

**Swearing in Ceremony of Elected Officials
January 8, 2019 – 8:45 a.m.
County Board Room**



Carver County Board of Commissioners
January 8, 2019
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 2019 d) Nomination and election of Vice Chair for 2019 e) Introduction of new employee..... f) Public comments (limited to five minutes) g) Community announcements 	1
	<ol style="list-style-type: none"> 2. Agenda review and adoption 3. 2019 Board Operating Rules 4. Adopt schedule of Regular Board meetings for the year 2019 5. Committee appointments and assignments 6. Appointments to advisory committees 7. Approve minutes of December 18, 2018, Regular Session 	<p>2-15</p> <p>16-18</p> <p>19-21</p> <p>22-26</p> <p>27-33</p>
9:35 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 Joint Powers Agreement with Young America Township for Reconstruction of Bridge No. L2826..... 8.2 Joint Powers Agreement with the City of Victoria for Hwy 43 and Hwy 11 intersection Concepts 8.3 Professional Services Agmt. for Concept Design of the Hwy 43 and Hwy 11 Intersection..... 8.4 Professional Services Agreement with with Alliant Engineering, Inc. for the US 212 Interchanges Signal Improvements Project <p style="margin-left: 20px;"><i>Connections: Develop strong public partnerships and connect people to services</i></p> <ol style="list-style-type: none"> 8.5 Authorization for 2018 Park Promotions/Donations 8.6 Charitable Gambling Application to Conduct Off-site Gambling for Waconia Lions Club 8.7 Encore Adult Day Services Donation received <p style="margin-left: 20px;"><i>Culture: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government</i></p> <ol style="list-style-type: none"> 8.8 Resolution for Outgoing County Sheriff Prorated 2019 Compensation 8.9 Approval of Chief Deputy Agreement 8.10 Approval of the LELS Local 289 Licensed Sergeants Unit 2019-2020 Collective Bargaining Agreement 	<p>34</p> <p>35</p> <p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p> <p>41-42</p> <p>43</p> <p>44</p>

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

8.11 Amendment 1 to JPA with City of Carver for Highway 11 Corridor Study 45

8.12 Amendment 1 to PSA with WSB & ASSOCIATES INC for the CSAH 11 Corridor Study 46

8.13 Professional Services Agmt. for Final Design of TH 212 - CSAH 11 to CSAH 36 47

8.14 Work Order 4 to State of MN Master Partnership Contract 1028104 for Highway 212 Engineering Services 48

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

8.15 2019-2021 Carver County Newspaper 49-51

8.16 Review Social/ Commissioners' Warrants..... NO ATT

9:35 a.m. **RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY RAILROAD AUTHORITY**

9:35 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 52

9:40 a.m. **ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS CARVER COUNTY BOARD**

9:40 a.m. **10. COMMUNITIES: Create and maintain safe, healthy and livable communities**
10.1 **Closed Session - Board Security**53

10:15 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:****Brenda Jurek - Client Services Representative, Information Technology**

Primary Originating Division/Dept: Public Services - IT

Meeting Date: 1/8/2019

Contact: Lisa Songle Title: IT Office Manager

Item Type:
New Employee Intro

Amount of Time Requested: 5 minutes

Attachments: Yes No

Presenter: Lisa Songle Title: IT Office Manager

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Brenda Jurek began her service on December 10, 2018 as a Client Services Representative. She filled a vacancy. We will introduce Brenda to the Board of Commissioners.

ACTION REQUESTED:

Please welcome Brenda Jurek to the County.

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 2019 - 5872

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2019 Board Operating Rules

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/8/2019

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 2019 Board Operating Rules are attached. Language added is underlined, ~~deletions are underscored~~.

ACTION REQUESTED:

Motion to adopt 2019 Board Operating Rules.

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 2019 - 5779



CARVER
COUNTY

Board of Commissioners Board Operating Rules

Adopted

~~January 2, 2018~~

Proposed

January 8, 2019

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).

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, Jan 3, 2017, Jan 2, 2018

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 publicly 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. In the event that a meeting cannot be videotaped (i.e. technical malfunction, etc.), best efforts will be made to record the meeting with another recording device for future reference.

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.~~ 2. Call for a meeting recess without a vote if necessary
- ~~3.~~ 2. Preserve order and decide questions raised by members subject to appeal to the Board.
- ~~4.~~ 3. Require the vote on all questions regularly moved and to announce the result.
- ~~5.~~ 4. Review and comment on the draft agenda for each regular and special meeting of the Board.
- ~~6.~~ 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

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, Jan 3, 2017, Jan 2, 2018

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 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~~
Introduction of New Employees
Public Comments
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

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, Jan 3, 2017, Jan 2, 2018

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. A person desiring to speak on an item on the agenda, after being recognized by the Chair, shall come to the podium, and state his/her name and address. Comments will be limited to five minutes and limited to the specific topic on the agenda. The Board will not address other specific requests not related to the agenda item. On unrelated issues, the Board will consult with staff administration and/or the County Attorney and address them at a later date.

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 and if they are being respectful and civil. 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, nor answer specific questions, during the Public ~~Participation~~ Comments section of the agenda. Board members will listen to learn and understand, not to argue debate or discuss during the public comments portion. 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 or County Attorney to do so after they have they have had time to gather the facts, follow up on any legal issues if necessary and review the matter thoroughly.

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

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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, Jan 3, 2017, Jan 2, 2018

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 2019

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/8/2019

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.

Minor changes to the above schedule are noted in the attached calendar.

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 2019 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 2019 - 5778

2019 BOARD MEETINGS

(Generally 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. - *Denotes change in schedule)

Tuesday	January 1, 2019		No Board Meeting*
Tuesday	January 8, 2019	9:00 a.m.	Organizational Session*
Tuesday	January 15, 2019	4:00 p.m.	Board Meeting
Tuesday	January 22, 2019	9:00 a.m.	Board Work Session
Tuesday	January 29, 2019		No Board Meeting

Tuesday	February 5, 2019	9:00 a.m.	Board Meeting
Tuesday	February 12, 2019		No Board Meeting
Tuesday	February 19, 2019	4:00 p.m.	Board Meeting
Tuesday	February 26, 2019	9:00 a.m.	Board Work Session

Tuesday	March 5, 2019	9:00 a.m.	Board Meeting
Tuesday	March 12, 2019		No Board Meeting
Tuesday	March 19, 2019	4:00 p.m.	Board Meeting
Tuesday	March 26, 2019		No Board Work Session*

Tuesday	April 2, 2019	9:00 a.m.	Board Meeting
Tuesday	April 9, 2019		No Board Meeting
Tuesday	April 16, 2019	4:00 p.m.	Board Meeting
Tuesday	April 23, 2019	9:00 a.m.	Board Work Session
Tuesday	April 30, 2019		No Board Meeting

Tuesday	May 7, 2019	9:00 a.m.	Board Meeting
Tuesday	May 14, 2019		No Board Meeting
Tuesday	May 21, 2019	4:00 p.m.	Board Meeting
Tuesday	May 28, 2019	9:00 a.m.	Board Work Session

Tuesday	June 4, 2019	9:00 a.m.	Board Meeting
Tuesday	June 11, 2019		No Meeting
Tuesday	June 18, 2019	4:00 p.m.	Board Meeting
Tuesday	June 25, 2019	9:00 a.m.	County Board of Equalization*
Thursday	June 27, 2019	9:00 a.m.	County Board of Equalization (if needed)*

Tuesday	July 2, 2019	9:00 a.m.	Board Meeting
Tuesday	July 9, 2019		No Board Meeting
Tuesday	July 16, 2019	4:00 p.m.	Board Meeting
Tuesday	July 23, 2019	9:00 a.m.	Board Work Session
Tuesday	July 30, 2019		No Board Meeting

Tuesday	August 6, 2019	9:00 a.m.	Board Meeting
Tuesday	August 13, 2019		No Board Meeting
Tuesday	August 20, 2019	4:00 p.m.	Board Meeting
Tuesday	August 27, 2019	9:00 a.m.	Board Work Session

Tuesday	September 3, 2019	9:00 a.m.	Board Meeting
Tuesday	September 10, 2019		No Board Meeting
Tuesday	September 17, 2019	4:00 p.m.	Board Meeting
Tuesday	September 24, 2019	9:00 a.m.	Board Work Session

Tuesday	October 1, 2019	9:00 a.m.	Board Meeting
Tuesday	October 8, 2019		No Board Meeting
Tuesday	October 15, 2019	4:00 p.m.	Board Meeting
Tuesday	October 22, 2019	9:00 a.m.	Board Work Session
Tuesday	October 29, 2019		No Board Meeting

Tuesday	November 5, 2019	9:00 a.m.	Board Meeting
Tuesday	November 12, 2019		No Board Meeting
Tuesday	November 19, 2019		No Board Meeting*
Tuesday	November 26, 2019	9:00 a.m.	Board Meeting*

Tuesday	December 3, 2019	9:00 a.m.	Board Meeting
Tuesday	December 10, 2019	AMC Conference	No Board Meeting
Tuesday	December 17, 2019	4:00 p.m.	Board Meeting
Tuesday	December 24, 2019		No Board Work Session*
Tuesday	December 31, 2019		No Board Meeting

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Committee Appointments and Assignments

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/8/2019

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 2019. 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 2019 - 5781

Committee Appointments and Assignments

Committee	2018 Appointee	2019 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	Maluchnik 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	
County's Strategic National Stockpile (SNS) Requestor	Degler, Hemze, Richard Scott	
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) Deborah Everson (private)	
Historical Society Committee	Maluchnik, Alt. Lynch	
Insurance Advisory Committee	Maluchnik	
Joint Ditches: Joint Ditch #1 Joint Ditch #2 Joint Ditch #3A Joint Ditch #4 Joint Ditch #5 Joint Ditch #21 Joint Ditch #22 Joint Ditch #24 Joint Ditch #28	Ische, Lynch Degler Ische Degler Ische Ische, Lynch, Workman Ische, Lynch, Maluchnik Ische Lynch, Workman, Degler Ische, Lynch, Maluchnik Ische, Lynch Degler 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	
Mental Health Advisory Committee	Maluchnik, Alt. Workman	
Mental Wellness Facility Advisory Committee (Steiner Kelting)	Maluchnik, Alt. Workman	
Metro Alliance for Healthy Families Joint Powers Board	Workman	
Metro GIS Policy Board	Maluchnik, Alt. Peter Henschel	_____, 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:	Peter Henschel, Alt Dave Frischmon, Laurie Davies	Peter Henschel, Alt Dave Frischmon, <u>Mary Kay Wahl</u>
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	
Regional Hauler Licensing Board	Workman, Alt Maluchnik	
Riley-Purgatory-Bluff Creek Watershed	Workman & Degler, Liaisons	
Southwest Corridor Transportation Coalition	Workman & Maluchnik, Alt. Degler	
State CHS Advisory Committee (SCHSAC)	Richard Scott Alt. Maluchnik	Richard Scott, 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: 1/8/2019

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 =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 5780

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

ARTS COMMITTEE (3-year terms)

Current member:

Gerald Bruner-Commissioner District 2

Current vacancy: 1 at large

Applicants: None

BOARD OF ADJUSTMENT (3-year terms)

Current members:

Scott Hoese-Commissioner District 4

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

Current vacancies 4: Commissioner Districts 1, 2, 3 and unexpired term in District 5

Applicants:

Richard Kvittek - Lives in Commissioner District 1, but had been representing Commissioner District 3 on Board of Adjustment

Douglas Weber - Commissioner District 5

COMMUNITY DEVELOPMENT AGENCY (5-year terms)

Current members:

Sarah Carlson – Commissioner District 1

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

Molly Kouyumaki - Commissioner District 3

John Fahey - Commissioner District 5

Current vacancies 1: Commissioner District 4

Applicant:

Darrel Sudheimer – Commissioner District 4

LIBRARY BOARD (3-year terms)

Current members:

Matthew Uderman – Commissioner District 3

Frank Foss – Commissioner District 4

Donna Stacken – Commissioner District 5

Current vacancies 2: Commissioner District 1 and 2

Applicants:

Barb Colhapp - Commissioner District 1

Gwen Kuhrt – Resides Commissioner District 1 (but had been representing District 2 on Library Board)

MENTAL HEALTH ADVISORY COMMITTEE(3-year terms)

Current Members:

Anna Macias – Commissioner District 1

Mary Myss – Commissioner District 1

Jenna Rodenz – Commissioner District 2

Derek Gunderson – Commissioner District 3

Sandra Menzel – Commissioner District 4

Vacancies: Committee can be composed of up to 14 members, nine of which are mandated. The LAC should strive to include more representatives who 1) have a lived experience with mental illness, or are parents or family members of a child or adult with mental illness, and a person who was in a mental health program as a child or adolescent and 2) representation of minority populations

Applicants:

Dr. Edward Tipton – Commissioner District 1

Susan Kunitz – Commissioner District 2

Garret Zayic – Commissioner District 3

PARK COMMISSION (3-year terms)

Current members:

Curt Kobilarcsik - Commissioner District 1
Jim Manders - Commissioner District 2
Jim Boettcher - Commissioner District 2 (at large)
Gerald Burner - Commissioner District 4
John Fahey – Commissioner District 5

Current Vacancies 2: Commissioner District 3 and one “at large”

Applicants:

Carroll Aasen – Commissioner District 3
Scott Welvaert – Commissioner District 3
Mark Lagergren – Commissioner District 5 (had been serving as “at large”
appointment on Park Commission)

PERSONNEL BOARD OF APPEALS (3-year terms)

Current members:

Nate Bostrom - Commissioner District 3
Gerald Bruner - Commissioner District 4

Current vacancies: 1

Applicants:

Gino Businaro - Commissioner District 3

PLANNING COMMISSION (3-year terms)

Current members:

Gabrielle Theis – Commissioner District 1
Frank Mendez – Commissioner District 2
Jim Burns - Commissioner District 4
John Fahey – Commissioner District 5
Mark Williams - Township Representative

Current vacancies 1: Commissioner District 3

Applicants:

Scott Smith – Commissioner District 3

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

Commissioner District Appointments:

Jim Boettcher – Resides Commissioner District 2, Represents Commissioner District 1

Scott Stensland – Commissioner District 3

Michael Lynch – Commissioner District 4

Chad Robbins – Carver Creek Watershed

Doug Kammerer – Crow River Watershed

Vacancies 4: Commissioner Districts 2, 5, Bevens Creek and E/W Chaska Creek Watershed

Applicants:

Thomas Welch – Commissioner District 2

Carroll Aasen - Commissioner District 3 (had been representing E/W Chaska Creek Watershed on Committee)

Mary Strother – Commissioner District 5 (had been representing Bevens Creek Watershed on Committee)

Lori Cox – Commissioner District 5

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 18, 2018. Chair Gayle Degler convened the session at 4:00 p.m.

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

Members absent: None.

Under public participation, Karen Johnson Leuthner, 15735 38th Street, Mayer, stated she was a public watchdog and did not represent anyone from the County or Township. She explained throughout 2018 she voiced concerns related to the Hollywood Township tower. She stated the tower was built to sell and emergency communications equipment was installed on it. She indicated she had the evidenced they needed and additional citizens would be coming forward on what occurred. Johnson Luethner also noted the number of solar garden applications and the revised ordinance. She suggested the ordinance was not county-wide as it affected only certain districts.

Don Amorosi, Wayzata, referenced an article related to the handling of mental health calls and identified a list of mental health support improvements that should be made. He reviewed the five requests he previously made and the responses he received. Amorosi believed mental health services were inadequate in the County. He outlined eight suggestions for improvement for consideration and public response. Amorosi noted a response he received from a Senator clarifying that the Board drives policy and confirming this was the correct forum to make these requests. He suggested the County did not have a funding issue, but a priority issue.

Mark Metz, County Attorney, explained he sent a letter to Mr. Amorosi's attorney on December 6th on behalf of the Commissioners that addressed Amorosi's requests. He clarified Mr. Amorosi was represented by an attorney and responses have been sent to his legal counsel. He stated the letter outlined specifically what the Board has done. In his letter, Metz indicated he requested that the information be passed on to Mr. Amorosi and he has not heard back from his legal counsel. Metz indicated he would continue to answer Amorosi's questions through his legal counsel.

Noah McCourt, 33 West Lake, Waconia, stated he echoed Mr. Amorosi's concerns related to the handling of mental health crisis calls. He explained the County's Crisis Teams only responds when an individual is already in a hospital and believed the purpose of the Crisis Team should be preventative.

The following amendment was made to the agenda:

Add 5.18 – Tobacco license for Green Leaf Tobacco & ECigs dba Green Leaf Tobacco.
Move 7.1 to 5.19 – Property & Financial Services Division Re-Org-Phase II.

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

Workman moved, Lynch seconded, to approve the minutes of the December 11, 2018, Regular Session. Motion carried unanimously.

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

Approved issuing a special use permit to the MVSS Snowmobile group for January 25-27, 2019, upon receipt of needed certificates of insurance at required limits and coverages.

Contract with University of Minnesota for Extension services pending completion of the contract review process.

Resolution #97-18, Supporting a Grant Application for Coney Island of the West, Historical & Archeological Interpretive Plan.

Resolution #98-18, Authorizing Settlement of Compensation to Owner for Acquisition of Real Property Interests Needed for the Highway 41/18 Project.

Approved professional services agreement with HDR Engineering, pending completion of the contract review process.

Resolution #99-18, County Board Acknowledgment, CSAH 30 Safety Improvement Project Final Payment.

Resolution #100-18, 2019 Carver County Five Year Bridge Resolution.

Resolution #101-18, Accepting Administration of the Minnesota Wetland Conservation Act in the City of Victoria.

Approved a temporary reduction in FTE for a 1.0 FTE school linked therapist, and a temporary increase in FTE for a part time school linked therapist to cover special circumstances necessitated by overseas military deployment, with FTE reverting back for both employees at or before the conclusion of the deployment in mid June 2019 and related HH&S budget amendment.

Resolution #102-18, Adopting the 2018-2038 Carver County Solid Waste Management Master Plan.

Approved a reorganization in Public Works as outlined in organizational chart dated December 18, 2018, and related budget amendment.

Approved the current elected Sheriff Jim Olson be provided a PTO severance benefit under the same terms and conditions he was eligible to receive prior to becoming an elected official.

Approved County Attorney Chief Deputy's out of state travel to Alabama January 13-19, 2019.

Adopted Personnel Policy Manual Updates and creation of Health & Safety Policy Manual.

Approved increasing the 2018 salary ranges by 2.50% for non-bargaining employees and for bargaining units participating in pay-for-performance in 2019, to be effective January 7, 2019.

Approved the following abatements:

20.0830280	Thomas Dokken
07.0260210	Jeremy Rock
58.0113300	Christopher Fast

Approved issuing a Tobacco License to Green Leaf Tobacco & E Cigs Inc dba Green Leaf Tobacco.

Approved the recommended PFS Division Re-Org - Phase II as follows and related budget amendment:

- Create six PFS Departments: 1. Elections & Licensing, 2. Tax Property , 3. License Centers, 4. Land Records & Vitals, 5. Finance, 6. Assessing.
- Eliminate 6.0 FTEs: PTELC Manager (vacant), Property Tax Supervisor, License Center Supervisor, Elections & Vitals Supervisor and two (2) Land Records Senior Analysts.
- Add 1.0 FTE Property Tax Analyst with an external posting and 5.0 FTEs with internal postings: Property Tax Manager, License Centers Manager, Elections & Licensing Manager, County Recorder (Land Records & Vitals Supervisor), Assistant County Recorder (Land Records & Vitals Lead).
- Re-align Service Delivery within the PFS Division by moving Vitals to Land Records & Vitals and moving Special Assessment, Delinquents and Tax Forfeiture to Property Tax.
- Add passport processing at the Chaska Government Center to Elections and Licensing.

Reviewed December 11, 2018, Community Social Services' actions/Commissioners' warrants in the amount of \$459,553.42.

Motion carried unanimously.

Lynch moved, Ische seconded, to open the public hearing on an amendment to the subsurface sewage treatment system and water well loan program ordinance. Motion carried unanimously.

Joe Enfield, Environmental Services, explained they have operated the septic system loan and well program since 1999. He indicated the changes proposed would allow them to continue to operate the program and make it more convenient for the users.

No public testimony was received.

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

Ische offered the following Resolution, seconded by Workman:

Resolution #103-18
Adopting ordinance #89-2018, Amending Chapter 56 of the County Code of
Ordinances – Subsurface Sewage Treatment System and Water Well Loan Program

On vote taken, all voted aye.

Ordinance No. 89-2018, Amendments to the Carver County Code, Chapter 56 – Subsurface Sewage Treatment System and Water Well Loan Program

The following is a summary of the essential elements of Ordinance No. 89-2018 for the purpose of publication as required by M.S. Section 375.51. A printed official copy of the ordinance is available for inspection by any person during regular business hours at the office of the Carver County Auditor, or a copy may be obtained from the Carver County Environmental Services Department. Ordinance No. 89-2018 provides for a number of text amendments including, but not limited to: Rule references, procedural improvements and grammatical corrections.

Maluchnik moved, Workman seconded, to open the public hearing on an amendment to the subsurface sewage treatment system ordinance. Motion carried unanimously.

Lori Brinkman, Environmental Service, explained an amendment was necessary due to Statute changes, to provide clarity and remove outdated provisions.

No public testimony was received.

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

Maluchnik offered the following Resolution seconded by Workman:

Resolution #104-18
Adopting Ordinance #90-2018-Amending Chapter 52 of the County Code
Of Ordinances – Subsurface Sewage Treatment Systems

On vote taken, all voted aye.

Ordinance No. 90-2018, Amendments to the Carver County Code, Chapter 52 – Subsurface Sewage Treatment Systems

The following is a summary of the essential elements of Ordinance No. 90-2018 for the purpose of publication as required by M.S. Section 375.51. A printed official copy of the ordinance is available for inspection by any person during regular business hours at the office of the Carver County Auditor, or a copy may be obtained from the Carver County Environmental Services Department. Ordinance No. 90-2018 provides for a number of text amendments including, but

not limited to: Rule references, grammatical corrections, construction permit and survey clarifications and repeal of 52.057 SSTS Employing Artificial Drainage.

Kerie Anderka, Employee Relations, requested the Board set the 2019 County Attorney and County Sheriff compensation. She noted Statute requires that the Board set the salaries with regard for the responsibilities of the office, as well as the official's experience, qualifications and performance. She suggested the Board follow an approach similar to countywide employee salary adjustments.

Ische offered the following Resolution, seconded by Lynch:

Resolution #105-18
2019 County Attorney and County Sheriff Compensation and Benefits

On vote taken, all voted aye.

Anderka requested the Board adopt a Resolution setting the 2019 County Commissioner compensation. She pointed out the factors that should be considered and reviewed her recommended increase.

Ische offered the following Resolution, seconded by Maluchnik:

Resolution #106-18
2019 County Commissioner Compensation and Benefits

On vote taken, all voted aye.

David Hemze, County Administrator, requested the Board adopt the 2019 property tax levy and budget. He pointed out the budget gap created by State mandates related to children and societal impacts. He indicated overall the tax base was healthy and noted the average value increases to homes. He outlined services provided to residents and where tax dollars are spent.

David Frischmon, Finance, reviewed a four year history of the budget gap and how it was closed. He pointed out division and county wide levy adjustments that were made. He noted the decrease in the OPEB levy contribution and the increase in Commissioners contingency. Vacancy savings projections, State program aid over the last several years and recommended staffing changes were identified. He pointed out the recommended 2.6M levy increase and tax impact to an averaged valued home. Frischmon noted proposed tax increases other counties were considering.

The increase in the solid waste fee and increase in the WMO levy were reviewed. Frischmon stated the solid waste fee increase would offset increasing costs and the increase in the WMO levy was due to cost shifts and increased project costs.

Frischmon highlighted the list of 2019 capital projects and construction projects. He summarized budget increases and decreases in operating, CIP and debt service.

The Long Term Financial Plan for roads, buildings and parks was reviewed. Frischmon noted the long term operating budget challenges.

The Board discussed eliminating Park entrance fees and concurred to discuss this at a later date.

Ische offered the following Resolutions, seconded by Maluchnik:

Resolution #107-18
Certifying
2019 Property Tax Levy

Resolution #108-18
County Board Adoption of the
2019 Budget for Carver County

Resolution #109-18
County Board Adoption of the
2020 Long Term Financial Plan
For Carver County

On vote taken, all voted aye.

Degler and Lynch stated they could support the budget as they met with the legislators today pointing out 212 was a priority and when funding came through, the County will need to pay its share.

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

Lyndon Robjent, Public Works, requested the Rail Authority set the 2019 levy and budget. He indicated the 2019 levy was the same as the 2018 levy and is used for maintenance and stewardship of rail property.

Workman offered the following Resolution, seconded by Lynch:

CCRRA #02-18
Certifying 2019 Property Tax Levy
and
Adoption of 2019 Budget

On vote taken, all voted aye.

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

Sheriff Olson appeared before the Board to thank them, and the citizens of Carver County, for the opportunity of being the Sheriff for the past eight years and a deputy for the past 32 years. He recognized he had not always been given what he wanted, but was given what he needed. Sheriff Olson stated he hoped he left the Sheriff's Office in a better place and reiterated his thanks.

Board members expressed their gratitude to the Sheriff, recognized he was a tremendous credit to the County and did an outstanding job.

Mark Metz, County Attorney, recognized the Sheriff and County Attorney's office have critical and distinct roles and have worked collaboratively. He stated Sheriff Olson is someone that is humble, trustworthy and gave his entire career to the County.

Chair Degler highlighted the County's accomplishments and events over 2018. He recognized transportation was an important priority for the Board, identified completed projects and the County was continuing to seek funding for 212. He pointed out water quality improvement projects, awards received, upcoming improvements to Lake Waconia Regional Park, the updated flood plan maps, the recently completed 30 year Facility Services master plan as well as other accomplishments throughout the County.

He recognized all of this would not have been done without the professional and dedicated employees of the County. Chair Degler also thanked his fellow Board members for their support.

Fellow Board members thanked Chair Degler for serving as their Chair for 2018 and recognized he did a great job leading the Board.

Ische moved, Lynch seconded, to adjourn as the Carver County Board at 5:36 p.m. 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:

Joint Powers Agreement with Young America Township for Reconstruction of Bridge No. L2826

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 County and Young America Township have joined together to design and reconstruct Bridge No. L2826 in Young America township over Bevens Creek. Young America Township will reimburse the County for any costs incurred not covered by Town Bridge funds, in accordance with this JPA that has already been approved by the township. It is the desire of both parties hereto to enter into a written document regarding the reconstruction of Bridge No. L2826 over Bevens Creek.

ACTION REQUESTED:

Motion to approve a Joint Powers Agreement with Young America Township for the reconstruction of Bridge No. L2826, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	\$0.00
Town Bridge Funds	\$277,706.45
Young America Township	\$20,000.00
Total	\$297,706.45

Insert additional funding source

Related Financial/FTE Comments:

This is an agreement with Young America Township for Carver County to act on their behalf so that Young America Township may receive Township Bridge Funds. There will be no cost to Carver County.

Office use only:

RBA 2019 - 5881

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Joint Powers Agreement with the City of Victoria for Hwy 43 and Hwy 11 intersection Concepts

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Traffic at the intersection of County Highways 43, 18 and 11 in Victoria has reached a level that the current traffic control may not be able to handle. A joint study is recommended between Carver County and the City of Victoria to study the current intersection control and to develop concepts for future intersection control. Carver County will be leading this study in partnership with the City of Victoria. The cost of the study will be split 50/50 with the City of Victoria.

ACTION REQUESTED:

Motion to approve a Joint Powers Agreement with the City of Victoria for Highway 43 and Highway 11 intersection concepts, pending finalization for the contract review process.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	\$0.00
CSAH Regular	\$27,479.00
City of Victoria	\$27,479.00
Total	\$54,958.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 5886

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agmt. for Concept Design of the Hwy 43 and Hwy 11 Intersection

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

This professional services agreement is for the concept development for intersection control at the intersection of County Highways 43, 18 and 11 in Victoria. Traffic at the intersection has reached a level that the current traffic control may not be able to handle. This contract is to study the current intersection control and develop concepts for the future.

Three proposals were solicited and two were submitted. Upon careful review from Carver County and the City of Victoria, Bolton and Menk was selected based on cost, experience and responsiveness. Carver County and the City of Victoria are partnering on this study and splitting the costs 50/50.

ACTION REQUESTED:

Motion to approve a professional services agreement with Bolton and Menk Inc. for \$54,958 for the County Highway 43, and County Highway 11 Intersection Concept Design, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text"/>
CSAH Regular	\$27,299.00
City of Victoria	\$27,299.00
Total	\$54,598.00

Insert additional funding source

Related Financial/FTE Comments:

RBA-5886 is the JPA with Victoria for this contract.

Office use only:

RBA 2019 - 5898

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with Alliant Engineering, Inc. for the US 212 Interchanges Signal Improvements Project

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="1/8/2019"/>
Contact: <input type="text" value="Dan McCormick"/> Title: <input type="text" value="Transportation Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

A professional services agreement is required for the development of final construction plans and construction services for traffic signal improvements, which primarily includes the evaluation and retrofit of flashing yellow arrow (FYA) signal services to existing traffic signals at US 212 interchanges in Carver County from Highway 11 (Jonathan Carver Parkway) to Highway 101 (Great Plains Boulevard). The project received FY 2019 MnDOT Local Partnership Project Funding (formally the Municipal Agreement Program) for a portion of this project.

Three proposals were solicited, and the county's evaluation committee scored Alliant Engineering the highest of the three. Upon careful review, Alliant Engineering was selected based on cost, experience, and responsiveness. Alliant has done similar type work before and the County is in need of assistance with performing the various services that are required as part of this project. Alliant has prepared a proposal that will provide all the necessary services to fulfill the required design, documentation and coordination for this project and in accordance with the County's needs and required MnDOT standards.

ACTION REQUESTED:

Motion to approve a professional services agreement with Alliant Engineering, Inc., for \$93, 275 for engineering services for the US 212 Signal Improvements Project, pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING								
If "Other", specify: <input type="text"/>	County Dollars =								
FTE IMPACT: <input type="text" value="None"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CSAH Regular</td> <td style="width: 30%; text-align: right;">\$71,620.00</td> </tr> <tr> <td>City</td> <td style="text-align: right;">\$9,100.00</td> </tr> <tr> <td>MnDOT LPP Funds</td> <td style="text-align: right;">\$12,555.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$93,275.00</td> </tr> </table>	CSAH Regular	\$71,620.00	City	\$9,100.00	MnDOT LPP Funds	\$12,555.00	Total	\$93,275.00
CSAH Regular	\$71,620.00								
City	\$9,100.00								
MnDOT LPP Funds	\$12,555.00								
Total	\$93,275.00								
	<input checked="" type="checkbox"/> Insert additional funding source								

Related Financial/FTE Comments:

Total Project Budget including design, construction, and inspection is estimated at \$373,275.

Office use only:

RBA 2019 - 5895

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Authorization for 2019 Park Promotions/Donations

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Annually, the Board has approved promotional offerings, donations issued by the Parks Department. The Department requests authorization to distribute park services and products as a cost effective 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 \$250.00 in recreation program/event vouchers could be distributed in 2019. 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 for the purpose of providing administrative oversight and or awareness of the public services and facilities offered.

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

ACTION REQUESTED:

Authorize the Parks Department to carry out promotional offerings, provide donations, provide annual vehicle permits for administrative oversight and awareness of public services and facilities.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Charitable Gambling Application to Conduct Off-site Gambling for Waconia Lions Club

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:

A Charitable Gambling application for Off-site gambling was received from the Waconia Lions Club. They plan to hold a raffle on February 2, 2019 at the Lake Waconia Event Center located at 8155 Paradise Ln, Waconia, MN 55387. This applicant has received this same type of license previously.

ACTION REQUESTED:

Approval to issue a Charitable Gambling License for Off-site Gambling to the Waconia Lions Club for a raffle to be held February 2, 2019.

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 2019 - 5878

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Encore Adult Day Services Donation received

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:

Donation received from a private party for Encore Adult Day Services (\$250)

Donated funds will be used for program enrichment.

ACTION REQUESTED:

Approve receipt of donation

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 5897

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Resolution for Outgoing County Sheriff Prorated 2019 Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="1/8/2019"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value="Employee Relations Division Dire"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation, including salary and benefits, for elected County officials including the County Sheriff. The outgoing County Sheriff James Olson will continue to serve as Sheriff during eight days in January 2019 until his successor takes office on January 8, 2019. The attached resolution outlines prorated salary and benefits to be provided to the outgoing County Sheriff, for time served during 2019.

ACTION REQUESTED:

Motion to adopt the Resolution outlining 2019 compensation and benefits for the outgoing County Sheriff, prorated for the days served as Sheriff in 2019 to complete his term in office.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING								
<i>If "Other", specify:</i> <input type="text"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">\$5,383.00</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$5,383.00</td> </tr> </table>	County Dollars =	\$5,383.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Total	\$5,383.00
County Dollars =	\$5,383.00								
<input type="text"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>								
Total	\$5,383.00								
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source								

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 5860

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution: Outgoing County Sheriff Prorated 2019 Compensation & Benefits

DATE _____ RESOLUTION NO. _____
 MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for elected staff; and

WHEREAS, the Carver County Board of Commissioners intends to provide compensation for County Sheriff James Olson, for time served in 2019 prior to his successor taking office on January 8, 2019; and

WHEREAS, the Carver County Board of Commissioners intends to provide insurance benefits in the same manner as would be applied for non-bargaining County employees serving in 2019 and retiring effective January 8, 2019;

THEREFORE, BE IT RESOLVED, Carver County shall provide outgoing County Sheriff James Olson the following:

- A. County Sheriff James Olson shall receive a proration of his 2018 salary amount which was set at \$156,342, prorated and paid for the eight days served in 2019.
- B. County Sheriff James Olson shall be provided insurance benefits in the same manner as would be applied for non-bargaining County employees serving in 2019 and retiring effective January 8, 2019.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to elected official compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
 COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 8th day of January, 2019, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of January, 2019

 County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of Chief Deputy Agreement

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 County Sheriff, Jason Kamerud, has requested the approval of the Chief Deputy Sheriff's employment contract to begin January 8, 2019. The Chief Deputy that Sheriff Kamerud has selected is Patrick Barry III. This position is included in the 2019 budget.

Patrick Barry III comes to the position with over 20 years of law enforcement experience, 15 of those years with the Carver County Sheriff's Office. At Carver County he has worked as a Deputy Sheriff, Licensed Sergeant, and most recently Lieutenant. Patrick has a Master's degree in Public Safety Administration from Saint Mary's University of Minnesota and has completed the Police Staff and Command program with Northwestern University.

The terms of the employment agreement clarify that this is an exempt "at will" position. The agreement includes an initial salary of \$120,850 which is within the 2019 non-bargaining salary scale for DBM D71. The agreement also includes salary increases, insurance, accrual of PTO and other benefits consistent with the Personnel Policies for non-bargaining staff, standard notice and severance language, uniform allowance, and a leave of absence from regular County service, not to exceed 10 years.

The action requested is approval of the employment agreement between the County Sheriff and the Chief Deputy Sheriff, Patrick Barry III.

ACTION REQUESTED:

Approval of the Chief Deputy Agreement with Patrick Barry III.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 5883

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of the LELS Local 289 Licensed Sergeants Unit 2019-2020 Collective Bargaining Agreement

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="1/8/2019"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

The LELS Licensed Sergeants Bargaining Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2019 – 2020 CBA.

Highlights and the major changes in terms and conditions are:

- Two year agreement (2019 – 2020)
- 2019 General Adjustment: 2.50%
- 2020 General Adjustment: 2.50%
- 2019 Pay-for-Performance: 0%, 1%, 2%, 3% effective first full pay period in March
- 2020 Pay-for-Performance: 0%, 1%, 2%, 3% effective first full pay period in March
- Implement salary ranges as established by County Board effective first full pay period in January 2019
- Implement salary ranges as established by County Board effective first full pay period in January 2020
- Uniform Allowance: Increase to \$795 per year (from \$775)
- Vacation cash-out program - addition of up to 16 additional hours as eligible for cash-out beginning in 2020 (increases maximum annual vacation cash-out from 40 to 56 hours for individuals electing participation, consistent with other management employees)
- Insurance 2019: Increase County contribution by \$10.00 per month, across all plan levels and options
- Insurance 2020: Increase County contribution by \$35.00 per month, across all plan levels and options

ACTION REQUESTED:

Motion to approve the LELS Local 289 Licensed Sergeants Unit 2019-2020 Collective Bargaining Agreement.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$1,486,464.00"/>
FTE IMPACT: <input type="text" value="None"/>	<input type="text"/>
	<input type="text"/>
	Total <input type="text" value="\$1,486,464.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Funding reflects the 2019 total budgeted cost for the LELS Licensed Sergeants Bargaining Unit Contract.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment 1 to Joint Powers Agreement with City of Carver for Highway 11 Corridor Study

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

An amendment to the existing joint powers agreement (JPA) with the City of Carver is required for agreed upon additional services for the Highway 11 Corridor Study. Delays in the 2040 Comprehensive Plan Regional Traffic Modeling has added delays and extra costs to the corridor study. The extra cost estimated from the project's consultant's adjusted scope is \$30,740. The City of Carver agrees with the amendment and to carry forward the same 50/50 cost share of the original JPA to the amendment. This Amendment 1 would add approximately \$15,370 to each parties financial responsibility.

ACTION REQUESTED:

Motion to approve Amendment 1 to the Joint Powers Agreement with the CITY OF CARVER for extra services related to the Highway 11 Corridor Study pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	\$15,370.00
City of Carver	\$15,370.00
Total	\$30,740.00

Insert additional funding source

Related Financial/FTE Comments:

Funds available in PW CIP Project No. 168810.

Office use only:

RBA 2019 - 5877

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment 1 to Professional Services Agreement with WSB & ASSOCIATES INC for the CSAH 11 Corridor Study

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

An amendment to the Professional Services Agreement with WSB and Associates for planning and engineering services for a CSAH 11 Corridor Study is required due to delays and complications from the 2040 Comprehensive Plan Regional Traffic Model. Public Works wishes to amend Contract 17-184 with WSB & Associates, Inc. to include additional services. Proposed services are detailed in an updated scope from WSB & Associates.

ACTION REQUESTED:

Motion to approve Amendment 1 to Professional Services Agreement 17-184 with WSB & ASSOCIATES INC for the CSAH 11 Corridor Study pending finalization of the contract review process.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =	\$17,250.00
City of Carver	\$17,250.00
Total	\$34,500.00

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

Funds available in CIP Project No. 168810.

Office use only:

RBA 2019 - 5890

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agmt. for Final Design of TH 212 - CSAH 11 to CSAH 36

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

SRF Consulting Group has completed the Highway 212 Safety and Phasing Plan as well as preliminary engineering layouts for TH 212 expansion project between Chaska/Carver and Cologne. The total estimated cost to complete the project is \$46 million. The County has been awarded \$15 million in Minnesota Highway Freight Program funding and is likely to receive \$7 million if federal funds from the 2018 Metropolitan Council Regional Solicitation. These funds will be leveraged with \$13 million in state preservation funds as well as \$6 million in County Sales Tax. Approximately \$5 million in additional funding is needed to fully fund the project. The County is working with the state to fill this gap. At this time the project is scheduled for construction in 2022 pending 100% funding..

Updating the NEPA documentation, acquiring right of way and preparing detailed construction plans are the next steps to completing the project. SRF has submitted a work plan to update the environmental documentation and prepare construction plans and specifications. The work plan has been reviewed by MnDOT and county staff and is considered acceptable. MnDOT has proposed that they share equally in the cost of this work. A separate board action has been prepared to approve this cost split.

ACTION REQUESTED:

Motion to approve a Professional Services Agmt. with SRF Consulting Group Inc. for \$981,228.24 for Final Design Services for TH 212 (CSAH 11 to CSAH 36), pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text" value=""/>
County Sales Tax	\$490,614.12
State of MN	\$490,614.12
Total	\$981,228.24

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Work Order 4 to State of MN Master Partnership Contract 1028104 for Highway 212 Engineering Services

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="1/8/2019"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Public Works Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

Carver County is the lead agency in developing plans to expand Highway 212 between Chaska and Norwood Young America. The easterly portion between Chaska and Cologne is close to being fully funded. The total estimated cost to expand this segment to 4-lanes is approximately \$46 million. The County has been awarded \$15 million in Minnesota Highway Freight Program funding and is likely to receive \$7 million if federal funds from the 2018 Metropolitan Council Regional Solicitation. These funds will be leveraged with \$13 million in state preservation funds as well as \$6 million in County Sales Tax. Approximately \$5 million in additional funding is needed to fully fund the project. The County is working with the state to fill this gap. At this time the project is scheduled for construction in 2022 pending 100% funding. Options to fully fund the project include additional state, federal and county sales tax.

Updating the NEPA documentation, acquiring right of way and preparing detailed construction plans are the next steps to completing the project. It is important to proceed with this work as soon as possible in order to keep the project on track for 2022 construction and position it for additional grant funding consideration.

SRF Consulting Group has submitted a work plan to update the environmental documentation and prepare construction plans and specifications. The work plan has been reviewed by MnDOT and county staff and is considered acceptable. MnDOT has proposed that they share equally in the cost of this work. MnDOT has suggested using the existing partnership agreement with Carver County to contract for this work. A work order has been prepared to accomplish this with a total cost of \$981,228.24. The County share of is proposed to be funded from the local option sales tax. This tax has been collected since October 2017 and to date the fund balance is approximately \$6.7 million. The current project budget is as follows:

2019 - 2020: Detailed Design - \$981,228. \$490,614 State, **\$490,614 County Sales Tax**

2019 - 2021: Right of Way Acquisition - \$4,000,000. \$2,000,000 State, **\$2,000,000 County Sales Tax**

2021 - 2022: Construction - \$41,000,000. \$15,000,000 Minnesota Highway Freight Program, \$7,000,000 Federal, \$10,500,000 State, **\$3,500,000 County Sales Tax.**

\$5 million shortfall. Anticipated sources without additional federal grants: **\$2.5 million State, \$2.5 Million County Sales Tax.** The annual County Sales tax revenue is expected to continue to be approximately \$6 million, \$2 million higher than initially projected. It is anticipated that there will be enough additional revenue to help fully fund this segment of 212. A full funding agreement with the state will be developed in 2020 after a detailed construction estimate is prepared with final engineering design.

ACTION REQUESTED:

Motion to approve Work Order 4 to the State of MN Master Partnership Contract 1028104 for Highway 212 engineering services, pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING County Dollars = <input type="text"/> County Sales Tax <input type="text" value="\$490,614.12"/> State of MN <input type="text" value="\$490,614.12"/> Total <input type="text" value="\$981,228.24"/> <input checked="" type="checkbox"/> Insert additional funding source
FTE IMPACT: <input type="text" value="None"/>	
Related Financial/FTE Comments: <input type="text"/>	

Office use only:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2019-2021 Carver County Newspaper

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/8/2019

Contact: Dave Hemze Title: County Administrator

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title: County Administrator

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Bid notices were published in the Waconia Patriot, Carver County News, Norwood Young America Times, Chaska Herald and the Chanhassen Villager. The lowest bid was to be determined by using the Minnesota Newspaper Association Index Formula. A lower "index" number represents a lower cost of publishing a standard newspaper item, an Ica.

The following bids were received for the County's official newspaper and for the first and second publication of the financial statement:

Chanhassen Villager
2019-2021 bid - \$1.91 per column inch, resulting in an index number of 0.19
Total Circulation (paid, voluntary and free) of 5,669

Chaska Herald
2019-2021 bid - \$1.91 per column inch, resulting in an "index" number of 0.19.
Total Circulation (paid, voluntary and free) of 6,915

No bids were received from the Waconia Patriot, Norwood Young America Times or Carver County News.

In addition to using the index number to determine the lowest cost of newspaper publication, another useful measurement of the best value is the actual cost to reach each newspaper reader. The Chaska Herald has a total circulation which is about 22% larger than the circulation of the Chanhassen Villager. Therefore, the Chaska Herald offers the best value to Carver County.

ACTION REQUESTED:

Based upon the best value to Carver County, Administration recommends that the Board adopt a Resolution awarding the 2019-2021 newspaper bid to the Chaska Herald and award the second publication of the financial statement to the Chanhassen Villager. Resolution also designates the County's web site as the official publication of the transportation project legal notices.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2019 - 5796

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY

Date: January 8, 2019
Motion by Commissioner: _____

Resolution No. _____
Seconded by Commissioner: _____

Award of 2019, 2020 and 2021 Newspaper Publication Bids

Whereas, pursuant to bid advertisement, newspaper publication bids were received until 1:00 p.m., December 3, 2018, for the following publications:

Publication of Official Proceedings of County Board
Notices and Lists of Delinquent Real Estate Taxes
1st Publication of Financial Statement
2nd Publication of Financial Statement
Publication of Equalization Proceedings of County Board
Other Public Notices

Whereas, timely bids were received from the Chaska Herald and the Chanhassen Villager; and

Whereas, Carver County's newspaper publishing award is based on the lowest bid as determined according to the Minnesota Newspaper Association Index Formula, and the newspaper bid which provides the greatest value to Carver County; and

Whereas, although the bids submitted were equal as determined by the the Minnesota Newspaper Index Formula, the Chaska Herald actually provides the best value to Carver County because the Chaska Herald has a larger circulation and has a lower cost to reach each reader than the Chanhassen Villager; and

Whereas, pursuant to Minnesota Statute, § 375.17, subd. 3, in addition to the Carver County Board of Commissioners designating a newspaper as the official newspaper for the publication of the financial statement, the financial statement also must be published in one other newspaper of general circulation in a different municipality within the county; and

Whereas, pursuant to Minnesota Statute § 331A.12, the Carver County Board of Commissioners may designate the publication of legal notices for transportation projects on the Carver County Web site, in place of or in addition to any other required form of publication.

Now, Therefore Be It Resolved, that the Carver County Board of Commissioner hereby awards newspaper publication bids for 2019, 2020 and 2021 as follows:

- 1) Publication of Official Proceedings of County Board
Notices and Lists of Delinquent Real Estate Taxes
1st Publication of Financial Statement
Publication of Equalization Proceedings of County Boards
Other Public Notices

Chaska Herald

- 2) 2nd Publication of Financial Statement

Chanhassen Villager

Be It Further Resolved, that the Carver County, Minnesota Web site is designated as the official publication for transportation project legal notices; and

Be It Further Resolved, that a copy of this Resolution be forwarded to each newspaper.

YES	ABSENT	NO
_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
STATE OF MINNESOTA COUNTY OF CARVER		

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 8th day of January, 2019, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Carver County Regional Rail Authority

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/8/2019

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 2019.

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 2019 - 5782

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Board Security

Primary Originating Division/Dept: Sheriff

Meeting Date: 1/8/2019

Contact: Sheriff Olson Title: Sheriff

Item Type:
Closed Session

Amount of Time Requested: 20 minutes

Attachments: Yes No

Presenter: Sheriff Olson Title:

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

BACKGROUND/JUSTIFICATION:

We would like to discuss security procedures for the protection of Board members in the event of an emergency.

ACTION REQUESTED:

None.

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 2019 - 5795