



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

- 9:00 a.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 July 21, 2016 Regular Session..... 1-4
4. Community Announcements
- 9:05 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 Out-of-State Travel for AIS Conference 5
- Connections: Develop strong public partnerships and connect people to services and information*
- 5.2 Award Bid for Bridge No. 10J37 Replacement Project in Hollywood Township..... 6-9
- Growth: Manage the challenges and opportunities resulting from growth and development*
- 5.3 Contract with Chaska for Stormwater Retrofit Cost Share 10-11
- 5.4 2040 Comprehensive Plan – Transportation 12
- Culture: Provide an organizational culture which fosters individual accountability to achieve goals*
- 5.5 Approval of the 2016 AFSCME Health & Human Services Collective Bargaining Agreement 13
- 5.6 Out of State Travel for Training 14
- Finances: Improve the County’s financial health and economic profile*
- 5.7 Service Agreement for 2017 Joint Assessment 15
- 5.8 Approval of Conveyance of Tax Forfeited Land for an Authorized Public Purpose 16-18
- 5.9 IT Adobe Purchasing Collaborative 19
- 5.10 Abatements/Additions 20-21
- 5.11 Review Social Services/Commissioners/Warrants NO ATT
- 9:05 a.m. 6. **CONNECTIONS: Develop strong public partnerships and connect people to services and information**
- 6.1 Authorize Log Rolling Recreation Activity as Part of the 2016 Carver County Fair..... 22
- 6.2 Chaska License Center Drive-Thru 23

9:35 a.m. **ADJOURN REGULAR SESSION**

WORK SESSION

9:35 a.m. **A. GROWTH: Manage the challenges and opportunities resulting from growth and development**
1. Hollywood Township Salt Shed Location & Improvements 24

10:10 a.m. **B. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**
1. 2017 Budget FTE Requests Work Session..... 25

11:15 a.m. **BOARD REPORTS**
1. Chair
2. Board Members
3. Administrator
4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

August 9, 2016	No Meeting
August 16, 2016	4:00 p.m. Board Meeting
August 23, 2016	9:00 a.m. Work Session
August 30, 2016	No Meeting
September 6, 2016	9:00 a.m. Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on July 19, 2016. Chair James Ische convened the session at 4:00 p.m.

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

Members absent: Tom Workman.

Under public comments, James Lamkin, 10920 North Shore Road, Waconia Township, requested that the Board withdraw their support for solar garden expansions for a period of 60 days under a moratorium to allow them to determine what is making people upset. He stated there were five in Waconia Township alone and standing room only at meetings.

The following amendment was made to the agenda:

Delete 6.1 - CDA's request for a County Board Public Hearing on August 16, 2016, for a proposed 2016 CDA Bond Sale.

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

Lynch moved, Maluchnik seconded, to approve the minutes of the July 5, 2016, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Accepted funding for the Metro Alliance for Healthy Families to be used in 2016 for Carver Healthy Families home visiting program.

Agreement with TC&W Railroad Company for the railroad crossing replacement at CSAH 43, upon finalization of the contract review process.

Authorized the Carver County Sheriff's Jail to field test PKT breath test equipment.

Resolution #41-16, Authorizing Offers of Compensation to Landowners for Easements Required for the County Road 110 Construction (148765).

Resolution #42-16, Declaring Carver County's Intent to Retain a CPA Firm to Perform its Annual Financial Audit for Fiscal Years ending December 31, 2017 and December 31, 2018.

Reviewed July 12, 2016, Community Social Services' actions/Commissioners' warrants in the amount of \$429,714.47 and reviewed July 19, 2016, Community Social Services' actions/Commissioners' warrants in the amount of \$267,968.12.

Motion carried unanimously.

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

Martin Walsh, Parks, requested the Rail Authority approve the site plan for a Veterans Memorial Park on railroad property in Mayer. He reviewed the revised site plan and pointed out the reorientation of the monument, the additional parking and equipment pads to be provided. He stated he has requested adequate site drainage be included. Walsh indicated this was reviewed with the Park Commission and there were no known conflicts with other groups. He stated the City of Mayer supported and the Veterans Memorial Group has provided a budget. Walsh identified the next steps for permits and approvals.

Stan Heldt, representing the Veterans Memorial and Registry Committee, explained why the monument was turned and indicated the additional time has given them the opportunity to make it better. He pointed out this was not a monument to any war and the monument recognizes the men and women who have served in the military. He stated the paver garden should accommodate 4,000-5,000 pavers and pointed out the registry is what makes this unique. Heldt reviewed their timeline for construction and stated donations have been coming in.

Lynch moved, Degler seconded, to approve the site plan for the memorial contingent on approval by the City of Mayer; to direct staff to prepare a memorandum of understanding with the Veterans Memorial Committee for use of Regional Rail Authority property, and contingent on the City of Mayer's approval of a site plan, authorized the CVCMA to develop final grading and construction plans for the monument and submit for review and approval by permitting agencies, local authorities and the Carver County Regional Rail Authority. Motion carried unanimously.

The Board recognized and thanked Mr. Heldt and the Committee for their work.

Walsh requested the Rail Authority approve the City of Chaska's request for a public road crossing permit. He indicated they have an existing permit and identified the new design and realignment of Hickory and 4th Street.

Maluchnik moved, Degler seconded, to approve the permit and authorize the Chair to sign upon review and approval of Risk Management/County Attorney. Motion carried unanimously.

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

Walsh reviewed ParkSide Church's request for a utility easement at Lake Waconia Regional Park. He explained they were planning to expand their church facilities and city utilities would now be available to them. He indicated this was reviewed at the Park Commission and option one, which was the less disruptive to vegetation, was recommended. He noted the Met Council and Legislative

Citizen Commission of Minnesota Resources would also have to remove the restrictive covenant as they provided funding for the property.

Lynch moved, Maluchnik seconded, to approve temporary and permanent utility easement for ParkSide church contingent upon review and approval of the Metropolitan Council and LCCMR and to request the Metropolitan Council and LCCMR consent to the easement at no additional costs. Motion carried unanimously.

Walsh reviewed the request to use Coney Island by the Narcotics Anonymous Group. He explained the group has hosted an annual event on the Island over the last 20 years and reviewed the activities planned. Walsh stated they have provided a certificate of insurance but amounts were less than what the County typically requires. He stated the site does have hazardous conditions and no services were available.

Sonja Wolter, Risk Management, stated the County's standard limits would be ideal and wanted to make sure they were aware of the risks. She explained as long as the County is listed as an additional insured, it does give them some protection and it was up to the Board to weigh those risks.

Mark Metz, County Attorney, explained park and recreational immunity and noted the exceptions to that. He stated it was difficult to gauge the risks but they needed to be aware of and weigh those risks.

David Hemze, County Administrator, pointed out the uniqueness of this situation and purchase of the island. He acknowledged Mr. Hoffman's past generosity and his request to allow the group to continue to use the Island.

Lynch moved, Degler seconded, to authorize the use of Coney Island by the Narcotics Anonymous group for their special event and related activities. Motion carried unanimously.

David Frischmon, Finance Director, requested the Board award the sale of 2016A refunding bonds of 2008A and 2008 CIP bonds. He explained they received two good bids. He clarified the bonds were originally for County road and energy improvements for county facilities. Frischmon pointed out the County's AAA bond rating was re-affirmed.

Nick Anhut, Ehlers, stated the true interest cost would be 1.14% which was well below their expectations and projections.

Degler offered the following Resolution, seconded by Maluchnik:

Resolution #43-16
Awarding Sale of \$7,190,000 General Obligation
Refunding Bonds, Series 2016A, Fixing the Form and Specifications Thereof, Providing
For their Execution and Delivery and Providing for Their Payment

On vote taken, all voted aye.

Maluchnik moved, Degler seconded, to go into closed session at 4:50 p.m. pursuant to Minnesota Statute Section 13D.05 in order to review confidential appraisal data and options including the possible sale of PID #30082700 and to discuss pending condemnation action and potential for Last Written Offer to the property owner at PID #24.036300. Motion carried unanimously.

The Board adjourned the closed and Regular Session at 5:45 p.m.

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:

Out-of-State Travel for AIS Conference

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Planning and Water Management Department is requesting the attendance of Aquatic Invasive Species Coordinator Andrew Dickhart at the Upper Midwest Invasive Species Conference, which will be held in Lacrosse, WI in October of 2016. In the transition of the Aquatic Invasive Species (AIS) program from the County Parks Department to the PWM Department in 2016, this conference was not included in the 2016 PWM budget. The conference is a major opportunity to learn about the latest in AIS research, prevention, and management, particularly in Minnesota and Wisconsin.

ACTION REQUESTED:

Motion to approve out-of-state travel for Andrew Dickhart to attend the Upper Midwest Invasive Species Conference.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Total

Insert additional funding source

Related Financial/FTE Comments:

Included in the AIS budget are funds to cover training and professional development. The specific Upper Midwest Invasive Species Conference was not identified in the 2016 budget request.

Office use only:

RBA 2016 - 4130

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Award Bid for Bridge No. 10J37 Replacement Project in Hollywood Township

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services and information

BACKGROUND/JUSTIFICATION:

This contract is for the replacement of Hollywood Township Bridge No. L2811 on 42nd St. over Joint Ditch 1 (New Bridge 10J37). The bridge replacement is due to its overall poor condition. Flooding in 2014 scoured under one of the abutments requiring the bridge to be repaired at that time. The existing timber bridge is in overall poor condition and will be replaced with two lines of 10' span by 10' rise box culverts under this project. Construction is expected to be done and the road open to traffic before September 16, 2016. Carver County is acting as the agent for Hollywood Township in order for the township to receive Town Bridge funds. The County and Township previously executed a joint powers agreement for this project. There is no cost to the County for this project.

ACTION REQUESTED:

Award a contract to LANDWEHR CONSTRUCTION, INC. for the Bridge No. 10J37 Construction Project for \$275,555.60 pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	\$0.00
Hollywood Township	\$10,000.00
Town Bridge Funds	\$265,555.60
Total	\$275,555.60

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4136

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

Date: August 2, 2016 Resolution No: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

Awarding of the Bridge No. 10J37 Construction Project, Carver County Contract 16-312

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

WHEREAS, On Friday, July 22, 2016 at 1:00 p.m. at Carver County Public Works, 11360 Highway 212, Cologne, Minnesota, Three (3) bids were received by Carver County Public Works and opened by two (2) representatives of Carver County Public Works for the **Bridge No. 10J37 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>
Landwehr Construction Inc.	\$275,555.60	-28.16%
Midwest Contracting, LLC	\$278,677.50	-27.34%
Minger Construction Co. Inc.	\$364,967.85	-4.85%
<i>Engineers Estimate</i>	<i>\$383,562.00</i>	

And WHEREAS, after examination of the bids by Carver County Public Works, Landwehr Construction Inc. 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 16-312 with Landwehr Construction Inc. of St. Cloud, MN, in the name of the County of Carver for the construction of the **Bridge No. 10J37 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

BE IT FURTHER RESOLVED that Carver County Engineer, or his designee, is hereby authorized to take actions necessary and to enter into work orders, change orders or supplemental agreements on behalf of Carver County with an amount less than twenty five thousand dollars (\$25,000) and an increased aggregate project total of all project changes of fifty thousand dollars (\$50,000.00), when time is of the essence to make contract changes due to unforeseen construction conditions in order to minimize construction delays and to efficiently carry out the planned project improvements.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave 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 August 2, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 2nd day of August, 2016.

Dave Hemze

County Administrator



CCHD Project Bid Summary

Project Name: SAP 010-599-019 Bridge 10J37 Contract No.:
 Client: CARVER COUNTY Project No.: SAP 010-599-019
 Bid Opening: 07/22/2016 1:00 PM Owner: CARVER COUNTY

Vendor Number	Business Name	Total Bid Amount	Percent Over/Under Estimate
	Engineers Estimate	\$383,562.00	
N/A	Landwehr Construction, Inc.	\$275,555.60	28.16% UNDER ESTIMATE
N/A	Midwest Contracting, LLC	\$278,677.50	27.34% UNDER ESTIMATE
N/A	Minger Construction Co. Inc.	\$364,967.85	4.85% UNDER ESTIMATE

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract with Chaska for Stormwater Retrofit Cost Share

Primary Originating Division/Dept: <input type="text" value="Public Services - Planning & Water Mgmt"/>	Meeting Date: <input type="text" value="8/2/2016"/>
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 Presenter: <input type="text"/> Title: <input type="text"/>	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 Carver County Water Management Organization (CCWMO) is seeking to contract with the City of Chaska to manage installation of a stormwater retrofit project at School District 112's Kindergarten Center in Chaska. The project is part of the implementation of the State Clean Water Legacy (CWL) grant awarded to the County in 2014 and aims to provide stormwater treatment to approximately 2.5 acres of ISD 112 property, which discharges water runoff to Lake Grace.

This Professional Services Agreement will allow the City of Chaska to manage the construction and installation of the project. School District 112 will be funding the cost share portion of the project with construction expected prior to September 2016.

ACTION REQUESTED:

Motion to authorize the Chair to sign the professional services agreement with the City of Chaska pending contract review.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>CCWMO</td> <td style="text-align: right;">\$43,000.00</td> </tr> <tr> <td>ISD 112</td> <td style="text-align: right;">\$12,000.00</td> </tr> <tr> <td>State CWL funds</td> <td style="text-align: right;">\$25,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$80,000.00</td> </tr> </table> <input type="checkbox"/> Insert additional funding source	County Dollars =	\$0.00	CCWMO	\$43,000.00	ISD 112	\$12,000.00	State CWL funds	\$25,000.00	Total	\$80,000.00
County Dollars =	\$0.00										
CCWMO	\$43,000.00										
ISD 112	\$12,000.00										
State CWL funds	\$25,000.00										
Total	\$80,000.00										
FTE IMPACT: <input type="text" value="None"/>											

Related Financial/FTE Comments:

Of the not-to-exceed \$80,000.00, \$25,000.00 will come from a grant awarded to the CCWMO from the State Clean Water Legacy Fund. ISD 112 will contribute \$12,000, with the remaining \$43,000.00 coming from the CCWMO Landowner Conservation Fund. A budget amendment is needed to account for the ISD 112 funds.

Office use only:

RBA 2016 - 4128

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Contract with City of Chaska for Stormwater Retrofit Cost Share

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
Landowner Conservation Fund	16-0-150-1528-6260	\$12,000.00
TOTAL		\$12,000.00

CREDIT		
Description of Accounts	Acct #	Amount
Cost recoveries	16-0-150-0-5140	\$12,000.00
TOTAL		\$12,000.00

Reason for Request:

Of the not-to-exceed \$80,000.00 contract, \$25,000.00 will come from a grant awarded to the CCWMO from the State Clean Water Legacy Fund and \$43,000 will come from the CCWMO Landowner Conservation Fund. Both of these funding streams are reflected in the budget. A budget amendment is needed to account for the ISD 112 funds of \$12,000 that is not currently reflected in the 2016 Budget.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2040 Comprehensive Plan - Transportation

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="8/2/2016"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Public Works 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="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

The Metropolitan Council requires counties to update their comprehensive plans every ten years. The update will address the minimum requirements of the Council and is not expected to be a major revision of the existing plan completed in 2008. County planning staff will take the lead in preparing the plan, however, there is a need to hire consultants to perform technical analysis in several areas including transportation. The transportation section will emphasize a multi-modal transportation system that includes transit, roadways, non-motorized transportation, aviation and freight movement. The Roadway System Plan will once again be a major sub section to transportation. Transit will likely be a separate sub section as well. Non-motorized modes will be addressed in the Roadways System Plan as well as in the Parks, Open Space and Trails section of the comprehensive plan. Freight and aviation analysis will be included in transportation section and roadway sub section as applicable.

Public Works and Planning staff have determined the need for consultant assistance with several aspects of transportation planning for the 2040 Comprehensive Plan.

SRF Consulting Group has been selected to assist with several tasks including but not limited to: travel demand modeling and traffic forecasting, existing and future roadways system analysis, bicycle system analysis, and freight analysis. They will also assist with project management and communication, roadway preservation analysis, public engagement and funding needs analysis as required. The travel demand modeling and forecasting is by far the largest effort and will include traffic forecasting at a city street level for interested communities. So far Chaska, Chanhassen, Victoria and Waconia have expressed interest. SRF was selected as they prepared the 2030 Roadway System Plan and perform all traffic demand modeling for the county.

Transit system planning will be a separate undertaking with a consultant to be selected at a later date.

ACTION REQUESTED:

Approve a professional services contract with SRF Consulting Group, Inc for \$217,760.00 to assist with transportation planning for the 2040 Carver County Comprehensive Plan pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
if "Other", specify: <input type="text" value=""/>	County Dollars = <input type="text" value="\$189,760.00"/>
FTE IMPACT: <input type="text" value="None"/>	City funds <input type="text" value="\$28,000.00"/>
	Total <input type="text" value="\$217,760.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4140

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of the 2016 AFSCME Health & Human Services Collective Bargaining Agreement

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The American Federation of State, County and Municipal Employees (AFSCME) Local Union No. 2789, Council #65, Health and Human Services Unit and the County have completed negotiations for the 2016 collective bargaining agreement (CBA) and the membership has ratified the agreement.

The major changes in terms and conditions are:

- One year agreement covering 2016.
- Pay-for-Performance in 2016: 0.00%, 2.25%, 3.50%, 4.75% - effective March 7, 2016.
- General adjustment of 2.00% for employees performing at "solid performer" level and above - effective March 7, 2016.
- Language incorporated into the CBA consistent with prior MOA, referencing the pay-for-performance administrative guidelines applied to those hired after October 15, 2014 - no compounding of increases, no performance pay for months not employed by the County.
- 2016 Insurance: Increase monthly County contribution from \$670 to \$690 for employee only tier, from \$775 to \$850 for employee + child(ren) tier, from \$1,075 to \$1,175 for employee + spouse tier, and from \$1,350 to \$1,450 for family tier.
- Employees employed in the Mental Health Crisis Program who are scheduled to work shall receive a shift differential of \$0.85 per hour for each hour worked between 6:00 p.m. and 6:00 a.m.

ACTION REQUESTED:

Motion to approve the 2016 AFSCME Health and Human Services Collective Bargaining Agreement.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Total

Insert additional funding source

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Out of State Travel for Training

Primary Originating Division/Dept: Attorney

Meeting Date: 8/2/2016

Contact: Mark Metz Title: County Attorney

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

Mark Metz, County Attorney, is requesting approval to send two of his staff to the "International Municipal Lawyer's Association 81st Annual Conference." The Conference will take place from September 28 - October 2, 2016, in San Diego, California. Staff attending includes Jennifer Tichey, Civil Division Manager, and Laura Jaunich, Assistant County Attorney. The registration fee, per diem, travel and lodging expenses have been budgeted for and will be paid out of the County Attorney's 2016 Conference and Training Fund.

ACTION REQUESTED:

Approve out-of-state travel to allow two (2) Assistant County Attorney's to attend the training in San Diego, CA.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars = **\$4,240.00**

Total **\$4,240.00**

Insert additional funding source

Related Financial/FTE Comments:

Fees and expenses will be paid out of the County Attorney's Office 2016 Conference and Training Fund (01-090-000-0000-6332).

Office use only:

RBA 2016 - 4138

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Service Agreement for 2017 Joint Assessment

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

A 1 year service agreement for joint assessment between Carver County Townships & Cities and Carver County's Assessor's Office. The 2017 agreement has a 4% increase over the 2016 agreement which reflects the overall percentage increase in salary and benefits in the County's 2016 Budget. The rates have increased from \$12.00 to \$12.50 for residential valuations; from \$12.50 to \$13.00 for agricultural valuations; and from \$13.50 to \$14.00 for commercial/industrial valuations. The Carver County Assessor's Office is responsible for all valuations within Carver County.

ACTION REQUESTED:

Approval of service agreement for 2017 joint assessment.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text" value=""/>
City Assessing Contracts	\$20,400.00
Total	\$20,400.00

Insert additional funding source

Related Financial/FTE Comments:

A 4% increase was also added to the 2017 County Attorney Prosecution contracts based on the overall percentage increase in salary and benefits in the County's 2016 Budget.

Office use only:

RBA 2016 - 4103

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of Conveyance of Tax Forfeited Land for an Authorized Public Purpose

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services - Property Taxation"/>	Meeting Date: <input type="text" value="8/2/2016"/>
Contact: <input type="text" value="Kathy Smith"/> Title: <input type="text" value="Land Administration Supervisor"/>	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="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

Governmental Subdivisions have the option to approve tax forfeited properties for public sale or withhold parcels for public use or public purpose per M.S. 282.01, Subd. 1.

On April 5, 2016, a list of tax forfeited parcels was approved by the Carver County Board for classification and appraised value. Cities were then notified of said list and given the option to withhold any of those parcels for public use or purchase for public purpose. The classification of all parcels, a list of withheld parcels and the public sale of the remaining parcels was approved by the cities.

Applications to withhold several tax forfeited parcels from sale were received for public purpose from the cities of Carver, Chaska and Waconia. Upon approval by the County Board, the applications will be submitted to the Department of Revenue for issuance of a State Deed for the applicable cities.

Attached is the Resolution for the Approval of Conveyance of Tax Forfeited Land to a City for an Authorized Public Purpose to the applicable cities; includes Exhibit A parcels withheld to purchase for public purpose.

ACTION REQUESTED:

Approve the attached resolutions for the CONVEYANCE OF Tax Forfeited LAND to the respective cities for the intended authorized public purpose.

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

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4116

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

Date: _____

Resolution No. _____

Motion by Commissioner: _____ Seconded by Commissioner: _____

**APPROVAL OF CONVEYANCE OF TAX FORFEITED LAND
TO A CITY FOR AN AUTHORIZED PUBLIC PURPOSE**

WHEREAS, The Carver County Board of Commissioners, State of Minnesota, has reviewed the requests by the Cities of Carver, Chaska and Waconia for the purchase of tax-forfeited lands for an authorized public purpose as listed on attached Exhibit A; and

WHEREAS, Said parcels of land have been reviewed by the Carver County Board of Commissioners and have been appraised by the Carver County Assessor's Office and classified as conservation or non-conservation lands as provided for in Minnesota Statutes §282.01.; and

NOW, THEREFORE BE IT RESOLVED, The Carver County Board of Commissioners hereby certifies that the parcels of land listed on attached Exhibit A have been reviewed and do comply with the provisions of Minnesota Statutes §282.01, Subd.1a and other statutes that require the withholding of tax-forfeited lands from sale.

YES

ABSENT

NO

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**STATE OF MINNESOTA
COUNTY OF CARVER**

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceeding of the Board of County Commissioners, Carver County, Minnesota, at its session held on the ____ day of _____, 2016, now on file in the Administration office, and have found the same to be true and correct copy thereof.

Dated this _____ day of _____, 2016.

David Hemze, County Administrator

EXHIBIT A**Withheld and Purchased for Public Purpose**

CITY	PIN	LEGAL DESCRIPTION	PURPOSE
CITY OF CARVER:	20.1010520	Outlot A, Carver Ridge 2nd Addition	Neighborhood Monument
CITY OF CHASKA:	30.1660050	Lot 1 Block 2 Grandview	Economic Development
CITY OF WACONIA:	75.3110020	Outlot B Interlaken .26 ACRES	Future road improvements
	75.3110030	Outlot C Interlaken .52 ACRES	Future road improvements
	75.3131050	OUTLOT A, LEGACY VILLAGE AT WACONIA according to the recorded plat thereof.	Storm water management
	75.3131070	OUTLOT C, LEGACY VILLAGE AT WACONIA according to the recorded plat thereof.	Economic Development
	75.3150750	Outlot Q Interlaken 4th Addition	Future road improvements
	75.3160410	Outlot E, Interlaken Cottages West	Economic Development

Carver County Board of Commissioners Request for Board Action



Agenda Item:

IT Adobe Purchasing Collaborative

Primary Originating Division/Dept: <input type="text" value="Public Services - IT"/>	Meeting Date: <input type="text" value="8/2/2016"/>
Contact: <input type="text" value="Lisa Wu"/> Title: <input type="text" value="Supervisor of Application Service"/>	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="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

Adobe Acrobat software is widely used in all Carver County departments. IT recommends purchasing upgraded Adobe software for the following reasons:

- Create searchable PDFs (Attorney and H&HS)
- Create fillable form fields (Employee Relations)
- Sharing, editing, and commenting on PDFs (HHS)
- Redacting to secure private information (Sheriff)
- Creating a single pdf file as well as merging pdf files for packets for board meetings (Administration)
- Securing documents when providing the document to the public (Recorder)

IT recently audited its software licenses. That audit has shown that the County has old versions of the Adobe Acrobat software. These versions no longer have the option to upgrade, and IT needs to purchase 175 new licenses to ensure that County departments can perform their work at high levels. The cost of each license would normally be \$368. If we did not try an alternative approach, the total cost of the new licenses for the newest version of Adobe would be \$64,440.

To reduce our costs, IT established a "buyer's club" with five counties (Crow Wing, Goodhue, McLeod, Morrison and Sherburne) as well as Southwest Health and Human Services to reach the volume necessary to achieve savings. IT negotiated the three-year Enterprise Term Licenses Agreement (ETLA) with Adobe and will manage and lead this purchasing program on behalf of the other governmental entities.

Under this Memorandum of Agreement (MOA) with the other organizations, the total savings will be \$273,975 for all participating organizations over 3 years. Carver County will save \$49,174 and only pay \$14,988 over three years by collaborating with the other organizations. Carver County will be responsible for paying Adobe reseller SHI a total of \$83,508 over the ETLA period and will charge back \$68,519 to the participating organizations. Risk Management, the Attorney's Office, and the Public Services Division have approved the MOA.

ACTION REQUESTED:

Motion to approve MOA with Crow Wing County, Goodhue County, McLeod County, Morrison County, Sherburne County, and Southwest Health and Human Services for Adobe Acrobat Software.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING						
If "Other", specify: <input type="text" value=""/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">\$14,988.00</td> </tr> <tr> <td>Other Counties</td> <td style="text-align: right;">\$68,519.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$83,507.00</td> </tr> </table>	County Dollars =	\$14,988.00	Other Counties	\$68,519.00	Total	\$83,507.00
County Dollars =	\$14,988.00						
Other Counties	\$68,519.00						
Total	\$83,507.00						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

Three-year agreement with other six governmental organizations - \$4,996 yearly cost for Carver County.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Abatements/Additions

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:

Motion to approve.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Other

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4106



**CARVER
COUNTY**

Property & Financial Services
Government Center - Administration Building
600 East 4th Street
Chaska, MN 55318-2102

Laurie Davies, Taxpayer Services Manager
Phone: (952) 361-1907
Email: ldavies@co.carver.mn.us

Angela Johnson, Carver County Assessor
Phone: (952) 361-1961
Email: ajohnson@co.carver.mn.us

**Abatements presented to the
Carver County Board of Commissioners
August 2, 2016**

Abatement approval is recommended by the Carver County Assessor & Taxpayer Services Manager on the following properties for the reasons listed.

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	Total Amount of Tax Adjustment	Reduction in Penalties and/or Interest Paid	Total Amount of Adjustment	County Dollars Abated
2016	30.1730290	Aaron Stromley & Breanne Sill	Homestead	\$ 5,062.00	\$ 5,016.00	\$ (46.00)	\$ -	\$ (46.00)	\$ (15.56)
2016	25.5321210	Jana Elkin	Homestead	\$ 1,624.00	\$ 1,334.00	\$ (290.00)	\$ -	\$ (290.00)	\$ (103.72)
2016	25.3000340	Steven & Denise Leonhardt	Homestead	\$ 3,432.00	\$ 3,246.00	\$ (186.00)	\$ -	\$ (186.00)	\$ (65.56)
2016	75.4920030	David Mendele	Homestead	\$ 2,290.00	\$ 2,008.00	\$ (282.00)	\$ -	\$ (282.00)	\$ (87.10)
2016	30.4600190	Brian & Anna Tucker	Homestead	\$ 3,520.00	\$ 3,318.00	\$ (202.00)	\$ -	\$ (202.00)	\$ (70.78)
2016	20.4250550	Melissa Zastrow	Correction to Reduce Value	\$ 5,574.00	\$ 5,150.00	\$ (424.00)	\$ -	\$ (424.00)	\$ (107.12)
			TOTALS	\$ 21,502.00	\$ 20,072.00	\$ (1,430.00)	\$ -	\$ (1,430.00)	\$ (449.84)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Authorize Log Rolling Recreation Activity as Part of the 2016 Carver County Fair

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="8/2/2016"/>
Contact: <input type="text" value="Sam Pertz"/> Title: <input type="text" value="Parks & Trails Supervisor"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: <input type="text" value="Sam Pertz"/> Title: <input type="text" value="Parks & Trails Supervisor"/>	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:

Park Staff have been in preparation to offer a new recreation activity & trend, log rolling, at the 2016 Carver County Fair held in August. The County Fair attracts thousands of attendees annually. With a captive audience at the Fairgrounds, Park staff believe this to be an excellent opportunity to showcase not only the new Carver County recreational activity of log rolling, but to also promote the full assortment of recreational services available to residents.

Staff have prepared logistics that address safety, liabilities & risks to the County and general operations in order to successfully conduct the log rolling activity on Saturday August 13th from 9:00a.m. – 8:00p.m at the Carver County Fairgrounds.

Work has been conducted with the County Risk Mgmt. staff to understand and address the risks & liabilities to the County in conducting this activity. An operational plan has been developed to mitigate risk in an efficient manor. The operations plan includes: trained County staff in the log rolling activity; site plan with enhanced safety considerations; signed liability waiver requirement for all participants and designated event area on the Fairgrounds in coordination with the Fair Board.

Work has been conducted with the County Attorney's Office to address the topic of park and recreational immunities that would/wouldn't apply to the County given that the activity would not be conducted on County property. The Attorney's Office has explained recreation immunity is never a guarantee, however immunities might apply under the provision of "recreational services" (ex. log rolling etc.).

Log rolling is a water-based activity typically performed in natural waterbodies (lakes) or indoor pools facilities. However other agencies, through recommendation from the log vendor, have conducted log rolling at similar events by using inflatable above-ground pools. The log rolling vendor has provided 18' specifications for size/dimensions of the pool to safely conduct the activity. The activity and pool will be staffed during the entire duration of the activity, including set-up and take-down. For additional precaution, the site plan will include square hay bales & caution flagging around the pool & activity perimeter to provide additional safety and awareness to other Fair-goers. The Fair Board has indicated an ideal space to safely offer the activity. The pool will be filled to approximately 2' deep which will allow participants of all capacities to truly experience the activity with the log rotating "freely" in the water. The assigned Park staff(s) is not only trained in the activity, but also holds a current certification CPR/AED/First Aid. The Fair organizers also have an emergency response plan that would be utilized if needed.

The Parks Department is paying a minimal fee for space usage/lease at the Fairgrounds similar to other vendors. Staff is not recommending a participation fee to be collected in order to encourage participation in the new activity/service. Throughout the day, Park staff will provide activity demonstrations to draw interest and generate engagement.

Park staff have been successfully coordinating log rolling recreation programs since the open water season began this year. The equipment has been deployed at various youth day camps, family programs and free demo/"try-it" style programs on peak park use days such as Memorial Day and the 4th of July. The log rolling activity, along with all other recreational activities offered by the County Parks Department, were presented to the County Board at the Work Session meeting in November 2015.

ACTION REQUESTED:

Approve and authorize Park Staff to provide log rolling services at the 2016 Carver County Fair.

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

Related Financial/FTE Comments:
n/a

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Chaska License Center Drive-Thru

Primary Originating Division/Dept: <u>Property & Financial Services</u>	Meeting Date: <u>8/2/2016</u>
Contact: <u>Nick Koktavy</u> Title: <u>Deputy Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: _____ Title: _____	

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services and information

BACKGROUND/JUSTIFICATION:

Carver County is in the process of adding a drive-thru service for residents seeking State vehicle registration tabs at the Chaska License Center. The County obtained two quotes for building improvements to install the drive-thru service:

- Greystone Construction: \$68,270
- Greiner Construction: \$107,189

The scope of work includes: demolish a wall for the window, demolish a portion of an interior wall, masonry work, drywall, structural steel over the new window, the window installation, clear a height structure before the awning, painting, and an awning.

The staff has reviewed both quotes and is recommending that we contract with Greystone Construction.

ACTION REQUESTED:

Motion to contract with Greystone Construction for the Chaska License Center Drive-Thru Project, pending completion of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$68,270.00
_____	_____
Total	\$68,270.00

FTE IMPACT: None

Related Financial/FTE Comments:

The project has \$90,000 budgeted for building improvements. This includes:

- Greystone Quote: \$68,270
- Drawer and Audio Visual: \$11,607
- Lot Stripping: \$1,000
- Contingency: \$9,123
- Total: \$90,000

Office use only:

RBA 2016 - 4137

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Hollywood Township Salt Shed Location & Improvements

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Work Session

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County purchased the Hollywood Township Public Works facility last year. The County staff would like to update the Board on planning for potential improvements and discuss, in particular, the location of the salt shed.

ACTION REQUESTED:

Board guidance on improvements to the site.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4135

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2017 Budget FTE Requests Work Session

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

This work session will provide an opportunity for the Division Directors and the Board of Commissioners to discuss projected FTE requirements, and how staffing level options will relate to provision of services. The conversation will focus specifically on FTEs requested by each Division as part of the 2017 budget process.

ACTION REQUESTED:

Discussion of 2017 budget FTE requests.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
	<input type="text"/>
Total	\$0.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4093