

**Carver County Leaders Meeting
January 8, 2013 – 7:30 a.m.
Oak Lake Conference Room**

**County Board Swearing in Ceremonies
January 8, 2013 – 8:45 a.m.
County Board Room**



Carver County Board of Commissioners
January 8, 2013
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 2013 d) Nomination and election of Vice Chair for 2013 e) Public comments (limited to five minutes) f) Community announcements 2. Agenda review and adoption 3. 2013 Board Operating Rules 1-14 4. Adopt schedule of Regular Board meetings for the year 2013 15-17 5. Committee appointments 18-21 6. Appointments to advisory committees and boards..... 22-26 7. Approve minutes of December 18, 2012 Regular Session 27-30 | |
| 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 Equipment purchase for Public Works 31-32 8.2 Approval of Local Public Health Act Funding – 2013 Assurance and Agreements as Community Health Board 33 8.3 Amendment No. 4 to professional service agreement for Carver County Highway 61/TH 101 “Y” study with SEH..... 34 <i>Connections: Develop strong public partnerships and connect people to services and information</i> <ol style="list-style-type: none"> 8.4 Sheriff’s Office donation..... 35 <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 Resolution authorizing the publication of a summary of claims paid .. 36-37 <i>Growth: Manage the challenges and opportunities resulting from growth and development</i> <ol style="list-style-type: none"> 8.6 Oakwood Community Church – request for new church facility..... 38-43 8.7 Turnback of Guernsey Avenue to Dahlgren Township 44-46 | |

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

8.8 Community Social Service Warrants NO ATT

8.9 Commissioners' Warrants NO ATT

- 9:45 a.m. **9. Connections: Develop strong public partnerships and connect people to services and information**
- 9.1 Financial Services contract to provide accounting services to Lower Minnesota River Watershed District 47
- 10:00 a.m. **10. Finances: Improve the County's financial health and economic profile**
- 10.1 2013 Carver County Newspaper 48-49
- 10:15 a.m. **ADJOURN AS COUNTY BOARD AND CONVENE AS CARVER COUNTY RAILROAD AUTHORITY**
- 10:15 a.m. **11. Connections: Develop strong public partnerships and connect people to services and information**
- 11.1 Appointment of Chair, Vice Chair and Secretary/Treasurer 50
- 10:20 a.m. **ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY**
- 10:20 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:

2013 Board Operating Rules

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/8/2013

Contact: Dave Hemze

Title: County Administrator

Item Type:

Regular Session

Amount of Time Requested: 5 minutes

Presenter: Dave Hemze

Title: County Administrator

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

During the statutory meeting, the County Board shall review, amend if necessary, and adopt operating rules for the year. Under H. Cablecasting, language was included to note that Board meetings "are available for viewing on the County's website".

ACTION REQUESTED:

Motion to adopt 2013 Board Operating Rules as amended.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1454



CARVER
COUNTY

**Board of Commissioners
Board Operating Rules
~~Adopted~~ Proposed
January 3, 8, 20123**

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.)

Carver County Board Operating Rules
Adopted May 26, 1998

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

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 reimbursement guidelines. This would include reimbursement for actual costs while performing duties of the office of County Commissioner.

All overnight expenses associated with conferences, seminars, legislative attendance, and meetings are costs eligible for reimbursement. In addition, cell phone and remote computer access expenses and educational expenses are costs eligible for reimbursement according to County Personnel Policy reimbursement guidelines.

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 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.

XI. Staff

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.

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 2013

| | |
|---|--|
| Primary Originating Division/Dept: <input type="text" value="Administration (County)"/> | Meeting Date: <input type="text" value="1/8/2013"/> |
| Contact: <input type="text" value="Dave Hemze"/> Title: <input type="text" value="County Administrator"/> | Item Type: <input type="text" value="Regular Session"/> |
| Amount of Time Requested: <input type="text" value="5"/> minutes | Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Presenter: <input type="text" value="Dave Hemze"/> Title: <input type="text" value="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 Commissioner updates be replaced with "Committees of the Whole" to be scheduled at 2:30 p.m. on the third Tuesdays of the month. Otherwise, the schedule is similar to 2012.

The Board's Operating Rules provide for additional evening 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 2013 as presented.

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

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1455

2013 BOARD MEETINGS

| | | | |
|---------|------------------|------------------------|---|
| Tuesday | January 1, 2013 | | No Meeting |
| Tuesday | January 8, 2013 | 9:00 a.m. | Organizational Session |
| Tuesday | January 15, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | January 22, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | January 29, 2013 | | No Meeting-Fifth Tuesday |

| | | | |
|---------|-------------------|------------------------|---|
| Tuesday | February 5, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | February 12, 2013 | 9:00 a.m. | Board Work Session |
| Tuesday | February 19, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | February 26, 2013 | 9:00 a.m. | Board Meeting |

| | | | |
|---------|----------------|------------------------|---|
| Tuesday | March 5, 2013 | | No Board Meeting (NACO Legislative) |
| Tuesday | March 12, 2013 | 9:00 a.m. | Board Meeting/Work Session |
| Tuesday | March 19, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | March 26, 2013 | | No Board Meeting |

| | | | |
|---------|----------------|------------------------|---|
| Tuesday | April 2, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | April 9, 2013 | 9:00 a.m. | Board Work Session |
| Tuesday | April 16, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | April 23, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | April 30, 2012 | | No Board Meeting-Fifth Tuesday |

| | | | |
|---------|--------------|------------------------|---|
| Tuesday | May 7, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | May 14, 2013 | 9:00 a.m. | Board Work Session |
| Tuesday | May 21, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | May 28, 2013 | 9:00 a.m. | Board Meeting |

| | | | |
|---------|---------------|------------------------|---|
| Tuesday | June 4, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | June 11, 2013 | 9:00 a.m. | Board Work Session |
| Monday | June 17, 2013 | 5:00 p.m. | Board of Equalization |
| Tuesday | June 18, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | June 25, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | June 25, 2013 | 1:00 p.m. | Board of Equalization (if needed) |

| | | | |
|---------|---------------|------------------------|---|
| Tuesday | July 2, 2013 | | No Board Meeting |
| Tuesday | July 9, 2013 | 9:00 a.m. | Board Work Session |
| Tuesday | July 16, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | July 23, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | July 30, 2013 | | No Board Meeting-Fifth Tuesday |

| | | | |
|---------|-----------------|------------------------|---|
| Tuesday | August 6, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | August 13, 2013 | 9:00 a.m. | Board Work Session |
| Tuesday | August 20, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | August 27, 2013 | 9:00 a.m. | Board Meeting |

| | | | |
|---------|--------------------|------------------------|---|
| Tuesday | September 3, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | September 10, 2013 | 9:00 a.m. | Board Work Session |
| Tuesday | September 17, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | September 24, 2013 | 9:00 a.m. | Board Meeting |

| | | | |
|---------|------------------|------------------------|---|
| Tuesday | October 1, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | October 8, 2013 | 9:00 a.m. | Board Work Session |
| Tuesday | October 15, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | October 22, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | October 29, 2013 | | No Board Meeting-Fifth Tuesday |

| | | | |
|---------|-------------------|------------------------|---|
| Tuesday | November 5, 2013 | | No Board Meeting |
| Tuesday | November 12, 2013 | 9:00 a.m. | Board Work Session |
| Tuesday | November 19, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | November 26, 2013 | 9:00 a.m. | Board Meeting |

| | | | |
|---------|-------------------|------------------------|---|
| Tuesday | December 3, 2013 | 9:00 a.m. | Board Meeting |
| Tuesday | December 10, 2013 | No Meeting | AMC Conference |
| Tuesday | December 17, 2013 | 2:30 p.m. 4:00 p.m. | Committee of the Whole Board Meeting |
| Tuesday | December 24, 2013 | | No Board Meeting |
| Tuesday | December 31, 2013 | | No Board Meeting |

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Committee Appointments

| | |
|--|--|
| Primary Originating Division/Dept: <input type="text" value="Administration (County)"/> | Meeting Date: <input type="text" value="1/8/2013"/> |
| Contact: <input type="text" value="Dave Hemze"/> Title: <input type="text" value="County Administrator"/> | Item Type: <input type="text" value="Regular Session"/> |
| Amount of Time Requested: <input type="text" value="20"/> minutes Presenter: <input type="text" value="Board Chair"/> Title: <input type="text"/> | Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Strategic Initiative: Connections: <input type="text" value="Develop strong public partnerships and connect people to services and information"/> | |

BACKGROUND/JUSTIFICATION:

Administration is requesting that the Board make committee assignments for 2013, 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: <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 2012- 1450

2013 Commissioner Committee Assignments

| Committee | 2012 Appointee | Potential Changes | 2013 Appointee |
|--|----------------------------|--|----------------|
| Area Agency on Aging | Degler | | |
| Association of Minnesota Counties Board of Directors | Ische, Alt. Degler | | |
| AMC Legislative Steering Committee | Degler, Alt. Lynch | Delete as committee no longer exists | |
| AMC Environment & Natural Resources Policy Committee | Ische | | |
| AMC General Government Policy Committee | Degler | | |
| AMC Health & Human Services Policy Committee | Lynch | | |
| AMC Public Safety Policy Committee | Maluchnik | | |
| AMC Transportation Policy Committee | Workman | | |
| CAP Agency Board of Directors | Maluchnik & Degler | Appoint Commissioner or elected officials from Carver County Leaders Group | |
| Carver County CDA | Maluchnik | No requirement for Board member to be appointed | |
| Carver County Leaders (formerly ACCEL) | Maluchnik & Lynch | Option to appoint one or two Board members | |
| Community Leaders (Eastern) | Degler, Maluchnik, Workman | Option to appoint one, two or three Board members | |
| Counties Transit Improvement Board | Maluchnik | | |
| County and Union Leaders Group | Maluchnik & Lynch | | |
| Courts Committee | Ische & Degler, Alt. Lynch | Option to appoint one or two Board members | |
| CROW Joint Powers Board | Lynch, Alt. Ische | | |
| Fair Board | Ische, Alt. Lynch | | |
| Historical Society Committee | Maluchnik, Alt. Lynch | | |
| Insurance Advisory Committee | Maluchnik | | |
| Inter-Agency Early Intervention Committee | Degler | | |
| Law Library Board | Degler | | |
| Library Board | Degler | | |

| | | | |
|--|--|--|--|
| Lower Minnesota River Watershed | Maluchnik | No requirement for Board member appointment, delete appointment | |
| MELSA | Degler | | |
| Mental Health Advisory Committee | Lynch | No requirement for Board appointment, two staff attend meetings, delete appointment | |
| Metro Alliance for Healthy Families Joint Powers Board | Workman | Joint Powers Board, requires Board appointment | |
| Metro GIS Policy Board | Maluchnik, Alt. Workman | | |
| Metropolitan Emergency Services Board | Ische & Degler | JPA, Board appointment required, option to appoint one or two, if one appointed he will have two votes | |
| Metropolitan Emergency Services Executive Board | Ische, Alt Degler | JPA requires Board appointment | |
| Metropolitan Emergency Services Cost Allocation Committee | Degler | JPA requires Board appointment | |
| Metropolitan Emergency Services Radio Technical Operations Committee | Steve Schoenbauer Alt. Peter Sauter | | |
| Metropolitan Emergency Services 911 Technical Operations | Susan Bowler, Alt. Steve Schoenbauer | | |
| Minnesota Inter-County Association | Degler & Maluchnik | | |
| Minnehaha Creek Watershed District | Maluchnik | No requirement for Board appointment, delete appointment | |
| Minnesota Extension Committee | Degler & Lynch | Two County Board appointments required | |
| Minnesota River Basin Joint Powers | Ische & Maluchnik | Joint Powers Agreement requires Board and alternate appointment | |
| Minnesota Valley Regional Rail Authority | Workman, Alt. Maluchnik | | |
| Mosquito Control District | Ische & Workman | | |
| Office of the Aging Advisory Board | Degler | | |
| Park Commission | Lynch | | |
| Planning Commission | Ische, Alt. Lynch | Board appointment required | |
| Public Health Emergency Preparedness Workgroup | Lynch, Alt. Maluchnik | No requirement for Board appointment, delete appointment | |

| | | | |
|---|------------------------------------|--|--|
| Riley-Purgatory-Bluff Creek Watershed | Workman | No requirement for Board appointment, delete appointment | |
| Soil and Water | Ische, Alt. Lynch | No requirement for Board appointment, delete appointment | |
| Solid Waste Management Coordinating Board | Workman & Ische | | |
| Southwest Corridor Transportation Coalition | Workman & Maluchnik, Alt. Degler | | |
| State CHS Advisory Committee (SCHSAC) | Maluchnik, Alt. Marcee Shaughnessy | Appoint Marcee Shaughnessy, with Board member as an alternate | |
| Transportation Advisory Board – TAB | Maluchnik, Alt. Workman | | |
| WENR Committee | Ische, Alt. Lynch | Water Plan includes a Board member on WENR Committee, but this can be amended to delete. | |

Ditches

Joint Ditch #1 Ische, Lynch, Degler
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: 1/8/2013

Contact: Dave Hemze Title: County Administrator

Item Type:

Regular Session

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 = | |
| | |
| Total | \$0.00 |

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1452

**CARVER COUNTY CITIZEN ADVISORY
COMMITTEE APPOINTMENTS FOR 2013**

Board of Adjustment

Current members:

Scott Hoese – Commissioner District 4
Lother Wolter, Jr. – Commissioner District 5
Richard Buetow – Commissioner District 5

Current vacancies: Commissioner Districts 1, 2 and 3

Applications received:

Michael Haung – Commissioner District 1
Robert Lamkin – Commissioner District 4

COMMUNITY DEVELOPMENT AGENCY (5-year terms)

Current members:

Sarah Carlson – Commissioner District 1
Michael Schachterle – Commissioner District 2
Darrel Sudheimer - Commissioner District 4
LaVonne Kroells – Commissioner District 5

Current vacancies: 1, Commissioner District 3

Applications received to date:

Richard Kvitek – Commissioner District 1
Cindy Monroe - Commissioner District 5

LIBRARY BOARD (3-year terms)

Current members:

Jim Weygand - Commissioner District 3
Joanne Johnson, Commissioner District 5

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

Applications received to date:

Mark Peterson, Commissioner District 2
Nathan Johnson, Commissioner District 4

Mental Health Committee (3 year terms)

Current Members:

Samuel Deweese, Commissioner District 4

Mandated vacancies: 8

Applications received to date:

Caroline Beise – Commissioner District 3

Christine Dondlinger – Commissioner District 5

Rod Sawtell – Commissioner District 5

Twyla Sawtell – Commissioner District 5

Lisa M.S. Inman – Commissioner District 5

PARK COMMISSION (3-year terms) -

Current members:

Joshua Ives – Commissioner District 1

Cindy Dobratz – Commissioner District 1

Jim Manders – Commissioner District 2

Myron Karki – Commissioner District 4

Ron Trick – at large

Current Vacancies: 2, Commissioner Districts 3 and 5

Applications received to date:

Thomas Herrmann - Commissioner District 5

PERSONNEL BOARD OF APPEALS (3-year terms)

Current members:

Libby Fairchild - Commissioner District 1

Current vacancies: 2

Applications received to-date:

None

PLANNING COMMISSION (3-year terms)

Current members:

Ted Beise – Representing District 1
Jim Burns – Commissioner District 4
John P. Fahey - Commissioner District 5
Tom Williams (as township appointment)

Current vacancies: 2 (Commissioner Districts 2 and 3)

Applications received to-date:

Frank Mendez – Commissioner District 2
Robert McNulty – Commissioner District 3
Richard Kvittek – Commissioner District 1

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

Current Commissioner District Appointments:

Bruce Jones – Commissioner District 1
Robert Burandt – representing Commissioner District 2
Audrey Kramer – representing Commissioner District 3
James Stenger – Commissioner District 4

Current Commissioner District Vacancies – 1(Commissioner District 5)

Applications Received to date:

Virgil Stender – Commissioner District 5

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

Current members:

Eric Evenson – Carver Creek Watershed
Scott Hoese, Crow River Watershed
Gail VonBargen – Bevens Creek Watershed

Current Vacancies: 1 (representing E/W Chaska Creek)

Applications received to date:

Scott Smith - E/W Chaska Creek

Current City Appointments:

Bill Monk – City of Chaska

Terry Jeffrey – City of Chanhassen

Jake Saulsbury – City of Waconia

One vacancy – *Appointment to be made by one of the smaller cities*

Current Township Appointments:

None

Two vacancies (must be township official)

Applications received to date:

None

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 18, 2012. Chair James Ische convened the session at 9:34 a.m.

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

Members absent: None

Under public comments, Kelli Sites, President of the Waconia Chamber of Commerce, explained the Chamber recently celebrated 50 years as a Chamber and just completed a banner year. She thanked the Board for the work they do and for their support of the Governor's Fishing Opener. Sites stated she also appreciated the work they are doing at the Lake Waconia Regional Park and pointed out they all benefit from those efforts.

Chair Ische congratulated the Waconia Chamber in reaching this milestone and thanked Ms. Sites for her work.

Mark Metz, County Attorney, proudly announced that his Chief Deputy, Michael Wentzell, was recently appointed to the District Court Bench and highlighted Mr. Wentzell's career with the County.

Michael Wentzell stated it was a difficult decision to apply for the judgeship but it had been a career goal of his. He stated he was proud to be working in Carver County and he was looking forward to working with the Board in his new role as a Judge.

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

Workman moved, Maluchnik seconded, to approve the minutes of the December 6, 2012, budget hearing and December 11, 2012, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Authorized Public Health Division Director to enter into a joint powers agreement with the Minnesota Pollution Control Agency subject to the review of the agreement by the County Attorney/Risk Management.

Approved host County Home and Community Based Waiver service contracts with 1-1 Caring Hands, Inc., Ridgeview Home Health Services, Ecumen dba The Harbor at Peace Village, KE Stender LLC dba Right at Home and Forever Life Home Health Care.

Resolution #51-12, Right of Way Settlement, SP 010-611-06.

Authorized deleting a 1.0 FTE Social Worker II and creating a 1.0 FTE Social Worker III position in the Home & Community Based Care Department and promote the incumbent, Lisa Gammon, to the Social Worker III position to provide the required clinical supervision within the Department, to be effective the start of the first payroll period in 2013.

Authorized reducing Susan Jensen's Crisis Therapist position by .2 FTE to .5 FTE effective with the beginning of the next payroll period and to add the remaining .2 FTE from Susan Jensen's position to the .6 FTE of Mike Tanguay's position to create a .8 FTE Crisis Therapist, to be effective with Mike Tanguay's retirement.

Authorized deleting the 1.0 FTE Behavior Specialist position and creating a 1.0 FTE Therapist position and reclassify the incumbent, Liz Lauren as a Therapist.

Approved the reorganization of the County Attorney's office immediately and authorized the County Attorney to implement the reorganization, including filling the 1.0 FTE vacancy that is created by the reorganization.

Approved the 2012-2014 Collective Bargaining Agreement with the Supervisors and Managers Association of Carver County.

Resolution #52-12, 2013 Non Bargaining Employee Compensation and Benefits.

Approved the Memorandum of Agreement between Carver County and the University of Minnesota for 2013 Extension Service.

Approved gas sales agreement with CenterPoint Energy with staff locking in price within three days of approval.

Approved three year contract for MBC panel replacement with Siemens Building Technologies.

Approved the following abatements:

| | |
|--------------------------|-----------------------------|
| 25.63502252 & 25.6350378 | Ross and Linnea Logas |
| 75.3720340 | Yan Xin Chen & Bao Qi Zheng |

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Workman clarified he would abstain from voting on the consent agenda due to Item 5.3, Right of Way Agreement on County Road 11, as he had relatives living in the area. On vote taken, Degler, Ische, Lynch, Maluchnik voted aye. Workman abstained. Motion carried.

Joan Schwarz, Employee Relations, asked the Board to recognize the 2012 retirees, noting the group of eight employees represented over 200 years of public service.

Rhonda Lynch, Mary Lundahl, Dave Chirpich, Dr. James Rudolph, Joy Vivan, Tom Dauwalter, Larry King and Linda Mueller were recognized by their Division Director for the work they did and thanked for their public service.

Doris Krogman, Employee Relations, requested the Board approve the County Administrator's annual performance evaluation summary. She noted the closed session the Board held last week to review his performance and the requirement that a summary be brought forward for Board approval.

She stated she worked with Chair Ische on the summary and read the following summary into the record "The Board has a high quality relationship with Mr. Hemze and they have placed their trust in him as a result of his performance, which is clearly and consistently above standards and expectations. He has worked effectively with staff over the past year to make significant changes and improvements throughout the organization. His skills and abilities as a manager enhance the confidence the Board has in him, and generate their assessment of him as a leader in his field who works effectively with his direct reports as well as others in the organization. Mr. Hemze's 2012 performance is outstanding".

Maluchnik moved, Degler seconded, to approve the summary statement regarding County Administrator David Hemze's 2012 performance. Motion carried unanimously.

Krogman requested the Board adopt a Resolution setting the 2013 compensation for the County Attorney and County Sheriff. She reviewed the option to set the salaries at a rate within \$124,000 - \$127,000 and to provide the same benefits as the other employees.

Workman offered the following Resolution, seconded by Ische, setting the 2013 salaries for the County Attorney and County Sheriff at \$127,000 and to provide the same cafeteria benefits as other County employees:

Resolution #53-12
2013 County Attorney and Sheriff
Compensation and Benefits

On vote taken, all voted aye.

Krogman requested the Board adopt a Resolution setting 2013 Commissioner compensation.

Maluchnik offered the following Resolution, seconded by Workman, setting 2013 Commissioner compensation at \$44,105, monthly expense allowance of \$615 for the Chair, \$540 for the Vice Chair and \$515 for the others and benefits consistent with other County employees:

Resolution #54 -12
2013 County Commissioner Compensation and Benefits

On vote taken, all voted aye.

Chair Ische presented a 2012 year in review. He highlighted some of the many accomplishments and projects over the last year, pointing out the progress that can be built on in 2013 and beyond.

He thanked Carver County residents for the opportunity to serve and fellow Board members for their support.

Board members thanked Chair Ische for his leadership over the past year.

Lynch moved, Degler seconded, to adjourn the Regular Session at 10:25 a.m. Motion carried unanimously.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Equipment purchase for Public Works

| | |
|--|--|
| Primary Originating Division/Dept: <input type="text" value="Public Works - Highway Maintenance"/> | Meeting Date: <input type="text" value="1/8/2013"/> |
| Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Public Works Director"/> | Item Type: <input type="text" value="Consent"/> |
| Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/> | Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No |

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

BACKGROUND/JUSTIFICATION:

Carver County receives State Aid funding to partially fund maintenance activities on the County State Aid Highway system, known as the CSAH Maintenance Fund. The county has received an increase in this funding due to the transfer of old 212 to the county. The county receives additional maintenance funding from the state until old 212 (now CSAH 61) is rebuilt or for 15 years whichever comes first. Public Works has developed a strategy with Finance to allocate a portion of the CSAH Maintenance allotment to purchase highway equipment. This assists the division in replacing aging equipment without relying solely on county tax levy. This equipment is identified in the budget request every year and shown as "non-levy funded"

The equipment purchasing strategy was developed for the 2012 budget cycle, however there is a fund balance due to revenues from 2010 and 2011. Public Works is requesting to use this fund balance to purchase the following capitol equipment:

- Asphalt Curb Machine, \$15,000
- Tandem Axle Snow Plow, \$250,000
- Single Axle Trailer, \$15,000
- Mechanics Truck, \$100,000

ACTION REQUESTED:

Approve the purchase of an Asphalt Curb Machine, a Tandem Axle Snow Plow, a Single Axle Trailer, and a Mechanics Truck using fund balance from excess CSAH Maintenance Fund revenue.

| | | | | | | | |
|---|--|------------------|---------------|--------------------------|--------------|--------------|---------------------|
| FISCAL IMPACT: <input type="text" value="Budget amendment request form"/> If "Other", specify: <input type="text"/> | FUNDING <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>CSAH (Gas,Veh Sales Tax)</td> <td style="text-align: right;">\$380,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$380,000.00</td> </tr> </table> | County Dollars = | \$0.00 | CSAH (Gas,Veh Sales Tax) | \$380,000.00 | Total | \$380,000.00 |
| County Dollars = | \$0.00 | | | | | | |
| CSAH (Gas,Veh Sales Tax) | \$380,000.00 | | | | | | |
| Total | \$380,000.00 | | | | | | |
| FTE IMPACT: <input type="text" value="None"/> | | | | | | | |

Related Financial/FTE Comments:

Because the funding is from previous fiscal years, these equipment purchases were not included in the 2013 Budget process and thus are being treated as being funded by spending down CSAH reserve funds which requires formal Board approval.

Office use only:
 RBA 2012- 1514

Budget Amendment Request Form



Agenda Item:

Equipment purchase for Public Works

Department:

Meeting Date: 1/8/2013

Requested By:

Francis Kerber

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 |
|---|------------|----------------|
| Highway Equipment (2012 current budget) | 3-304.6690 | (\$380,000.00) |
| TOTAL | | (\$380,000.00) |

| Description of Accounts | Acct # | Amount |
|-------------------------|-------------|--------------|
| Equipment (2013 budget) | 03-304.6660 | \$15,000.00 |
| Vehicles (2013 budget) | 03-304.6670 | \$265,000.00 |
| Vehicles (2013 budget) | 03-306.6670 | \$100,000.00 |
| TOTAL | | \$380,000.00 |

Reason for Request:

Budget rollover request from 2012 to 2013, use of fund balance from the increase in maintenance funding provided by the state. See RBA for more details

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of Local Public Health Act Funding - 2013 Assurances & Agreements as Community Health Board (PH&E)

| | |
|---|--|
| Primary Originating Division/Dept: <input type="text" value="Public Health & Environment - Public Health"/> | Meeting Date: <input type="text" value="1/8/2013"/> |
| Contact: <input type="text" value="Marcee Shaughnessy"/> Title: <input type="text"/> | Item Type: <input type="text" value="Consent"/> |
| Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/> | Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No |

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

BACKGROUND/JUSTIFICATION:

As part of receipt of the Local Public Health Act funding from the Minnesota Department of Health, Community Health Boards (CHBs) are asked annually to review and sign the Local Public Health Act Funding Assurance and Agreement form. The Assurance and Agreement Form outlines CHB responsibilities related to receiving formula-based state general revenue funds as well as federal Title V and Temporary Assistance for Needy Families (TANF) Family Home Visiting funding. In Carver County, these funds have been used to support the essential local public health activities adopted by the State Community Health Services Advisory Committee (SCHSAC) and to address the local public health priorities and issues as identified by the community health assessment and action plan.

The 2013 Local Public Health Act funding award to the Carver County Community Health Board is \$274,876 for the calendar year January 1, 2013 to December 31, 2013. The breakdown of this funding is as follows: General Fund \$169,402, Title V Block Grant \$48,528 and TANF \$56,946.

ACTION REQUESTED:

As the Community Health Board, motion to approve the 2013 Assurances and Agreements as part of the Local Public Health Act and to accept this Mn Department of Health grant funding, pending legal and risk management approval of agreement.

| | | | | | | | | | | | |
|---|--|-------------------------|----------------------|-----------------------------|--------------|------------|-------------|-------------------------|-------------|--------------|---------------------|
| <p>FISCAL IMPACT: <input type="text" value="Included in current budget"/></p> <p>If "Other", specify: <input type="text"/></p> <p>FTE IMPACT: <input type="text" value="None"/></p> | <p>FUNDING</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>County Dollars =</td> <td><input type="text"/></td> </tr> <tr> <td>Local Public Health Act ...</td> <td style="text-align: right;">\$169,402.00</td> </tr> <tr> <td>TANF funds</td> <td style="text-align: right;">\$56,946.00</td> </tr> <tr> <td>Title V-MCH Block Grant</td> <td style="text-align: right;">\$48,528.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$274,876.00</td> </tr> </table> | County Dollars = | <input type="text"/> | Local Public Health Act ... | \$169,402.00 | TANF funds | \$56,946.00 | Title V-MCH Block Grant | \$48,528.00 | Total | \$274,876.00 |
| County Dollars = | <input type="text"/> | | | | | | | | | | |
| Local Public Health Act ... | \$169,402.00 | | | | | | | | | | |
| TANF funds | \$56,946.00 | | | | | | | | | | |
| Title V-MCH Block Grant | \$48,528.00 | | | | | | | | | | |
| Total | \$274,876.00 | | | | | | | | | | |

Related Financial/FTE Comments:

Office use only:
 RBA 2012- 1522

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment No. 4 to Professional Services Agreement for Carver County Highway 61/ TH 101 "Y" Study with SEH

Primary Originating Division/Dept:

Contact: Title:

Amount of Time Requested: minutes

Presenter: Title:

Meeting
Date:

Item Type:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County and Short Elliott Hendrickson Inc., entered into Professional Services Contract #12-050 for the CSAH 61/TH 101 "Y" Study in order to identify improvements that can be implemented in the near term with the construction of the Highway 101 River Bridge.

Carver County amended Contract #12-050 (through Amendment #1) to incorporate/include the completion of an Environmental Assessment Worksheet (EAW), Preliminary Design, Right of Way Acquisition Services, and Geotechnical Investigation for the CSAH 61/TH 101 "Y" intersection improvements.

Carver County amended Contract #12-050 (through Amendment #2), to incorporate/include a second phase geotechnical investigation.

Carver County amended Contract #12-050 (through Amendment #3), to incorporate/include a Phase 1 Cultural Resource study to encompass all the current CSAH 61/TH 101 "Y" area alternatives.

Carver County has been asked to be the lead agency to combine the 101 Bridge and "Y" reconstruction project in to one construction project.

Short Elliot Hendrickson has prepared Amendment #4 to include the preparation of an EAW for combining the TH 101 River crossing into the CSAH 61 improvement project, performing a Phase 2 Cultural Resource study, preparing a geometric layout of the combined project, additional project coordination, and geotechnical engineering using the previous geotechnical investigation results.

ACTION REQUESTED:

Approve Amendment #4 to Contract #12-050 with Short Elliott Hendrickson Inc. and authorize the County Board Chair and County Administrator to sign the amendment subject to contract review by the County Attorney and Risk Management.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

| FUNDING | |
|-----------------------|---------------------|
| County Dollars = | \$76,380.00 |
| County Turnback Funds | \$35,399.00 |
| Total | \$111,779.00 |

Related Financial/FTE Comments:

The County will pay the professional services fees and get partially reimbursed by the County Turnback Fund. In 2011, \$3 million was assigned in the general fund to help cover costs associated with the 101 Bridge & 61 Y project. This will be the funding source for the County's portion of the professional services fees.

Office use only:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Donation

Primary Originating Division/Dept: Sheriff

Meeting

Date: 1/8/2013

Contact: Leslie Michel

Title: Admn Svcs Manager

Item Type:

Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Donation of \$100.00 from Alerus Mortgage - Refer a Friend program - Patrick Flannery and Kaari Nevanen to use at the Sheriff's discretion.

ACTION REQUESTED:

Approve donation of \$100.00.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Related Financial/FTE Comments:

\$100.00 to 02-201-000-0000-5756

Office use only:

RBA 2012- 1499

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Authorizing the Publication of a Summary of Claims Paid

Primary Originating Division/Dept:

Contact: Title:

Amount of Time Requested: minutes

Presenter: Title:

Meeting
Date:

Item Type:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

In 2012, the County Board delegated approval of claims to the County Administrator, with Board review. In the future the County Board's review will be noted as an informational item on the consent agenda and will note the total dollar amount of claims paid.

The attached Resolution authorizes a "summary" of the claims paid to be published in the County's legal newspaper vs. listing each claim individually. This new procedure will save staff time and publication costs. The official "proceedings" of the County Board, maintained in the County Administrator's Office, will continue to include the individual listing of the claims and this list of claims will be available for the public's inspection in the County Administrator's office.

ACTION REQUESTED:

Adopt resolution authorizing the publication of a total summary of claims reviewed by the Board

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

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1517

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

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

AUTHORIZING SUMMARY OF CLAIMS REVIEWED BY COUNTY BOARD AND PAID

WHEREAS, M.S. 375.12, Subdivision 1 permits a county board to determine “that publication of a summary of the proceedings would adequately inform the public of the substance of the proceedings”; and

WHEREAS, the Carver County Board of Commissioners has determined that a summary of claims reviewed by the Board and paid would adequately inform the public and save unnecessary printing costs; and

WHEREAS, Section 331A.01, subdivision 10 requires that the full text of a county’s board’s proceedings be available for public inspection at a designated location.

THEREFORE, BE IT RESOLVED the Carver County Board of Commissioners hereby directs that the publication of County Board proceedings include a summary of claims reviewed by the Board and paid; and

BE IT FURTHER RESOLVED the full text of the claims reviewed by the Board and paid be available for public inspection in the Office of the County Administrator.

| YES | ABSENT | NO |
|-----|--------|----|
| | | |
| | | |
| | | |
| | | |

STATE OF MINNESOTA
 COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 8TH day of January, 2013, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

 County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Oakwood Community Church - request for new church facility (PHE)

| | |
|---|--|
| Primary Originating Division/Dept: <input type="text" value="Public Health & Environment - Land Mgmt."/> | Meeting Date: <input type="text" value="1/8/2013"/> |
| Contact: <input type="text" value="Jason Mielke"/> Title: <input type="text" value="Senior Planner"/> | Item Type: Consent <input type="text"/> |
| Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/> | Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/> | |

BACKGROUND/JUSTIFICATION:

File #PZ20120044. The Planning Commission recommended approval of the Conditional Use Permit (CUP) for Oakwood Community Church. The church has a purchase agreement for an approximate 13 acre building site, which is located in Section 30, Laketown Township. The request is to allow the applicant to construct an approximate 35,000 square-foot single story church and associated parking to accommodate approximately 253 vehicles. The development of the site will be done in phases, with Phase I consisting of the fundraising for the church building project. Phase II of the project would consist of the construction of the church building, associated parking, access improvements off of Klein Drive, new well, septic installation and stormwater retention system. It is anticipated that the construction of the new church would possibly begin in 1 to 3 years, depending on financial means. Future phases of the project would consist of any building expansion/additions and associated parking. Phases beyond Phase II of the project will require the applicant to apply and receive a new conditional use permit based on the size and/or type of expansion project. Currently, the church has five (5) staff, of which three (3) are part-time. Business hours are Monday - Friday 9:00 a.m. to 4:00 p.m.; however, night church meetings may occur. Sunday services are being planned for the hours from 9:00 a.m. to 11:30 a.m. In addition to typical Sunday worship service, occasional on-site meetings on Sundays and Wednesday evenings would take place. The Permittee must comply with the local road authority access requirements and/or improvements, if any. The Laketown Town Board has also recommended approval of the request.

ACTION REQUESTED:

A motion to adopt the Findings of Fact and to issue Order #PZ20120044 for the issuance of a Conditional Use Permit.

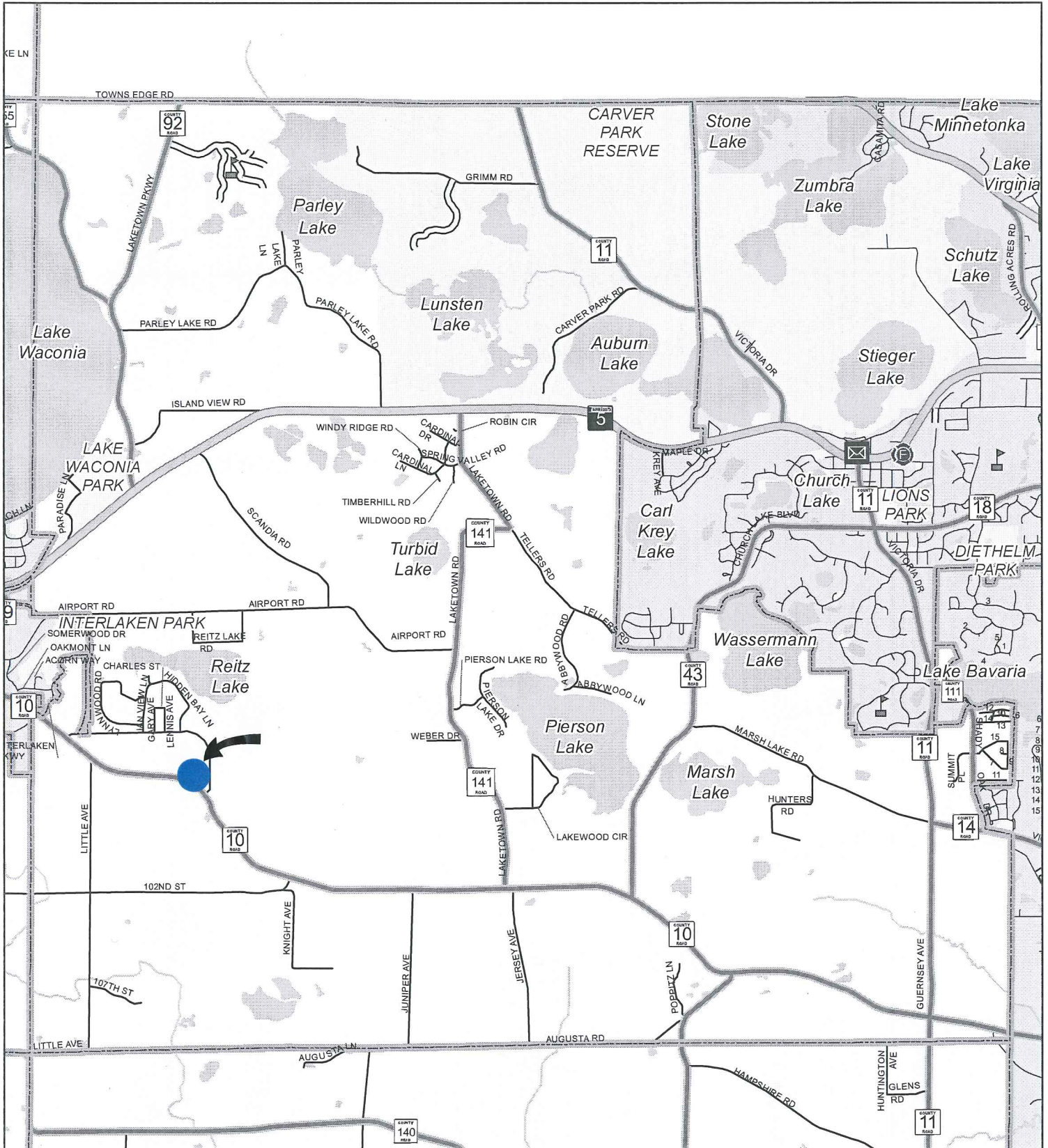
| | |
|--|---|
| FISCAL IMPACT: <input type="text" value="None"/> If "Other", specify: <input type="text"/> | FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/> |
| FTE IMPACT: <input type="text" value="None"/> | |

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1520

LAKETOWN TOWNSHIP



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



Map Created by Carver County GIS

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20120044

RESOLUTION #: 12-13

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

FILE #: PZ20120044

APPLICANT: Oakwood Community Church

OWNER: James Klein

SITE ADDRESS: No Address Assigned

PERMIT TYPE: Church

PURSUANT TO: County Code, Chapter 152, Section 152.080 C2

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 07-030-1700

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of December 18, 2012; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. The applicant, Oakwood Community Church, is interested in purchasing an approximate 13 acre parcel from Mr. James Klein. The property consists of tillable agricultural farm land. The property is located in the Southeast Quarter (SE¼) of the Northeast Quarter (NE¼) of Section 30, Laketown Township. The site is located in the Agricultural Zoning District, Transition Area Overlay Zone of the City of Waconia, and the CCWRMA – Carver Creek.
2. The applicant is requesting approval of a Conditional Use Permit (CUP) in order to operate a Large Scale Activity - Church Facility, pursuant to Section 152.080 C2 of the Carver County Zoning Code.
3. Oakwood Community Church has a purchase agreement in place with Mr. James Klein to purchase approximately 13 acres of his 60 acre farm. The approximate 13 acres is physically separated from the remainder of Mr. Klein's property due to the realignment of County Road 10 a few years ago. A legal survey of the proposed minor subdivision has been completed and submitted. The Conditional Use Permit would allow the applicant to construct an approximate 35,000 square-foot single story church and associated parking to accommodate approximately 253 vehicles. Future plans would allow for a church/building expansion consisting of approximately 15,000 square feet and associated parking for approximately 68 additional parking stalls. At this time, the applicant is only looking for approval of the proposed building and parking area as identified on the site concept plan. Any future plans to enlarge the facility, will require the applicant to apply and receive a new Conditional Use Permit.
4. If the Conditional Use Permit request is granted, the applicant would then submit the necessary information for the minor subdivision. The minor subdivision would be required in order to split the approximate 13 acre church site off from the remainder of the property. The remainder of the property (approximately 47 acres) would be retained by Mr. James Klein. Mr. Klein's property has an existing home which utilizes the only available building eligibility for a single family residence.
5. Development of the site will be done in phases, with **Phase I** consisting of the fundraising for the church building project. The church is currently utilizing an existing location in the City of Waconia/Laketown Township for their church services/activities. **Phase II** of the project would consist of the construction of the church building, associated parking, access improvements off of Klein Drive, new well, septic installation and stormwater retention system. The

proposed operation would consist of a new church with associated administrative offices and religious education space. It is anticipated that construction of the new church would possibly begin in 1 to 3 years, depending on financial means. Futures phases of the project would consist of any building expansion/additions and associated parking. Phases beyond Phase II of the project will require the applicant to receive a new Conditional Use Permit based on the size and/or type of expansion project.

6. Sunday services would be held from 9:00 a.m. to 11:30 a.m. Occasional evening meetings on Sunday and Wednesday evenings will take place at the church. There will be office personnel on-site from 9:00 a.m. to 4:00 p.m. Monday through Thursday. Presently the church office is closed on Fridays and Saturdays. The current total number of employees is five (5), of which three (3) are part-time. This quantity may double as the congregation expands in the future. Worship services, weddings, meetings, and activities would also occur during the week and on Saturdays.
7. There are no existing buildings on the proposed site. The proposed assembly/worship hall of approximately 10,200 square feet is designed to provide seating for up to 500 worshippers. The religious educational component of the proposed building is approximately 15,000 square feet of area and the gathering area (fellowship hall, administrative offices and small service kitchen) consisting of approximately 6,000 square feet.
8. It is anticipated that the daily trips generated to and from the site on Mondays through Thursdays are anticipated to be approximately 30. The current number of daily trips anticipated on Sundays would be approximately 150-200. This quantity may double as the congregation expands. Future plans for the site also include expansion to the church which would increase the amount of traffic generated to and from the site.
9. The County parking standards require one parking space per three seats based upon the design capacity of the main assembly/worship hall. The applicant has indicated the worship hall will be designed for 500 seats; therefore, requiring 167 parking spaces. The area and capacity of the on-site parking as shown on the site plan accommodates 253 vehicles and a combined area of 98,000 square feet. There is an area on the site plan identified for future parking, consisting of an additional 24,000 square feet, which will provide for an additional 68 vehicles. Access to the site will be from Klein Drive, which is a local township road. The new entrance drive to and from the site will include the construction of a right turn lane onto Klein Drive.
10. The applicant has indicated that the church is proposing to construct an 8'- 4" high by 12'- 0" wide illuminated monument sign which would exceed the 32 square-foot limit in the County Code. The sign base shall be similar to that of the materials used to construct the church building. The proposed 96± square-foot sign would exceed the allowable square footage on the property. All signage will need to comply with the Carver County Sign Regulations.
11. County staff will review the parking standards (capacity) as future building projects are being proposed on the subject parcel. This will be done to ensure that the appropriate number of parking spaces are provided according to the parking requirements of the Zoning Code.
12. Soil borings have been completed on the subject parcel for construction purposes; however, as part of the minor subdivision proposal, soil borings for the primary and alternate septic locations will need to be submitted for review and approval.
13. The City of Waconia has not reviewed any specific site plan or layout; however, the City Planner, John Hilgers, offers the following comments:
 - A. The subject parcel is located in the transition area of both the Carver County and City of Waconia Comprehensive Plans. It is anticipated that this general area will become a part of the City in the year 2020 +/- timeframe.
 - B. From a future land use perspective, the City has guided this area for commercial uses. A church would be consistent with uses the City allows in a commercial zoning district. County Land Use policy supports the approval of Conditional Use Permits if they are not a significant departure from what the land use plan of the City indicates.
 - C. Even though this parcel/project will be in the Township for a period of years, the property will ultimately become a part of the City as the City limits/utilities expand in this direction.

- D. With that said, the city recommends that Carver County consider the following as part of the Conditional Use Permit approval:
1. That Oakwood Church consider providing future sewer and water stubs into the building as part of initial construction for future municipal hook ups. This will minimize site/building disturbance when the time comes for hooking up to municipal services.
 2. The City has not had any detailed discussions with Carver County regarding future access points and intersection locations onto County Road #10 (listed as an urbanizing arterial road in the 2030 City Comprehensive Plan) in the area of the proposed church and westward back towards the City of Waconia. The City would encourage access to the church off of Klein Drive.
 3. The City would encourage tree plantings on the site.
 4. The City would encourage any free-standing signage to be of the monument sign variety versus pylon or pole signage. This would be consistent with City Code. Also any banner used on the site would be allowed on building(s) only and not in the ditch or yard areas consistent with City Code.
 5. The City would encourage any exterior waste disposal/dumpster areas be screened with fencing or other means as viewed from public right-of-ways or adjacent properties.
14. The Laketown Town Board reviewed and recommended approval of the Church request at their November 29, 2012 Town Board meeting. Traffic control measures have been taken into consideration as part of their recommendation.

THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20120044 for a Large Scale Activity – Church Facility on the land described in Exhibit “A” of the permit application, and that the following conditions be attached to the permit:

1. The Permittee must submit and receive approval of a minor subdivision application prior to the issuance of CU-PZ20120044. A Minor Subdivision application including, but not limited to, a survey and a primary and alternate septic location shall be submitted and approved prior to the recording of any deed.
2. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible. **NOTE:** Phases beyond Phase II, as noted in the operational plan, of the project will require the applicant to receive a new Conditional Use Permit based on the size and/or type of expansion project.
3. The operation shall be in accordance with the submitted operational plan (letter dated: 11/27/12) and site concept plan. These plans shall be attached to and become part of this permit.
4. The operational hours shall typically follow a traditional church schedule. Worship services, weddings, meetings, and activities would also occur during the week and on Saturdays.
5. The Permittee must comply with the Laketown Township access requirements and/or improvements at Klein Drive.
6. Any grading and/or filling activity on the property shall be completed in accordance with the Carver County Water Management guidelines and the Wetland Conservation Act (WCA), if applicable. Any and all site improvements shall be completed pursuant to Chapter 153 – Water Resource Management.
7. Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations. These regulations include, but are not limited to, standards for parking and signage. Parking capacity shall meet requirements of the Zoning Code at all times.
8. All necessary and required building permits shall be applied for and issued prior to construction. All structures utilized as part of the church facility shall meet the applicable State Building Code requirements.

9. Parking of vehicles must be confined to the church property. No parking will be allowed along Klein Drive and/or County Road 10.
10. Any existing drain tile(s) on the site must be maintained and/or re-routed, such that flow through the property is not hindered or adversely altered.
11. Permittee shall submit a copy of the Certificate of Workers' Compensation Insurance or sign an appropriate affidavit regarding employee status and submit it to the Land Management Department.

ADOPTED by the Carver County Planning Commission this 18th day of December, 2012.

Ted Beise, Chair
Planning Commission

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Turnback of Guernsey Avenue to Dahlgren Township

| | |
|--|--|
| Primary Originating Division/Dept: <input type="text" value="Public Works"/> | Meeting Date: <input type="text" value="1/8/2013"/> |
| Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="PW Director/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:
 Growth: Manage the challenges and opportunities resulting from growth and development

BACKGROUND/JUSTIFICATION:

Prior to August 21, 2001 the portion of Guernsey Avenue located between Carver County Road (CR) No. 140 and Carver County State Aid Highway (CSAH) No. 10 was under the jurisdiction of Dahlgren Township. As a result of the reconstruction of County State Aid Highway 11 (Guernsey Ave.) located north of CSAH 10 in 1998 the vehicle usage of this portion of Guernsey Avenue increased. Through County Resolution 60-01 passed on August 21, 2001 the County established the portion of Guernsey Avenue located between Carver County Road (CR) No. 140 and Carver County State Aid Highway (CSAH) No. 10 as Carver County Road No. 147 and took over jurisdiction of the road and assumed the roadway maintenance.

The County, through its CSAH 11 (SP 010-611-006) project, has constructed County Road 11 on a new alignment and has constructed a connection of Guernsey Avenue from Glens Road to the newly aligned County Road 11. As a result of construction of County Road 11 on this new alignment, traffic usage on Guernsey Ave will revert back to a local road usage. Dahlgren Township is agreeable to taking Guernsey Ave. back as a township road.

On November 27, 2012 the County Board approved the Joint Powers Agreement with Dahlgren Township that defines the terms and conditions of that roadway turnback.

On December 10, 2012 the Dahlgren Town Board approved this same Joint Powers Agreement with Carver County.

ACTION REQUESTED:

Approval of the attached resolution. Adoption of this resolution will transfer jurisdiction of Guernsey Ave from CR 140 to newly aligned and constructed County State Aid Highway 11 (Jonathon Carver Blvd) from Carver County to Dahlgren Township. This responsibility would become effective at the time of adoption of the resolution.

| | |
|--|---|
| 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 2012- 1490

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

Date: _____ Resolution No: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

TURNBACK OF GUERNSEY AVENUE TO DAHLGREN TOWNSHIP

WHEREAS, the Town Board of Dahlgren Township described the alignment of Guernsey Avenue as a township road in DAHLGREN TOWNSHIP ROAD EASEMENT MAP, of record in the office of the County Recorder, Carver County, Minnesota, and

WHEREAS, the County Board of the County of Carver designated Guernsey Avenue a county road by Resolution No. 60-01, and

WHEREAS, a portion of County Road 11 (Guernsey Avenue) was realigned and constructed as shown on CARVER COUNTY RIGHT OF WAY PLAT NO. 18, and

WHEREAS, it appears to the County Board of the County of Carver, a portion of the former alignment of County Road 11 (Guernsey Avenue) hereinafter described, should be vacated as a county highway under the provisions of Minnesota Statutes 163.11, and

WHEREAS, a portion of the former alignment of County Road 11 (Guernsey Avenue) which should be vacated is used for drainage purposes, and

WHEREAS, when vacating right-of-way, Minnesota Administrative Rules 7819.3200 Subpart 1 requires a local government unit to reserve to and for itself and all right-of-way users having facilities in the vacated right-of-way, the right to install, maintain and operate facilities in the vacated right-of-way and to enter upon the right-of-way at any time to reconstruct, inspect, maintain, or repair the facilities, and

WHEREAS, the County of Carver and Dahlgren Township entered into a Joint Powers Agreement dated the 10th day of December, 2012 for the purpose of the transfer of road jurisdiction of a portion of County Road 11 (Guernsey Avenue) , and

WHEREAS, it appears to the County Board of the County of Carver, a portion of the former alignment of County Road 11 (Guernsey Avenue) hereinafter described, should be revoked as a county highway under the provisions of Minnesota Statutes 163.11.

NOW THEREFORE BE IT RESOLVED, by the County Board of the County of Carver, that portion of County Road 11 (Guernsey Avenue), described as follows:

That portion of County Road 11 described in DAHLGREN TOWNSHIP ROAD EASEMENT MAP as Guernsey Avenue located in the Northwest Quarter of the Northeast Quarter and the Northeast Quarter of the Northwest Quarter all in Section 1, Township 115 North, Range 24 West, Carver County, Minnesota, lying northwesterly and westerly of the northwesterly and westerly boundaries of Parcels 17 and 20, CARVER COUNTY RIGHT OF WAY PLAT NO. 18 and southerly and southwesterly of the southerly and southwesterly boundaries of Parcels 16, 21 and 22, CARVER COUNTY RIGHT OF WAY PLAT NO. 18.

Be, and hereby is, vacated as a county highway of said county but reserving for itself a drainage easement over, under and across that part of said vacated right-of-way lying within Parcels 16F and 21A, CARVER COUNTY RIGHT OF WAY PLAT NO. 18.

| 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 8th day of January, 2013, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 8th day of January, 2013.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Financial Services Contract to Provide Accounting Services to Lower Minnesota River Watershed District

| | |
|---|--|
| Primary Originating Division/Dept: <input type="text" value="Finance"/> | Meeting Date: <input type="text" value="1/8/2013"/> |
| Contact: <input type="text" value="David Frischmon"/> Title: <input type="text"/> | Item Type: <input type="text" value="Regular Session"/> |
| Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/> | Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No |

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

BACKGROUND/JUSTIFICATION:

Last Fall, the Lower Minnesota River Watershed District ("LMRWD") approached the County about providing Accounting Services for their organization. The LMRWD has one staff person and currently hires its auditing firm to provide Accounting Services. The County can provide Accounting Services using its existing staff and software programs for a lower cost than the auditing firm. Thus, by contracting Accounting Services from the County, the LMRWD will save approximately \$5,000 and improve its internal controls. Consistent with the County Board's Strategic Plan to consider entrepreneurial contract programs through community based services, Financial Services will charge the LMRWD for actual costs incurred similar to other County Divisions who provide prosecuting, policing, assessing and GIS services to other organizations.

ACTION REQUESTED:

Motion to approve contract subject to review by the County Attorney's Office and Risk Management

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

Related Financial/FTE Comments:
 County will receive approximately \$4,000 a year for providing Accounting Services to LMRWD

Office use only:

RBA 2012- 1521

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2013 Carver County Newspaper

| | |
|---|--|
| Primary Originating Division/Dept: Administration (County) | Meeting Date: 1/8/2013 |
| Contact: Dave Hemze Title: County Administrator | Item Type: Regular Session |
| Amount of Time Requested: 5 minutes | Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Presenter: Dave Hemze Title: County | |
| Strategic Initiative: Finances: Improve the County's financial health and economic profile | |

BACKGROUND/JUSTIFICATION:

Bid notices were published in the Waconia Patriot, Carver County News, Norwood Young America Times, Chaska Herald and the Chanhassen Villager. Bids were to be submitted on a rate per column inch and on an "Attachment A" which represented a typical legal notice Administration would normally ask newspapers to publish.

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

| Bidder | Rate Per Column Inch | Cost to publish Att A | Circulation |
|---------------------|----------------------|-----------------------|-------------|
| Waconia Patriot | \$1.50 1 yr contract | \$26.10 1 yr contract | 3,774 |
| | \$1.50 3 yr contract | \$26.10 3 yr contract | |
| Chaska Herald | \$1.83 1 yr contract | \$24.71 1 yr contract | 6,750 |
| | \$1.78 3 yr contract | \$24.03 3 yr contract | |
| Chanhassen Villager | \$4.33 1 yr contract | \$58.46 1 yr contract | 5,850 |
| | \$4.33 3 yr contract | \$58.46 3 yr contract | |

The following bids were received for the second publication of the Financial Statement:

| Bidder | Rate per column inch |
|---------------------|----------------------|
| Carver County News | \$2.50 1 yr contract |
| | \$2.50 3 yr contract |
| Chaska Herald | \$1.83 1 yr contract |
| | \$1.78 3yr contract |
| Chanhassen Villager | \$1.86 1 yr contract |
| | \$1.86 3 yr contract |

Even though the Waconia's price per column inch was lower, their cost to publish the "Attachment A" was \$1.39 higher than Chaska's bid for a one year contract and \$2.07 higher than Chaska's bid for a three year contract.

ACTION REQUESTED:

Adopt Resolution to award 2013 newspaper bids. This Resolution also designates the County's website as the official publication for transportation project legal notices.

| | |
|--|------------------------------------|
| FISCAL IMPACT: Included in current budget If "Other", specify: | FUNDING County Dollars = |
| FTE IMPACT: None | Total \$0.00 |

Related Financial/FTE Comments:

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY

Date: January 8, 2013

Resolution No. _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Award of 2013, 2014 and 2015 Newspaper Publication Bids

Whereas, pursuant to bid advertisement, newspaper publication bids were received until 1:00 p.m., December 19, 2012, for the following publications:

- Publication of delinquent real estate tax list
- Publication of county board proceedings
- First publication financial statement
- Second publication financial statement
- Publication of county board of equalization proceedings
- Official county newspaper for 2013

Whereas, timely bids were received from the Waconia Patriot, Carver County News, Chaska Herald and Chanhassen Villager; and

Whereas, Carver County newspaper publishing awards are based on the lowest submitted bid; and

Whereas, pursuant to authority contained in Minnesota Statute 331A.12 the Public Works Department may designate the Carver County website as the official publication of transportation projects legal notices.

Now, Therefore Be It Resolved, that the Carver County Board of Commissioner hereby awards newspaper publication bids for 2013, 2014 and 2015 as follows:

- 1) Publication of delinquent real estate tax list
 Publication of county board proceedings
 First publication financial statement
 Publication of county board of equalization proceedings
 Official county newspaper for 2013 Chaska Herald
- 2) Second publication financial statement Chanhassen Villager

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

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

| YES | ABSENT | NO |
|-----|--------|----|
| | | |
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| | | |

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 8th day of January, 2013, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Carver County Regional Rail Authority

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 1/8/2013

Contact: Dave Hemze Title:

Item Type:

Ditch/Rail Authority

Amount of Time Requested: 5 minutes

Presenter: Dave Hemze Title: County Administrator

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

In 1987, the Carver County Regional Rail Authority was established. The Regional Rail Authority needs to appoint a Chair, Vice Chair and Secretary/Treasurer for the Rail Authority for 2013.

ACTION REQUESTED:

Motion appointing Chair, Vice Chair and Secretary/Treasurer.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1451