

**County Board Swearing in Ceremonies
January 6, 2015 – 8:40 a.m.
County Board Room**



Carver County Board of Commissioners
January 6, 2015
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 2015 d) Nomination and election of Vice Chair for 2015 e) Public comments (limited to five minutes) <i>Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.</i> f) Community announcements 2. Agenda review and adoption 3. 2015 Board Operating Rules 1-14 4. Adopt schedule of Regular Board meetings for the year 2015 15-17 5. Committee appointments 18-21 6. Appointments to advisory committees and boards 22-25 7. Approve minutes of December 16, 2014 Regular Session 26-32 	
9:40 a.m.	<ol style="list-style-type: none"> 8. CONSENT AGENDA <i>Communities: Create and maintain safe, healthy and livable communities</i> <ol style="list-style-type: none"> 8.1 Grant Amendment to Construct Roads and Parking Lot at Lake Minnewashta Regional Park 33 8.2 Approve 2015 Policing Contracts 34 <i>Growth: Manage the challenges and opportunities resulting from growth and development</i> <ol style="list-style-type: none"> 8.3 Grant Amendment for Park Improvements 35 <i>Finances: Improve the County's financial health and economic profile</i> <ol style="list-style-type: none"> 8.4 Grant for Land Acquisition Reimbursement 36-37 8.5 Review Social Services/Commissioners' Warrants NO ATT 	
9:40 a.m.	<ol style="list-style-type: none"> ADJOURN AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAILROAD AUTHORITY 	
9:40 a.m.	<ol style="list-style-type: none"> 9. Connections: Develop strong public partnerships and connect people to services and information <ol style="list-style-type: none"> 9.1 Appointment of Chair, Vice Chair and Secretary/Treasurer 38 	

9:45 a.m. **ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY**

9:45 a.m. **BOARD REPORTS**

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

David Hemze
County Administrator

UPCOMING MEETINGS

January 13, 2015	No Board Meeting
January 20, 2015	4:00 p.m. Board Meeting
January 27, 2015	7:30 a.m. Carver County Leaders Meeting
January 27, 2015	9:00 a.m. Work Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2015 Board Operating Rules

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/6/2015

Contact: Dave Hemze Title: County Administrator

Item Type:

Regular Session

Amount of Time Requested: 5 minutes

Presenter: Dave Hemze Title: County Administrator

Attachments: Yes No

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 2015 Board Operating Rules are attached. Proposed deletions are indicated by ~~strike through~~ and additions by underline. Under H. Cablecasting, reference to "tapes" was deleted and "DVD" inserted. Under "Advisory Committees" the Arts Advisory Committee was added. No other changes were made.

ACTION REQUESTED:

Motion to adopt 2015 Board Operating Rules as amended.

FISCAL IMPACT: None
If "Other", specify:

FUNDING	
County Dollars =	
Total	\$0.00

FTE IMPACT: None

QUOTES OR BIDS OBTAINED: N/A

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 2881



CARVER
COUNTY

Board of Commissioners
Board Operating Rules
~~Adopted~~ Proposed
January 7, 6, 2014 5

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.

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.
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 ~~tapes~~ 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.

~~Tapes~~ DVDs are available for check-out through the Carver County library system and are available for viewing on the County's website. ~~Tapes~~ DVDs are also available for purchase by the general public through the County Administrator's Office. The cost of ~~tapes~~ 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 ~~tape~~ 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 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, Environment, Natural Resource

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.

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 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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Adopt schedule of regular Board meetings for the year 2015

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/6/2015

Contact: Dave Hemze Title: County Administrator

Item Type:

Regular Session

Amount of Time Requested: 5 minutes

Presenter: Dave Hemze Title: County Administrator

Attachments: Yes No

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 and the Committee of the Whole Meeting has been eliminated in 2015.

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 2015 as presented.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

QUOTES OR BIDS OBTAINED: N/A

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 2879

2015 PROPOSED 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 6, 2015	9:00 a.m.	Organizational Session
Tuesday	January 13, 2015		No Board Meeting
Tuesday	January 20, 2015	4:00 p.m.	Board Meeting
Tuesday	January 27, 2015	9:00 a.m.	Board Work Session

Tuesday	February 3, 2015	9:00 a.m.	Board Meeting
Tuesday	February 10, 2015		No Board Meeting
Tuesday	February 17, 2015	4:00 p.m.	Board Meeting
Tuesday	February 24, 2015	9:00 a.m.	Board Work Session

Tuesday	March 3, 2015	9:00 a.m.	Board Meeting
Tuesday	March 10, 2015		No Board Meeting
Tuesday	March 17, 2015	4:00 p.m.	Board Meeting
Tuesday	March 24, 2015	9:00 a.m.	Board Work Session
Tuesday	March 31, 2015		No Board Meeting

Tuesday	April 7, 2015	9:00 a.m.	Board Meeting
Tuesday	April 14, 2015		No Board Meeting
Tuesday	April 21, 2015	4:00 p.m.	Board Meeting
Tuesday	April 28, 2015	9:00 a.m.	Board Work Session

Tuesday	May 5, 2015	9:00 a.m.	Board Meeting
Tuesday	May 12, 2015		No Board Meeting
Tuesday	May 19, 2015	4:00 p.m.	Board Meeting
Tuesday	May 26, 2015	9:00 a.m.	Board Work Session

Tuesday	June 2, 2015	9:00 a.m.	Board Meeting
Tuesday	June 9, 2015		No Board Meeting
Monday	June 15, 2015	5:00 p.m.	Board of Equalization
Tuesday	June 16, 2015	4:00 p.m.	Board Meeting
Tuesday	June 23, 2015	9:00 a.m.	Board Work Session
Tuesday	June 23, 2015	1:00 p.m.	Board of Equalization (if needed)
Tuesday	June 30, 2015		No Board Meeting

Tuesday	July 7, 2015	9:00 a.m.	Board Meeting
Tuesday	July 14, 2015		No Board Meeting
Tuesday	July 21, 2015	4:00 p.m.	Board Meeting
Tuesday	July 28, 2015		No Work Session

Tuesday	August 4, 2015	9:00 a.m.	Board Meeting
Tuesday	August 11, 2015		No Board Meeting
Tuesday	August 18, 2015	4:00 p.m.	Board Meeting
Tuesday	August 25, 2015	9:00 a.m.	Board Work Session

Tuesday	September 1, 2015	9:00 a.m.	Board Meeting
Tuesday	September 8, 2015		No Board Meeting
Tuesday	September 15, 2015	4:00 p.m.	Board Meeting
Tuesday	September 22, 2015	9:00 a.m.	Board Work Session
Tuesday	September 29, 2015		No Board Meeting

Tuesday	October 6, 2015	9:00 a.m.	Board Meeting
Tuesday	October 13, 2015		No Board Meeting
Tuesday	October 20, 2015	4:00 p.m.	Board Meeting
Tuesday	October 27, 2015	9:00 a.m.	Board Work Session

Tuesday	November 3, 2015	9:00 a.m.	Board Meeting
Tuesday	November 10, 2015		No Board Meeting
Tuesday	November 17, 2015	4:00 p.m.	Board Meeting
Tuesday	November 24, 2015	9:00 a.m.	Board Work Session

Tuesday	December 1, 2015	9:00 a.m.	Board Meeting
Tuesday	December 8, 2015	AMC Conference	No Board Meeting
Tuesday	December 15, 2015	4:00 p.m.	Board Meeting
Tuesday	December 22, 2015		No Board Work Session
Tuesday	December 29, 2015		No Board Meeting

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Committee Appointments

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/6/2015

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 assignments for 2015, as well as appoint voting members to the Association of Minnesota Counties, delegates to the Minnesota Counties Computer Consortium, MCIT and name a Board member as the County's SNS requestor.

ACTION REQUESTED:

Motion appointing Board members to various commissions, committees and boards, motion appointing voting members to AMC, MCIT and MCCC and name a Board member as the County's SNS requestor.

New committees added this year include the Carver County Arts Committee, Legislative Committee and the Suburban County Representatives Committee. The Legislative Committee will meet as needed throughout the legislative session. The Arts Committee will meet in person as needed, it is anticipated the majority of recommendations/decisions will be done via email. The Suburban County Representatives meeting schedule is yet to be determined, but they generally met once a month in 2014.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

QUOTES OR BIDS OBTAINED: N/A

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 2883

2015 County Board Committee Appointments

Committee	2014 Appointee	2015 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	
CAP Agency Board of Directors	Degler	
*Carver County Arts Committee		
Carver County CDA	Maluchnik, Liaison	
Carver County Leaders (formerly ACCEL)	Maluchnik & Lynch	
Community Leaders (Eastern)	Degler, Maluchnik, Workman	
Courts Committee	Ische & Degler, Alt. Lynch	
Counties Transit Improvement Board	Maluchnik	
CROW Joint Powers Board	Lynch, Alt. Ische	
County and Union Leaders Group	Maluchnik & Lynch	
Fair Board	Ische, Alt. Lynch, Liaisons	
Historical Society Committee	Maluchnik, Alt. Lynch	
Insurance Advisory Committee	Maluchnik	
Law Library Board	Degler	
*Legislative Committee	Maluchnik & Workman	
Library Board	Degler, Liaison	
Lower Minnesota River Watershed	Maluchnik & Degler, Liaisons	
MELSA	Degler	
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	Steve Schoenbauer Alt. Peter Sauter	Susan Bowler, Alt. Peter Sauter
Metropolitan Emergency Services 911 Technical Operations	Susan Bowler, Alt. Steve Schoenbauer	Susan Bowler Alt. Deb Paige
Minnesota Inter-County Association	Degler & Maluchnik	
Minnehaha Creek Watershed District	Maluchnik & Workman, Liaisons	
Minnesota Extension Committee	Degler & Lynch	

Minnesota River Basin Joint Powers	Ische, Alt. Maluchnik	Delete
Minnesota Valley Regional Rail Authority	Workman, Alt. Maluchnik	
Mosquito Control District	Ische & Workman	
Park Commission	Lynch, Liaison	
Planning Commission	Ische, Alt. Lynch	
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)	Marcee Shaughnessy, Alt. Maluchnik	
*Suburban County Representatives	Maluchnik	
Transportation Advisory Board – TAB	Maluchnik, Alt. Workman	
WENR Committee	Lynch, Alt. Ische	

****Committee added in 2014***

Joint Ditch, AMC/MCIT/MCCC Voting Delegates/Appointments

Ditches

Joint Ditch #1	Ische, Lynch, Degler
Joint Ditch #2	Ische, Degler
Joint Ditch #3	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

Voting members to the Association of Minnesota Counties:

Gayle Degler	Randy Maluchnik	James Ische
Tim Lynch	Tom Workman	Lyndon Robjent
David Hemze	Gary Bork	

MCIT Voting Delegates:

David Hemze
Sonja Wolter, Alt

Appointments to Minnesota Counties Computer Consortium:

Melissa Reeder
Alt – Dave Frischmon Alt – Laurie Engelen

Appointment as County's Strategic National Stockpile (SNS) Requestor:

Gayle Degler

David Hemze

Randy Wolf

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Appointments to Advisory Committees

Primary Originating Division/Dept: <input type="text" value="Administration (County)"/>	Meeting Date: <input type="text" value="1/6/2015"/>
Contact: <input type="text" value="Dave Hemze"/> Title: <input type="text" value="County Administrator"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="30"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Board Chair"/> Title: <input type="text"/>	

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: <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	
QUOTES OR BIDS OBTAINED: <input type="text" value="N/A"/>	

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 2882

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

ARTS COMMITTEE

Current members – none, new committee

Current Vacancies – Two at large

Applicants:

Christin Congdon- Commissioner District 2

Lorraine Brady- Commissioner District 3

COMMUNITY DEVELOPMENT AGENCY (5-year terms)

Current members:

Michael Schachterle - Commissioner District 2

Darrel Sudheimer - Commissioner District 4

LaVonne Kroells - Commissioner District 5

Current vacancies 2: Commissioner District 1 and an unexpired term in District 3

Applicants:

Sarah Carlson - Commissioner District 1 (incumbent)

LIBRARY BOARD (3-year terms)

Current members:

Barbara Colhapp - Commissioner District 1

Mark Peterson - Commissioner District 2

Jim Weygand – Resides Commissioner District 5- Represents District 3

Current vacancies 2: Commissioner District 4 and 5

Applicants:

Linnea Chrest - Commissioner District 4

Wayne Mortenson - Commissioner District 5

MINNESOTA EXTENSION COMMITTEE

Current Members:

Coleen Speer – Commissioner District 1 (at large)
Maren Christopher - Commissioner District 2
Mark Willems – Commissioner District 5
Suzanne Honebrink - Commissioner District 5

Current Vacancies 2: Commissioner District 1 and 4

Applicants:

Georgiann Keyport – Resides Commissioner District 1
Rick Carlson - Resides Commissioner 5, but was representing District 1 on Committee (incumbent)

PARK COMMISSION (3-year terms)

Current members:

Jim Manders - Commissioner District 2
Jim Boettcher - Commissioner District 2 (at large)
Carrol Aasen, Jr. - Commissioner District 3
Gerald Burner - Commissioner District 4
Thomas Herrmann - Commissioner District 5

Current Vacancies 3: Commissioner Districts 1 and one at large

Applicants:

Curt Kobilarcsik – Commissioner District 1
Ron Trick – Commissioner District 5 (incumbent)

PERSONNEL BOARD OF APPEALS (3-year terms)

Current members:

Gino Businaro - Commissioner District 3
Nate Bostrom - Commissioner District 3

Current vacancies: 1

Applicants:

Gabrielle Soojan - Commissioner District 1
Gerald Bruner - Commissioner District 4 (incumbent)

PLANNING COMMISSION (3-year terms)

Current members:

Frank Mendez - Commissioner District 2
Robert McNulty - Commissioner District 3
John Fahey – Commissioner District 5
Mark Williams - Township Representative

Current vacancies 2: Commissioner District 1 and 4

Applicants:

Jim Burns - Commissioner District 4 (incumbent)

WATER- ENVIRONMENT AND NATURAL RESOURCES COMMITTEE (3-year terms)

Commissioner District Appointments:

John Siegfried - Commissioner District 1
Katie Mahannah - Commissioner District 2
Virgil Stender - Commissioner District 5

Vacancies 2: Commissioner Districts 3 and 4

Applicants:

Audrey Kramer - Resides Commissioner District 1, but has represented District 3 on committee (incumbent)
Trevor Kruger - Resides Commissioner District 4 and Carver Creek Watershed

County Resident Appointments from specific watershed (one from each watershed area):

Current members:

Scott Smith - Representing E/W Carver Creek
David Daubert - Representing Carver Creek
Warren Flusemann - Representing Bevens Creek

Vacancies 1: Representing Crow River Watershed

Applicants:

None

Township Appointments:

Hilary Drees - Benton Township
One unexpired vacancy (must be township official)

Applicants:

None

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 16, 2014. Chair Gayle Degler convened the session at 4:01 p.m.

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

Members absent: None

Under public comments, Mary Hershberger Thun, Victoria, explained she was appearing on behalf of the WeCab program and recognized the County's past grant to the program. She noted the program originally began in Mound and, after a number of meetings, they have been up and operating in Carver County since October. She pointed out the need for the program for individuals who do not have access to transportation for medical and other appointments. Thun stated, through a volunteer driver, they provide a ride for people who need to get to appointments. She explained the process for individuals to schedule rides and stressed the need for additional volunteer drivers.

She reviewed how individuals could contact them and their funding sources. She stated she appreciated any help and was trying to get the word out on the program.

The following amendments were made to the agenda:

Add Resolutions to 7.2 and 7.3.

Lynch moved, Workman seconded, to approve the agenda with the additions. Motion carried unanimously.

Ische moved, Maluchnik seconded, to approve the minutes of the December 2, 2014, Regular Session and December 4, 2014, Budget Public Hearing. Ische, Lynch, Maluchnik, Workman voted aye. Degler abstained as he was not able to attend the December 4, 2014, meeting. Motion carried.

Community announcements were made by the Board.

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

Contract with the University of Minnesota for 2015 Extension programs through the proposed Memorandum of Agreement pending completion of contract review.

Resolution #66-14, CVSO Operational Grant and grant contract of \$12,500 pending completion of the contract review process.

Resolution #67-14, Authorizing Payment of Settlements of Compensation to Landowners for Easements Required for the CSAH 10 Road Reconstruction Project #SP 010-610-046.

Resolution #68-14, To Carryover the 2014 AIS Prevention Aid Funds to the County 2015 County AIS program.

Contract with Motorola pending finalization of the contract review process.

Authorized the Chair to sign the Emergency Operations Plan approval document.

Approved the reduction of contract retainage to 2% of the completed work for 2014 County Highway Overlay Project to Valley Paving.

Resolution #69-14, Authoring an Offer of Compensation to Any Potential Landowners for a Lot Within the MN River Bluffs Regional Trail Extension Corridor.

Resolution #70-14, Joint Powers Agreement with the State of Minnesota.

Authorized Chair to sign the Clean Water Partnership Grant agreement for the Lake Waconia Stormwater BMP enhancement and related budget amendment.

Extended and allocated \$50,000 of CCWMO project funds for the City of Mayer Wetland Restoration Project to the end of 2015.

Accepted the Board of Water and Soil Resources 2015 Natural Resources Block Grant in the amount of \$135,928.

Resolution #71-14, Carver County Support of Grant Application Made to the Local Road Improvement Program for: CSAH 61 (Chaska Blvd) Reconstruction from CR 140 to TH 41.

Resolution #72-14, Carver County Support of Grant Application Made to the Local Road Improvement Program for: CR 151 Shoulder Widening from South County Line to CSAH 52.

Resolution #73-14, Carver County Support of Grant Application Made to the Local Road Improvement Program for: CR 117 Rehabilitation from TH 5 to the North County Line.

Approved the following abatements:

75.0502820	Freshwater Community Church of the Christian and Missionary Alliance
65.1000220	Thomas & Rebecca McPherson
02.0140710	Allen & Jodi Morschen
40.4530140	City of Cologne
20.0880270	Tori Dallman
30.1150100	Joy Roselle Schatz
30.0800010	Adam & Stephenie Jochum
85.2750280	Chelsea Groth

06.0220700 John & Bonnie Boll
50.1290170 Amy Loegering
30.1150130 David & Terry Wagner
30.5800020 William & Marlene Van Hecke
30.0503040 Sandra Wyant
58.2800040 Nicole Seibert
20.0500310 Chad Dressen
75.5500270 Sheila Seegert
40.0500130 Steven Ames & Sandra Weber
75.1040390 Jacob Weckman
65.5000100 Brad & Geraldine Johnson
11.0330300 Andrew & Jodene Stuewe (2012, 2013, 2014)
11.0330330 David & Joyce Stuewe
50.2430010 Jenna Stender & Zachary Templeman
09.0290100 Karin Kratzke etal
85.9520029 Jonathan Pankratz
30.9510473 Daniel Winfield Leidig Sr.
30.9510212 Robert Pliego Martinez
58.7280590 Jesse Erpelding

Reviewed the December 9, 2014, Community Social Services' actions/Commissioners' warrants in the amount of \$291,044.64 and reviewed the December 16, 2014, Community Social Services' actions/Commissioners' warrants in the amount of \$529,518.30.

Motion carried unanimously.

Lynch moved, Ische seconded, to open the public hearing to consider changes to the County's 2015 fee schedule.

Mary Kay Wahl, Finance, explained per Statute the County is allowed to charge fees to cover its costs associated with providing services. She stated the Division Directors have reviewed the fee schedule and stated the estimated revenue increase was included in the 2015 recommended budget.

No public testimony was received.

Ische moved, Lynch seconded, to close the public hearing. Motion carried unanimously.

Maluchnik offered the following Resolution, seconded by Degler:

Resolution #74-14
Adopting Ordinance 48-2015
The 2015 Carver County Fee Schedule

On vote taken, all voted aye.

David Frischmon, Finance, requested the Board approve a budget amendment allocating where the State turnback reimbursement funds will be spent. He noted the State was in the process of reimbursing the County for the 101 bridge project and identified proposed projects.

David Hemze, County Administrator, clarified broader discussions will be held on other bonding proceeds in the future.

Maluchnik moved, Ische seconded, to approve State Turnback Reimbursement 2014 budget amendment in the amount of \$3,390,000. Motion carried unanimously.

Hemze requested the Board adopt the 2015 property tax levy and budget. He noted the earlier discussions with the Board and the direction given. He explained, with the recommended levy increase, there would be no tax impact on the average value home with a 10% market increase. Hemze noted the overall budget decrease due to the Southwest Reconnection project included in the 2014 budget and the levy increase from new tax base and decertification of a TIF district.

He highlighted the services provided by the County and the allocation of county taxes per month on an average value home.

David Frischmon, Finance, reviewed the 2.3M increase in levy by category. He pointed out the staffing changes and number of employees per capita over the past several years. He summarized the capital projects included. Frischmon highlighted tax base trends and property values. He reviewed the tax impact to residential, commercial and ag properties.

He stated additional funding for AIS and funding for the Watertown Public Works Building would be items for further Board discussion in 2015. He summarized budget increases and decreases in operating, capital projects and debt service. Frischmon noted the number of meetings held to develop the budget and recommendation.

The Board discussed looking at additional options and benchmarks to make the budget more transparent in the future.

Maluchnik offered the following Resolutions, seconded by Ische:

Resolution #75-14
Certifying
2015 Property Tax Levy

Resolution #76-14
County Board Adoption of the 2015 Budget
For Carver County

On vote taken, all voted aye.

Frischmon requested the Board adopt the 2016 Long Term Financial Plan. He stated this was the start of the process of where the County was going in the future. Frischmon explained the long term plan tries to connect financial strategies to the County's strategic goals and objectives. He added the long term plan was a non-binding assertion of future intent.

Lyndon Robjent, Public Works, identified examples of projects in the five year plan and other emerging projects not in the CIP. He reviewed the County road preservation plan and Park and Trail CIP.

Frischmon pointed out the Watertown Public Works Building, Chaska Library and County space study included in the CIP and future operating financial challenges. He reviewed the need for additional FTEs based on population forecasts. He acknowledged this was a planning tool and there were many variables outside of the County's control.

Ische offered the following Resolution, seconded by Workman:

Resolution #77-14
County Board Adoption of the
2016 Long Term Financial Plan
For Carver County

On vote taken, all voted aye.

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

Frischmon requested the Rail Authority approve their 2015 budget and levy. He explained the levy is used for activities related to the Rail Authority property and the levy amount has remained unchanged since 2008.

Ische offered the following Resolution, seconded by Maluchnik

CCRRA #02-14
Certifying 2015 Property Tax Levy
Adoption of 2015 Budget

On vote taken, all voted aye.

Lynch move, Workman seconded, to adjourn as the Carver County Regional Rail Authority and reconvene as the Carver County Board. Motion carried unanimously.

Gary Bork, Social Services, requested the Board approve an attraction and retention range for the clinical nurse specialist classification. He pointed out the difficulty in filling position at the current salary range and the agreement worked out with AFSCME.

Workman moved, Lynch seconded, to approve the Memorandum of Agreement, 2014-2015 attraction and retention range for nurse practitioner - psychiatry to the 2013-2015 Social Services AFSMCE Local Union 2789 Labor Agreement, setting the salary range at \$82,000 to \$129,000 and changing the classification from “clinical nurse specialist” to “nurse practitioner – psychiatry”. Motion carried unanimously.

Darin Mielke, Public Works, requested the Board award bids for the CSAH 40 bridge over Bevens Creek. He identified the location of the bridge and indicated they received five bids. He reviewed funding sources, anticipated schedule and the October 1st deadline to complete the project.

Ische offered the following Resolution, seconded by Lynch:

Resolution #78-14
Awarding the CSAH 40 Bridge No. 10545 Construction Project,
Carver County Contract 14-

On vote taken, all voted aye.

Mielke requested the Board award the bid for the 166th Bridge over Silver Creek. He explained the bridge was damaged by the floods and pointed out the location. He indicated nine bids were received and construction would begin in January, 2015, unless there was extremely cold weather. Mielke stated funding sources included \$314,674.05 in town bridge funds and \$10,000 from San Francisco Township.

Ische offered the following Resolution, seconded by Lynch:

Resolution #79-14
Awarding of the San Francisco Township 166th St Bridge No. 10J32 Construction Project
Carver County Contract 14-

On vote taken, all voted aye.

Keri Anderka, Employee Relations, requested the Board adopt a Resolution setting the 2015 County Attorney and County Sheriff compensation. She explained the Board has the authority to set compensation for elected officials and Statute requires salaries be set with regard for the responsibilities and duties of the office, as well as the elected official’s experience, qualifications and performance. She reviewed the market data from comparable counties. Anderka stated the proposed increase would move both positions’ salaries closer to the market.

Workman offered the following Resolution, seconded by Ische:

Resolution #80-14
2015 County Attorney and County Sheriff
Compensation and Benefits

On vote taken, all voted aye.

Anderka requested the Board set the 2015 County Commissioner compensation. She reviewed the factors that should be considered and noted the County was below the rate of comparable counties. She indicated the Resolution also sets their expense allowance and benefits consistent with other employees.

Maluchnik offered the following Resolution, seconded by Workman:

Resolution #81-14
2015 County Commissioner Compensation and Benefits

On vote taken, all voted aye.

Chair Degler presented a 2014 year in review. He highlighted the County's many accomplishments and projects. He noted the snow and ice events and the extreme amount of rainfall that caused flooding. He recognized the Southwest Reconnection project groundbreaking and the ribbon cutting for the entry point screening in the courts building. Degler pointed out 2014 marked the tenth consecutive year that county taxes on an average value home would be decreased or flat-lined. He noted the library in Victoria and the Express Library in Carver which will open early next year.

He recognized the County employees for their dedication. Degler thanked the residents of Carver County for the opportunity to serve them and thanked his fellow Board members for their support over the last year.

Ische moved, Lynch seconded, to go into closed session pursuant to Minnesota Statute Section 13D.05 to discuss the trails for PIDS 30.0070200, 30.0070400 and 30.0070210 and the upcoming medication session on PIDs 04.0011100 and 04.0010610. Workman clarified he would be abstaining as he believed this ongoing situation involved a family member. Degler, Ische, Lynch, Maluchnik voted aye. Workman abstained and left the room at this time. Motion carried.

The Board adjourned the closed and Regular Session at 6:45 p.m.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Grant Amendment to Construct Roads and Parking Lot at Lake Minnewashta Regional Park

Primary Originating Division/Dept:

Meeting

Date:

Contact: Title:

Item Type:

Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

On September 16, 2014 the County Board awarded a contract to construct roads and parking lots at Lake Minnewashta Regional Park.

The amendment modifies Grant SG-2011-106 allowing un spent dollars pertaining to the construction of the Lake Minnewashta Regional Park trail to be used for design, engineering and construction of roads, parking lots, boat access, landscaping and fencing in the Park.

The amendment is consistent with the funding that was outlined for the construction activity presented at the time of the bid award on September 16, 2014.

ACTION REQUESTED:

Approve an amendment to grant agreement SG 2011-106 pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

QUOTES OR BIDS OBTAINED:

Related Financial/FTE Comments:

FUNDING

County Dollars =	\$0.00
Metropolitan Council	\$257,000.00
Total	\$257,000.00

Office use only:

RBA 2015 - 2974

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approve 2015 Policing Contracts

Primary Originating Division/Dept: Sheriff

Meeting

Date: 1/6/2015

Contact: Paul Tschida Title: Commander

Item Type:

Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County and the Carver County Sheriff's Office continue to enjoy an excellent working relationship with the City's and Townships in Carver County. For well over 40 years the CCSO has provided contract policing services to the various City's and Townships, providing a full service "police department" for the contracting entities. The CCSO also provides Community Service Officers to the contracting entities. The contracting entities are responsible for the respective cost of the deputies assigned. Approving these contracts allows this unique partnership to continue.

ACTION REQUESTED:

Approve the 2015 Police Services Contract for the City's of Chanhassen, Carver, Cologne, Hamburg, Mayer, New Germany, Norwood Young America, Victoria, Waconia and Watertown and the Township of Laketown.

FISCAL IMPACT: Other
If "Other", specify: The cost is paid for by the contracting entities.

FUNDING	
County Dollars =	\$0.00
Contract Communities	\$3,272,974.00
Total	\$3,272,974.00

FTE IMPACT: None

QUOTES OR BIDS OBTAINED: N/A

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 2975

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Grant Amendment for Park Improvements

Primary Originating Division/Dept:

Meeting
Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Originally Grant SG -2011-118 provided funding for construction of trail at Lake Minnewashta Regional Park. Funds remain available in the grant for other park improvement work.

On September 16, 2014 the Board approved a project to construct roadways and parking lot at Lake Minnewashta Regional Park. At that time, it was proposed that unspent funds from this grant would be utilized to help finance this project.

The term of the grant period is lengthened for the agreement and scope of work for grant funds has been expanded to allow funding to be applied to construction work of roads and parking lots at Lake Minnewashta Regional Park.

The grant period commenced on July 21, 2011 and remains in full force and effect until June 30, 2016, or until all Grantee obligations set forth in this agreement have been satisfactorily fulfilled.

ACTION REQUESTED:

Motion to approve the grant amendment and authorize the Board Chair to sign pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

QUOTES OR BIDS OBTAINED:

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 2978

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Grant for Land Acquisition Reimbursement

Primary Originating Division/Dept:

Meeting

Date:

Contact: Title:

Item Type:

Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Grant Agreement SG 2014-056 provides up to \$173,000 and continues reimbursement to Carver County for acquisition of property at Lake Waconia Regional Park. Partial reimbursement is provided for the acquisition of 200 feet of lake shore and 2.5 acres of land.

ACTION REQUESTED:

Motion to approve grant SG 2014-056 with the Metropolitan Council and authorize the Board Chair to sign the agreement pending finalization with contract review process.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

QUOTES OR BIDS OBTAINED:

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 2980

Budget Amendment Request Form



Agenda Item:

Grant for Land Acquisition Reimbursement

Department:
t:

Meeting Date: 1/6/2015

Requested By:

Fund:

- 01 - General
- 03 - Public Works
- 11 - CSS
- 15 - CCRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails

Description of Accounts	Acct #	Amount
GRANT	34-518-515-0000-62...	\$173,000.00
TOTAL		\$173,000.00

Description of Accounts	Acct #	Amount
GRANT	34-528-515-0000-52...	\$173,000.00
TOTAL		\$173,000.00

Reason for Request:

Acceptance of grant funding

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Carver County Regional Rail Authority

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/6/2015

Contact: Dave Hemze Title:

Item Type:

Ditch/Rail Authority

Amount of Time Requested: 5 minutes

Presenter: Dave Hemze Title: County Administrator

Attachments: Yes No

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 2015.

ACTION REQUESTED:

Motion appointing Chair, Vice Chair and Secretary/Treasurer.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

QUOTES OR BIDS OBTAINED: N/A

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 2880