar) for a Community Solar Garden (CSG) proposed for the Ronald & Mariam Hilk property in Section 10 of Waconia Township. The applicant, Joel Thomas, is requesting authorization to construct, operate (by lease), and maintain up to a two (2)-Mega-Watt (MW) CSG as an Essential Service - CUP on the subject property. The request is being proposed as part of the Xcel Energy's CSG Program, which was established by the State of Minnesota in 2013. The energy contract with Xcel Energy for this program is for a minimum of 25 years. The property owners have signed a long-term contract with the developer, and the project has been submitted to Xcel Energy's CSG Program. The garden consists of 15 acres of solar modules (panels) located on a fixed ground mounted racking system, inverter pads, and metering equipment. (The exact panel, array, inverter, and electrical interconnection configuration and dimensions may change based on the actual equipment and manufacturer selection.) The CSG would be installed and maintained in accordance with the Renewable Energy standards of the Zoning Code. Those standards would include noise mitigation, decommissioning, setbacks, building code, and the like. The Waconia Town Board reviewed the request and commented on it. It did not provide a formal recommendation.

**ACTION REQUESTED:**

A motion to adopt the Findings of Fact and issue Order #PZ20150060 for the issuance of the Conditional Use Permit.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <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:

*Office use only:*

RBA 2016 - 3771

COUNTY OF CARVER  
*PLANNING COMMISSION RESOLUTION*

**FILE #: PZ20150060**

**RESOLUTION #: 16-01**

WHEREAS, the following application for a Conditional Use Permit has been submitted and accepted:

**FILE #:** PZ20150060

**OWNER/APPLICANT:** Ron Hilk/Lake Waconia Solar LLC

**SITE ADDRESS:** 7025 Co Rd 10 N Waconia 55387

**PERMIT TYPE:** Essential Service – Solar Energy

**PURSUANT TO:** County Code, Section 152.039 B 2(b),  
Section 152.050 and 152.052

**LEGAL DESCRIPTION:** See attached Exhibit "A"

**PARCEL #:** 09-010-2510

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of January 19, 2016; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. The subject property (approximately 68.93 acres) is owned by Ronald & Miriam Hilk and is located in the East Half (E½) of the Northeast Quarter (NE¼) of Section 10, Waconia Township. The proposed request is located on 15 acres of the 68+ acre parcel which consists of agricultural production land and is located in the Agricultural Zoning District and the CCWMO (Carver River watershed).
2. The applicant, Lake Waconia Solar, LLC (Community Energy Solar), is requesting to construct, operate (by lease) and maintain up to a two (2) Mega-Watt (MW) Community Solar Garden as an Essential Service - Conditional Use Permit (CUP) pursuant to Section 152.039 and 152.052 of the Carver County Zoning Code, from the subject parcel. The request is being proposed as part of Xcel Energy's Community Solar Garden program, which was established by the State of Minnesota in 2013. The energy contract with Xcel Energy for this program is for a minimum of 25 years.
3. Community Solar Gardens (CSG) were authorized under a 2013 Minnesota energy law which mandates investor-owned utilities to get 1.5% of their electricity from solar by 2020. Xcel Energy is authorized by law to offer solar garden projects.
4. The Carver County Zoning Code, Section 152.050 – Essential Services, allows for public and quasi-public uses such as utilities that service a public need, or are deemed beneficial or essential to the public health and safety. The proposed request is considered a Large Solar Energy System (SES) based on the fact that the current (DC) rate capacity exceeds 100 kilowatts and will produce energy which will be added to Xcel Energy's existing grid system. Therefore, a CUP is required pursuant to Section 152.039 and 152.052 of the Zoning Code.
5. Lake Waconia Solar is proposing to develop and install an up to 2 MW solar garden. This garden will consist of 6,000 to 8,000 solar modules (panels), each approximately 3½ x 6 feet in size. The modules are mounted on a fixed racking system and may reach a height of approximately 8-10 feet above grade and the lowest height of approximately 3½ feet. As proposed, the site will have multiple inverters and a pad with metering equipment, as well as, an internet modem tower in the southwest corner of the operational area. The exact panel, array, inverter and electrical interconnection configuration and dimensions may change based on the actual equipment and manufacturer selection. However, the ultimate panel/fencing locations must remain within the approved site plan. Electrical lines would be run underground to the inverter(s) and/or metering pad. According to the applicant, the existing topography is suitable for the project; however, moderate grading may be required pursuant to the final engineering design. The energy produced from the site

will be fed into the an existing distribution line which is located on the west side of the proposed operational area, so no new distribution line(s) will need to be constructed along County Road 10.

6. The solar garden site will operate 24 hours and day, 365 days a year (for 25 years) after construction has been completed. During construction, operating hours will be between sunrise and sunset and would most likely occur during non-winter months; however, construction activity may occur during the winter months depending on weather. After construction, there would be limited traffic reporting to the site. In addition to mowing or vegetation management, a 2 person crew will report to the site (1 or 2 times a month) to do equipment checks and provide routine site maintenance. A crew of workers may report to the site annually to complete cleaning of the panels as needed. According to the applicant, the site will be designed, approved, maintained, monitored and inspected to ensure safety, reliability and security. Multiple levels of third party inspections and tests will be performed to ensure system reliability and safety. All other operations will be done remotely using a Supervisory Control and Data Acquisition (SCADA) system that communicates via the Internet. A monopole tower may need to be constructed in order to transmit/communicate from the site; however, a tower structure in excess of 100 feet shall be permitted only upon the issuance of a separate Conditional Use Permit (CUP).
7. The applicant is proposing to erect a 6-8 foot agricultural or chain link fence (w/added security measures) around the entire operational area for screening/security/safety reasons. The applicant has reviewed screening options and has indicated that there are physical challenges on the site due to the existing topography. The proposed site is located on the west side of the property in order to provide a visual buffer from the higher road elevation of County Road 10.
8. The applicant has indicated that they selected the subject property because of its solar resource, physical characteristics, and proximity to the existing electrical infrastructure/distribution lines. The landowner has signed a long term lease agreement with Lake Waconia Solar, and an application for the project has been submitted to Xcel Energy's Community Solar garden program.
9. Lake Waconia Solar has indicated that there is a decommissioning plan in place to insure there are sufficient funds to provide cleanup and restoration of the site. Due to the sensitive nature of the information in the lease, only the cover sheet has been provided in the application. The applicant has indicated that there are no hazardous materials used for the solar garden, minimal concrete foundations used, and there is significant salvage value of the solar panels and components. Given steel, copper and aluminum salvage pricing, there is natural incentive to realize value for unused equipment.
10. The applicant intends to utilize an existing field access to the site, via the location off of County Road 10. It is the responsibility of the Permittee to contact the road authority, Carver County Public Works Division, to discuss the access location and comply with any/all permitting requirements, if applicable. Darin Mielke, the County Public Works Assistant Director, has reviewed the request and indicated that there doesn't appear to be any concerns based on the submitted proposal.
11. Prior to any construction activity, the Carver County Planning and Water Management Department (CCWMO) and Carver Soil & Water Conservation District (SWCD) will be reviewing/approving the project with respect to the County Water Rules (Chapter 153), and for site stabilization requirements and Best Management Practices (BMP's).
12. The applicant has indicated that the vegetative cover within the operational area will consist of a seed mix with pollinator friendly native low growing plants/grasses to maintain ground cover, preserve or improve existing conditions and provide habitat for pollinator species. The cover within the operational area will be kept short, less than 3 feet in height, and will be mowed or cut as needed.
13. The Carver County Zoning Code has a recently updated standard which require foundation posts to be installed using noise mitigating equipment such as a vibrating post driver or any other noise reduction method as may be stipulated by the CUP, with which the applicant will need to comply.



14. The applicant is planning to construct an approximate 2' x 3' sign(s), on the proposed entrance gate referencing company information. No road signage is being proposed for the site; however, any future signage shall be placed in accordance with Chapter 154 – Sign Regulations and/or the local road authority.
15. The Waconia Town Board reviewed the request during their January 11, 2016, Town Board meeting; however, no recommendation was provided. The Planning Commission has considered the Township's input.

**THEREFORE, BE IT RESOLVED,** THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20150060 for a Community Solar Garden as an Essential Service on the land described in Exhibit "A" of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

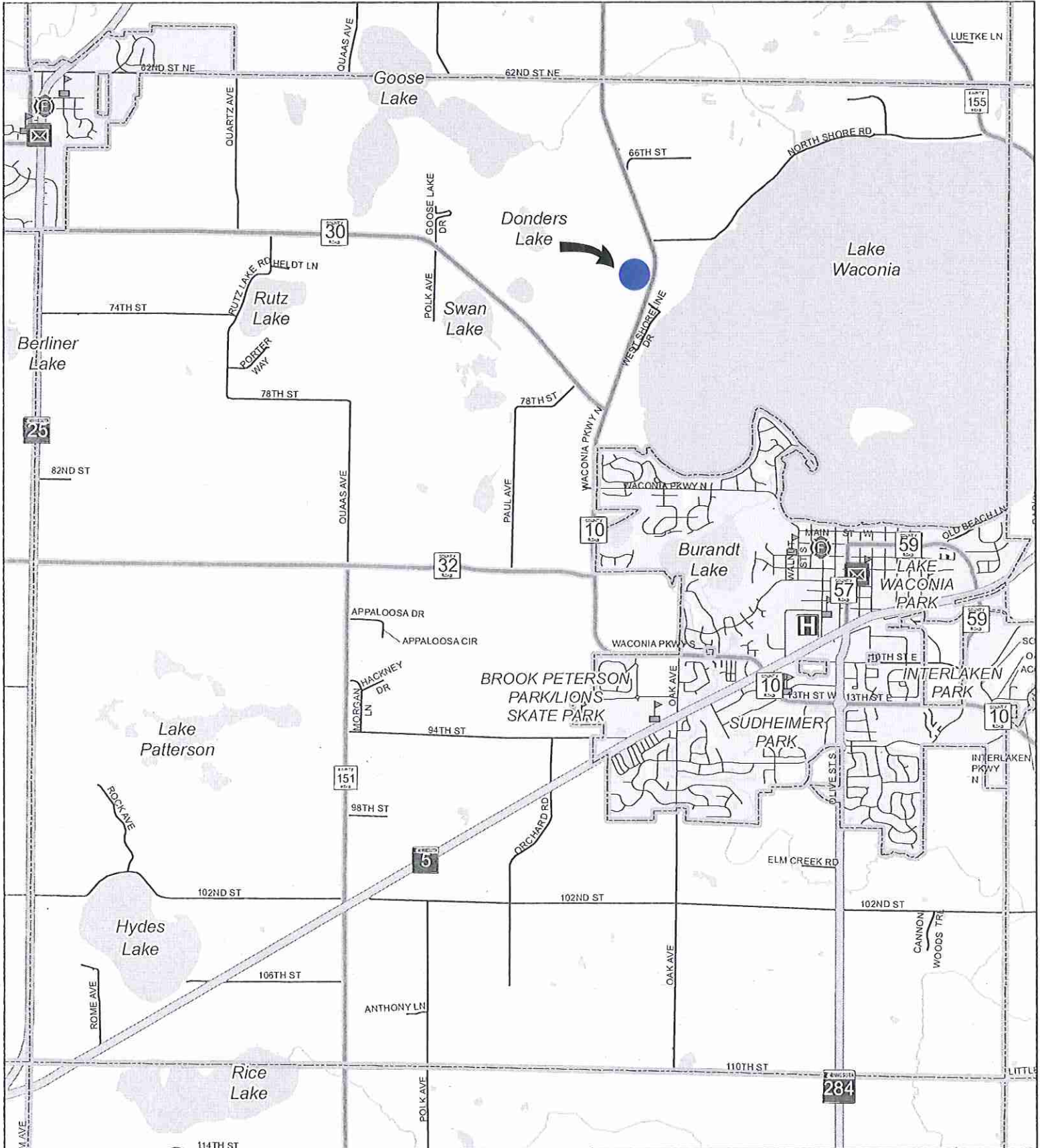
1. The permit is subject to Compliance Review. The permit allows for a community solar garden on the subject property (approx. 15 acres) and it is not transferable to another parcel and/or another area of the parcel subject to the permit. Upon notice to the Carver County Land Management Department, the permit, including all rights and obligations therein, may be assigned, in whole or in part, to any Permittee affiliate and any party with experience owning and operating energy generation facilities. Any other proposed change in facility ownership shall be cause for the permit to be reviewed by the Carver County Land Management Department for a determination as to whether an application for an amendment or similar consideration is necessary, and any such proposed owners and/or operators of the solar site are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. Permittee shall operate in accordance with the submitted Community Solar Garden Application and Supporting Documentation (submitted dated: 12/23/15). These plans shall be attached to and be considered part of this permit. The CSG shall be installed and maintained in accordance with Section 152.039 including; noise mitigation, decommissioning, etc.
3. All structures used in conjunction with the facility shall meet the applicable requirements of the Carver County Zoning Code and State Building Code. Any required building permits must be obtained prior to construction.
4. The permit is subject to any/all Carver County Public Works Division (or appropriate road authority) standards pertaining to access requirements. An appropriate permit shall be obtained before any work commences within the county road right-of-way.
5. Any grading and/or filling activity on the property shall be completed in accordance with the Carver County Water Management Rules and the Wetland Conservation Act (WCA), if applicable. Any and all site improvements shall be completed pursuant to Chapter 153 – Water Resource Management.
6. Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations.
7. No later than the date that construction of the solar facility begins, the Permittee (including all Permittee affiliates) shall name Carver County as an additional insured on all policies of liability insurance. The Permittee shall annually file with the Carver County Land Management Department a certificate evidencing coverage. The certificate shall provide that the County must be given thirty (30) days written notice of the cancellation of insurance.
8. No later than the date that construction of the solar facility begins, the Permittee (including all Permittee affiliates) shall submit a copy of Worker's Compensation Insurance to the Carver County Land Management Department.

**ADOPTED** by the Carver County Planning Commission this 19<sup>th</sup> day of January, 2016.

---

John P. Fahey  
Planning Commission Chair

# WACONIA TOWNSHIP



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for Out of State Conference Travel**

Primary Originating Division/Dept: <input type="text" value="Public Services - Planning &amp; Water Mgmt"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="paul moline"/> Title: <input type="text" value="PWM Manager"/>	Item Type: Consent <input type="text" value=""/>
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:**

To celebrate Carver County's highly effective participation in the Resilient Communities Project (RCP), the University of Minnesota is extending an invitation to one staff member to attend the "Sustainable City Year Conference" in San Diego. The conference is sponsored by the Educational Partnerships in Innovation for Communities -- Network (EPIC-N), a national group of municipalities, universities, and organizations. Nate Kabat, Planner, would be invited to sit on panels to share Carver County's experience and our productive use of the RCP program. In addition, Carver County has been nominated to receive the "Outstanding Community of the Year" award at the conference -- a national award. Additionally, Kabat would be able to learn about other American communities' experience in effectively implementing student projects once they are completed. The cost of this specific conference travel was not included in the 2016 budget. The University of MN and the conference are offering up to \$900 toward the cost of the conference, including travel and lodging. County funds included in the Planning and Water Department budget would cover the remaining \$250 cost. Given the limited County cost to attend, the training value of this opportunity for one staff member, and the potential for Carver County to win a national award, the staff supports this request.

**ACTION REQUESTED:**

Motion to approve out of state travel for Nate Kabat.

<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="\$250.00"/>  Total <input type="text" value="\$250.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

Funding is available in the PWM Dept. budget to cover the cost of this request.

*Office use only:*

RBA 2016- 3766

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

Health and Human Services Division FTE Efficiency Alignment

Primary Originating Division/Dept: <input type="text" value="Health &amp; Human Services"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Rod Franks"/> Title: <input type="text" value="HHS Division Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Rod Franks"/> Title: <input type="text" value="HHS Division Director"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

Strategic Initiative:

**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>
Total	\$ 685,900

**ACTION REQUESTED:**

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

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

**FUNDING**

County Dollars =	\$0.00
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>
Current Budgeted Obligat	(\$758,218.00)
New Position Costs	(\$685,900.00)
<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.

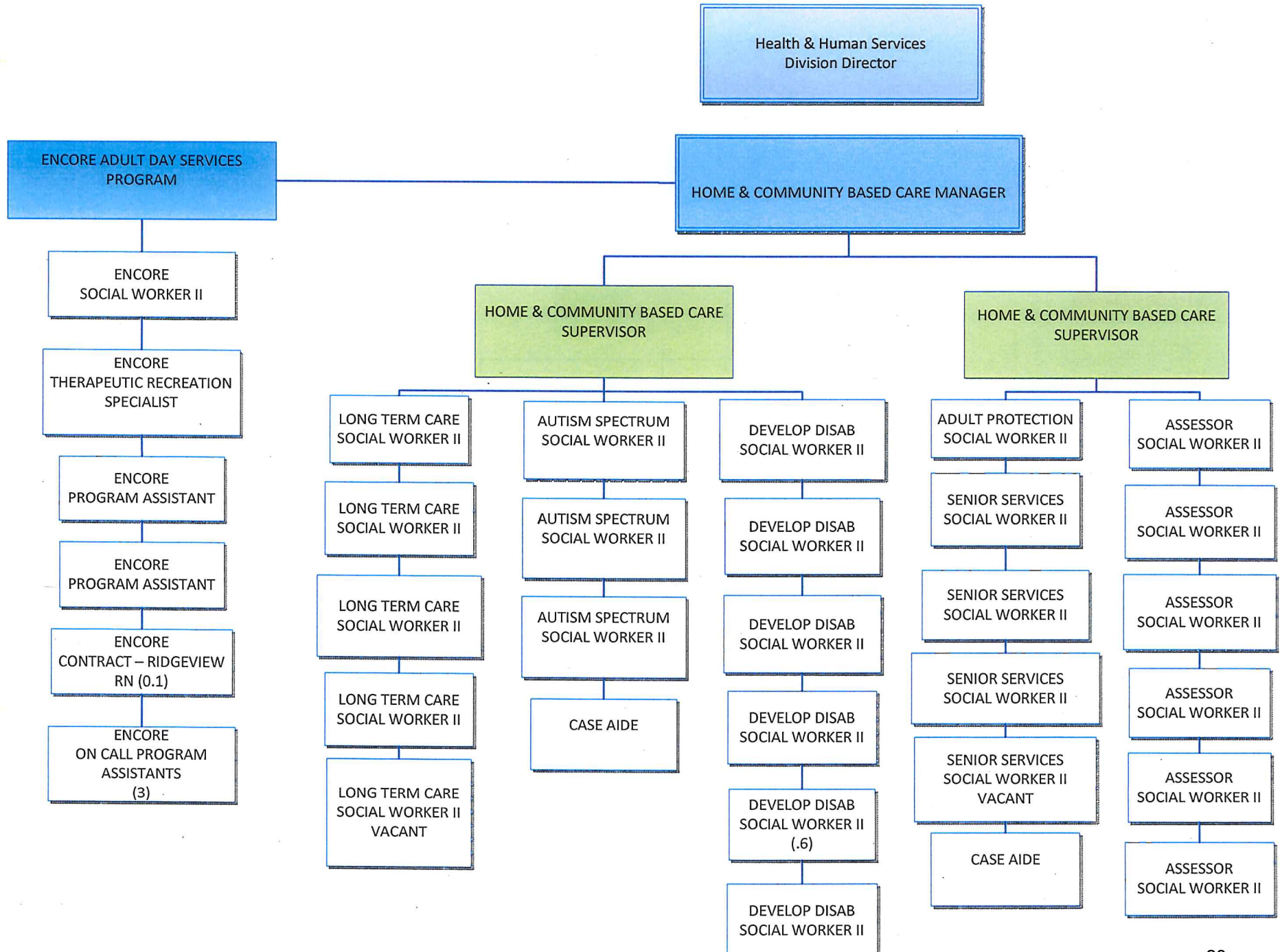
The costs of the above changes are as follows:

3.0 FTE MNChoices Social Worker II	\$225,000.00
1.0 FTE Waiver Social Worker II	\$ 75000.00
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.

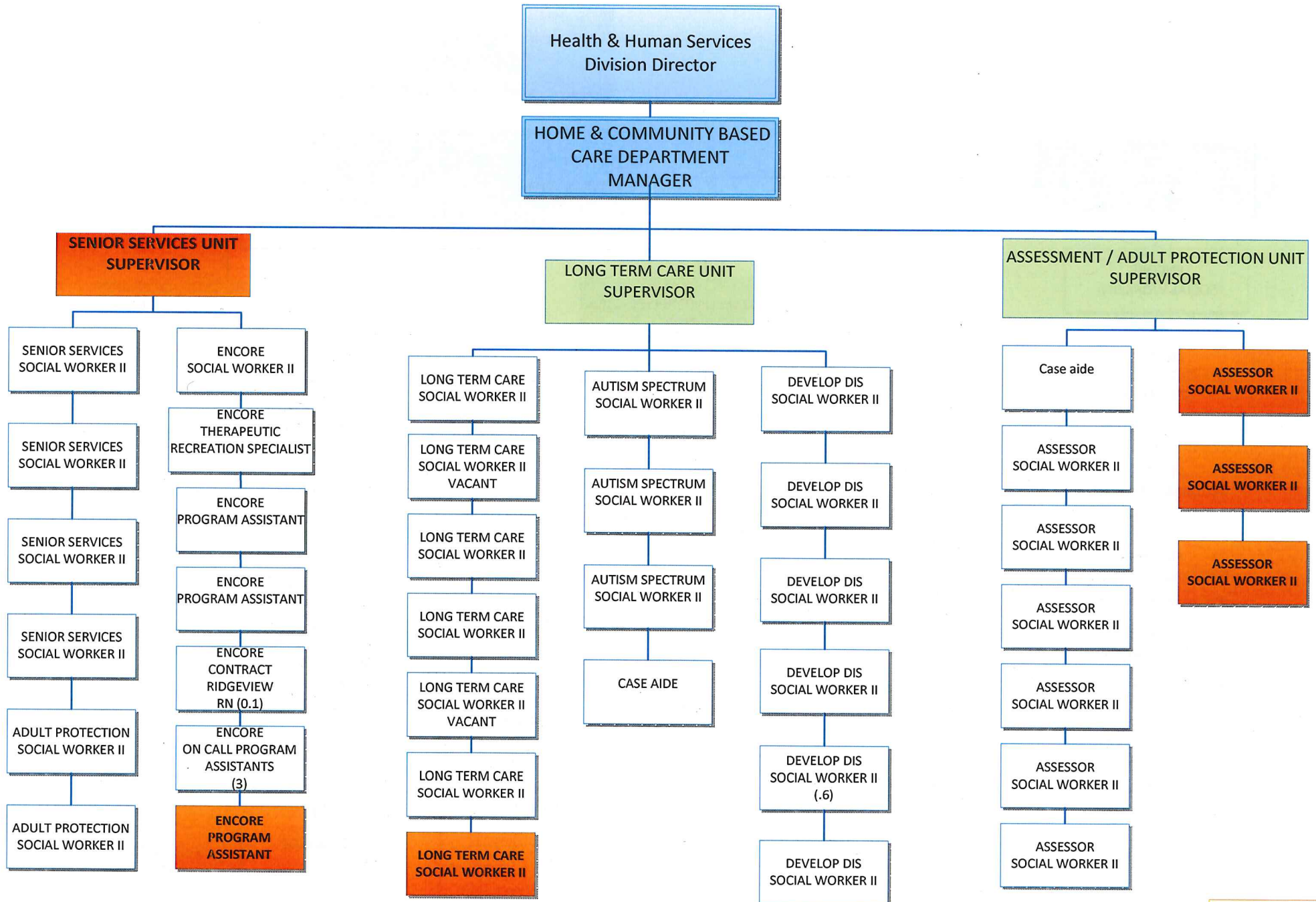
# Health & Human Services

## HOME & COMMUNITY BASED CARE DEPARTMENT



# Health & Human Services

## HOME & COMMUNITY BASED CARE DEPARTMENT PROPOSED



**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.

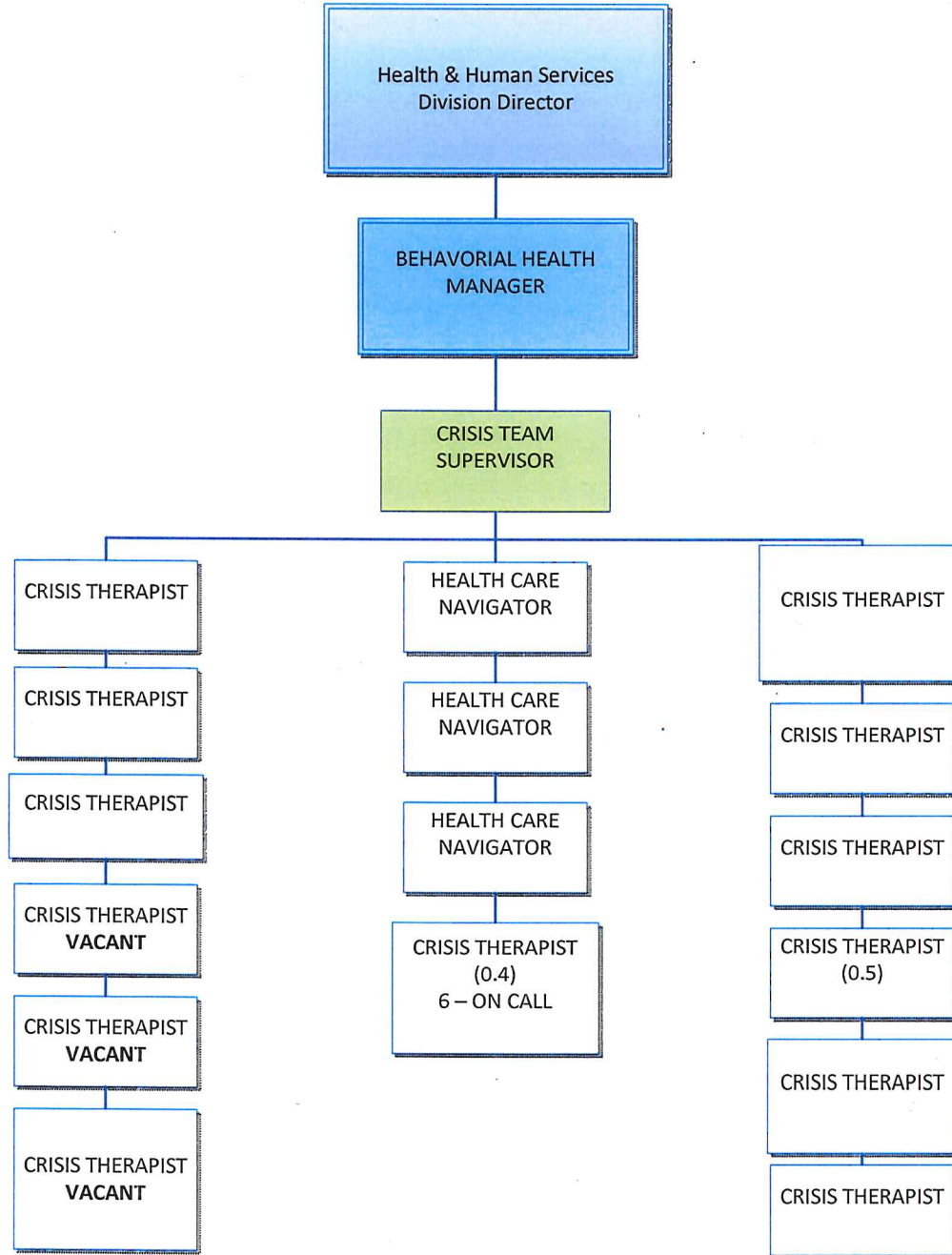
The costs of the above changes are as follows:

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.

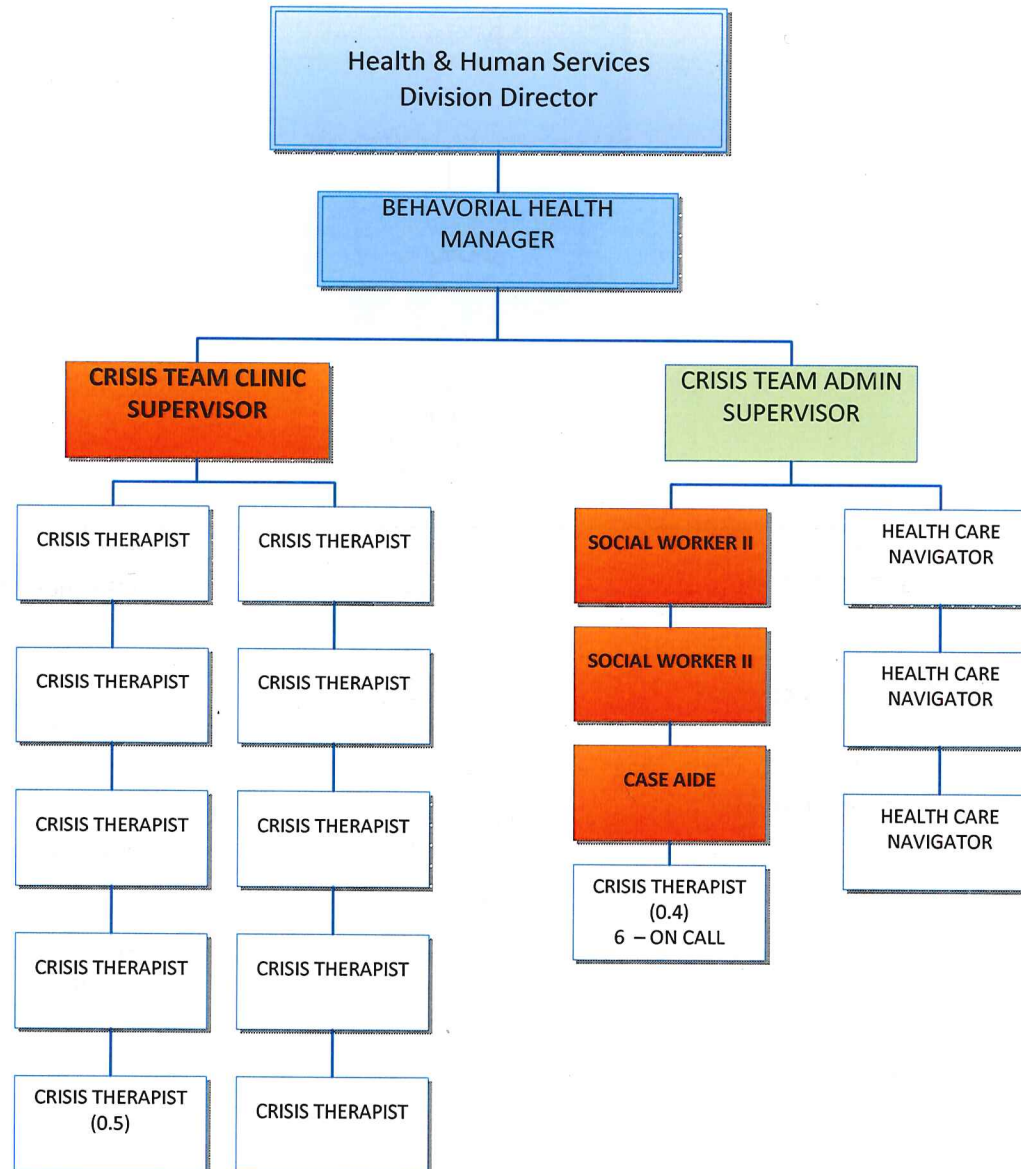


# Health & Human Services BEHAVIORAL HEALTH DEPARTMENT



# Health & Human Services

## BEHAVIORAL HEALTH DEPARTMENT PROPOSED



**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.

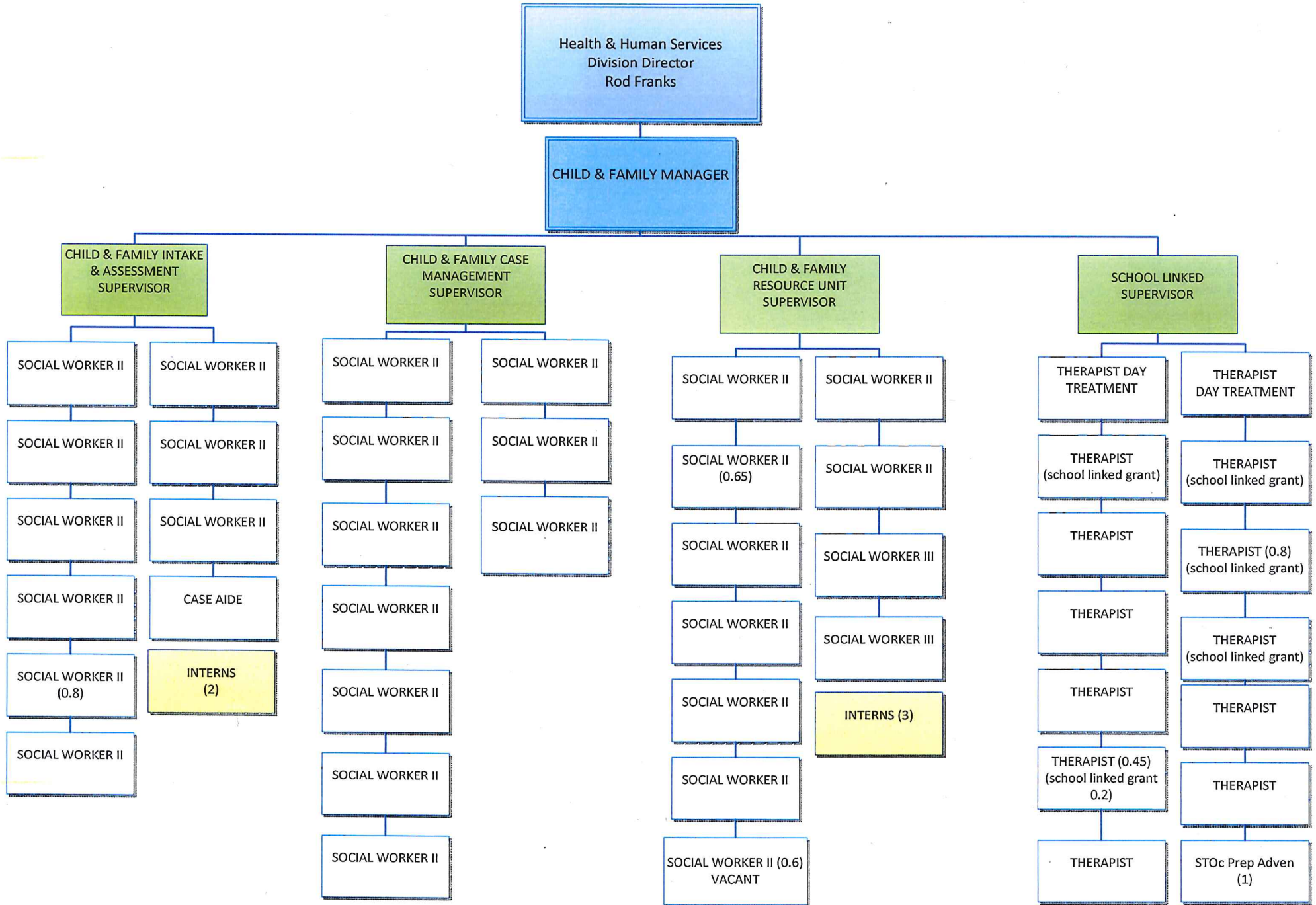
The best use of the remaining funds to meet increased workload demands is to increase the FTE of a vacant .6 FTE Social Worker II to 1.0 to conduct assessments. Convert a Social Worker II position to a Social Worker III to facilitate safety planning for more complex cases. Add a full time Case Aide to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

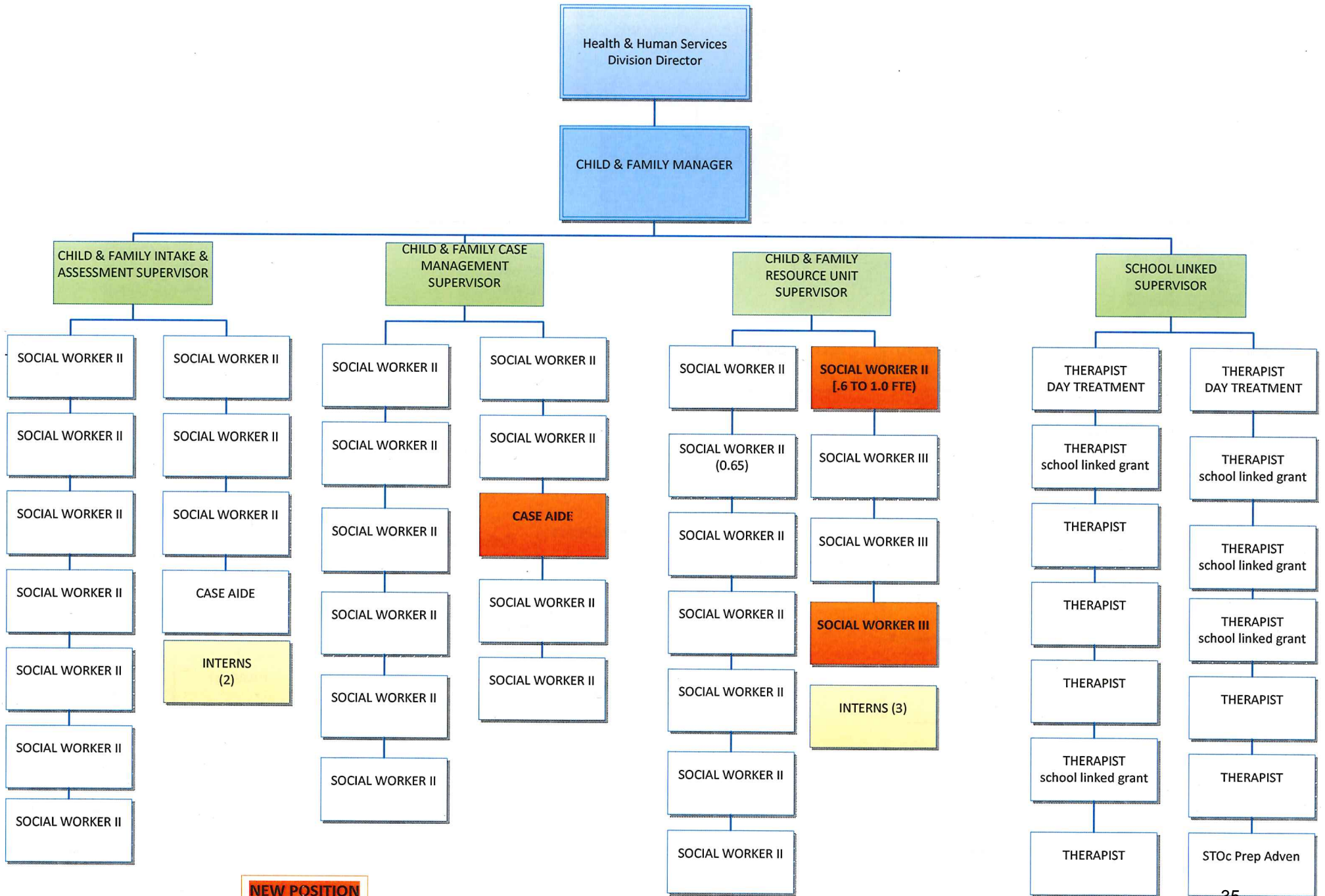
Funding for these changes are accounted for in the current Child Protection allocation. **No** County Levy Dollars are required for these changes.

# Health & Human Services CHILD & FAMILY DEPARTMENT



# Health & Human Services

## CHILD & FAMILY DEPARTMENT PROPOSED



**NEW POSITION**

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: 2/2/2016

- Fund:
- 01 - General
  - 02 - Reserve
  - 03 - Public Works
  - 11 - CSS
  - 15 - CCRRA

Requested By: Chuck Churchill

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

**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.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Closed Session to Discuss the County Administrator Annual Performance Evaluation**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="2/2/2016"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Closed Session"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dire"/>	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:**

Each year, the County Board provides an evaluation of the County Administrator's performance. Statute allows the Board to meet in closed session to discuss performance with their direct reports. The County Administrator reports directly to the Board, so a closed session is permitted for this discussion. At the next regular session, a summary of the evaluation will be shared for public record.

**ACTION REQUESTED:**

Motion to enter into closed session as provided by Minnesota Statute, to discuss County Administrator Hemze's 2015 performance.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> <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:

*Office use only:*

RBA 2016 - 3779