



Carver County Board of Commissioners
 January 7, 2014
 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 2014 d) Nomination and election of Vice Chair for 2014 e) Public comments - <i>Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.</i> f) Community announcements 2. Agenda review and adoption 3. 2014 Board Operating Rules 1-14 4. Adopt schedule of Regular Board meetings for the year 2014 15-17 5. Committee appointments 18-27 6. Appointments to advisory committees and boards..... 28-32 7. Approve minutes of December 17, 2013 Regular Session 33-38 	
9:45 a.m.	<ol style="list-style-type: none"> 8. CONSENT AGENDA <i>Communities: Create and maintain safe, healthy and livable communities</i> <ol style="list-style-type: none"> 8.1 Community Social Services - Behavioral Health awarded a grant (Office of Justice) re: Mental Health Services in Jail 39-40 8.2 2013 Urban Area Security Initiative (UASI) Grant 41-45 8.3 Right-of-Way Acquisition Settlement Agreement for SP 010-618-013 – Lyman Blvd from to Audubon Rd to Powers Blvd..... 46-47 <i>Connections: Develop strong public partnerships and connect people to services and information</i> <ol style="list-style-type: none"> 8.4 Tobacco License 48 <i>Culture: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government</i> <ol style="list-style-type: none"> 8.5 Accept Donations for IT Day Event..... 49 <i>Growth: Manage the challenges and opportunities resulting from growth and development</i> <ol style="list-style-type: none"> 8.6 Evan Griffiths - Private Cemetery (PH/E) 50-53 8.7 Special Event Permit – 4th Annual Central Raiders Wrestling Club Winter Splash (PH/E) 54-57 8.8 Jerry Hartman - Whispering Creek Ranch Financial Security (PH/E)..... 58-60 8.9 Right-of-way Acquisition for Project #SAP 010-610-047, CSAH 10 Bridge and Road Reconstruction in Watertown 61-65 	

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

8.10 Abatements/Additions 66-67

8.11 Review Social Services/Commissioners Warrants NO ATT

9:50 a.m. **ADJOURN AS COUNTY BOARD AND CONVENE AS CARVER COUNTY
RAILROAD AUTHORITY**

9:50 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 68

9:50 a.m. **ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY**

9:50 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:

2014 Board Operating Rules

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/7/2014

Item Type:

Regular Session

Contact: Dave Hemze Title: County Administrator

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 2014 Board Operating Rules are attached. The following language has been added, under "G. Monthly Expense Allowance", to clarify the Board's policy on conference and training and expenses eligible for reimbursement (proposed deletions are indicated by ~~strike through~~ and additions by underline.)

Outside the seven county metropolitan area, all costs deemed necessary by the Board Member to fulfill the duties of office, are covered by County ~~Personnel Policy~~ 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, ~~legislative attendance~~, 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.

~~In addition, Cell phone and remote computer access expenses and educational expenses~~ are costs eligible for reimbursement according to County ~~Personnel Policy~~ Financial Policy and Administrative Policy Manuals'

ACTION REQUESTED:

Motion to adopt 2014 Board Operating Rules as amended.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Related Financial/FTE Comments:



CARVER
COUNTY

**Board of Commissioners
Board Operating Rules**

Adopted

January 8, 2013

Proposed

January 7, 2014

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 ~~Personnel Policy~~ 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, ~~legislative attendance~~, 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.

~~In addition, Cell phone and remote computer access expenses and educational expenses are costs eligible for~~

reimbursement according to County ~~Personnel Policy~~ 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. Adminstrate oath of office (if required);
2. Elect officers;
3. Appoint commissioners to commissions committees and boards;
4. Appoint voting members to AMC;
5. Appoint members to Metropolitan Counties Computer Consortium;
6. Appoint advisory committee members.

C. Open Meeting Law

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

D. Closed Meetings

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

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

E. Special/Emergency Meetings

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

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

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

A joint meeting with the County Board and any other political subdivision may be held within the boundaries of either subdivision and will be specified in the meeting notice.

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

F. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of

business when it decides that such hearings are in the best interest of the general public or issues under consideration.

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

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

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

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

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

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

G. Meeting Conduct

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

1. Respect the dignity of each individual.
2. Respect one another's facts, opinions and right to speak.
3. We realize that our thinking processes are shaped by our backgrounds. None of us can be completely objective as a result. We all have our natural biases that we may not even be aware of. We must respect that in one another. Backgrounds are neither right nor wrong; they just are. Diversity, differences, conflict are all inevitable.
4. We choose to deal with conflict in a healthy manner. Therefore there will be no name calling and putdowns of individuals or ideas.

This does not mean you can't openly disagree and support your ideas, opinions and facts.

5. Listen respectfully - no interruptions.
6. In the interest of time, time limits may be established.
7. Questions may be asked of the presenters during the time allotted.

H. Cable casting

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

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

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

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

I. Quorum

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

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

J. Role of Presiding Officer

The presiding officer of the meeting will be the Chair. In the absence of the Chair, the presiding officer will be the

Vice-Chair. The duties and powers of the presiding officer shall include the following:

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

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

K. Addressing the Chair

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

L. County Administrator

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

The County Administrator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Administrator or designee acts as the clerk of the board and shall also: 1) make regular entries of all Board resolutions and decisions upon all questions; 2) record the vote of each member on any question submitted to the Board; 3) preserve and file all business acted upon by the Board; 4) certify copy any and all resolutions or decisions of the Board; and 5) perform such further duties as designated by the Board.

V. CONDUCT OF DEBATE

A. Principles

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

B. Parliamentarian

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

C. Role of the Chair

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

D. Suspension of the Rules

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

E. Main Motion

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

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

The introduction of a main, or substantive motion, is out of order while another main motion is pending. While the question is under debate, no other motion shall be received or entertained except for procedural motions permitted in the Rules of Order.

F. Second Required

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

G. Amended Motion

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

H. Division of the Question

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

I. Withdrawal of Motion

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

J. Discussion Procedures

The following operating rules shall guide debate:

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

2. Upon recognition of the Chair, the Board member making the motion has precedence to address the Board first, with the option of explaining the reasons

why the motion is made. Subsequently the floor is open to any member of the Board.

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

K. Adoption

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

L. Procedural Motion

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

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

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

M. Voting

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

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

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

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

B. Ordinance

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

C. General Consensus

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

D. Policy Development

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

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

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

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

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

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

B. Order of Business

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

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

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the

recommendation of the Chair, any member of the Board or the County Administrator subject to County Board consensus.

C. Consent Agenda

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

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

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

D. Regular Agenda

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

E. Official Records

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

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board Meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minn. Stat. §375.12). The Official Board Proceedings are distributed to staff and interested parties and are also available on the Carver County website at www.co.carver.mn.us.

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

VIII. ADVISORY COMMITTEES AND OTHER STATUTORY APPOINTMENTS

A. Policy

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

B. Advisory Committees

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

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

1. Board of Adjustment
2. Library Board
3. Mental Health Advisory Committee
4. Minnesota Extension Committee
5. Park Commission
6. Personnel Board of Appeals
7. Planning Commission
8. Water, Environment, Natural Resource

C. Appointments to other Public Bodies

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

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

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

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

D. Role and Purpose of the Committees

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

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

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

E. Operating Procedures

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

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

F. Appointments

Unless mandated statutorily, appointments to the extent possible will be made by commissioner district. The Board will use discretion in this area and instances may occur when appointments will not follow district boundaries due to the target group the committee represents, availability of applicants, or other factors. The Carver County Board will attempt to select those candidates who will best represent the county and the committee's needs.

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

G. Attendance Policy

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

H. Residency Requirement

Applicants are not always restricted to Carver County residents.

I. Notification

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

J. Terms

Unless mandated statutorily, the County Board has standardized the length of term and number of terms each member to serve. The length of term is 3 years and the maximum number of consecutive terms each member may serve is 3.

K. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

L. Reporting Requirements

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

IX. CODE OF ETHICS

It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public. With this belief, the following statements

further emphasize the priority and commitment the County Board has placed on Ethical Standards.

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

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

- Maintain a sense of levity – public service should be fun as well as work.

X. CITIZENS

A. Citizen Participation

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

B. Audience/Citizens Requests

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

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

C. Audience Participation at Board Meetings

To the extent possible, interested citizens shall notify the County Administrator of their interest to speak at the meeting and the issue to be discussed. The County Administrator will notify the Chair. In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff to try to resolve matters before coming formally to the County Board meeting. Questions directed to the Board may not be answered immediately, however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by the Board and/or County staff.

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

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

1. A person desiring to speak may only speak if acknowledged by the Board Chair. All remarks shall be addressed to the County Board as a whole, not to any specific member(s) or to any person who is not a member of the County Board.

2. Comments are limited to a period of five (5) minutes. Additional time may be granted at the discretion of the Chair.

3. Copies of written materials must be provided to the County Board members, the County Administrator, the County Attorney, and any media present at the meeting. Handouts provided to the County Board members become government data and are thereafter under classifications designated in the Minnesota Government Data Practices Act and/or other privacy laws.

4. If there are a number of individuals present to speak on the same topic, all persons must sign in and designate a spokesperson or two.

5. Board members will listen to comments but will not engage in discussion during the Public Participation section of the agenda. Board members or County staff may ask questions in order to gain a thorough understanding of concerns, suggestions, or requests. If follow-up to a person's comments is requested or required the Board Chair will direct the County Administrator to do so.

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

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

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

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

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

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

XI. Staff

A. County Administrator

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

The position of County Administrator is established pursuant to Minn. Stat. §375A.06. The County Administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statute and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the County Administrator.

In general, the County Administrator shall exercise supervision of the divisions which function under the jurisdiction of the Carver County Board. The County Administrator shall coordinate the various activities of the County, unify the management of its affairs, and make recommendations to the Board regarding the

structure of County functions, including reporting relationships, physical facilities and locations. The County Administrator is accountable for hiring, training, advising, motivating, and appraising the performance of subordinates. The County Administrator recommends the annual budget and long range capital expenditure programs to the Board for approval.

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

B. Role of Staff

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

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

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

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

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

Staff/citizen member participation should be immediately communicated to the Board appointed

designee or the County Administrator.

If the issue has not been addressed by the County's legislative agenda, a County Board position should be sought prior to any lobbying effort on your part.

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

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

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Adopt schedule of regular Board meetings for the year 2014

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/7/2014

Item Type:

Regular Session

Contact: Dave Hemze Title: County Administrator

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.
- Committee of the Whole: Third Tuesday of the month at 2:30 p.m.
- Regular session: Third Tuesday of the month at 4:00 p.m.
- Work session: Fourth Tuesday of the month at 9:00 a.m.

There would be no meetings scheduled the second Tuesdays of the month.

The 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 2014 as presented.

FISCAL IMPACT: None

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT: None

Total \$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2319

2014 BOARD MEETINGS

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

Tuesday	January 7, 2014	9:00 a.m.	Organizational Session
Tuesday	January 14, 2014		No Board Meeting
Tuesday	January 21, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	January 28, 2014	9:00 a.m.	Board Work Session

Tuesday	February 4, 2014	9:00 a.m.	Board Meeting
Tuesday	February 11, 2014		No Board Meeting
Tuesday	February 18, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	February 25, 2014	9:00 a.m.	Board Work Session

Tuesday	March 4, 2014	9:00 a.m.	Board Meeting
Tuesday	March 11, 2014		No Board Meeting
Tuesday	March 18, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	March 25, 2014	9:00 a.m.	Board Work Session

Tuesday	April 1, 2014	9:00 a.m.	Board Meeting
Tuesday	April 8, 2014		No Board Meeting
Tuesday	April 15, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	April 22, 2014	9:00 a.m.	Board Work Session
Tuesday	April 29, 2012		No Board Meeting

Tuesday	May 6, 2014	9:00 a.m.	Board Meeting
Tuesday	May 13, 2014	9:00 a.m.	No Board Meeting
Tuesday	May 20, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	May 27, 2014	9:00 a.m.	Board Work Session

Tuesday	June 3, 2014	9:00 a.m.	Board Meeting
Tuesday	June 10, 2014	9:00 a.m.	No Board Meeting
Monday	June 16, 2014	5:00 p.m.	Board of Equalization
Tuesday	June 17, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	June 24, 2014	9:00 a.m.	Board Work Session
Tuesday	June 24, 2014	1:00 p.m.	Board of Equalization (if needed)

Tuesday	July 1, 2014	9:00 a.m.	Board Meeting
Tuesday	July 8, 2014		No Board Meeting
Tuesday	July 15, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	July 22, 2014	9:00 a.m.	Board Work Session
Tuesday	July 29, 2014		No Board Meeting

Tuesday	August 5, 2014	9:00 a.m.	Board Meeting
Tuesday	August 12, 2014		No Board Meeting
Tuesday	August 19, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	August 26, 2014	9:00 a.m.	Board Work Session

Tuesday	September 2, 2014	9:00 a.m.	Board Meeting
Tuesday	September 9, 2014		No Board Meeting
Tuesday	September 16, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	September 23, 2014	9:00 a.m.	Board Work Session
Tuesday	September 30, 2014		No Board Meeting

Tuesday	October 7, 2014	9:00 a.m.	Board Meeting
Tuesday	October 14, 2014		No Board Meeting
Tuesday	October 21, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	October 28, 2014	9:00 a.m.	Board Work Session

Tuesday	November 4, 2014	9:00 a.m.	Board Meeting
Tuesday	November 11, 2014	Veterans Day	No Board Meeting
Tuesday	November 18, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	November 25, 2014	9:00 a.m.	Board Work Session

Tuesday	December 2, 2014	9:00 a.m.	Board Meeting
Tuesday	December 9, 2014	AMC Conference	No Board Meeting
Tuesday	December 16, 2014	2:30 p.m. 4:00 p.m.	Committee of the Whole Board Meeting
Tuesday	December 23, 2014		No Board Work Session
Tuesday	December 30, 2014		No Board Meeting

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Committee Appointments

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/7/2014

Item Type:

Regular Session

Contact: Dave Hemze

Title: County Administrator

Amount of Time Requested: 20 minutes

Presenter: Board Chair

Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Administration is requesting that the Board make committee assignments for 2014, as well as appoint voting members to the Association of Minnesota Counties, delegates to the Minnesota Counties Computer Consortium, MCIT and name a Board member as the County's SNS requestor.

ACTION REQUESTED:

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

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2321

**Commissioner Committee Assignments
2014 Options/Recommendations**

Committee	2013 Appointee	By-Laws/Joint Powers/Statute Requirements	Options/ Recommendation	2014 Appointee
Area Agency on Aging Board	Degler	Agency's By-Laws ask for a County Board member appointment. <i>Degler has reached his term limits and another Board member will need to be appointed. Meetings held 3rd Thursdays of the month at 9:30 am.</i>	Maintain appointment	
Association of Minnesota Counties Board of Directors	Ische, Alt. Degler	AMC By-laws allows County one appointment to their Board of Directors	Maintain appointment	
AMC Environment & Natural Resources Policy Committee	Ische	AMC Board of Directors established AMC Policy Committees.	Maintain appointment	
AMC General Government Policy Committee	Degler	Each County must have at least one delegate appointment to a Policy	Maintain appointment	
AMC Health & Human Services Policy Committee	Lynch	Committee.	Maintain appointment	
AMC Public Safety Policy Committee	Maluchnik		Maintain appointment	
AMC Transportation Policy Committee	Workman		Maintain appointment	

**Commissioner Committee Assignments
2014 Options/Recommendations**

Committee	2013 Appointee	By-Laws/Joint Powers/Statute Requirements	Options/ Recommendation	2014 Appointee
CAP Agency Board of Directors	Ische	Appointments must be from two categories (County Commissioner and Public Elected Official). County Commissionerswill each appoint one of their own member Commissioners or <i>representatives.</i> " The Governance Committee will select names from a list for the second public official appointment. This second public official may be a County Commissioner.	Board may appoint one of their own or appoint a representative that must "be able to have full authority to speak and act on behalf of the County Commissioners." The second appointment is selected by the Governance Committee and this can be a County Commissioner.	
Carver County CDA	Maluchnik	No requirement for Board member to be appointed	Name liaison	
Carver County Leaders (formerly ACCEL)	Maluchnik & Lynch	Internal committee assignment	Assign Board member(s)	
Community Leaders (Eastern)	Degler, Maluchnik, Workman	Internal committee assignments	Assign Board member(s)	
Counties Transit Improvement Board	Maluchnik	Carver County is considered an ex-officio member	Maintain appointment.	
County and Union Leaders Group	Maluchnik & Lynch	Internal committee assignments	Assign Board member(s)	
Courts Committee	Ische & Degler, Alt. Lynch	Internal committee assignments	Assign Board member(s)	

**Commissioner Committee Assignments
2014 Options/Recommendations**

Committee	2013 Appointee	By-Laws/Joint Powers/Statute Requirements	Options/ Recommendation	2014 Appointee
CROW Joint Powers Board	Lynch, Alt. Ische	JPA-Board of Directors shall consist of representative and alternate from each County Board of Commissioners	Maintain Board member and alternate appointment	
Fair Board	Ische, Alt. Lynch	Board member does not vote on Fair Board.	Maintain liaison appointment.	
Historical Society Committee	Maluchnik, Alt. Lynch	Historical Society By-Laws- Article IV number 3.”The Chairperson of the Carver County Commissioners, or another commissioner designated by the Chairperson, shall be an ex-officio member of the Board of Directors	Maintain County Board appointment	
Insurance Advisory Committee	Maluchnik	Internal committee assignment	Assign Board member	
Inter Agency Early Intervention Committee	Degler	Committee restructured, Board appointment no longer necessary or required	Delete assignment from listing	Removed from committee assignments.
Law Library Board	Degler	Per MSA 134A one of the three Law Library Trustees must be “a member of the county board selected by it at its next regular meeting”	Maintain Board appointment.	
Library Board	Degler	Statutes, nor the Library Board by-laws, requires a Board appointment and Board member does not vote on Library Board.	Name liaison	
Lower Minnesota River Watershed	Maluchnik/Degler Liaisons	Membership set by Statute. No requirement for Board member appointment.	Name liaisons	

**Commissioner Committee Assignments
2014 Options/Recommendations**

Committee	2013 Appointee	By-Laws/Joint Powers/Statute Requirements	Options/ Recommendation	2014 Appointee
MELSA	Degler	MELSA is governed by a Board of Trustees; one trustee is appointed by each party to the agreement	Maintain Board appointment	
Metro Alliance for Healthy Families Joint Powers Board	Workman	Joint Powers Board, requires Board appointment	Maintain Board Appointment	
Metro GIS Policy Board	Maluchnik, Alt. Peter Henschel	Per MetroGIS Operating Guidelines, the "Policy Board" (i.e. elected officials from local government stakeholders) shall consist of voting members, one rep from each of the eleven stakeholder organizations...	Maintain Board appointment	
Metropolitan Emergency Services Board	Ische & Degler	The Metropolitan Emergency Services Board, was established by Joint Powers Agreement for the purpose of overseeing the 9-1-1 system, Public Safety Radio System, and EMS in the metropolitan area of Minneapolis/St. Paul. Board appointment required, option to appoint one or two, if one appointed he will have two votes	Maintain Board appointments	
Metropolitan Emergency Services Executive Board	Ische, Alt Degler	JPA requires Board appointment	Maintain appointment	
Metropolitan Emergency Services Cost Allocation Committee	Degler	Per MESB, this committee is no longer active	Delete	Removed from committee assignments

**Commissioner Committee Assignments
2014 Options/Recommendations**

Committee	2013 Appointee	By-Laws/Joint Powers/Statute Requirements	Options/ Recommendation	2014 Appointee
Metropolitan Emergency Services Radio Technical Operations Committee	Steve Schoenbauer Alt. Peter Sauter	By Laws of the MESB allows one representative from each party to the agreement.	Maintain appointment	
Metropolitan Emergency Services 911 Technical Operations	Susan Bowler, Alt. Steve Schoenbauer	By Laws of the MESB allows two representatives from each party to the agreement. The County Board must appoint to this committee.	Maintain appointment(s)	
Minnesota Inter-County Association	Degler & Maluchnik	All member counties must appoint two members to MICA Board of Directors	Maintain two Board appointments	
Minnehaha Creek Watershed District	Maluchnik/ Workman Liaisons	Membership set by Statute. No requirement for Board appointment	Name liaison(s)	
Minnesota Extension Committee	Degler & Lynch	38.36 County Extension Committee. Subdivision 1. Committee composition. A county must have an extension committee. Two members must be county commissioners appointed by the county board. Two County Board appointments required per Statute	Maintain two Board appointments	
Minnesota River Basin Joint Powers	Ische & Maluchnik	Joint Powers Agreement requires Board and alternate appointment	Maintain appointments	

**Commissioner Committee Assignments
2014 Options/Recommendations**

Committee	2013 Appointee	By-Laws/Joint Powers/Statute Requirements	Options/ Recommendation	2014 Appointee
Minnesota Valley Regional Rail Authority	Workman, Alt. Maluchnik	Per Rail's by-laws "Each participating County shall appoint one County Commissioner who shall be entitled to vote on Authority business"	Maintain appointments	
Mosquito Control District	Ische & Workman	District created by the MN Legislature and is governed by elected County Commissioners	Maintain two appointments	
Office of the Aging Advisory Board	Degler	Committee no longer exists.	Delete from list.	Removed from committee assignments.
Park Commission	Lynch	County Board created seven member Park Commission who shall be appointed by Board. Board appointment not required.	Name liaison	
Planning Commission	Ische, Alt. Lynch	Per County Code 152.231 Membership- The Planning Commission shall consist of seven members. One of these members shall be a member of the County Board of Commissioners.	Maintain appointment	
Public Health Emergency Preparedness Workgroup	Lynch Liaison	No requirement for Board appointment, delete appointment	Delete from list	Removed from committee assignments.
Riley-Purgatory-Bluff Creek Watershed	Workman/Degler Liaisons	Membership set by Statute. No requirement for Board appointment.	Name liaison	

**Commissioner Committee Assignments
2014 Options/Recommendations**

Committee	2013 Appointee	By-Laws/Joint Powers/Statute Requirements	Options/ Recommendation	2014 Appointee
Soil and Water	Staff attending	No requirement for Board appointment, delete appointment	Delete from list since staff are attending.	Removed from committee assignments.
Solid Waste Management Coordinating Board	Workman & Ische	SWMCB is a joint powers board comprised of two commissioners from Anoka, Carver, Dakota, Hennepin, Ramsey and Washington counties.	Maintain Board appointments	
Southwest Corridor Transportation Coalition	Workman & Maluchnik, Alt. Degler	The Southwest Corridor Transportation Coalition (SWCTC) is a non-profit organization consisting of local governments, private businesses, individuals and other interested parties.	Maintain Board appointments.	
State CHS Advisory Committee (SCHSAC)	Marcee Shaughnessy, Alt. Maluchnik	Appointment required, but appointment and alternate can both be staff.	Appoint staff member, appoint Board member as alternate	
Transportation Advisory Board – TAB	Maluchnik, Alt. Workman	The Transportation Advisory Board (TAB) was created by the state legislature in 1974. Composition and Selection. As defined within state statute 473.146 subdivision 4(b), the membership of the advisory body must consist of: ... (8) one member of the county board of each county in the seven-county metropolitan area, appointed by the respective county boards;	Maintain Board appointments	

**Commissioner Committee Assignments
2014 Options/Recommendations**

Committee	2013 Appointee	By-Laws/Joint Powers/Statute Requirements	Options/ Recommendation	2014 Appointee
WENR Committee	Lynch, Alt. Ische	Water Plan includes a Board member on WENR Committee, but this can be amended to delete.	When Plan is next amended, delete appointment, name liaison	

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

Joint Ditches

Joint Ditch #1 Ische, Lynch, Degler
 Joint Ditch #2 Ische, Degler
 Joint Ditch #3 Ische
 Joint Ditch #4 Ische, Lynch, Workman
 Joint Ditch #5 Ische, Lynch, Maluchnik
 Joint Ditch #21 Ische, Lynch, Workman, Degler
 Joint Ditch #22 Ische, Lynch, Maluchnik
 Joint Ditch #24 Ische, Lynch, Degler

Voting members to the Association of Minnesota Counties:

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

MCIT Voting Delegates:

Sonja Wolter
David Hemze, Alt.

Appointments to Minnesota Counties Computer Consortium:

Melissa Reeder
Alt – Dave Frischmon Alt – Laurie Engelen

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

Gayle Degler
David Hemze
Randy Wolf

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Appointments to Advisory Committees

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/7/2014

Item Type:

Regular Session

Contact: Dave Hemze

Title: County Administrator

Amount of Time Requested: 30 minutes

Presenter: Board Chair

Title:

Attachments: Yes No

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

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2316

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

BOARD OF ADJUSTMENT

Current members:

Michael Haug, Commissioner District 1
Robert Lamkin, Resides Commissioner District 4, Represents District 2
Richard Kvittek, Resides Commissioner District 1, Represents District 3

Current vacancies 3: Commissioner Districts 4, 5 and one at large

Applicants:

Scott Hoese – Commissioner District 4
Richard Buetow – Commissioner District 5
The “at large” incumbent has reached his term limits and is not eligible to reapply.

COMMUNITY DEVELOPMENT AGENCY (5-year terms)

Current members:

Sarah Carlson, Commissioner District 1
Michael Schachterle, Commissioner District 2
Cindy Monroe, Resides Commissioner District 5, Represents District 3
LaVonne Kroells, Commissioner District 5

Current vacancies 1: Commissioner District 4

Applicants:

Darrel Sudheimer - Commissioner District 4

LIBRARY BOARD (3-year terms)

Current members:

Barbara Colhapp, Commissioner District 1
Mark Peterson, Commissioner District 2
Nathan Johnson, Commissioner District 4
Joanne Johnson, Commissioner District 5

Current vacancies 1: Commissioner District 3

Applicants:

Jim Weygand - Commissioner District 5
Susan Maki - Commissioner District 3

MENTAL HEALTH COMMITTEE

Current Members:

Lisa Gjerde, Commissioner District 1
Dr. Edward Tipon, Commissioner District 1
Henry Norton, Commissioner District 1
Susan Kunitz, Commissioner District 2
Caroline Beise, Commissioner District 3
Becky Sorenson, Commissioner District 3
Rod Sawtell, Commissioner District 4
Twyla Sawtell, Commissioner District 4
Lisa M.S. Inman, Commissioner District 4
Ben Maas, Commissioner District 4
Virginia Wright, Commissioner District 5
Christine Dondlinger, Commissioner District 5

Current Vacancies 2: one for an unexpired term

Applicants:

Samuel Deweese, Commissioner District 4
Susan Miki, Commissioner District 3

MINNESOTA EXTENSION COMMITTEE

Current Members:

Rick Carlson, Resides Commissioner 5, Represents District 1
Larry Enter, Commissioner District 4
Christine Boerner, Commissioner District 4

Current Vacancies 3: Commissioner District 2, 3 and 5

Applicants:

Maren Christopher - Commissioner District 2
Suzanne Honebrink - Commissioner District 5
The incumbent from Commissioner District 3 has indicated he will not be reapplying

PARK COMMISSION (3-year terms)

Current members:

Joshua Ives, Commissioner District 1
Carrol Aasen, Jr., Commissioner District 3
Thomas Herrmann, Commissioner District 5
Ron Trick, At large

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

Applicants:

Jim Manders – Commissioner District 2
Incumbent from Commissioner District 4 and the “at large” incumbent have indicated they will not be reapplying

PERSONNEL BOARD OF APPEALS (3-year terms)

Current members:

Gino Businaro, Commissioner District 1
Gerald Bruner, Commissioner District 4

Current vacancies: 1

Applicants:

Nate Bostrom – Commissioner District 3

PLANNING COMMISSION (3-year terms)

Current members:

Ted Beise, Resides Commissioner District 3, Represents District 1
Frank Mendez, Commissioner District 2
Robert McNulty, Commissioner District 3
Jim Burns, Commissioner District 4

Current vacancies 2: Commissioner District 5 and Township Representative

Applicants:

John P. Fahey - Commissioner District 5
The township representative has served three terms and is not eligible to reapply.

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

Commissioner District Appointments:

Audrey Kramer, Resides Commissioner District 1, represents District 3

James Stenger, Commissioner District 4

Virgil Stender, Commissioner District 5

Vacancies 2: Commissioner Districts 1 and 2

Applicants:

None

The incumbent representing Commissioner District #2 has indicated he will not be reapplying.

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

Current members:

Scott Smith, Representing E/W Carver Creek

Scott Hoese, Representing Crow River Watershed

Vacancies 2: Representing Carver Creek and Benton Creek Watershed

Applicants:

None

The incumbents representing Carver Creek and Benton Creek Watershed have reached their term limits and are not eligible to reapply.

Township Appointments:

None

Two vacancies (must be township official)

Applicants:

None

City Appointments (to be made by cities):

Bill Monk – City of Chaska

Jake Saulsbury – City of Waconia

Two vacancies – City of Chanhassen and an appointment to be made by one of the smaller cities

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 17, 2013. Chair Tim Lynch convened the session at 4:10 p.m.

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

Members absent: None

Degler moved, Workman seconded, to approve the agenda. Motion carried unanimously.

Maluchnik moved, Ische seconded, to approve the minutes of the December 3, 2013, Regular Session and December 5, 2013, Budget Public Hearing. Motion carried unanimously.

Ische moved, Maluchnik seconded, to approve the minutes of the December 5, 2013, Emergency Meeting. Degler, Ische, Lynch, Maluchnik voted aye. Workman abstained as he was not present at the December 5, 2013, meeting. Motion carried.

Community announcements were made by the Board.

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

Authorized an additional FTE to the patrol division of the Sheriff's Office, with .85 of the FTE paid for by the contracting communities and the county funding .15% of the FTE in 2014 utilizing vacancy savings in the Sheriff's Office budget.

Approved the joint powers agreement for a metro-area adult health survey, including the counties of Carver, Dakota, Hennepin, Ramsey, Scott, Washington and cities of Bloomington and Minneapolis, with Ramsey County as the fiscal agent.

Contact with Amherst H. Wilder Foundation during the planning process of the SHIP grant, subject to contract review by the Attorney/Risk Management.

Authorized the County Administrator to sign the MS4 NPDES permit application and approved submittal to the MPCA.

Authorized the Chair and Administrator to sign and accept the grant agreement for the Emergency Management Performance Grant 2013, subject to contract review by Attorney/Risk Management.

Approved the Memorandum of Agreement with University of Minnesota for the 2014 Extension programs.

Adopted Findings of Fact and issue Order #PZ20130030 for the issuance of an Interim Use Permit, Randal King, San Francisco Township.

Resolution #77-13, Approving Acquisition of Easement Required for the TH101 Bridge and CSAH 61 "Y" Intersection Project, also known as the Southwest Reconnection Project-Acquisition Parcel 12A

Resolution #78-13, Eminent Domain-SAP 010-610-047.

Authorized entering into an agreement with the Board of Water & Soil Resources for the 2013 Natural Resource Block grant subject to contract review by County Attorney/Risk Management and authorized the Chair to sign the grant agreement and accepting \$84,636 in grant funds.

Extended and allocated \$50,000 of CCWMO project funds for the City of Mayer Wetland Restoration project to the end of 2014.

Approved the AFSCME Public Works 2013-2014 Collective Bargaining Agreement.

Approved the following abatements:

20.2400250	Charles D. Johnson
58.7120300	Justin Keith Seidler
75.5060260	Chad A. Bijou
30.2370240	Stanford L. Johnson

Reviewed December 10, 2013, Community Social Services' actions/Commissioners' warrants in the amount of \$272,514.46, and reviewed December 17, 2013, Community Social Services' actions/Commissioners' warrants in the amount of \$582,443.06.

Motion carried unanimously.

Joan Schwartz, Employee Relations, appeared before the Board to recognize retirees. She noted, between the 14 retirees covering seven divisions, this represented a total of 271 years of service. 2012 retirees recognized were Rod Allen and David Homorody. Also recognized were 2013 retirees Julie Boden, James Broucek, Ken Carlson, Diane Gerhardt, Norbert Gomer, Barbara Klein, Doris Krogman, Laura Mueller, Cindi Oraskovich, Jan Palumbo, Gerri Sherman and Michael Tanguay.

Chair Lynch recognized the County had very stable employees and thanked the retirees for their service.

William Weckman, Public Works, requested the Board adopt a Resolution authorizing the payment for replacement of damaged trees related to the County Road 10 bridge project.

Workman offered the following Resolution, seconded by Maluchnik:

Resolution #79-13
Tree Damage Settlement – SAP 10-610-37

On vote taken, Degler, Lynch, Maluchnik, Workman voted aye. Ische abstained as this item related to a distant relative. Motion carried.

Ische moved, Degler seconded, to recess as the County Board and convene as the Carver County Ditch Authority. Motion carried unanimously.

Mark Lundgren, Taxpayer Services, requested the Ditch Authority approve ditch assessments for 2014. He reviewed the proposed assessments for each ditch and noted each ditch system was self-supporting and assessments are paid for by each of the benefactors.

Ische moved, Degler seconded, to approve the following assessments for pay 2014:

County Ditch #2-3	\$5,000.00
County Ditch #6	\$10,000.00
County Ditch #7	\$5,000.00
County Ditch #10	\$10,000.00
Joint Ditch #21	\$6,000.00
Joint Ditch #22	\$10,000.00

Motion carried unanimously.

Degler moved, Ische seconded, to adjourn as the Carver County Ditch Authority and reconvene as the County Board. Motion carried unanimously.

Paul Moline, Public Health and Environment, requested the Board approve the updated local water plan for the City of Carver. He stated the Board previously approved plans for six other cities and the WMO needs to approve these plans. He identified the area covered by the plan.

Ische offered the following Resolution, seconded by Maluchnik:

Resolution #80-13
To Approve the Local Water Management Plan for the City of Carver

On vote taken, all voted aye.

Keri Anderka, Employee Relations, requested the Board adopt a Resolution setting 2014 County Commissioner compensation. She pointed out the average salary range among comparable counties. She explained her recommendation for a 4% increase and noted this was still below the average market salary for commissioners.

She indicated cafeteria benefits would be the same as other employees and the monthly expense allowances would remain the same.

Maluchnik moved, Ische seconded, to approve the following Resolution increasing Commissioner salaries by 3% and setting monthly expense allowance of \$615 for the Chair, \$540 for the Vice Chair and \$515 for the others and setting benefits consistent with other County employees.

Resolution #81-13
2014 County Commissioner Compensation and Benefits

On vote taken, all voted aye.

Anderka requested the Board adopt a Resolution setting County Attorney and Sheriff compensation for 2014. She noted Minnesota law requires the Board set the salaries with regard to the responsibilities and duties of the office, as well as the elected official's experience, qualifications and performance. Anderka highlighted market data for these positions and explained her recommended increase to move positions closer to their respective market rates.

Workman moved, Ische seconded, to approve the Resolution setting the 2014 compensation for the County Sheriff at \$132,000 and for the County Attorney at \$135,000, and providing both with the same cafeteria benefits as other County employees.

Resolution #82-13
2014 County Attorney and Sheriff Compensation and Benefits

On vote taken, all voted aye.

David Hemze, County Administrator, requested the Board set the final 2014 property tax levy and budget. He pointed out actual tax impact on an average valued home over the last several years and the trend of a declining tax impact. He highlighted a list of services the County provides and a breakdown of monthly costs for those services for an average valued home.

David Frischmon, Finance, reviewed the overall budget strategy for 2014. He noted the new construction that resulted in new revenue. He pointed out the increased demand for services, increased need for capital and inflation all contributed to budget pressures for 2014.

He identified recommended increases to capital and personnel in 2014. Frischmon reviewed the levy policy to capture new construction and inflation and resulting tax impact. He pointed out the proposed bond sale in 2014 for the Southwest Reconnection Project and the future payback from State turnback funds. Frischmon summarized the staffing changes and levy adjustments.

Frischmon indicated the budget included the wheelage tax that was increased by the legislature and pointed out the estimated sales tax savings. He indicated the AIS program would continue in 2014.

He stated the overall large budget increase in revenues and expenditures was due to the Southwest Reconnection Project and the related increase in intergovernmental revenue. He pointed out the property tax impacts to residential, commercial and agricultural properties.

Frischmon highlighted the 2015 Long Term Plan and summarized the needs in roads, bridges, buildings and parks and trails. Frischmon reviewed the meetings held up to this point to develop the 2014 proposed budget.

Ische offered the following Resolutions, seconded by Degler:

Resolution #83-13
Certifying 2014 Property Tax Levy

Resolution #84-13
County Board Adoption of the
2014 Budget for Carver County

On vote taken, all voted aye.

Workman offered the following Resolution, seconded by Degler:

Resolution #85-13
County Board Adoption of the 2015 Long Term
Financial Plan for Carver County

On vote taken, all voted aye.

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

Frischmon requested the Rail Authority to set the 2014 levy. He explained his recommendation was to continue the levy at \$120,000 and indicated the levy was used to maintain the trails and other property the Rail Authority has acquired.

Degler offered the following Resolution, seconded by Ische:

CCRRA #02-13
Certifying 2014 Property Tax Levy and
Adoption of 2014 Budget

On vote taken, all voted aye.

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

Chair Lynch presented a 2013 year in review. He highlighted many of the accomplishments that occurred over the past year and awards the County received. Chair Lynch pointed out the road projects that were completed in 2013 and projects planned for 2014. He noted Public Works responded to 56 winter snow events and annual park and trail visitation continue to grow.

He thanked the County's residents for the opportunity to serve, his fellow Board members for their support and County employees for their hard work.

Ische moved, Degler seconded, to adjourn the Regular Session at 5:50 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:

Community Social Services - Behavioral Health awarded a grant (Office of Justice) re: Mental Health Services in Jail

Primary Originating Division/Dept:

Meeting

Date:

Item Type:

Consent

Contact: Title:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Division has been notified that by the Office of Justice that Carver County will be receiving a two year grant that will allow full service mental health services to be provided in the Carver County jail.

There will be a formal approval of contract, budget and request to approve new positions for the grant which will be negotiated with the Office of Justice at a later date.

ACTION REQUESTED:

Motion to accept the grant and enter into negotiations with the Office of Justice.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =	<input type="text"/>
Grant	\$299,930.00
Total	\$299,930.00

FTE IMPACT:

Related Financial/FTE Comments:

Two year grant totaling **\$299,930**

New half time positions would have to be hired -- utilizing grant dollars to pay for the positions. A plan is in place to track billings to understand if the program can become fully funded after grant expires. If revenue does not meet costs, the program will be discontinued at end of grant period.

Office use only:

RBA 2014 - 2292

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Office of Justice Programs

445 Minnesota Street, Suite 2300
St. Paul, Minnesota 55101-2139
Phone: 651/201-7350 FAX: 651/284-3317 TTY: 651/282-6565
Internet <http://www.dps.state.mn.us/OJP/>

August 29, 2013

Donald Heywood
Carver County
600 East Fourth Street
Chaska, Minnesota 55318

Dear Donald Heywood;

I am pleased to inform you that the Carver County proposal A-JAG-2014-CARVERCO-00067 submitted for Justice Assistance Grant (JAG) for the Carver County Jail Inmate Mental Health Project has been selected for funding. The tentative award amount is \$299,930, contingent upon final negotiation of a work plan and budget.

The JAG application process was very competitive with 32 proposals submitted requesting \$8,728,685. OJP is awarding \$3,055,177 to 11 agencies to enhance mental health services in their problem-solving courts, offender reentry, and intervention for juvenile justice involved youth programs.

A grant manager will be contacting you soon to finalize negotiations. A mandatory grantee orientation workshop will be held within the next few months.

Congratulations on being selected for funding. We look forward to working with you to ensure success on your initiative.

Sincerely,

Tricia Hummel

Director, Community and Justice Grants Division, Office of Justice Programs

Alcohol &
Gambling
Enforcement

Bureau of
Criminal
Apprehension

Capitol Security

Driver & Vehicle
Services

Emergency
Communication
Networks

Office of Justice
Programs

Homeland
Security and
Emergency
Management

State Fire
Marshal/
Pipeline Safety

State Patrol

Traffic Safety

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2013 Urban Area Security Initiative (UASI) Grant

Primary Originating Division/Dept: <input type="text" value="Sheriff"/>	Meeting Date: <input type="text" value="1/7/2014"/>
Contact: <input type="text" value="Deb Paige"/> Title: <input type="text" value="Commander Emergency Man..."/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

This Urban Area Security Initiative (UASI) grant was awarded by the State of Minnesota, Department of Public Safety – Homeland Security & Emergency Management Division. This will be the second time that Carver County Emergency Management has been awarded this grant. The grant funds will be used to support Carver County by enhancing the current Emergency Operations Center (EOC) equipment by purchasing computer hardware and software to connect and operate all EOC technical equipment from a remote station. The software and hardware will allow the user to operate and switch equipment on and off with specialized connectivity to other areas within the EOC. This equipment and software will enhance the use of multiple items projected on one screen and TV monitor within the EOC break out rooms. Other items that grant funds will be spent on are: Grant funds will also be used to support Carver County by enhancing the current Credentialing Equipment by purchasing additional equipment to have the capabilities to credential persons in multiple locations at the same time. Grant funds will also be used to support Carver County by enhancing and exercising the Emergency Operations Plan (EOP) and the Continuity of Operations Plan (COOP). Grant funds will also be used to support Carver County by enhancing the capabilities of the County-wide Hazardous Materials Group by purchasing better safety testing equipment and response equipment.

ACTION REQUESTED:

Motion to authorize the Division to contract with the State of Minnesota, Division of Homeland Security & Emergency Management, subject to contract review by the County Attorney's Office and Risk Management.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/> If "Other", specify: <input type="text" value=""/>	FUNDING County Dollars = <input type="text" value=""/> UASI Grant <input type="text" value=""/> \$55,000.00 Total <input type="text" value=""/> \$55,000.00
FTE IMPACT: <input type="text" value="None"/>	

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2334



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, Minnesota 55101-6223	Grant Program: 2013 Urban Area Security Initiative (UASI) Grant Agreement No.: A-UASI-2013- CARVEREM-00004
Grantee: Carver County 606 E 4th Street Chaska, MN 55318	Grant Agreement Term: Effective Date: 1/1/2014 Expiration Date: 6/30/2015
Grantee’s Authorized Representative: Deb Paige, Commander Emergency Management/ Communication Services Carver County Emergency Management 606 E Fourth Street Chaska, MN 55318 Phone: 952-361-1292 Email: dpaige@co.carver.mn.us	Grant Agreement Amount: Original Agreement \$55,000.00 Matching Requirement \$0.00
State’s Authorized Representative: Jodi Bellefeuille, Grants Specialist Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, Minnesota 55101 Phone: 651-201-7420 Email: jodi.bellefeuille@state.mn.us	Federal Funding: CFDA 97.067 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
 Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2013 Urban Area Security Initiative (UASI) Application (“Application”) which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 223, St Paul, Minnesota 55101-6223. The Grantee shall also comply with all requirements referenced in the 2013 Urban Area Security Initiative (UASI) Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-UASI-2013-CARVEREM-00004 / PO #: 3000024379

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State’s Authorized Representative

Organization: Carver County Emergency Management

A-UASI-2013-CARVEREM-00004

Budget Summary

UASI - 2013 - Investment #01: CBRNE				
Budget Category		Request		
Equipment				
CBRNE HazMat Response		\$4,200.00		
Total		\$4,200.00		
Total		\$4,200.00		
UASI - 2013 - Investment #03: EOC/Common Operating Picture				
Budget Category		Request		
Equipment				
Credentialing Equipment		\$22,481.45		
EOC Management		\$18,568.55		
Total		\$41,050.00		
Training				
EOC Training, Exercise - Coop Training & Exercise		\$9,750.00		
Total		\$9,750.00		
Total		\$50,800.00		
Total		\$55,000.00		
Allocation		\$55,000.00		
Balance		\$0.00		

Budget Amendment Request Form



Agenda Item:

2013 Urban Area Security Initiative (UASI) Grant

Department:
t:

Meeting Date: 1/7/2014

Requested By:

Debra Paige

Fund:

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

Description of Accounts	Acct #	Amount
Emergency Services (CFDA 97.067)	01-201-280-1909-...	\$55,000.00
TOTAL		\$55,000.00

Description of Accounts	Acct #	Amount
Equipment Purchase	01-201-280-1909-...	\$45,200.00
Exercise & Training	01-201-280-1909-...	\$9,800.00
TOTAL		\$55,000.00

Reason for Request:

Addition of grant revenue and expenditure to the 2014 budget for Emergency Management

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Right-of-Way Acquisition Settlement Agreement for SP 010-618-013 - Lyman Blvd from to Audubon Rd to Powers Blvd.

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="1/7/2014"/>
Contact: <input type="text" value="Bill Weckman"/> Title: <input type="text" value="Asst. County Engineer"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The 2014 construction program includes the reconstruction of CSAH 18 from Audubon Road to Powers Blvd. Additional right of way is needed to complete this project. A settlement has been reached between the county and one of the property owners being impacted by the project.

ACTION REQUESTED:

Adopt a resolution to approve the negotiated right of way acquisition settlement amount with Asim Mohammed Syed and Fatima B. Syeda.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	CSAH (Gas Tax) <input type="text" value=""/> \$33,000.00 Total <input type="text" value=""/> \$33,000.00

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2335

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

Date: January 7, 2014
Motion by Commissioner: _____

Resolution No: _____
Seconded by Commissioner: _____

Right of Way Acquisition – CSAH 18 – Project SP 010-618-013

WHEREAS, the County desires to reconstruct CSAH 18 between Powers Blvd and Audubon Road, and

Whereas, reconstruction of CSAH 18 is necessary to provide roadway improvements for the safety of the traveling public, and

Whereas, the County needs to acquire property interests over certain lands to provide for said roadway reconstruction, and

Whereas, a settlement has been negotiated with Asim Mohammed Syed and Fatima B. Syed, husband and wife, PID #25.0231200, the property owners impacted by the project.

BE IT RESOLVED, that the Carver County Board of Commissioners accept the settlement negotiated with the property owners for the CSAH 18 reconstruction between Powers Blvd and Audubon Rd. (SP-010-618-013).

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 7th day of January, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 7th day of January, 2014.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Tobacco License

Primary Originating Division/Dept:

Meeting

Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Skyway Wine & Spirits, LLC dba Wine & Spirits at 7 & 41 has applied for a Tobacco License and is in compliance with the Carver County Tobacco Ordinance. The owner is requesting the Carver County Board of Commissioners approval to sell tobacco products. This business is located at 2401 Highway 7, Excelsior, MN 55331.

ACTION REQUESTED:

Approval of the Carver County Board to issue a Tobacco License to Skyway Wine & Spirits, LLC dba Wine & Spirits at 7 & 41.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2326

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Accept Donations For IT Day Event

Primary Originating Division/Dept: Administrative Services - IT

Meeting

Date: 1/7/2014

Item Type:

Consent

Contact: Melissa Reeder Title: IT Director

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Information Technology is hosting an "IT Day" on Wednesday, January 8th where employees will be able to learn more about technology used in Carver County and future projects. At the event, various items will be donated from vendors and offered to county employees who attend the event.

Per the Carver County Donation Policy, the value of the individual items does not exceed \$5 and the vendors are voluntarily donating the items with no expectation of return or future benefit of any kind. Furthermore, policy requires that all donations be accepted by the County Board. Below are the vendors that will be donating items and a list of items being donated:

- DataBank will be donating \$5 Gift Cards, Letter Openers, Pens and Hand Sanitizers.
- Staples will be donating Notepads, Pens, Coffee and Other Office Supplies.

ACTION REQUESTED:

Request approval for donations under \$5.00 to be distributed during the IT Day event.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2338

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Evan Griffiths - Private Cemetery (PH/E)

Primary Originating Division/Dept:

Meeting

Date:

Item Type:

Contact: Title:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

File #PZ20130042. The Planning Commission recommended approval of Evan & Shannon Griffiths request for a Conditional Use Permit (CUP) to establish a small private cemetery on their vacant lot located in Section 1, Dahlgren Township. The subject parcel (Lot 3, Block 1 - Winswood) was created pursuant to the Wooded Lot provision of the Carver County Comprehensive Plan and Zoning Code. The family recently purchased the parcel with plans to build a new residential home for their family. The family unexpectedly lost their 2 day old daughter on October 27, 2013, and after her passing they started investigating the possibility of establishing a small private cemetery on the subject property for her. After reviewing the Minnesota State Statute (Chapter 307 - Private Cemeteries) and the County Zoning Code, the Griffiths decided to pursue a final resting place for their infant daughter on the subject property. The County Zoning Code restricts cemeteries from being established in areas with a high water table. Therefore, the applicant contacted a private contractor to evaluate the site to determine soil/water elevations on the site. A soil test pit was dug and no water was found at 96 inches below the ground elevation. The Carver County Planning & Water Consultant Engineer reviewed the submitted information in order to determine validity of findings. It has been determined that the proposed cemetery location is approximately 6 to 8 feet above the wetland water table; therefore, the location meets this requirement. The Dahlgren Town Board has recommended approval.

ACTION REQUESTED:

A motion to adopt findings of fact and issue Order #PZ20130042 for the issuance of a Conditional Use Permit.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

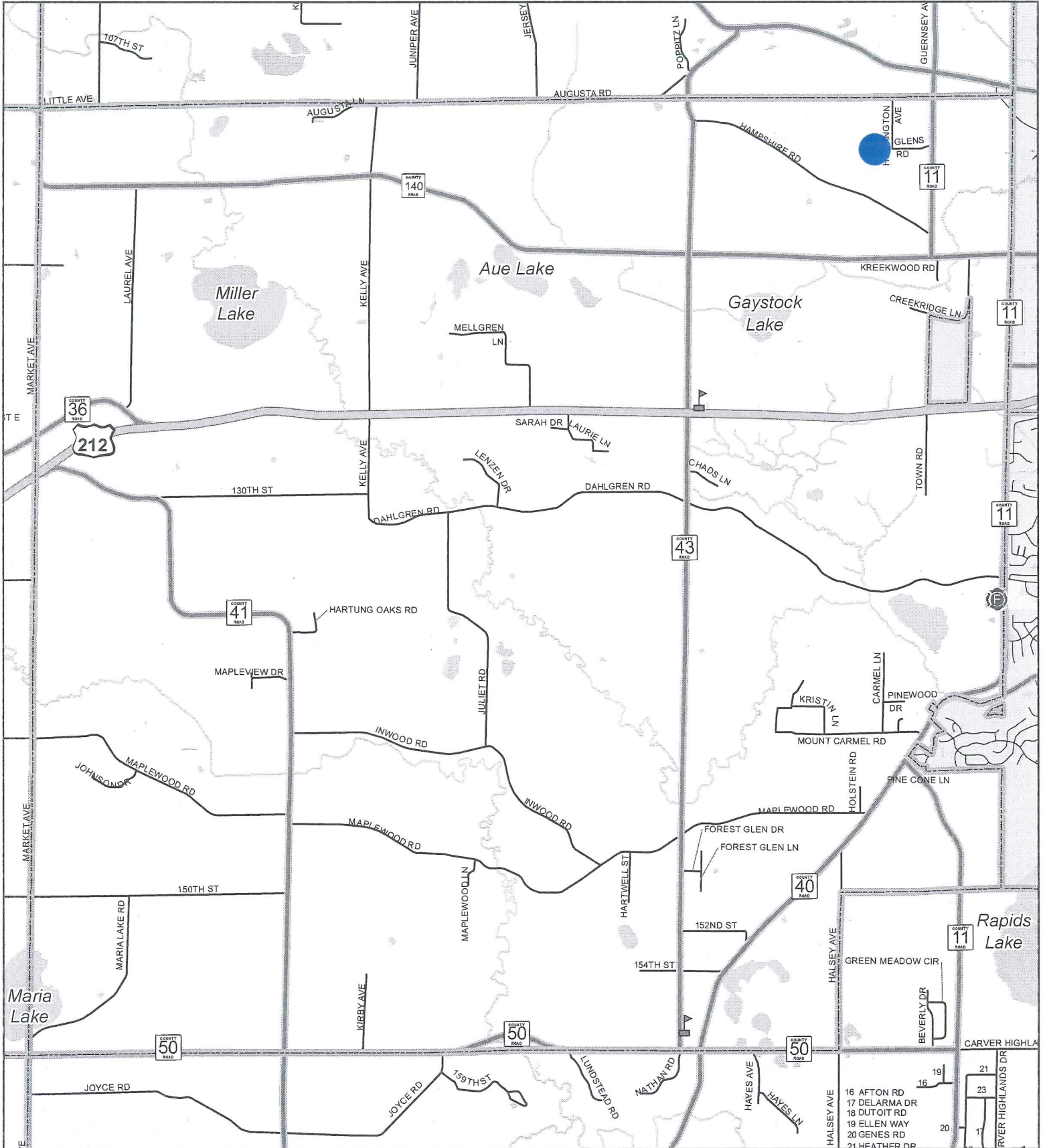
Total

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2329

DAHLGREN TOWNSHIP



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



COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20130042

RESOLUTION #: 13-11

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

FILE #: PZ20130042

APPLICANT: Evan Griffiths

OWNER: Evan Griffiths & Shannon Klingman

SITE ADDRESS: 11120 Huntington Ave. Chaska, MN 55318

PERMIT TYPE: Large Scale Activity - Cemetery

PURSUANT TO: County Code, Chapter 152, Section 152.080 C3

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 04-896-0030

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of December 17, 2013; and,

WHEREAS, the Carver County Planning Commission finds as follows:


1. Mr. and Mrs. Griffiths own Lot 3, Block 1 of Winswood. The platted parcel is located in the Northwest Quarter (NW¼) of the Northwest Quarter (NW¼) of Section 1, Dahlgren Township and consists of 5.30 acres. The parcel was created pursuant to the wooded lot provision of the Carver County Comprehensive Plan and Zoning Code. The vacant lot consists of woods and low lying wetland areas. The site is located in the Transition Overlay District for the City of Carver and the CCWRMO – West Chaska Creek watershed.
2. The applicant is requesting a Conditional Use Permit (CUP) for a Large Scale Activity - Cemetery on their lot, pursuant to Section 152.080 C3 of the Carver County Zoning Code.
3. Mr. and Mrs. Griffiths recently purchased the subject property (October 23, 2013) with plans to build a new residential home for their family. The family unexpectedly lost their 2 day old daughter on October 27, 2013. After her passing, Mr. and Mrs. Griffiths started investigating the possibility of establishing a small private cemetery on the subject property for her. After further review of Minnesota State Statutes and the Carver County Zoning Code, Mr. and Mrs. Griffiths have decided to pursue a final resting place for their infant daughter on the subject property.
4. The applicant's letter explains their desire for requesting the CUP, as well as their intent to comply with the Minnesota State Statute (Chapter 307) guidelines. The Minnesota Statutes 2013 – Chapter 307 – Private Cemeteries section has been attached for the Planning Commission's review. Based on the applicant's submittal, it appears that the surveyed (platted) cemetery plat would be approximately 20' x 30' (600 sq. ft.).
5. Pursuant to the Carver County Zoning Code, cemeteries can not be established in areas with a high water table. The applicant contacted Ron Olson, Olson Construction, to evaluate the site to determine soil/water elevations in the site. Based on Mr. Olson's soil test pit, no water was found at 96 inches below the ground elevation (see attached). Kent Torve, County Planning & Water Consultant Engineer, reviewed the submitted information in order to determine validity of findings. Mr. Torve, reviewed the aerial, soils and topography survey for the Winswood Preliminary Plat developed in 2002. It has been determined that the proposed cemetery location is approximately 6 feet to 8 feet above the wetland water table; therefore, the location meets this requirement.

6. The Dahlgren Town Board reviewed and recommended approval of the applicant's request at their November 11, 2013, Town Board meeting.

THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20130042 for a private cemetery on the land described in Exhibit "A" of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by the Land Management Department for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. The Permittee shall comply with any/all Minnesota Statute guidelines, as well as, Minnesota Department of Health requirements pertaining to a burial. The survey and plat shall be submitted to the Land Management Dept. for review prior to recording with the County Recorder's Office.
3. The proposed burial location shall not be located within the local road right-or-way, nor shall it be allowed to expand beyond the private plot illustrated in the recorded survey.

ADOPTED by the Carver County Planning Commission this 17th day of December, 2013.



John P. Fahey
Planning Commission Chair

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Special Event Permit – 4th Annual Central Raiders Wrestling Club Winter Splash (PH/E)

Primary Originating Division/Dept:

Meeting

Date:

Item Type:

Contact: Title:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

File #A20130340. This request is for an Administrative Special Event Permit for the 4th Annual Central Raiders Wrestling Club Winter Splash, to be held at Baylor Park, on March 8, 2014. The Central Raiders Wrestling Club is an organization that is made up of parents, coaches, and past wrestlers. The club promotes the sport of wrestling by providing senior scholarships, equipment, youth programs and more for grades K-12 throughout the communities of Norwood Young America, Hamburg and Cologne.

The 4th Annual Winter Splash will be conducted in similar fashion as previous years. The event will be held from 11:00 a.m. - 5:00 p.m. Parking will be available for volunteers and emergency response personnel however, participants and spectators are encouraged to park at Central High School and take a bus to Baylor Park. The applicant is working with a vendor to provide portable restrooms. The food vendor at the event is licensed with the County. No raffle or alcohol sales will be conducted at the event. Similar to the Special Olympics Polar Plunge, last year the event had 75 "jumpers" and approximately 150 spectators.

The County Parks Department will also be providing authorization for the event. The applicant is working with Ridgeview Medical, EMT's from Hamburg, Cologne and NYA Fire Departments, Carver County Dive Team and the Carver County Sheriff's Office for this year's event. Liability Insurance and a copy of the waiver form have been submitted.

ACTION REQUESTED:

A motion authorizing the issuance of a Certificate of Zoning Compliance (#A20130340), for the March 8, 2014 4th Annual Central Raiders Wrestling Club Winter Splash at Baylor Park.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

Total **\$0.00**

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2331

COUNTY OF CARVER
CERTIFICATE OF ZONING COMPLIANCE

FILE/CERTIFICATE # A20130340

DATE ISSUED: January 7, 2014

TYPE OF CERTIFICATE: ONE TIME SPECIAL EVENT – 4th Annual Central Raiders Wrestling Club Winter Splash

This permit certificate is issued for the Central Raiders Wrestling Club Winter Splash to be held on March 8, 2014. The event is being coordinated by Julie Kleindl behalf of the Central Wrestling Club and will be held at Baylor Park. Activities for the event include a food vendor, costume contest, and jumping into the water.

The one-day event will begin at 11:00 a.m. with jumping anticipated to start at 1:00 p.m. The event will be concluded by approximately 5:00 p.m. Approximately 250-500 individuals are anticipated to attend with roughly 100 of those individuals registered to jump into the water. This event is allowed with a Certificate of Zoning Compliance, pursuant to Chapter 152, section 152.074 B6 of the Carver County Code.

This certificate is issued to:

**Julie Kleindl/Central Raiders Wrestling Club
12175 Co Rd 51
Cologne, MN 55322**

And is not transferable to another person or to another parcel of property.

Purpose of Certificate: To certify that the permittee and/or organization to which this certificate is issued is permitted and authorized to hold the Central Raiders Wrestling Winter Splash event on March 8, 2014 at Baylor Park. The event shall take place in accordance with the conditions listed on this permit and in accordance with Chapter 152 of the Carver County Code.

THE FOLLOWING CONDITIONS ARE ATTACHED AND MUST BE COMPLIED WITH:

1. The Permit is valid only for March 8, 2014.
2. The permittee shall obtain and comply with the Special Event Permit from the Carver County Parks Department.

Amanda Schwabe
Associate Planner

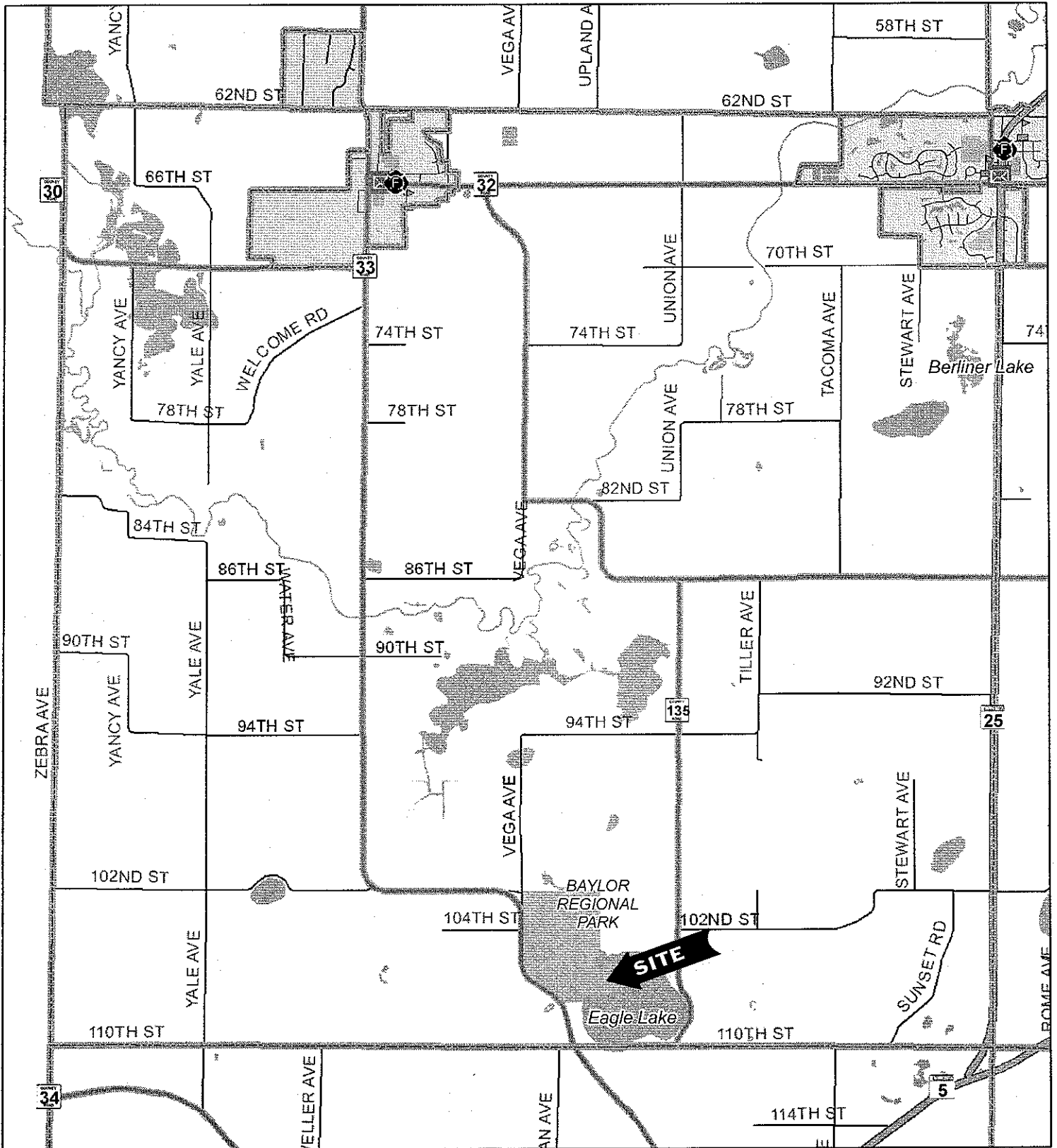
THIS CERTIFICATE IS ISSUED FOR MARCH 8, 2014, AND IS NOT EFFECTIVE UNTIL SIGNED:

I HAVE READ THE ABOVE CONDITIONS AND AGREE TO FOLLOW THEM. I REALIZE THAT FAILURE TO ABIDE BY THE CONDITIONS IS A VIOLATION OF THE ZONING ORDINANCE. I AGREE THAT THE ZONING ADMINISTRATOR OR A DESIGNATED REPRESENTATIVE MAY ENTER UPON THE SUBJECT PROPERTY TO CHECK FOR COMPLIANCE OR FOR REVIEW PURPOSES. I AGREE THAT BY SIGNING BELOW I AM RESPONSIBLE TO OBTAIN COMPLIANCE WITH BUILDING AND FIRE CODES, AND FOOD HANDLING REQUIREMENTS FROM ANY AND ALL LOCAL AND STATE AGENCIES. I ALSO UNDERSTAND THAT THIS IS NOT A BUILDING PERMIT AND THAT OTHER PERMITS MAY BE REQUIRED.

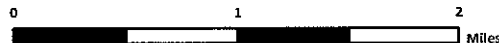
Signature of Certificate Holder

Date

CAMDEN TOWNSHIP



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Carver County Board of Commissioners Request for Board Action



Agenda Item:

Jerry Hartman - Whispering Creek Ranch Financial Security (PH/E)

Primary Originating Division/Dept: <input type="text" value="Public Health & Environment - Land Mgmt."/>	Meeting Date: <input type="text" value="1/7/2014"/> Item Type: Consent <input type="text"/>
Contact: <input type="text" value="Jason Mielke"/> Title: <input type="text" value="Senior Planner"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Jerry Hartman is requesting the release of a portion of the financial security being held by Carver County for the Whispering Creek Ranch conservation incentive development located in Section 3, San Francisco Township. The preliminary plat was approved October 16, 2012, allowing for seven (7) homes which consisted of six (6) conservation incentive lots and one (1) per 40 lot. Pursuant to the Development Contract which was approved April 16, 2013, Mr. Hartman was required to submit two (2) financial securities which are in the form of Letters of Credit and being held by Carver County. The first security is in the amount of \$15,000 and in accordance to the Carver County Water Resource Management Rules (Erosion/Sediment Control & Infiltration). The second security is in the amount of \$113,550 in accordance with the Carver County Subdivision Ordinance and approved Development Contract (grading and road construction activities). The developer's engineer has submitted a letter stating that the roads and infiltration basin have been constructed in general conformance with the approved plans. The road construction project has been completed to the satisfaction of the San Francisco Town Board, the Carver County Engineer (noting that the Co Rd 50 access permit would not be closed out until final paving is completed in 2014), and the Carver Soil & Water Conservation District (SWCD). Therefore, the Carver County Land Management Department is recommending the release of the "property improvements" security (\$113,550). The remaining security will not be released until final turf establishment has been completed to the satisfaction of the Carver SWCD and Carver County Planning & Water Management Department.

ACTION REQUESTED:

A motion authorizing the Carver County Land Management Department to release the \$113,550 financial security for the completion of the grading and road construction improvements pursuant to the Whispering Creek Ranch development contract.

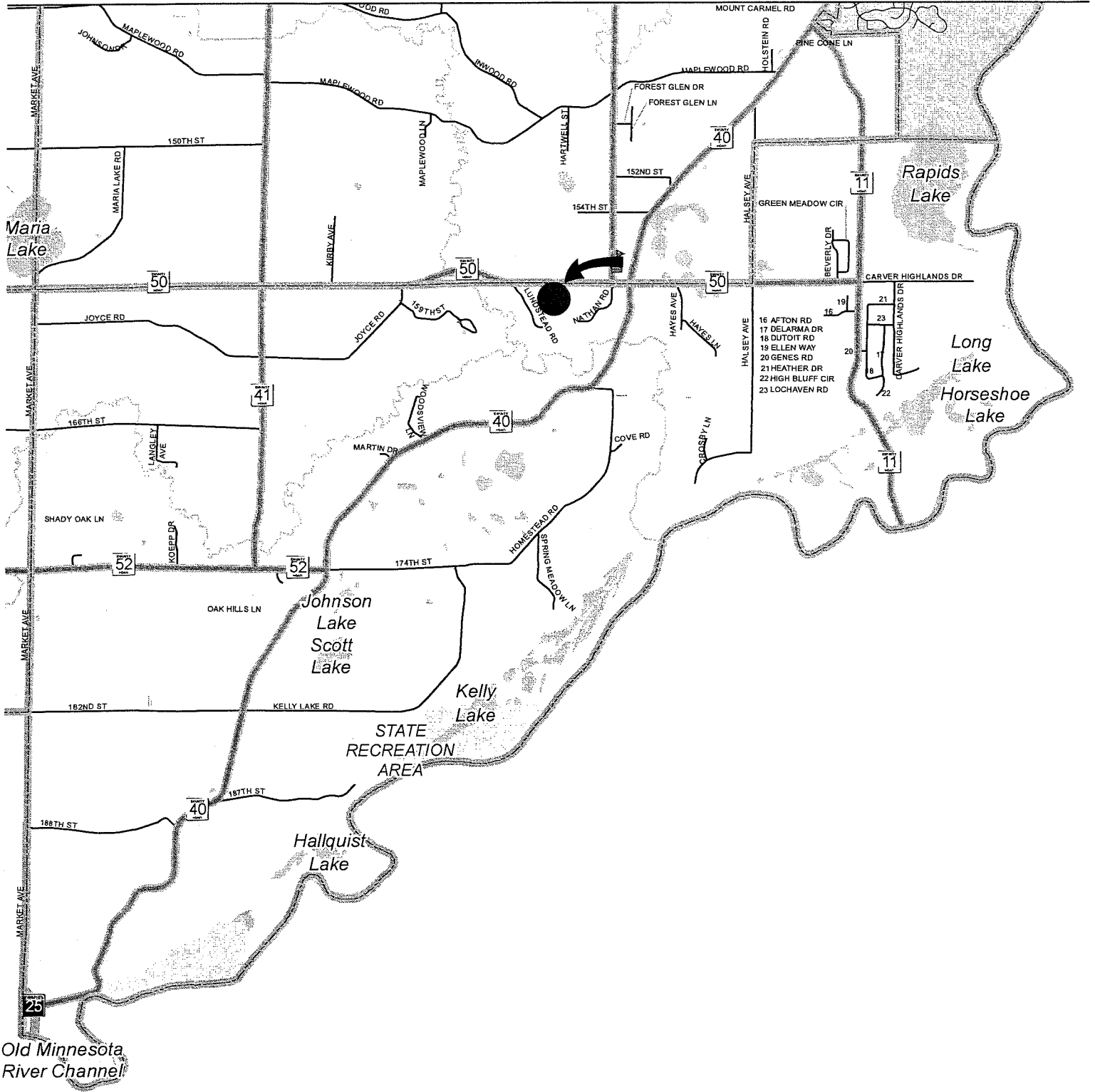
FISCAL IMPACT: <input type="text" value="None"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	

Related Financial/FTE Comments:

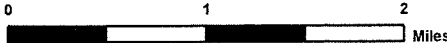
Office use only:

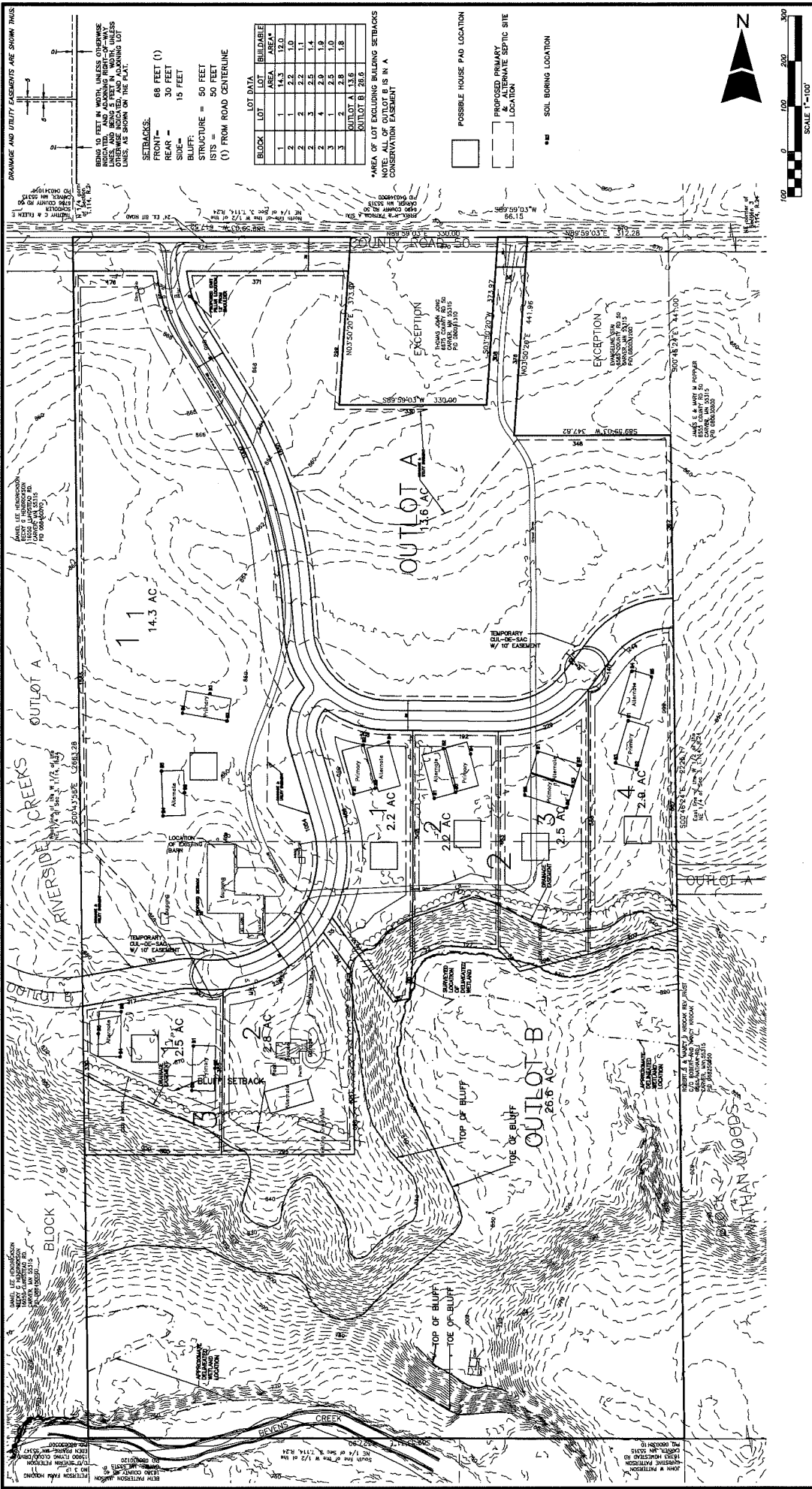
RBA 2014 - 2332

SAN FRANCISCO TOWNSHIP



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DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS

ALL LOTS WITHIN THESE CONSERVATION EASEMENTS ARE SHOWN WITH DASHED LINES AND BEING 5 FEET IN WIDTH UNLESS NOTED OTHERWISE

SCALE 1"=100'

PROJECT NO: 10-006
 SHEET NO. 3 OF 6 SHEETS DATE: 8/18/2012

PRELIMINARY PLAT

WHISPERING CREEK RANCH
 SAN FRANCISCO TOWNSHIP
 MINNESOTA

I hereby certify that the plan, specification and description of the land shown hereon were prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
 Keith P. Combs - Lic. # 19591 Date:

CAMPION ENGINEERING SERVICES, INC.
 1000 Pleasant Creek Center
 Maple Park, MN 55359
 Phone: 763-475-0212
 Fax: 763-475-0212
 E-Mail: info@campionengineering.com

NO.	DATE	BY	DESCRIPTION
1	8/18/12		SOIL BORINGS, ENTRANCE MONUMENT
			REVISIONS

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Right-of-way Acquisition for Project #SAP 010-610-047, CSAH 10 Bridge and Road Reconstruction in Watertown

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="1/7/2014"/>
Contact: <input type="text" value="Bill Weckman"/> Title: <input type="text" value="Asst. County Engineer"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The 2014 construction program includes the replacement of the bridge over the Crow River on CSAH 10 in Watertown, MN. and improvements to the existing roadway between Angel Ave on the west and the round-about at the junction of CSAH 10 and CSAH 20 on the east. Additional right-of-way is needed to complete this project. Carver County Public Works has negotiated settlements with property owners for the acquisition of permanent and temporary easements along the CSAH 10 corridor and on Lewis Ave.

ACTION REQUESTED:

Adopt a resolution to authorize payment of compensation based on negotiated settlements for easements required for project SAP 010-610-047.

<p>FISCAL IMPACT: <input type="text" value="Included in current budget"/></p> <p><i>If "Other", specify:</i> <input type="text" value=""/></p> <p>FTE IMPACT: <input type="text" value="None"/></p>	<p>FUNDING</p> <table style="width: 100%;"> <tr> <td>County Dollars =</td> <td><input type="text" value=""/></td> </tr> <tr> <td>City of Watertown</td> <td style="text-align: right;">\$30,900.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$30,900.00</td> </tr> </table>	County Dollars =	<input type="text" value=""/>	City of Watertown	\$30,900.00	Total	\$30,900.00
County Dollars =	<input type="text" value=""/>						
City of Watertown	\$30,900.00						
Total	\$30,900.00						

Related Financial/FTE Comments:

The cost of these settlements are borne by the City of Watertown. However, Carver County will be making the payments and be reimbursed by the city.

Office use only:

RBA 2014 - 2337

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

Date: January 7, 2014 _____
Motion By Commissioner: _____

Resolution No: _____
Seconded by Commissioner: _____

**Resolution Authorizing Payment of Settlements of Compensation to
Landowners for Easements Required for the CSAH 10 Bridge
Reconstruction and Related Roadway Improvements, Project # SAP 010-610-
047**

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law to acquire land and other interests in real estate which are needed for public use or purpose; and

WHEREAS, Carver County wishes to reconstruct the bridge on CSAH 10 in Watertown and related roadway improvements to CSAH 10, Project #SAP 010-610-047 (“Project”); and

WHEREAS, in order to complete the Project it is necessary for the County to purchase property interests from each of the properties described in Exhibit A attached hereto; and

WHEREAS, the County has retained independent real estate appraisers to provide the County with the appraisers’ estimates of the damages caused by the County’s acquisition of the property interests required for the Project; and

WHEREAS, upon completion of the appraisals, the County made offers of compensation to the land owners for the needed property interests consistent with the appraiser’s estimate of the damages being incurred by the various owners as a result of the County’s acquisitions; and

WHEREAS, settlements have been reached with numerous property owners impacted by the project.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners as follows:

1. The Board of Commissioners finds that it is necessary and for a public purpose for the County to acquire the property interests described in Exhibit A for the Project.

- Based upon appraisals obtained by the County from independent real estate appraisers and negotiations with the affected property owners the Director of Public Works or agents under his supervision pay to said property owners the negotiated settlement amounts, (which total an aggregate amount of \$30,900.00 for Six Parcels).

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

STATE OF MINNESOTA)
) ss.
 COUNTY OF CARVER)

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 7th day of January, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 7th day of January, 2014.

 Dave Hemze County Administrator

Subscribed and sworn to before me
 this ____ day of _____, 2013.

Notary Public _____

My Commission Expires _____

Notary Stamp

Exhibit A

**Property Interests Required for the Reconstruction of the CSAH 10 Bridge in Watertown,
MN and Related Roadway Improvements
Project #SAP 010-610-047**

(Acquisition)

P.I.D. No. 85.0503730

William Montgomery/Cindy K. McDonough

Taking of permanent easement for right of way purposes over 201 Territorial St E, Watertown, MN, County State Aid Highway No. 10 (containing 247 Sq. Ft., more or less).

Taking of a temporary easement over 201 Territorial St E, Watertown, MN, County State Aid Highway No. 10 (containing 2,145 Sq. Ft., more or less).

(Acquisition)

P.I.D. No. 85.0503740

Gordon & Lois Plocher (Deceased)

Taking of permanent easement for right of way purposes over 101 Hope Ave. NE, Watertown, MN, County State Aid Highway No. 10 (containing 313 Sq. Ft., more or less).

Taking of temporary easement over 101 Hope Ave. NE, Watertown, MN, County State Aid Highway No. 10 (containing 302 Sq. Ft., more or less).

Taking of temporary retaining wall easement over 101 Hope Ave. NE, Watertown, MN, County State Aid Highway No. 10 (containing 303 Sq. Ft., more or less).

(Acquisition)

P.I.D. No. 85.0503670

Alexandra Thomson

Taking of permanent easement for right of way purposes over 216 Territorial St E, Watertown, MN, county State Aid Highway No. 10 (containing 313 Sq. Ft. more or less).

Taking of temporary easements over 216 Territorial St E, Watertown, MN, County State Aid Highway No. 10 (containing 1,343 Sq. Ft. more less_).

(Acquisition)

P.I.D. No. 85.0503860

First American Bank-Watertown, c/o Bremer Bank, N.A.

Taking of temporary easement over 301 Territorial St. E, Watertown, MN , County State Aid Highway No. 10 (containing 763 Sq. Ft., more or less).

(Acquisition)

P.I.D. No. 85.0503750

James W. Randall

Taking of permanent easement over 209 Territorial St. E, Watertown, MN, County State Aid Highway No. 10 (containing 547 Sq. Ft., more or less).

Taking of temporary easement over 209 Territorial St. E, Watertown, MN, County State Aid Highway No. 10 (containing 512 Sq. Ft., more or less).

(Acquisition)

P.I.D. No's. 85.0503650, 85.0503640 & 85.0503630

Watertown Apartments

Taking of temporary easements over 210 Territorial St. E, Watertown, MN, County State Aid Highway No. 10 (containing 3,861 Sq. Ft., more or less).

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Abatements/Additions

Primary Originating Division/Dept:

Meeting

Date:

Contact:

Title:

Item Type:

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:

Recommended to approve.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

Other

FTE IMPACT:

Total

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2336



**CARVER
COUNTY**

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

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

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

**Abatements presented to the
Carver County Board of Commissioners
January 7, 2014**

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

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	Total Amount of Tax Adjustment	Reduction in Penalties and/or Interest Paid	Total Amount of Adjustment	County Dollars Abated
2013	50.7250150	Andrew J. & Rachel S. Harris	Homestead	\$ 2,580.00	\$ 2,170.00	\$ (410.00)	\$ -	\$ (410.00)	\$ (113.65)
2013	04.0810010	Danny & Trudy Lund	Classification Change	\$ 4,564.00	\$ 4,190.00	\$ (374.00)	\$ -	\$ (374.00)	\$ (125.94)
2013	65.2610120	Charles & Carol Crandall Trustees	Correction to Taxable Value	\$ 4,086.00	\$ 25.00	\$ (4,061.00)	\$ -	\$ (4,061.00)	\$ (1,161.09)
2013	02.0150800	Kelly McGuire	Homestead	\$ 9,184.00	\$ 6,306.00	\$ (2,878.00)	\$ (274.51)	\$ (3,152.51)	\$ (1,216.05)
			TOTALS	\$ 20,414.00	\$ 12,691.00	\$ (7,723.00)	\$ (274.51)	\$ (7,997.51)	\$ (2,616.73)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Carver County Regional Rail Authority

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/7/2014

Item Type:

Ditch/Rail Authority

Contact: Dave Hemze Title:

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 2014.

ACTION REQUESTED:

Motion appointing Chair, Vice Chair and Secretary/Treasurer.

FISCAL IMPACT: Included in current budget

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT: None

Total \$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2315