

**County Board Swearing in Ceremonies
January 3, 2017 – 8:45 a.m.
County Board Room**



Carver County Board of Commissioners
January 3, 2017
Organizational Session
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

		PAGE
9:00 a.m.	<ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a) Pledge of allegiance b) CALL TO ORDER BY THE COUNTY ADMINISTRATOR c) Nomination and election of Chair for 2017 d) Nomination and election of Vice Chair for 2017 e) Public comments (limited to five minutes) f) Community announcements g) New Employee Introduction 	1
	<ol style="list-style-type: none"> 2. Agenda review and adoption 3. 2017 Board Operating Rules 4. Adopt schedule of Regular Board meetings for the year 2017 5. Committee appointments and assignments 6. Appointments to advisory committees 7. Approve minutes of December 20, 2016 Regular Session 	<p>2-15</p> <p>16-18</p> <p>19-21</p> <p>22-26</p> <p>27-31</p>
9:45 a.m.	<ol style="list-style-type: none"> 8. CONSENT AGENDA <p style="margin-left: 20px;"><i>Communities: Create and maintain safe, healthy and livable communities</i></p> <ol style="list-style-type: none"> 8.1 Request to hire temporary Child Protection Social Worker II to fill maternity leave of absence <p style="margin-left: 20px;"><i>Connections: Develop strong public partnerships and connect people to services and information</i></p> <ol style="list-style-type: none"> 8.2 File Organizers for Veterans & Veteran Dependents 8.3 Authorization for 2017 Park Promotions/Donations & Administrative Passes <p style="margin-left: 20px;"><i>Culture: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government</i></p> <ol style="list-style-type: none"> 8.4 Health and Human Services Administrative Structural Re-alignment..... <p style="margin-left: 20px;"><i>Growth: Manage the challenges and opportunities resulting from growth and development</i></p> <ol style="list-style-type: none"> 8.5 Peter and Maria Smith - Equestrian Facility (Indoor Riding Arena) <p style="margin-left: 20px;"><i>Finances: Improve the County's financial health and economic profile</i></p> <ol style="list-style-type: none"> 8.6 Review Social Service/Commissioners Warrants 	<p>32-33</p> <p>34</p> <p>35</p> <p>36-38</p> <p>39-42</p> <p>NO ATT</p>

9:40 a.m.		RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY RAILROAD AUTHORITY	
9:45 a.m.	9.	Connections: Develop strong public partnerships and connect people to services and information	
	9.1	Appointment of Chair, Vice Chair and Secretary/Treasurer	43
9:45 a.m.		ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS CARVER COUNTY BOARD	
9:45 a.m.	10.	GROWTH: Manage the challenges and opportunities resulting from growth and development	
	10.1	<i>Closed Session</i> to Discuss Litigation Strategy for CSAH 11 Right of Way Acquisition	44
10:30 a.m.		ADJOURN REGULAR SESSION	
10:30 a.m.		BOARD REPORTS	
		1. Chair	
		2. Board Members	
		3. Administrator	
		4. Adjourn	

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****New Employee Introduction - GIS Analyst**

Primary Originating Division/Dept: Public Services - IT

Meeting Date: 1/3/2017

Contact: Peter Henschel Title: Development and GIS Supervisor

Item Type:
New Employee Intro

Amount of Time Requested: 5 minutes

Attachments: Yes No

Presenter: Peter Henschel Title: Development and GIS Supervisor

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Jacqueline Kovarik began her service as a GIS Analyst on December 12th. We will introduce her to the Board of Commissioners.

ACTION REQUESTED:

Welcome Jacqueline Kovarik to the County.

FISCAL IMPACT: Included in current budget**FUNDING**

If "Other", specify:

County Dollars =

FTE IMPACT: None**Total**

\$0.00

 Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4467

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2017 Board Operating Rules

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/3/2017

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 5 minutes

Attachments: Yes No

Presenter: Dave Hemze Title: County Administrator

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

BACKGROUND/JUSTIFICATION:

During the statutory meeting, the County Board is required to review, amend if necessary, and adopt operating rules for the year. The proposed 2017 Board Operating Rules are attached. The following revisions are proposed:

- **G. Monthly Expense Allowance** add "Any out of state travel must meet the requirements outlined in the Elected Officials Out of State Travel policy included in the Carver County Administrative Policy Manual".
- **M. Voting** was revised to read "A roll call, if requested by any member, shall be called by the County Administrator or the Chair, in a predetermined order based on the seating of the members, Administrative Assistant alphabetically (from A-Z) by last name and rotating with each resolution voted upon".
- **J. Terms** add "The Board's Township appointment to the Planning Commission shall serve after the expiration of his/her term until a successor is appointed and qualified".

ACTION REQUESTED:

Motion to adopt 2017 Board Operating Rules as outlined.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4359



CARVER
COUNTY

**Board of Commissioners
Board Operating Rules
Adopted**

~~January 5, 2016~~

Proposed

January 3, 2017

I. Overview

A. Purpose

The Carver County Board of Commissioners is the body charged by law with the management of the affairs of Carver County. The County Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of state and federal law.

The County Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found in Minnesota Statutes, especially but not exclusively Chapters 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

B. Statement of Principles

The Operating Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The rules are representative of the following Carver County Strategic Plan.

I. Vision

Where the future embraces the past in keeping Carver County a great place to live, work and play for a lifetime.

II. Mission

To meet the service requirements and special needs of our residents in a fiscally responsible and caring way. We will plan the county's growth to preserve its uniqueness and will encourage rural and urban compatibility. We will protect our history while planning for a dynamic future.

III. Goals - Summarized

To help define each goal statement, there is a distinctive and characteristic word which summarizes each goal. These five goals are designed to serve as the foundation for all future strategies, work and priorities of the County.

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

II. Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

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

IV. Finances: Improve the County's financial health and economic profile.

V. Growth: Manage the challenges and opportunities resulting from growth and development.

C. Effective Date

These rules shall become effective upon passage by the County Board.

II. Amendments to the Operating Rules

During the statutory meeting, the County Board shall review, amend if necessary, and adopt the operating rules for the year.

Any time throughout the year, the County Board may amend (or suspend) the operating rules by an affirmative vote of the members. Changes shall be effective immediately upon passage.

Any member of the County Board or the County Administrator may initiate action to amend the operating rules

Any changes in statute or law affecting the rules are effective immediately and will be reflected in the next draft of the rules.

III. County Board Organization

A. Membership

The County Board of Commissioners consists of five (5) members elected from single-member districts apportioned on the basis of population as provided by law.

B. Commissioner Districts

The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to Minn. Stat. §375.025.

C. Terms of Office

The term of each Board member is four years, except as otherwise established pursuant to Minn. Stat. §375.03.

D. Vacancy

A vacancy in the office of County Board is filled at a special election not less than 30 nor more than 90 days after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not less than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term (Minn. Stat. §375.101).

If the vacancy occurs less than 60 days before the general election preceding the end of the term, the vacancy shall be filled by the person elected at the general election for the ensuing term. That person shall take office immediately after receiving the certificate of election, filing the bond and taking the oath of office (Minn. Stat. §375.101).

E. Officers

The County Board, at its statutory meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair. The Chair presides at the County Board meetings, decides on questions of order, subject to vote of the County Board, and signs all documents requiring signature of the County Board. The Chair's signature, attested to by the County Administrator or designee, is binding as the signature of the County Board.

The County Board elects from its membership a Vice-Chair at the same time and place and in the same manner as provided for the election of the chair. The Vice-Chair performs the duties of the chair when the chair is unable to perform those duties.

If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the Clerk to the Board (Minn. Stat. §375.13).

At the statutory meeting (and if applicable during the year), the Chair of the County Board shall have the authority to recommend committee chairs and appoint members of the County Board to standing committees and other County Board-member appointed committees,

organizations and groups, subject to approval by the County Board.

F. Compensation

County Board members receive as compensation for services an annual salary as set by resolution of the County Board. (The salary must be established prior to the end of the preceding year and is effective January 1 of the new year.)

Prior to the effective date of a new salary, each County Board member shall have the option to accept or reject any salary increase in writing and submit it to Employee Relations.

G. Monthly Expense Allowance

Each member of the County Board is allowed a monthly expense allowance as determined by the County Board for expense while doing business for Carver County. (This expense allowance is provided for under Minnesota Laws, Chapter 66, adopted in 1981.) Typical expenditures for this allowance are mileage, parking, and meals while in the seven county metropolitan area for conferences, seminars and meetings. Expenses included in this allowance are generally considered to be ones that the Board Member deems to be necessary in order to fulfill the duties of office.

The County Board, by resolution, determines the annual expense allowance level. Within the seven county metropolitan area, this allowance is in lieu of traditional reimbursement plans including per diem expenses. The expense allowance is paid to the Board Members in twelve equal monthly installments.

Outside the seven county metropolitan area, all costs deemed necessary by the Board Member to fulfill the duties of office, are covered by County Financial Policy and Administrative Policy Manuals' reimbursement guidelines. This would include reimbursement for actual costs while performing duties of the office of County Commissioner.

In addition, all overnight expenses associated with conferences, seminars, and meetings are costs eligible for reimbursement. Each Commissioner shall be allocated an annual conference and training budget with an amount to be determined according to the annual budget process. Conference and training funds not used by an individual Commissioner during each respective budgetary year may be used by another Commissioner

within that budget year upon mutual agreement between the Commissioner requesting the funds and the Commissioner providing the funds. Any out of state travel must meet the requirements outlined in the Elected Officials Out of State Travel policy included in the Carver County Administrative Policy Manual.

Cell phone expenses are costs eligible for reimbursement according to County Financial Policy and Administrative Policy Manuals' reimbursement guidelines. In addition, remote computer access expenses are eligible for cost reimbursement.

H. County Board Budget

The County Board is allocated an annual budget which includes salary and benefits and general operating expenses (office supplies and other miscellaneous expenses).

IV. County Board Meetings

A. Regular Meetings

Members of the County Board are entitled to ten days' notice of regular Board meetings (Minn. Stat. §375.07). At the annual statutory meeting, the County Board shall adopt a schedule of regular board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by general consensus or a vote if necessary of the County Board. Evening meetings may be added to the Board's schedule as is necessary to ensure adequate public participation and input on specific agenda items.

Unless otherwise stated, all regular meetings of the County Board will be convened at the Carver County Government Center. The Board Room is located on the second floor of the Human Services Building. All regular meetings of the County Board are open to the public.

B. Statutory Meeting

The County Board meets in the County Board Room located at the Carver County Government Center, for the transaction of business on the first Tuesday after first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Administrate oath of office (if required);
2. Elect officers;

3. Appoint commissioners to commissions committees and boards;
4. Appoint voting members to AMC;
5. Appoint members to Metropolitan Counties Computer Consortium;
6. Appoint advisory committee members.

C. Open Meeting Law

All meetings of the Carver County Board of Commissioners and other Committees and Boards and Commissions are subject to the Open Meeting Law (Minn. Stat. Chap. 13D).

D. Closed Meetings

The County Board may by motion convene in closed session for the purposes of transacting business. Business which may be considered in closed session are as follows.

- In accordance with the attorney/client privilege;
- To consider strategy for labor negotiations;
- To consider real estate negotiations;
- To consider security measures;
- Or as otherwise required or permitted by the Minnesota Open Meeting Law.

E. Special/Emergency Meetings

The Carver County Board may establish a special or emergency meeting. Procedures to schedule a special or emergency meeting shall be in accordance with Minn. Stat. Chap. 13D.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicity specified by the Board prior to adjourning the meeting in which the time, date and place are established.

The County Board may schedule work sessions, retreats, forums or additional meetings. A schedule of such meetings shall be maintained in the County Administration Office. Work sessions and other informal meetings of the Board, not regularly held, shall be subject to the same notice requirements of the Minnesota Open Meeting Law.

A joint meeting with the County Board and any other political subdivision may be held within the boundaries

of either subdivision and will be specified in the meeting notice.

Meetings of the County Board may also be conducted by interactive TV according to Minn. Stat. §13D.02.

F. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration.

The order of business for public hearings generally follows this procedure:

1. Presiding officer opens the hearing and states the purpose;
2. Brief description of issue by County staff or other appropriate persons;
3. Presentation, if applicable, by affected or interested persons;
4. Public hearing closed by the Board;
5. Decision of the County Board.

At any time during the process, the County Board may address questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits for speakers individually or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is denied their right to free speech.

All comments by proponents, opponents, or members of the public shall be made at the microphones and individuals making comments shall first give their name and address. This is required for an official record of the public hearing.

G. Meeting Conduct

The following meeting conduct rules shall apply for all Board meetings:

1. Respect the dignity of each individual.
2. Respect one another's facts, opinions and right to speak.

Carver County Board Operating Rules
Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010; Jan 4, 2011; March 22, 2011, Jan 3, 2012; Jan 8, 2013; Jan 7, 2014, Jan 6, 2015, Jan 5, 2016

3. We realize that our thinking processes are shaped by our backgrounds. None of us can be completely objective as a result. We all have our natural biases that we may not even be aware of. We must respect that in one another. Backgrounds are neither right nor wrong; they just are. Diversity, differences, conflict are all inevitable.
4. We choose to deal with conflict in a healthy manner. Therefore there will be no name calling and putdowns of individuals or ideas. This does not mean you can't openly disagree and support your ideas, opinions and facts.
5. Listen respectfully - no interruptions.
6. In the interest of time, time limits may be established.
7. Questions may be asked of the presenters during the time allotted.

H. Cable casting

All regular meetings of the Carver County Board of Commissioners are videotaped from calling to order of the meeting to the adjournment of the meeting's regular session. Regional Rail Authority, Ditch Authority and Public Health Board meetings are also videotaped from calling to order to adjournment of the meeting.

These DVDs are broadcast on cable television channels. Efforts are made to use cable channels that provide the most complete coverage possible across the entire geographic areas of Carver County.

DVDs are available for check-out through the Carver County library system and are available for viewing on the County's website. DVDs are also available for purchase by the general public through the County Administrator's Office. The cost of DVDs are set by the County Board and included in the County's Fee for Service Schedule.

The Carver County Administration Department retains a copy of the DVD for a period of two years and one week after the taping date. These videotaped recordings are not the official minutes of the Carver County Board of Commissioners.

I. Quorum

A quorum shall be necessary for the transaction of business. A majority of the members of the Board shall constitute a quorum and no business shall be transacted unless voted on by a majority (three votes) of the whole County Board (Minn. Stat. §375.07). Less than a majority of members may convene a meeting, but no business may be transacted.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the County Administrator to indicate his or her planned absence.

J. Role of Presiding Officer

The presiding officer of the meeting will be the Chair. In the absence of the Chair, the presiding officer will be the Vice-Chair. The duties and powers of the presiding officer shall include the following:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. Require the vote on all questions regularly moved and to announce the result.
4. Review and comment on the draft agenda for each regular and special meeting of the Board.
5. Serve as representative of the Board in execution of contracts, orders, resolutions, determinations and minutes of the Board and certification of tax rolls.

The Chair of the Board may make a motion and has the same voting rights and responsibilities as other members.

K. Addressing the Chair

Formal protocol will be used when speaking to the County Board. The County Board Chair shall be addressed as "Mr./Madam Chair." Members of the County Board shall be addressed as "Commissioner (last name)."

L. County Administrator

The County Administrator or designee shall attend all meetings of the County Board. The County Administrator represents the Board at the meetings. The County Administrator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the County Administrator to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

The County Administrator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Administrator or designee acts as the clerk of the board and shall also: 1) make regular entries of all Board resolutions and decisions

upon all questions; 2) record the vote of each member on any question submitted to the Board; 3) preserve and file all business acted upon by the Board; 4) certify copy any and all resolutions or decisions of the Board; and 5) perform such further duties as designated by the Board.

V. CONDUCT OF DEBATE

A. Principles

The Rules of Parliamentary Practice embodied in Robert's Rules of Order (hereafter referred to the Rules of Order) shall guide the Board in all cases applicable, except as modified by the rules herein and applicable Minnesota Statutes. In all cases, except where Minnesota Statutes dictates, a majority vote will prevail when deciding a question.

B. Parliamentarian

The Rules of Order governing County Board meetings shall be referred to the County Board Chair for interpretation and enforcement. The County Board Chair may consult with Board members and/or the County Attorney in interpreting and deciding upon rules and questions of order.

C. Role of the Chair

The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may restate or ask the County Administrator or designee to restate who made the motion, who seconded the motion, and announce the result of the vote.

D. Suspension of the Rules

Any member of the Board may make a motion for a suspension of the Rules of Order at any time during the debate and, if in order and duly seconded, the Board will vote on the request.

E. Main Motion

The main motion shall be considered by the Board. A member may make only one main motion at a time. The Board member(s) may present an initial motion on the resolution and subsequently debate the question; or the

Board member(s) may call upon staff for additional information prior to introduction of the motion.

The introduction of a main, or substantive motion, is out of order while another main motion is pending. While

the question is under debate, no other motion shall be received or entertained except for procedural motions permitted in the Rules of Order.

F. Second Required

All motions before the Board shall be seconded prior to consideration by the Board. The second may occur after brief informal discussion. Subsequent to the second of the motion, formal debate may ensue between the members of the Board prior to the formal vote being called.

G. Amended Motion

Any motion may be amended at any time before it is adopted. The amended motion shall have precedence over an existing motion and may be discussed prior to being voted upon. If the amended motion fails, the main motion may proceed for consideration. If the amended motion passes, the amended motion becomes the main motion and may proceed for consideration. Once an amended motion is voted upon, a second amended motion may be entertained.

H. Division of the Question

Upon the request of any Board member, a motion or resolution in debate may be divided and separated into more than one action provided that the Chair rules that the motion or resolution will allow such a division. Each of the resulting motions or resolutions must be complete to allow independent consideration and action.

I. Withdrawal of Motion

After a motion has been stated by the Chair, it is deemed to be in the possession of the Board, but may be withdrawn by the member introducing the motion at any time before a vote. The Chair must accept or reject the withdrawal request. This motion cannot be debated or amended. If the motion is withdrawn, the effect is the same as if it had never been made.

J. Discussion Procedures

The following operating rules shall guide debate:

1. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.

2. Upon recognition of the Chair, the Board member making the motion has precedence to address the Board first, with the option of explaining the reasons why the motion is made. Subsequently the floor is open to any member of the Board.

3. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his/her consent. To obtain such consent, he/she shall first address the Chair.

K. Adoption

A motion or resolution shall be adopted if approved by a majority of the whole Board (Minn. Stat. §375.07).

L. Procedural Motion

In addition to the substantive motions, the following procedural motions shall be in order. This is a partial list of those motions from Robert's Rules that are most often used.; it is not intended to be a complete list.

These motions shall be considered in the following order of precedence as taken from Robert's Rules of Order:

1. Motion to Adjourn;
2. Motion to Recess;
3. Motion to Suspend the Rules;
4. Motion for Division of the Question;
5. Motion to Defer Consideration (Motion to Lay on the Table);
6. Call of the Previous Question;
7. Motion to Postpone to Certain Time or Day;
8. Motion to Refer to Committee;
9. Motion to Amend;
10. Motion to Reconsider.

M. Voting

It is the duty of every member to vote. Voting shall be recorded as a "yes" or "no" vote by the County Administrator and duly noted in the minutes. Unless a Commissioner signifies an abstention or vote in the negative on any given issue, the County Administrator shall be directed to record that each Commissioner has voted in the positive on that particular matter which is before the Board. A roll call, if requested by any member, shall be called by the ~~County Administrator or the Chair, in a predetermined order based on the seating of the members,~~ Administrative Assistant alphabetically (from A-Z) by last name and rotating with each resolution voted upon.

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

The County Board takes formal action by resolution (Minn. Stat. §373.02) or ordinance (Minn. Stat. §375.51) only, both of which are initiated through a motion. A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of business, only one subject may be considered at a time and the main motion may be proposed only when no other motion is before the County Board. (See Section V.)

B. Ordinance

The County Board may take formal action by ordinance (Minn. Stat. §375.51). An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the county. County Board action shall be taken by ordinance when required by law.

C. General Consensus

The County Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action by resolution or ordinance. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy or authorize action.

D. Policy Development

Authority for the development of policies in Carver County is granted to the County Board through Minn. Stat. Chapter 373 (Counties, Powers, Duties, and Privileges) and Minn. Stat. Chapter 375 (County Boards) and other statutes. With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate, through Board resolutions. These delegations of authority may be rescinded at any time by the Board.

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

The County Administrator shall prepare the agenda and supporting material for each regular and special meeting. Members of the Board may direct that an item be placed on the Agenda by informing the County Administrator. The County Administrator shall include an item on the agenda if a member directs that the item be placed on the agenda at least three (3) days prior to the meeting for which the agenda is to be prepared.

The Board agenda packet, including the meeting agenda and supporting material, shall be received by each member of the Board no later than the Monday preceding the regular Tuesday meeting.

Copies of the agenda and supporting material shall be made available to the County staff, public and media as appropriate. A distribution list shall be maintained in the County Administration Office. Members of the public who are interested in following issues considered by the Board may register their name and address with County Administration for placement on the agenda distribution list.

If possible and if time avails, Board members are encouraged to identify and request future agenda topics within the agenda section entitled "Board Reports." Early identification of future agenda items informs the Board that a particular subject will be discussed and provides staff an opportunity to conduct any research, and provide background information sufficient to inform the Board.

B. Order of Business

The Order of Business for each regular meeting of the County Board shall be as follows:

1. Call to Order (start of cablecast)
2. Pledge of Allegiance
3. Public Comments
4. Introduction of New Employees
5. Approval of Agenda
6. Approval of Minutes
7. Community Announcements
8. Consent Agenda
9. Regular Agenda
10. Adjourn Regular Session (end of cablecast)
11. Board Reports

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any member of the Board or the County Administrator subject to County Board consensus.

C. Consent Agenda

The Consent Agenda will consist of routine agenda items which are not likely to require additional debate and discussion. Examples of consent agenda items include, but in no circumstances are limited to, tax abatements (penalty and interest claims), minor budget amendments, personnel actions, tax forfeiture actions, and miscellaneous contract approvals and renewals.

The Consent Agenda shall be considered as one item of business. The Board may approve all items on the consent agenda by adopting one motion. In the minutes of the meeting, the items passed in the Consent Agenda shall be recorded individually.

Prior to approval of the Consent Agenda, any member can remove an item on the Consent Agenda for further discussion and/or for the purposes of separate consideration. The Chair shall determine the location on the agenda for the item of business which will subsequently be considered.

D. Regular Agenda

The Regular Agenda will consist of items which are likely to and/or require additional discussion and review. Items of business within the Regular Agenda shall be considered individually and in the order of business as noted on the agenda.

E. Official Records

The County Administrator or designee shall prepare the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statutes in order to provide an accurate record of County Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions (Minn. Stat. §331A.01).

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board Meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minn. Stat. §375.12). The

Official Board Proceedings are distributed to staff and interested parties and are also available on the Carver County website at www.co.carver.mn.us.

The official minutes of County Board meetings shall be available in the County Administration Office. The resolutions shall be numbered consecutively followed by the last two digits of the calendar year.

VIII. ADVISORY COMMITTEES AND OTHER STATUTORY APPOINTMENTS

A. Policy

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as Committees) which have been established by the County Board or pursuant to Minnesota Statute. Authority for establishment of the committees is prescribed in Minnesota Statutes and in Board Policy. County Administration will maintain a complete list of committees and their underlying source of creation.

B. Advisory Committees

Advisory Committees or Boards do not establish county or department policy, determine budget or resource allocations, or direct the operations of the department. These remain the sole responsibility of the County Board. Advisory Committees perform their duties and responsibilities as delegated by the County Board, they report to the County Board, and are under the County Board's jurisdiction.

A list of advisory committees includes, but is not limited to:

1. Arts Committee
2. Board of Adjustment
3. Library Board
4. Mental Health Advisory Committee
5. Minnesota Extension Committee
6. Park Commission
7. Personnel Board of Appeals
8. Planning Commission
9. Water Management Organization

C. Appointments to other Public Bodies

The County Board also makes appointments to entities that are created by special act and which, upon their establishment, are public bodies, corporate and politic, with all the powers, duties and authority as provided for in statute.

Term lengths, term limits and other operational procedures of these public bodies are governed by Minnesota Statute and/or the entity's by-laws.

A list of these public bodies includes, but is not limited to:

1. Community Development Agency
2. Lower Minnesota River Watershed District
3. Minnehaha Creek Watershed District
4. Riley-Purgatory-Bluff Creek Watershed

D. Role and Purpose of the Committees

Each Committee serves a statutory, policy, or operational purpose within Carver County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board will vary from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing Committees in support of County government are:

1. To involve members of the public in the decision-making process.
2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.

E. Operating Procedures

An open appointment policy governs the process for recruiting applicants to committees. The actual appointments are made by the County Board.

Individuals appointed by the Board to Committees receive a per diem reimbursement for attendance at regular or special meetings of such committees unless otherwise stated by the County Board. The per diem level is established from time to time by Board and/or Minnesota Statute.

F. Appointments

Unless mandated statutorily, appointments to the extent possible will be made by commissioner district. The Board will use discretion in this area and instances may occur when appointments will not follow district boundaries due to the target group the committee

represents, availability of applicants, or other factors. The Carver County Board will attempt to select those candidates who will best represent the county and the committee's needs.

When a vacancy exists due to resignation or other reasons, the Board will follow the open appointment process. For the purpose of maintaining uniform length of terms the new appointee's partial term will be assumed to be a full term regardless of actual time remaining in the unexpired term.

G. Attendance Policy

Advisory committee members missing three (3) consecutive meetings in a year without the formal consent of the advisory committee shall be deemed to constitute a resignation of a member and a vacancy thus created shall be filled thereafter as provided by the open appointment process.

H. Residency Requirement

Applicants are not always restricted to Carver County residents.

I. Notification

County staff shall inform all appointees to committees at the initial yearly meeting or at the first meeting attended by a member of the contents of all applicable attendance policies, residency requirements and other pertinent information needed to perform the duties of a committee member.

J. Terms

Unless mandated statutorily, the County Board has standardized the length of term and number of terms each member to serve. The length of term is 3 years and the maximum number of consecutive terms each member may serve is 3. The Board's Township appointment to the Planning Commission shall serve after the expiration of his/her term until a successor is appointed and qualified.

K. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

L. Reporting Requirements

The Committees shall report their activities to the designated Board member or the County Board as needed on a periodic basis.

IX. CODE OF ETHICS

It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public. With this belief, the following statements further emphasize the priority and commitment the County Board has placed on Ethical Standards.

In the execution of their official duties, all County Board Members shall strive to:

- Observe the highest moral and ethical standards.
 - Maintain and respect the confidentiality of private and confidential information.
 - Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.
 - Comply with the ethical obligations imposed by law, including Minn. Stat. §10A.07, 10A.071, 382.18, 471.87-.895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
 - Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
 - Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues.
 - Place cooperation, trust, and respect at the heart of all that is done.
 - Behave ethically as daily responsibilities are carried out.
 - Support one another at and beyond the County Board table.
 - Operate as an effective team, continually
 - Improving that effectiveness.
 - Work for “win-win” situations instead of “win-lose.”
 - Actively listen, keep an open mind and suspend judgment.
- Be pro-active in the exercise of the office.
 - Do the best to answer questions posed by one another, the employees, and the community.
 - Honor “discussion” before “decisions.”
 - Be consistent in process and operation.
 - Be honest and candid with one another.
 - Focus on working “with” instead of “for” or “under.”
 - Not take differences of opinion personally.
 - Disagree agreeably and professionally.
 - Realize that people make mistakes – forgive and forget.
 - Realize and honor varying work styles, personalities, and process needs.
 - Share information and avoid surprises.
 - Maintain a sense of levity – public service should be fun as well as work.

X. CITIZENS

A. Citizen Participation

The public is invited and encouraged to attend and participate in County Board meetings. All approved minutes of Board meetings are published in the official county newspaper and agendas and minutes are available on the County website at www.co.carver.mn.us.

B. Audience/Citizens Requests

The County Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff and scheduled for discussion on the appropriate agenda.

If an individual seeks to appear before the County Board he/she should notify the County Administration Office of his/her intention and the issue to be presented. Staff will confer with the individual, address the issue and, if necessary, schedule the issue accordingly on the appropriate agenda.

C. Audience Participation at Board Meetings

To the extent possible, interested citizens shall notify the County Administrator of their interest to speak at the meeting and the issue to be discussed. The County Administrator will notify the Chair. In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff to try to resolve matters before coming formally to the County Board meeting. Questions directed to the

Board may not be answered immediately, however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by the Board and/or County staff.

The Carver County Board wishes to provide an opportunity for the public to address the County Board. The County Board Chair has the discretion to request public input on issues that are included as part of the agenda. For citizens who desire to discuss issues which are not on the agenda, every regular Board meeting has a Public Comments section.

It is the intention of the Board, by adoption of the following rules, to ensure that its affairs are conducted in an open, orderly, and efficient manner, that persons desiring to address the Board on matters pertaining to the agenda or germane to County business are afforded an opportunity to speak, that persons in attendance may observe and hear the proceedings without distraction, and that the Board is able to transact County business with minimal disruption.

1. A person desiring to speak may only speak if acknowledged by the Board Chair. All remarks shall be addressed to the County Board as a whole, not to any specific member(s) or to any person who is not a member of the County Board.
2. Comments are limited to a period of five (5) minutes. Additional time may be granted at the discretion of the Chair.
3. Copies of written materials must be provided to the County Board members, the County Administrator, the County Attorney, and any media present at the meeting. Handouts provided to the County Board members become government data and are thereafter under classifications designated in the Minnesota Government Data Practices Act and/or other privacy laws.
4. If there are a number of individuals present to speak on the same topic, all persons must sign in and designate a spokesperson or two.
5. Board members will listen to comments but will not engage in discussion during the Public Participation section of the agenda. Board members or County staff may ask questions in order to gain a thorough understanding of concerns, suggestions, or requests. If follow-up to a person's comments is requested or required the Board Chair will direct the County Administrator to do so.
6. Disruptive and/or disrespectful behavior will

not be allowed. Examples of such behavior include arguments, obscenity, profanity, insults or attacks against a person in his or her personal capacity, physical violence or threat thereof, repetitious references, or such other comments or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any Board meeting. The Chair will address such a speaker, give them a warning and/or use appropriate means to remove such a person from the meeting up to and including the use of law enforcement

D. Responding to Correspondence/Inquiry/Processing of Complaints from Citizens

County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Carver County.

Upon receipt of a written inquiry, request for information, or complaint about County business which has been sent to a Board member, upon notification and direction from County Administrator or designee, staff will confer with the member to determine the appropriate course of action. The inquiry will be handled timely as directed with the County Administrator or designee advising the Board member upon completion.

Incoming telephone calls requesting a specific Board member should be forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred method of handling telephone inquiries. Every effort will be made to maintain open lines of communication between the Board members and their constituents.

Telephone calls requesting information about specific areas of County business are forwarded to the appropriate Division. Customer service is of primary importance to the County Board and staff and an appropriate method of tracking the information requests and responses will be utilized.

XI. Staff

A. County Administrator

The County Board adopted the County Administrator form of government on August 6, 1985.

The position of County Administrator is established pursuant to Minn. Stat. §375A.06. The County

Administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statute and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the County Administrator.

In general, the County Administrator shall exercise supervision of the divisions which function under the jurisdiction of the Carver County Board. The County Administrator shall coordinate the various activities of the County, unify the management of its affairs, and make recommendations to the Board regarding the structure of County functions, including reporting relationships, physical facilities and locations. The County Administrator is accountable for hiring, training, advising, motivating, and appraising the performance of subordinates. The County Administrator recommends the annual budget and long range capital expenditure programs to the Board for approval.

The County Administrator recommends to the Board proposed policies concerning the administrative affairs of the County. The County Administrator will keep the Board informed, make recommendations, and comment upon legislative initiatives which affect the County and, as directed by the Board, will represent the County in its relations with other governments. The County Administrator will serve as the leader of the County Management teams, recommend short and long term goals to the Board, and periodically measure organizational and individual accomplishments against goals, objectives, and timetables.

B. Role of Staff

The County Administrator with the support of staff will, in a timely and responsible manner, answer inquiries and requests regarding issues and concerns brought by Board members or the citizens of Carver County. In certain instances Board members may want assistance or County staff involvement in evaluating policy and/or programmatic changes. Board members who wish to initiate policy or program change are encouraged to first present such requests to the appropriate Division.

Functions which are deemed routine such as interpretation of policy and procedure, general constituent business, and/or research which require minimal time may be directed by the Board or individual member, to the County Administrator or designee for action.

C. Legislative Protocol for Staff and Citizen Members of Appointed Boards

This following policy applies to all staff/citizen members and respective appointed Board members that lobby as a representative of Carver County.

Staff/citizen members who choose to lobby on a policy issue that would affect the operations of the County, are expected to confine their efforts to the County's current legislative agenda.

Staff/citizen member participation should be immediately communicated to the Board appointed designee or the County Administrator. If the issue has not been addressed by the County's legislative agenda, a County Board position should be sought prior to any lobbying effort on your part.

The Board appointed designee, County Administrator, or designated personnel, will organize the county's efforts. Staff/citizen members should presume that s/he speak for the County Board, unless s/he has reviewed their positions or have checked with them on specific issues.

When the County is paying the dues for membership in a professional association, staff/citizen members shall not take a position within that professional association that is inconsistent with County Board policy.

All staff/citizens members and appointed representatives shall notify the County Board and/or the County Administrator of a pending appointment to an advisory board or task force initiated outside of the scope of County Board authority.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Adopt schedule of regular Board meetings for the year 2017

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/3/2017

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 5 minutes

Attachments: Yes No

Presenter: Dave Hemze Title: County Administrator

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

At the annual statutory meeting, the County Board adopts a schedule of regular Board meeting for the upcoming year.

Administration is recommending County Board meetings as follows.

- Regular session: First Tuesday of the month at 9:00 a.m.
- Regular session: Third Tuesday of the month at 4:00 p.m.
- Work session: Fourth Tuesday of the month at 9:00 a.m.

There would be no meetings scheduled the second Tuesdays of the month. The attached calendar reflects that meeting schedule with a minor change to the July and December meeting schedules due to the July 4th Holiday/AMC Conference (July and December meetings scheduled for the second week of the month).

The Board's Operating Rules provide for additional meetings to be added to the Board's schedule as is necessary to ensure adequate public participation and input on specific agenda items.

ACTION REQUESTED:

Motion to adopt attached meeting schedule for 2017 as presented.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4357

2017 BOARD MEETINGS

(1st Tuesday of the month at 9:00 a.m.; 3rd Tuesday of the month at 4:00 p.m.;
4th Tuesday of the month work session at 9:00 a.m.)

Tuesday	January 3, 2017	9:00 a.m.	Organizational Session
Tuesday	January 10, 2017		No Board Meeting
Tuesday	January 17, 2017	4:00 p.m.	Board Meeting
Tuesday	January 24, 2017	9:00 a.m.	Board Work Session
Tuesday	January 31, 2017		No Board Meeting

Tuesday	February 7, 2017	9:00 a.m.	Board Meeting
Tuesday	February 14, 2017		No Board Meeting
Tuesday	February 21, 2017	4:00 p.m.	Board Meeting
Tuesday	February 28, 2017	9:00 a.m.	Board Work Session

Tuesday	March 7, 2017	9:00 a.m.	Board Meeting
Tuesday	March 14, 2017		No Board Meeting
Tuesday	March 21, 2017	4:00 p.m.	Board Meeting
Tuesday	March 28, 2017	9:00 a.m.	Board Work Session

Tuesday	April 4, 2017	9:00 a.m.	Board Meeting
Tuesday	April 11, 2017		No Board Meeting
Tuesday	April 18, 2017	4:00 p.m.	Board Meeting
Tuesday	April 25, 2017	9:00 a.m.	Board Work Session

Tuesday	May 2, 2017	9:00 a.m.	Board Meeting
Tuesday	May 9, 2017		No Board Meeting
Tuesday	May 16, 2017	4:00 p.m.	Board Meeting
Tuesday	May 23, 2017	9:00 a.m.	Board Work Session
Tuesday,	May 30, 2017		No Board Meeting

Tuesday	June 6, 2017	9:00 a.m.	Board Meeting
Tuesday	June 13, 2017		No Board Meeting
Monday	June 19, 2017	5:00 p.m.	Board of Equalization
Tuesday	June 20, 2017	4:00 p.m.	Board Meeting
Tuesday	June 27, 2017	9:00 a.m.	Board Work Session
Tuesday	June 27, 2017	1:00 p.m.	Board of Equalization (if needed)

Tuesday	July 4, 2017		No Board Meeting
Tuesday	July 11, 2017	9:00 a.m.	Board Meeting
Tuesday	July 18, 2017	4:00 p.m.	Board Meeting
Tuesday	July 25, 2017	9:00 a.m.	Board Work Session

Tuesday	August 1, 2017	9:00 a.m.	Board Meeting
Tuesday	August 8, 2017		No Board Meeting
Tuesday	August 15, 2017	4:00 p.m.	Board Meeting
Tuesday	August 22, 2017	9:00 a.m.	Board Work Session
Tuesday	August 29, 2017		No Board Meeting

Tuesday	September 5, 2017	9:00 a.m.	Board Meeting
Tuesday	September 12, 2017		No Board Meeting
Tuesday	September 19, 2017	4:00 p.m.	Board Meeting
Tuesday	September 26, 2017	9:00 a.m.	Board Work Session

Tuesday	October 3, 2017	9:00 a.m.	Board Meeting
Tuesday	October 10, 2017		No Board Meeting
Tuesday	October 17, 2017	4:00 p.m.	Board Meeting
Tuesday	October 24, 2017	9:00 a.m.	Board Work Session
Tuesday	October 31, 2017		No Board Meeting

Tuesday	November 7, 2017	9:00 a.m.	Board Meeting
Tuesday	November 14, 2017		No Board Meeting
Tuesday	November 21, 2017	4:00 p.m.	Board Meeting
Tuesday	November 28, 2017	9:00 a.m.	Board Work Session

Tuesday	December 5, 2017	AMC Conference	No Board Meeting
Tuesday	December 12, 2017	9:00 a.m.	Board Meeting
Tuesday	December 19, 2017	4:00 p.m.	Board Meeting
Tuesday	December 26, 2017		No Board Work Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Committee Appointments and Assignments

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/3/2017

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 20 minutes

Attachments: Yes No

Presenter: Board Chair Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Administration is requesting that the Board make committee appointments and assignments for 2017. A list identifying the appointments and assignments to be made is attached.

ACTION REQUESTED:

Motion appointing Board members to various commissions, committees and boards.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4362

Committee Appointments and Assignments

Committee	2016 Appointee	2017 Appointee
Area Agency on Aging	Maluchnik	
Association of Minnesota Counties Board of Directors	Ische, Alt. Degler	
AMC Environment & Natural Resources Policy Committee	Ische	
AMC General Government Policy Committee	Degler	
AMC Health & Human Services Policy Committee	Lynch	
AMC Public Safety Policy Committee	Maluchnik	
AMC Transportation Policy Committee	Workman	
AMC Voting Delegates	Degler, Ische, Lynch, Maluchnik, Workman, Dave Hemze, Lyndon Robjent, Rod Franks	
CAP Agency Board of Directors	Degler	
Carver County Arts Committee	Lynch and Workman	
Carver County CDA	Maluchnik, Liaison, Alt. Workman	
Carver County Leaders	Maluchnik & Lynch	
Community Leaders (Eastern)	Degler, Maluchnik, Workman	
Courts Committee	Ische & Degler, Alt. Lynch	
Counties Transit Improvement Board	Maluchnik	
County's Strategic National Stockpile (SNS) Requestor	Degler, Hemze, Laura Reid	<u>Rod Franks</u>
CROW Joint Powers Board	Lynch, Alt. Ische	
County and Union Leaders Group	Maluchnik & Lynch	
Fair Board	Ische, Liaison, Alt. Lynch	
Greater MSP Partner Advisory Council	Julie Frick (public) vacant (private)	
Historical Society Committee	Maluchnik, Alt. Lynch	
Insurance Advisory Committee	Maluchnik	
Joint Ditches:		
Joint Ditch #1	Ische, Lynch Degler	
Joint Ditch #2	Ische Degler	
Joint Ditch #3A	Ische	
Joint Ditch #4	Ische, Lynch, Workman	
Joint Ditch #5	Ische, Lynch, Maluchnik	
Joint Ditch #21	Ische Lynch, Workman, Degler	
Joint Ditch #22	Ische, Lynch, Maluchnik	
Joint Ditch #24	Ische, Lynch Degler	
Joint Ditch #28	Ische	

Law Library Board	Degler	
Legislative Committee	Maluchnik & Workman	
Library Board	Degler, Liaison, Alt. Workman	
Lower Minnesota River Watershed	Maluchnik & Degler, Liaisons	
MCIT Voting Delegates	Hemze, Alt. Sonja Wolter	Hemze, Alt Sonja Wolter
MELSA	Degler, Alt. Workman	
Metro Alliance for Healthy Families Joint Powers Board	Workman	
Metro GIS Policy Board	Maluchnik, Alt. Peter Henschel	
Metropolitan Emergency Services Board	Ische & Degler	
Metropolitan Emergency Services Executive Board	Ische, Alt. Degler	
Metropolitan Emergency Services Radio Technical Operations Committee	Tim Walsh Alt. Shane Sheets	Tim Walsh Alt. Shane Sheets
Metropolitan Emergency Services 911 Technical Operations	Tim Walsh Alt. Susan Bowler	Tim Walsh Alt. Susan Bowler
Minnesota Inter-County Association	Degler & Maluchnik	
Minnehaha Creek Watershed District	Maluchnik & Workman, Liaisons	
Minnesota Extension Committee	Degler & Lynch	
Minnesota Counties Computer Consortium:	Melissa Reeder , Alt Dave Frischmon, Laurie Davies	<u>Peter Henschel</u> , Alt Dave Frischmon, Laurie Davies
Minnesota Transportation Alliance	Maluchnik	
Minnesota Valley Regional Rail Authority	Workman, Alt. Maluchnik	
Mobility Management Board (SmartLink)	Ische	
Mosquito Control District	Ische & Workman	
Park Commission	Lynch, Liaison	
Planning Commission	Ische, Alt. Lynch, Maluchnik	
Riley-Purgatory-Bluff Creek Watershed	Workman & Degler, Liaisons	
Solid Waste Management Coordinating Board	Workman & Ische	
Southwest Corridor Transportation Coalition	Workman & Maluchnik, Alt. Degler	
State CHS Advisory Committee (SCHSAC)	Laura Reid Alt. Maluchnik	<u>Rod Franks</u> , Alt.
Suburban County Representatives	Maluchnik & Workman	
Transportation Advisory Board – TAB	Maluchnik, Alt. Workman	
Water Management Organization	Lynch, Alt. Ische	

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Appointments to Advisory Committees

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/3/2017

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 30 minutes

Attachments: Yes No

Presenter: Board Chair Title:

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

BACKGROUND/JUSTIFICATION:

Each year the Board is asked to make appointments to their various advisory committees. Those individuals that were eligible to reapply were sent an application. A list of applicants that have applied is attached.

The Board has the option to make appointments today or hold until such time as they find an applicant.

ACTION REQUESTED:

Motion appointing applicants to advisory committees.

FISCAL IMPACT: Included in current budget
If "Other", specify:

FUNDING

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

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4360

**CARVER COUNTY CITIZEN ADVISORY
COMMITTEE VACANCIES AND APPLICATIONS**

BOARD OF ADJUSTMENT (3 year terms)

Current members:

Michael Huang - Commissioner District 1

Richard Kvitek – Represents Commissioner District 3 (resides District 1)

Current vacancies 4, Commissioner District 2, 4, 5 and at large

Applicants:

Scott Hoese - Commissioner District 4

Richard Buetow - Commissioner District 5

Virgil Stender – Commissioner District 5 and “at large” appointment

COMMUNITY DEVELOPMENT AGENCY (5-year terms)

Current members:

Sarah Carlson - Commissioner District 1

Greg Anderson – Represents Commissioner District 2 (resides in District #1)

Molly Kouvumak - Commissioner District 3

Darrel Sudheimer - Commissioner District 4

Current vacancy 1: Commissioner District 5

Applicant:

John Fahey - Commissioner District 5

LIBRARY BOARD (3-year terms)

Current members:

Barbara Colhapp - Commissioner District 1

Gwen Kuhrt – Represents Commissioner District 2 (resides District #1)

Linnea Chrest - Commissioner District 4

Wayne Mortenson - Commissioner District 5

Current vacancy 1: Commissioner District 3

Applicants:

Tom O'Connor - Commissioner District #3

MENTAL HEALTH ADVISORY COMMITTEE

Current Members:

Lisa Gjerde - Commissioner District 1
Dr. Edward Tipton - Commissioner District 1
Susan Kunitz - Commissioner District 2
Caroline Beise - Commissioner District 3
Becky Sorenson - Commissioner District 3
Noah McCourt - Commissioner District 3
Lisa Inman - Commissioner District 4
Becky Maas - Commissioner District 4
Virginia Wright – Commissioner District 5

Current Vacancies: All Mandated Vacancies are filled, however committee can have up to fourteen members

Applicants:

None

Minnesota Extension Committee (3 year terms)

Current members:

Georgiann Keport - Commissioner District 1
Kathryn Watson – Commissioner District 4
Rick Carlson – Commissioner District 5

Current vacancies 3: Commissioner District 2, 3 and 5

Applicants:

Maren Christopher – Commissioner District 2
Mark Willems – Commissioner District 5

PARK COMMISSION (3-year terms)

Current members:

Curt Kobilarcsik - Commissioner District 1
Carroll Aasen - Commissioner District 3
Ron Trick - Commissioner District 5
Mark Lagergren – Commissioner District 5 (at large)

Current Vacancies 3: Commissioner District 2, 4 and one at large

Applicants:

Jim Manders - Commissioner District 2
Jim Boettcher - Commissioner District 2 and has served “at large”
Gerald Burner - Commissioner District 4

PERSONNEL BOARD OF APPEALS (3-year terms)

Current members:

Gino Businaro - Commissioner District 3
Gerald Bruner - Commissioner District 4

Current vacancies: One at large

Applicants:

Nate Bostrom - Commissioner District 3

PLANNING COMMISSION (3-year terms)

Current members:

Gabrielle Soojian Theis - Commissioner District 1
Scott Smith – Commissioner District 3
Jim Burns - Commissioner District 4

Current vacancies 3: Commissioner District 2, 5 and Township Representative

Applicants:

Alan Herrmann - Commissioner District 5
Mark Willems – Current Township Appointment, has indicated an interest in reapplying, however the Township Association will not be meeting until the end of January. Administration is recommending that Mr. Willems be appointed until the Township Association has an opportunity to meet and make their appointment.

WATER MANAGEMENT ORGANIZATION (3-year terms)

One to represent each Commissioner District and each Watershed District

Current Members:

Thomas Welch – Commissioner District 2
Audrey Kramer – Represents Commissioner District 3 (resides District #1)
Trevor Kruger - Commissioner District 4
Virgil Stender – Commissioner District 5
Doug Kammerer - Representing Crow River
Mary Strother – Representing Bevens Creek
Carroll Aasen – Representing E/W Carver Creek

Vacancies 2: Commissioner District 1 and Representative residing in the Carver Creek Watershed District

Applicants:

Jim Boettcher - Commissioner District 2, resides Riley Purgatory Bluff Creek Watershed District

Charles Wild - Commissioner District 3, resides East Chaska Creek Watershed

Chad Robbins – Commissioner District 4, resides Carver Creek Watershed

A special session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 20, 2016. Chair James Ische convened the session at 10:10 a.m.

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

Members absent: None.

Under public comments, Jeremy Rock, 5925 Marsh Lake Road, Laketown Township, presented documents and reviewed concerns a group of Marsh Lake Road residents had regarding the proposed improvements to Marsh Lake Road. He indicated the Group was requesting assistance from the Board to give residents a “voice” in the process of designing and planning this road improvement project. Chair Ische thanked Mr. Rock for his comments and indicated the County Engineer would review.

The following amendments were made to the consent agenda:

7.0 Environmental Grants for Youth Groups and Cities

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

Maluchnik moved, Workman seconded, to approve the minutes of the December 13, 2016, Regular Session. Motion carried unanimously.

Community Announcements were made by the Board.

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

Approved Professional Services Agreement with SRF Consulting Group Inc. for County Road 10 trailhead construction subject to completion of the contract review process.

Contract with Bakkelund Tree & Landscape Services, LLC for Dakota Regional Trail tree work pending finalization of the contract review process.

Approved Professional Services Agreement with SRF Consulting Group Inc. for Parks 2040 Comprehensive Planning pending finalization of the contract review process.

Approved 2017 DHS contract for Mental Health Crisis Response Services in the amount of \$1,182,405.00 and related budget amendment.

Approved the County Attorney’s request to re-organize his office by creating a First Assistant County Attorney position and eliminating an Assistant County Attorney position and related budget amendment.

Approve the proposed exception to the salary range for the Chief Information Officer position and related budget amendment.

Approved annual maintenance contract with DataLink Corporation for the County's network storage system pending completion of the contract review process.

Approved the Federal Awards Procurement Policy.

Approved the following abatements:

40.1000120	Cole Joos
25.1980100	David Buckholz
30.2690180	Dawn Austad
40.0500770	Glen Bunn
06.0170800	George & Helen Kieser

Approved the Joint Powers Agreement with the Soil and Water Conservation District as well as with the Community Development Authority for provision of benefits, pending finalization of the contract review process.

Reviewed December 20, 2016 Community Social Services' actions/Commissioners' warrants in the amount of \$324,964.34.

Keri Anderka, Employee Relations, requested the Board adopt the Resolutions setting the 2017 compensation for the County Sheriff and for the County Attorney with specific amounts to be determined by the Board. Anderka reviewed market data from other counties, and explained the Board could consider several options to approach increases this year, but were encouraged to target market competitive pay for these positions.

Workman offered the following Resolution, seconded by Maluchnik, setting the 2017 County Sheriff salary at \$150,142 and 2017 County Attorney salary at \$162,491.

Resolution #76-16
2017 County Attorney and County Sheriff Compensation & Benefits

On vote taken, all voted aye.

Keri Anderka, Employee Relations, requested the Board adopt a Resolution setting the County Commissioner 2017 annual salaries, setting the monthly expense allowance and providing benefits consistent with other employees. Anderka provided market data from other Counties that indicated Carver County Commissioners continued to be significantly below the average rate among comparable counties. She recommended that the Board consider a \$10,000 to \$15,000 increase for annual Commissioner salaries for 2017.

Maluchnik offered the following Resolution, seconded by Ische, setting the 2017 County Commissioner salary at \$62,064, monthly expense allowances at \$715 for the Chair, \$640 for the Vice-Chair, and \$615 for the other members, and to provide benefits consistent with other County employees.

Resolution #77-16
2017 Resolution Setting County Commissioner Compensation & Benefits

David Hemze, County Administrator, recommended that the Board draw the difference between what is budgeted and what is approved from the Commissioners contingency fund. Maluchnik and Ische concurred and offered that as a friendly amendment.

On vote taken Ische, Degler, Maluchnik voted aye. Workman and Lynch voted nay.

Tom Vellenga, Assistant County Administrator, requested the Board approve Environmental Education Grants to youth groups and recycling grants to cities working with youth groups. Vellenga explained the recently halted arrangement with County youth groups where youth volunteers helped residents recycle items. He stated he was proposing the County provide grants to the eight named youth groups for environmental educational activities and fulfill its financial commitments to these groups through the end of 2016. In addition, the Cities of Mayer and Watertown would like to continue to partner with several youth groups to offer to pick up old Christmas trees at no cost to residents.

Degler moved, Lynch seconded, to approve the Environmental Educational Grants to the youth groups and recycling grants to the cities as outlined, pending completion of the grant review process. Motion carried unanimously.

Dave Hemze, County Administrator, presented the proposed 2017 property tax levy and budget to the Board. He highlighted the proposed 2017 budget and stated the recommended 2.8% levy increase did not have a tax impact on the County average value home. Hemze identified the allocation of county property tax dollars per month for services.

Dave Frischmon, Property and Financial Services Director, reviewed the structural budget gap, the net trend summary and 2017 levy adjustments. He pointed out the recommended 2017 staffing changes and noted the total FTEs that were non-levy funded and levy funded. Frischmon provided a summary of budget increases and decreases, as well as County Program Aid over the last ten years. He explained the recommended capital projects related to parks and trails, buildings and road and bridges and funding sources. He reviewed the use of State Turnback one time funds in 2017.

Frischmon reviewed the 2018 Long Term Financial Plan and identified unfunded projects. He pointed out the increased future staffing requests due to growth and the demand for services. He reviewed the 2017 budget schedule and requested the Board adopt the related Resolutions.

Maluchnik offered the following Resolution, seconded by Degler:

Resolution #78-16
Certifying 2017 Property Tax Levy
and
Resolution #79-16
County Board Adoption of the 2017 Budget
For Carver County

On vote taken, all voted aye.

Workman offered the following Resolution, seconded by Lynch:

Resolution #80-16
Adoption of the
2018 Long Term Financial Plan
For Carver County

On vote taken, all voted aye.

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

Dave Frischmon reviewed the proposed 2017 Carver County Regional Rail Authority budget and levy. He stated they were recommending a \$140,000 levy which was the same as 2016.

Lynch offered the following Resolution, seconded by Maluchnik:

CCRRA #02-16
Certifying 2017 Property Tax Levy
and
Adoption of 2017 Budget

On vote taken, all voted aye.

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

Chair Ische presented a 2016 Year in Review. He began with the two major news events that brought national and international media attention to Carver County in 2016: the death of Prince in April and the Ryder Cup in Chaska in September. He noted many other events and accomplishments during the past year also garnered recognition for the County on the state and local level. He recognized the acquisition of Coney Island, the donation from the Hoffman

SPECIAL SESSION
December 20, 2016

Foundation and future development plans. He pointed out two studies that recognized Carver County in a positive light relating to physical health, financial health and family stability. He identified the major accomplishments in the Public Works division with the completion of the SW Reconnection project, the completion of the bike trail, a roundabout, and additional improvements along County Highway 61. Ische stated Carver County ranked third in the state reporting election count totals with voter turnout topping 90% in the 2016 election.

He recognized the challenges for 2017 and future discussions related to funding options for high priority road and bridge projects. Chair Ische thanked his fellow board members for their support and employees for their work.

Degler moved, seconded by Lynch, to adjourn the Special Meeting at 11:32 a.m. and go into a work session to discuss the funding options for high priority road and bridge projects. 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:

Request to hire temporary Child Protection Social Worker II to fill maternity leave of absence

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

The Child and Family Department will have a full time Social Worker II taking family leave beginning around February 1st, 2017 . The granted leave is for appoximately a 3 month period. This period of time can be covered by a temporary employee. The temporary employee needed to cover the leave of absence can be identified upon approval of this requisition. We will attempt to identify temporary staff with prior experience with our agency, and be able to effectively assume the duties of the staff on leave. Filling the position on a temporary basis is critical to maintaining safety and progress on the affected caseloads. Current caseload size prohibits distributing cases to exisiting workers during the leave. The cost of the temporary position will be funded through utilizing Employee Relations temporary coverage budget.

ACTION REQUESTED:

Motion to approve utilizing Employee Relations temporary coverage budget to fund a temporary Social Worker II position to fill a 3 month maternity leave of absence.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =	\$0.00
ER-temp coverage budge	\$15,562.00
Total	\$15,562.00

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

No additional County levy dollars required due to utilization of Employee Relations temporary coverage budget.

Office use only:

RBA 2017 - 4464

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Request to hire temporary Child Protection Social Worker II to fill maternity leave of absence

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
temporary staff	11-xxx-xxx-9994.6112	\$15,562.00
TOTAL		\$15,562.00

CREDIT		
Description of Accounts	Acct #	Amount
ER- temp coverage budget	01-820-000-9994....	\$15,562.00
TOTAL		\$15,562.00

Reason for Request:

Utilize Employee Relations temporary coverage budget to fund family leave within HHS- Child and Family Department.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

File Organizers for Veterans & Veteran Dependents

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
 ▼

BACKGROUND/JUSTIFICATION:

In working with veterans and their dependents the past several years, the Veterans Service Office staff has found one consistent area where veterans and their families experience difficulty: document organization and records management. After consulting with other area Veterans Service Offices, the staff has decided to issue file organizers to veterans and their dependents. The organizers will help clients better track paperwork. The file organizers are valued at more than \$5 (cost of each item is \$8.13). County Administrative Policy I3 ("Carver County Donations") in Section I (Miscellaneous) requires the staff to request board approval to hand out these items at no cost to our clients.

ACTION REQUESTED:

Motion to approve the donation of file organizers to veterans and their dependents.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =	\$4,000.00
Total	\$4,000.00

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

The staff expects to hand out approximately 430 organizers to veterans and dependents. The total cost includes charges for printing and shipping.

Office use only:

RBA 2017 - 4471

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Authorization for 2017 Park Promotions/Donations & Administrative Passes

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>1/3/2017</u>
Contact: <u>Sam Pertz</u> Title: <u>Parks & Trails Supervisor</u>	Item Type: <u>Consent</u>
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:

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

BACKGROUND/JUSTIFICATION:

The Parks Department requests authorization to distribute park services and products as a low cost means to promote the park system, recognize volunteer service, and support charitable events in the community. Up to five (5) shelter rentals, fifteen (15) two night campground reservations, thirty (30) annual vehicle permits and \$200.00 in recreation program/event vouchers could be distributed in 2017. Examples of where redeemable vouchers for services or products could be disseminated include but are not limited to: park programs/special events; drawings at park system; display exhibits in local community venues and to local non-profits seeking donations for fundraising efforts.

Redeemable vouchers for services and products such as shelter rentals, weekend camping stays and annual vehicle permits may be awarded to someone who has provided significant/outstanding volunteer service to the County.

In addition, the Department requests authorization to distribute annual park permits to the groups listed below in order for them to have access to the park areas as a part of providing appointed, elected and administrative oversight for parks.

- Board of Commission Members (5)
- Park Commission Members (7)
- Administrative Staff (4)

The Board has approved requests for promotions, donations and administrative vehicle permits in previous years.

ACTION REQUESTED:

Authorize the Parks & Trails Supervisor to carry out promotions, and provide donations and administrative annual vehicle permits.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$0.00
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Total	\$0.00
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FTE IMPACT: None

Related Financial/FTE Comments:

No hard costs are identified for donation of items. Soft costs associated with the donation of items includes staff time and some material supplies

Office use only:

RBA 2017 - 4469

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Health and Human Services Administrative Structural Re-alignment

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Growth in personnel and the need to address mandated service challenges, necessitates structural re-alignment of some workgroups with the HHS Division.

The School-Linked Mental Health Unit will move in it's entirety from the Child and Family Department to the Behavioral Health Department. This move will better support Therapists as well as the increased billing activity.

The Administrative Support Unit at First Street Center will move in it's entirety from the Administrative Services Department to the Behavioral Health Department. This move will allow for more timely response to issues and more localized control of operations increasing efficiencies.

These proposed re-alignments do not include any changes to FTE assignment, staff schedules, unit configuration, or work assignments. The re-alignments change only to what Department the referenced Units report.

ACTION REQUESTED:

Motion to approve HHS Structural Re-alignments effective January 9, 2017.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

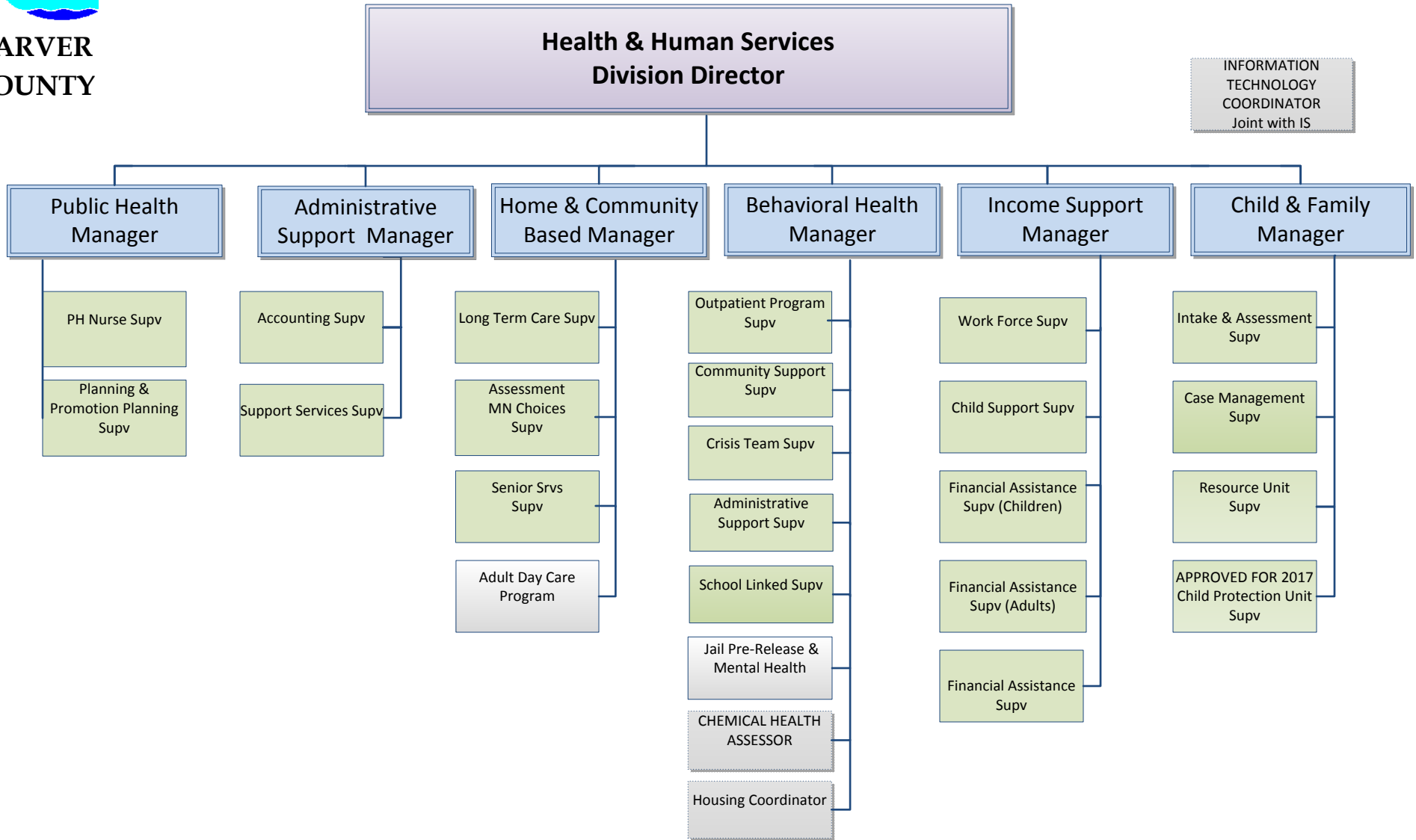
Office use only:

RBA 2017 - 4450



**CARVER
COUNTY**

Health & Human Services Division **PROPOSED**

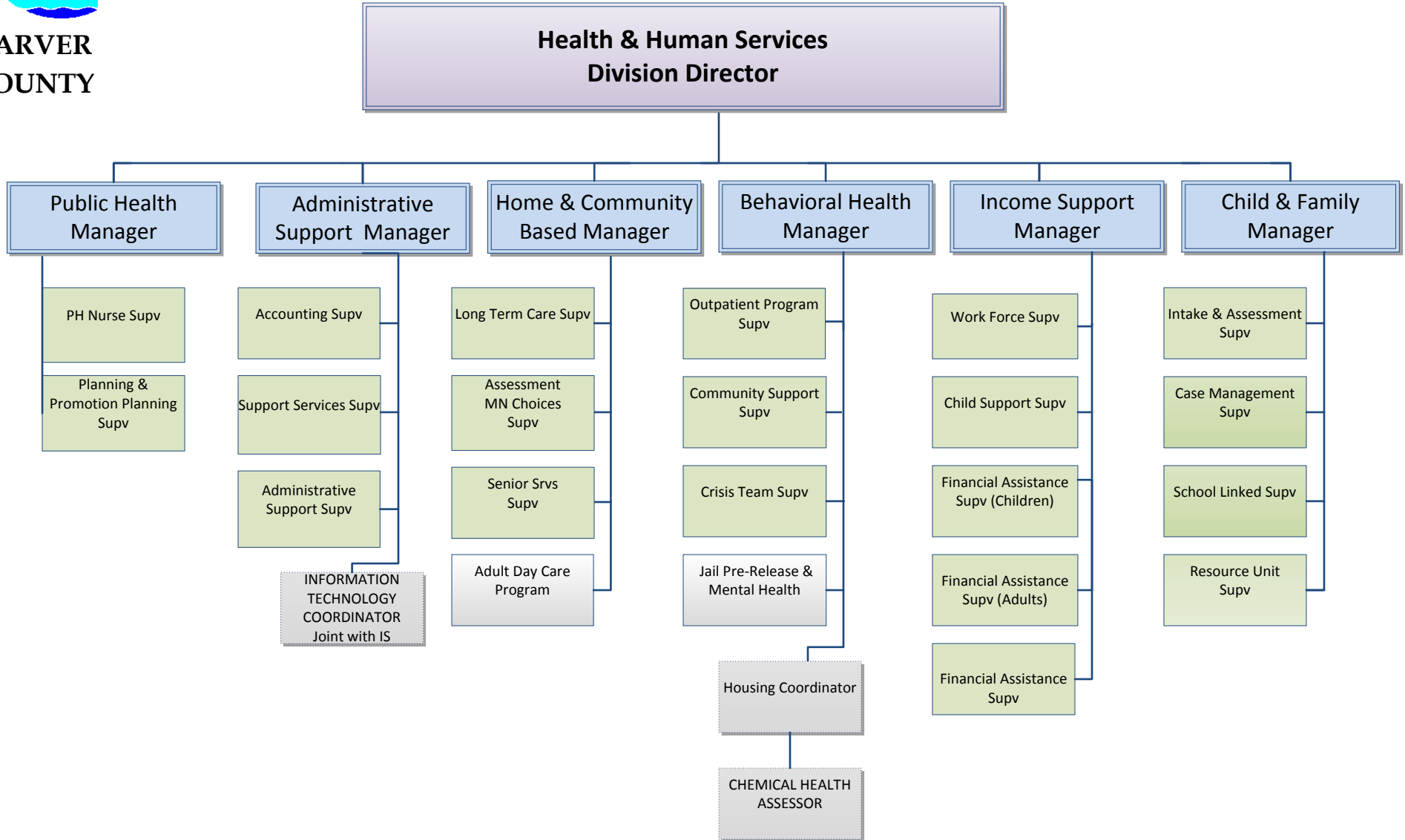


Division/Director
 Dept/Mgr
 Unit/Supv
 Unit/Mgr Supervised
 *New Position



CARVER COUNTY

Health & Human Services Division CURRENT



Division/Director
 Dept/Mgr
 Unit/Supv
 Unit/Mgr Supervised
 *New Position

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Peter and Maria Smith - Equestrian Facility (Indoor Riding Arena)

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

File #PZ20160058. The Planning Commission recommended approval of a Conditional Use Permit (CUP) for an Equestrian Facility (Indoor Personal Riding Arena) on an approximate 59.53 acre parcel in Section 28, Laketown Township. An 88' x 192' indoor riding arena is proposed to be connected to the existing stable on the property. The arena would be utilized for personal use only, for 5 horses. Laketown Township has also recommended approval of the request.

ACTION REQUESTED:

A motion to adopt Findings of Fact and issue Order #PZ20160058 for the issuance of a Conditional Use Permit.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4470

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20160058

RESOLUTION #: 16-18

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

FILE #: PZ20160058

APPLICANT/OWNER: Peter and Maria Smith

SITE ADDRESS: 9900 Laketown Road Chaska, MN 55318

PERMIT TYPE: Equestrian Facility

PURSUANT TO: County Code, Chapter 152, Section 152.079 C(5)

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 07-028-0300

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of December 20, 2016; and,

WHEREAS, the Carver County Planning Commission finds as follows:

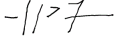
1. Peter Smith owns an approximate 59.53 acre parcel located in the SE ¼ of Section 28, Laketown Township. The parcel is improved with a home and attached garage as well as a personal horse stable and barn. The property is in the Agricultural Zoning District and the CCWMO (Carver Creek watershed).
2. Peter Smith is requesting a Conditional Use Permit (CUP) to construct a personal indoor equestrian riding arena pursuant to Section 152.079 C5 of the Carver County Zoning Code.
3. The applicant is requesting to construct an approximate 88' x 192' indoor riding arena attached to the southwest end of their existing horse stable, which Mr. Smith has indicated would be utilized for only personal use. The addition of the indoor riding arena was planned when the applicants constructed their current home, barn and stable, which was designed specifically for the future addition of the arena. The property also includes a horse run to the northwest of the proposed site as well as a hay barn to the east. Any additional buildings associated with the facility will require discussion with Land Management to determine whether a new CUP will be required. The proposed structure would meet all setback requirements.
4. According to the applicant the addition of the building on the property will not increase traffic, water use, manure generation or septic requirements as the structure is specifically for personal use. The septic was installed in 2012 and is compliant through October 2018.
5. The Carver County feedlot staff has reviewed the site and proposed plan which indicates the applicant has a total of 8 stalls available with only five (5) horses and one (1) donkey currently on the property. Until such time the animal units on the property exceeds 10 animal units, no feedlot requirements need to be met. The applicant has indicated he does not expect the animal units to exceed the threshold in the near future.
6. The Laketown Town Board reviewed the request during their November 28, 2016 Town Board meeting and recommended approval at the Planning Commission meeting on December 20, 2016.

THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20160058, for an Equestrian Facility 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 administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners/operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. The Permittee shall obtain all necessary building and septic permits to the construction of the proposed building. All structure shall meet the applicable State Building Code requirements.
3. The Permittee shall comply with the County standards as detailed in Chapter 54 – Feedlot Management requirements and/or appropriate permit(s) required by the Environmental Service Department.

ADOPTED by the Carver County Planning Commission this 20th day of December, 2016.

DocuSigned by:

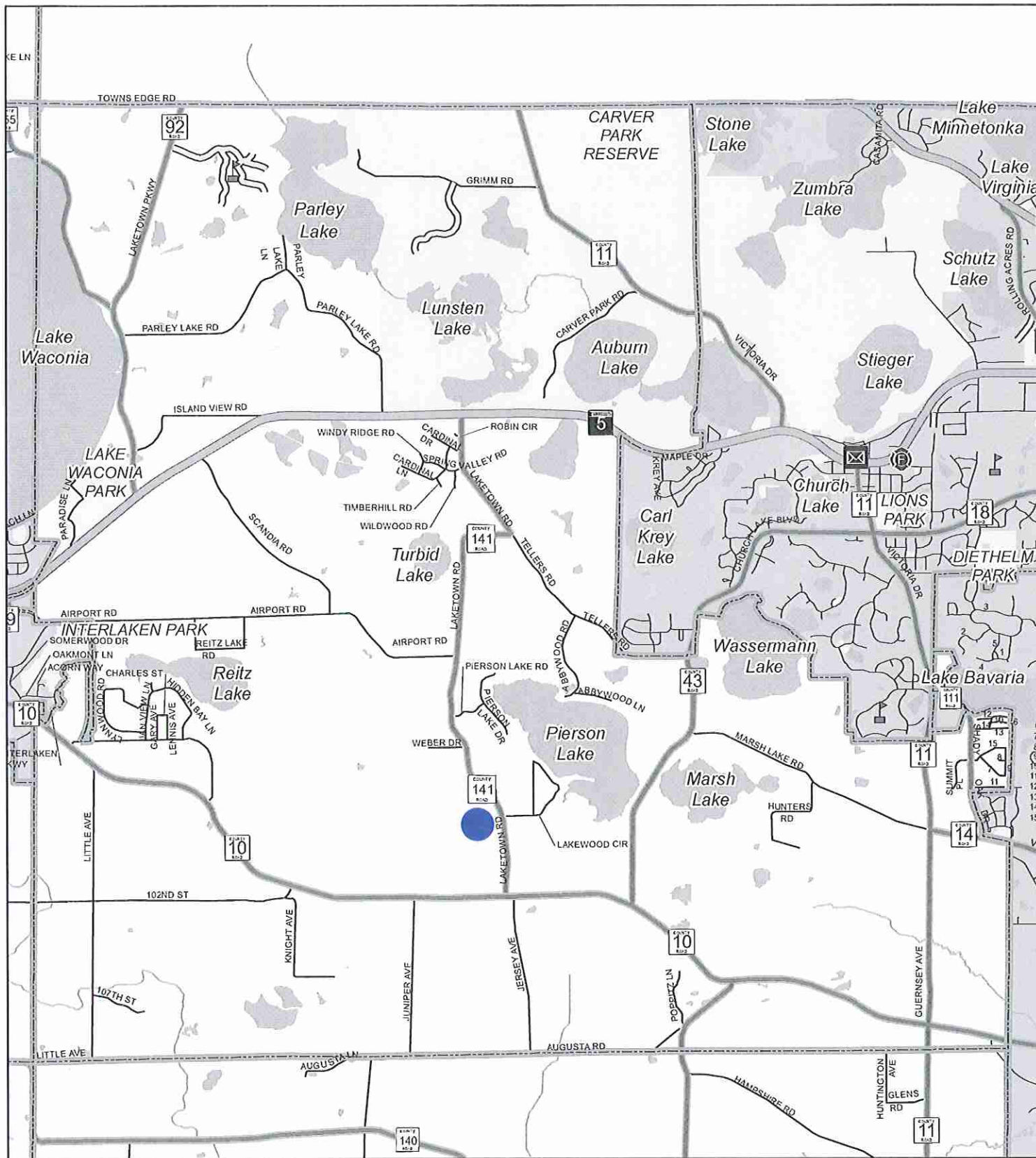


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John P. Farley
Planning Commission Chair

12/22/2016 | 6:48:47 AM CST

LAKETOWN 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:

Carver County Regional Rail Authority

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/3/2017

Contact: Dave Hemze Title:

Item Type:
Ditch/Rail Authority

Amount of Time Requested: 5 minutes

Attachments: Yes No

Presenter: Dave Hemze Title: County Administrator

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

In 1987, the Carver County Regional Rail Authority was established. The Regional Rail Authority needs to appoint a Chair, Vice Chair and Secretary/Treasurer for the Rail Authority for 2017.

ACTION REQUESTED:

Motion appointing Chair, Vice Chair and Secretary/Treasurer.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4358

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Closed Session to Discuss Litigation Strategy for CSAH 11 Right of Way Acquisition

Primary Originating Division/Dept: Attorney

Meeting Date: 1/3/2017

Contact: Mark Metz Title: County Attorney

Item Type:
Closed Session

Amount of Time Requested: 20 minutes

Attachments: Yes No

Presenter: Larry Martin Title: Outside Legal Counsel on CSAH 1

Strategic Initiative:

Growth: Manage the challenges and opportunities resulting from growth and development

BACKGROUND/JUSTIFICATION:

In 2012-2013, the county realigned and reconstructed CSAH 11 from CSAH 61 to Engler Boulevard (CSAH 10). As a consequence of the realignment and reconstruction, the county obtained right-of-way from numerous property owners along the CSAH 11 corridor. In order to complete the road construction in a timely manner, condemnation proceedings against several property owners was initiated. Hearings were held before a condemnation commission and damages were awarded.

The commissioner awards involving several of the parcels were appealed and the matters went to separate jury trials. In particular, three parcels were consolidated and a bifurcated jury trial was conducted. The second portion of the bifurcated jury trial was completed in early December 2016. These parcels include: Daniel D. Kloos and Linda M. Kloos (PID 30.0070400); Delmar H. Kloos and Donna Kloos, as Trustees of the Delmar H. Kloos Trust and as Trustees of the Donna M. Kloos Trust (PID 30.0070200); and Kloos Family Limited Partnership (PID 30.0070210).

An Order for Judgement was filed by the Court on December 21, 2016. Consideration of potential post-trial legal action must be taken within prescribed time periods after the Court's entry of judgment.

ACTION REQUESTED:

Motion to enter into closed session according to Minnesota Statutes Section 13D.05, subd. 3(b) to discuss attorney-client privileged information, including pending litigation and litigation strategy for the parcels identified above.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2017 - 4478