



Carver County Board of Commissioners  
 January 3, 2012  
 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"> <li>1. <b>a) Pledge of allegiance</b></li> <li><b>b) CALL TO ORDER BY THE COUNTY ADMINISTRATOR</b></li> <li><b>c) Nomination and election of Chair for 2012</b></li> <li><b>d) Nomination and election of Vice Chair for 2012</b></li> <li><b>e) Public comments (limited to five minutes)</b></li> <li><b>f) Community announcements</b></li>   <li>2. Agenda review and adoption</li>   <li>3. 2012 Board Operating Rules ..... 1-14</li>   <li>4. Adopt schedule of Regular Board meetings for the year 2012 ..... 15-18</li>   <li>5. Committee appointments ..... 19-21</li>   <li>6. Appointments to advisory committees and boards ..... 22-25</li>   <li>7. Private sector appointment to the Greater MSP Partner Advisory Council ..... 26</li>   <li>8. Approve minutes of December 20, 2011 Regular Session ..... 27-30</li> </ol>	
9:45 a.m.	<ol style="list-style-type: none"> <li>9. <b>CONSENT AGENDA</b></li>   <li style="padding-left: 20px;"><i>Communities: Create and maintain safe, healthy and livable communities</i></li> <li>9.1 Resolution to approve agreement #98562 with MnDOT for Project - SP 010-611-009 (CSAH 11 Bridge Scour Repair) ..... 31-32</li> <li>9.2 Resolution to approve agreement #96567 with MnDOT for Project – SP 010-610-037 (CSAH 10 Bridge Replacement) ..... 33-34</li>   <li style="padding-left: 20px;"><i>Connections: Develop strong public partnerships and connect people to services and information</i></li> <li>9.3 Contract police services to Waconia Public Schools ISD 110 ..... 35</li>   <li style="padding-left: 20px;"><i>Finances: Improve the County's financial health and economic profile</i></li> <li>9.4 2012 Carver County official newspaper ..... 36-38</li> <li>9.5 Community Social Services warrants ..... NO ATT</li> <li>9.6 Commissioners' warrants ..... SEE ATT</li> </ol>	

9:45 a.m. ADJOURN REGULAR SESSION – CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY

10. **CONNECTIONS: Develop strong public partnerships and connect people to services and information**

10.1 Appointment of Chair, Vice Chair and Secretary/Treasurer ..... 39

- 10:00 a.m. **BOARD REPORTS**
1. Chair
  2. Board Members
  3. Administrator
  4. Adjourn

David Hemze  
County Administrator

**UPCOMING MEETINGS**

January 10, 2012	9:00 a.m. Work Session
January 17, 2012	4:00 p.m. Board Meeting
January 24, 2012	9:00 a.m. Board Meeting

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2012 Board Operating Rules**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Dave Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Dave Hemze</u> Title: <u>County Administrator</u>	

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.

**ACTION REQUESTED:**

Motion to adopt 2012 Board Operating Rules.

<p><b>FISCAL IMPACT:</b> <u>None</u>  <i>If "Other", specify:</i>  <input style="width: 250px; height: 20px;" type="text"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	County Dollars =	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<b>Total</b>	<b>\$0.00</b>
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<b>Total</b>	<b>\$0.00</b>						

Related Financial/FTE Comments:

*Office use only:*  
 RBA 2011- 938



CARVER  
COUNTY

**Board of Commissioners  
Board Operating Rules  
~~Adopted~~ Proposed  
January 4<sub>3</sub>, 20112**

# 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 ~~mission and vision.~~ Strategic Plan.

### *Mission Statement*

~~The mission of Carver County is to meet the service requirements and special needs of our residents in a fiscally responsible way. We will plan the county's growth to preserve its rural uniqueness and urban compatibility.~~

### *Vision Statement*

~~Carver County is a great place to live, work and play for a lifetime.~~

### *Value Statements*

~~The following values are fundamental to fulfilling the mission and vision of Carver County:~~

~~**FISCAL RESPONSIBILITY:** We believe in good stewardship of public funds and providing services in a cost effective manner.~~

~~**RESPECT:** We affirm the value of each individual and strive to meet the needs of citizens of all ages from all cultural, social and economic experiences.~~

~~**SERVICE:** We serve the public with respect, concern, courtesy and responsiveness.~~

~~**ETHICS:** We demonstrate the highest ethical~~

~~standards of professional and personal integrity and honesty, as these are the foundation of public trust and confidence.~~

~~**ACCOUNTABILITY:** We believe in a government that is accountable and accessible; one that listens to and communicates with its residents. We encourage and value public participation by the citizens we serve.~~

~~**STEWARDSHIP:** We recognize the delicate balance between growth and the protection of our natural resources. We are committed to maintaining this environmental balance to protect our historic past while planning for a dynamic future.~~

~~**COLLABORATION:** We communicate and cooperate with other units of government to achieve better understanding and to accomplish common goals.~~

~~**EMPLOYEES:** We recognize our employees as the most valuable resource in providing service to the public. We encourage creativity and innovation in fulfilling our responsibilities to the people of Carver County.~~

~~**LEADERSHIP:** We provide progressive and visionary leadership.~~

## I. Vision

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

## II. Mission

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

## III. Goals - Summarized

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

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

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

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

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

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

### **C. Effective Date**

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

## **II. Amendments to the Operating Rules**

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

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

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

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

## **III. County Board Organization**

### **A. Membership**

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

### **B. Commissioner Districts**

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

### **C. Terms of Office**

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

### **D. Vacancy**

A vacancy in the office of County Board is filled at a special election not less than 30 nor more than 90 days

after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not less than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term (Minn. Stat. §375.101).

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

### **E. Officers**

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

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

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

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

### **F. Compensation**

County Board members receive as compensation for services an annual salary as set by resolution of the

County Board. (The salary must be established prior to the end of the preceding year and is effective January 1 of the new year.)

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

## **G. Monthly Expense Allowance**

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

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

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

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

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

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

## **B. Statutory Meeting**

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

1. Administrate oath of office (if required);
2. Elect officers;
3. Appoint commissioners to commissions committees and boards;
4. Appoint voting members to AMC;
5. Appoint members to Metropolitan Counties Computer Consortium;
6. Appoint advisory committee members.

## **C. Open Meeting Law**

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

## **D. Closed Meetings**

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

- In accordance with the attorney/client privilege;
- To consider strategy for labor negotiations;
- To consider real estate negotiations;
- To consider security measures;

- Or as otherwise required or permitted by the Minnesota Open Meeting Law.

## **E. Special/Emergency Meetings**

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

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

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

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

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

## **F. Public Hearings**

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

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

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

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

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

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

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

## **G. Meeting Conduct**

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

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

## **H. Cable casting**

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

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. 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](http://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

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

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](http://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.
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.

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

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

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

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

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

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

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

## **XI. Staff**

### **A. County Administrator**

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

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

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

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

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

## **B. Role of Staff**

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

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

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

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

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 2012**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Dave Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Dave Hemze</u> Title: <u>County Administrator</u>	

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. To accommodate the ACCEL meetings, revisions were made to the Commissioner update schedule. Board meetings have also been scheduled to begin at 9:00 a.m. Proposed dates and times are attached.

**ACTION REQUESTED:**

Motion to adopt attached meeting schedule for 2012.

<p><b>FISCAL IMPACT:</b> <u>None</u>                  If "Other", specify:  <input style="width: 250px; height: 20px;" type="text"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	County Dollars =	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<b>Total</b>	<b>\$0.00</b>
County Dollars =	<input style="width: 100%;" type="text"/>						
	<input style="width: 100%;" type="text"/>						
<b>Total</b>	<b>\$0.00</b>						

Related Financial/FTE Comments:

*Office use only:*  
 RBA 2011- 894

## 2012 BOARD MEETINGS

Tuesday	January 3, 2012	9:00 a.m.	Organizational Session
Monday	January 9, 2012	9:00 a.m.	Commissioner Update
Tuesday	January 10, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commissioner Update
Tuesday	January 17, 2012	4:00 p.m.	Board Meeting
Tuesday	January 24, 2012	9:00 a.m.	Board Meeting
Tuesday	January 31, 2012		No Board Meeting-Fifth Tuesday

Tuesday	February 7, 2012	9:00 a.m.	Board Meeting
Monday	February 13, 2012	9:00 a.m.	Commissioner Update
Tuesday	February 14, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commissioner Update
Tuesday	February 21, 2012	4:00 p.m.	Board Meeting
Tuesday	February 28, 2012	9:00 a.m.	Board Meeting

Tuesday	March 6, 2012	9:00 a.m.	Board Meeting
Monday	March 12, 2012	9:00 a.m.	Commissioner Update
Tuesday	March 13, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commissioner Update
Tuesday	March 20, 2012	4:00 p.m.	Board Meeting
Tuesday	March 27, 2012	9:00 a.m.	Board Meeting

Tuesday	April 3, 2012	9:00 a.m.	Board Meeting
Monday	April 9, 2012	9:00 a.m.	Commissioner Update
Tuesday	April 10, 2012	7:30 a.m. 9:00 a.m. After Board Work Sesson	Commissioner Update Board Work Session Commissioner Update
Tuesday	April 17, 2012	4:00 p.m.	Board Meeting
Tuesday	April 24, 2012	9:00 a.m.	Board Meeting

Tuesday	May 1, 2012	9:00 a.m.	Board Meeting
Monday	May 7, 2012	9:00 a.m.	Commissioner Update
Tuesday	May 8, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commissioner Update
Tuesday	May 15, 2012	4:00 p.m.	Board Meeting
Tuesday	May 22, 2012	9:00 a.m.	Board Meeting
Tuesday	May 29, 2012		No Meeting-Fifth Tuesday

Tuesday	June 5, 2012	9:00 a.m.	Board Meeting
Monday	June 11, 2012	9:00 a.m.	Commissioner Update
Tuesday	June 12, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commissioner update
Monday	June 18, 2012	5:00 p.m.	Board of Equalization
Tuesday	June 19, 2012	4:00 p.m.	Board Meeting
Tuesday	June 26, 2012	9:00 a.m.	Board Meeting
Tuesday	June 26, 2012	1:00 p.m.	Board of Equalization (if needed)

Tuesday	July 3, 2012		No Board Meeting
Monday	July 9, 2012	9:00 a.m.	Commissioner Update
Tuesday	July 10, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commission Update
Tuesday	July 17, 2012	4:00 p.m.	Board Meeting
Tuesday	July 24, 2012	9:00 a.m.	Board Meeting
Tuesday	July 31, 2012		No Meeting-Fifth Tuesday

Tuesday	August 7, 2012	9:00 a.m.	Board Meeting
Monday	August 13, 2012	9:00 a.m.	Commissioner Update
Tuesday	August 14, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commission Update
Tuesday	August 21, 2012	4:00 p.m.	Board Meeting
Tuesday	August 28, 2012	9:00 a.m.	Board Meeting

Tuesday	September 4, 2012	9:00 a.m.	Board Meeting
Monday	September 10, 2012	8:30 a.m.	Commissioner Update
Tuesday	September 11, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commission Update
Tuesday	September 18, 2012	4:00 p.m.	Board Meeting
Tuesday	September 25, 2012	9:00 a.m.	Board Meeting

Tuesday	October 2, 2012	9:00 a.m.	Board Meeting
Monday	October 8, 2012	9:00 a.m.	Commissioner Update
Tuesday	October 9, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commission Update
Tuesday	October 16, 2012	4:00 p.m.	Board Meeting
Tuesday	October 23, 2012	9:00 a.m.	Board Meeting
Tuesday	October 30, 2012		No Board Meeting-Fifth Tuesday

Tuesday	November 6, 2012		No Board Meeting
Tuesday	November 13, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Work Session Commissioner Update
Tuesday	November 20, 2012	3:00 p.m. 4:00 p.m.	Commissioner Update Board Meeting
Tuesday	November 27, 2012	9:00 a.m.	Board Meeting

Tuesday	December 4, 2012	No meeting	AMC Conference
Monday	December 10, 2012	9:00 a.m.	Commissioner Update
Tuesday	December 11, 2012	7:30 a.m. 9:00 a.m. After Board Work Session	Commissioner Update Board Meeting Commission Update
Tuesday	December 18, 2012	9:00 a.m.	Board Meeting
Tuesday	December 25, 2012		No Board Meeting

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Committee Appointments**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Dave Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Board Chair</u> Title: <u></u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Administration is requesting that the Board make committee assignments for 2012, as well as appoint voting members to the Association of Minnesota Counties, delegates to the Minnesota Counties Computer Consortium 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 and MCCC and name a Board member as the County's SNS requestor.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
<b>Total</b>	<b>\$0.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

*Office use only:*

RBA 2011- 893

## 2012 Commissioner Committee Assignments

Committee	2011 Appointee	2012 Appointee
Area Agency on Aging	Degler	
ACCEL	Maluchnik & Lynch	
Association of Minnesota Counties Board of Directors	Ische, Alt. Degler	
AMC Legislative Steering Committee	Degler, Alt. Lynch	
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	
Carver County CDA	Maluchnik	
Community Leaders (Eastern)	Degler, Maluchnik, Workman	
Counties Transit Improvement Board	Maluchnik	
County and Union Leaders Group	Maluchnik & Lynch	
Courts Committee	Ische & Degler, Alt. Lynch	
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	
MELSA	Degler	
Mental Health Advisory Committee	Lynch	
Metro Alliance for Healthy Families Joint Powers Board	Workman	
Metro GIS Policy Board	Maluchnik, Alt. Workman	
Metropolitan Emergency Services Board	Ische & Degler	
Metropolitan Emergency Services Executive Board	Ische, Alt. Degler	
Metropolitan Emergency Services Cost Allocation Committee	Degler	
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	
Minnesota Extension Committee	Degler & Lynch	
Minnesota River Basin Joint Powers	Ische & Maluchnik	
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	
Public Health Emergency Preparedness Workgroup	Lynch, Alt. Maluchnik	
Riley-Purgatory-Bluff Creek Watershed	Workman	
Soil and Water	Ische, Alt. Lynch	
Solid Waste Management Coordinating Board	Workman & Ische	
Southwest Corridor Transportation Coalition	Workman & Maluchnik, Alt. Degler	
State CHS Advisory Committee (SCHSAC)	Maluchnik, Alt. Marcee Shaughnessy	
Transportation Advisory Board – TAB	Maluchnik, Alt. Workman	
WENR Committee	Ische, Alt. Lynch	

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

Appointments to Minnesota Counties Computer Consortium:

Rhonda Lynch  
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: <u>Administration (County)</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Dave Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>30</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Board Chair</u> Title: <u></u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

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

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

**ACTION REQUESTED:**

Motion appointing applicants to advisory committees.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<b>Total</b>	<input style="width: 90%;" type="text"/>	\$0.00

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 946



**CARVER COUNTY CITIZEN ADVISORY  
COMMITTEE APPOINTMENTS FOR 2012**

**COMMUNITY DEVELOPMENT AGENCY (5-year terms)**

**Current members:**

Sarah Carlson – Commissioner District 1  
Michael Schachterle – Commissioner District 2  
Cindy Monroe - Commissioner District 3  
Darrel Sudheimer - Commissioner District 4

**Current vacancies: 1, Commissioner District 5**

**Applications received to date:**

Melvin Swanson – Commissioner District 5

**LIBRARY BOARD (3-year terms)**

**Current members:**

Richard Kvitek - Commissioner District 1  
Mark Peterson - Commissioner District 2  
Jim Weygand - Commissioner District 3

**Current vacancies: 2, Commissioner District 4 and 5**

**Applications received to date:**

James Dodson, Commissioner District 4  
Joanne Johnson, Commissioner District 5

**MINNESOTA EXTENSION COMMITTEE (3 year terms)**

**Current Members:**

Maren Christopher – Commissioner District 2  
Suzanne Honebrink – Commissioner District 5  
Roger Storms – Commissioner District 5

**Current vacancies: 3**

**Applications received to date:**

Larry Enter – Commissioner District 4  
Christine Boerner – Commissioner District 4  
Rick Carlson – Commissioner District 5

**PARK COMMISSION (3-year terms) -**

**Current members:**

Jeff Anderson – Commissioner District 2  
Jerald Moja – Commissioner District 3  
Cindy Dobratz – Commissioner District 3  
Thomas Herrmann - Commissioner District 5  
Myron Karki – resides Commissioner District 4

**Current Vacancies: 2**

**Applications received to date:**

None

**PERSONNEL BOARD OF APPEALS (3-year terms)**

**Current members:**

Libby Fairchild - Commissioner District 1  
Gary Boyle - Commissioner District 3

**Current vacancies: 1**

**Applications received to-date:**

None

**PLANNING COMMISSION (3-year terms)**

**Current members:**

Frank Mendez – Commissioner District 2  
Robert McNulty – Commissioner District 3  
John P. Fahey - Commissioner District 5  
Tom Williams (as township appointment)

**Current vacancies: 2 (Commissioner Districts 1 and 4)**

**Applications received to-date:**

Ted Beise – Commissioner District 3  
Jim Burns, Commissioner District 4

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

**Current Commissioner District Appointments:**

Bruce Jones – Commissioner District 1

Robert Burandt – representing Commissioner District 2

Virgil Stender – Commissioner District 5

**Current Commissioner District Vacancies – 3 and 4**

**Applications Received to date:**

Audrey Kramer – residing in Commissioner District 2, but had been representing Commissioner District 3 on committee

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

**Current members:**

Eric Evenson – Carver Creek Watershed

Scott Smith - E/W Chaska Creek

Gail VonBargen – Bevens Creek Watershed

**Current Vacancies: 1 (representing Crow River)**

**Applications received to date:**

Scott Hoese, Crow River Watershed

**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**

Neal Johnson - Watertown Township

**One Vacancy for an unexpired term – Appointment to be made by the County Board**

**Applications received to date:**

None

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Private Sector Appointment to the Greater MSP Partner Advisory Council**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Dave Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Dave Hemze</u> Title: <u></u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Board is being asked to make an appointment as the private sector representative to the MSP Advisory Council to represent Carver County. The goal of the Partner Advisory Council is to function as an advisory group to GREATER MSP's Board of Directors.

Applications were sent out to Carver County business leaders and those interested in applying were asked to submit an application by December 1st. John Sullivan, CDA Economic Development Director, has been nominated by the CDA Board to serve as an advisory board member representing the public sector for Carver County.

County Administration received applications from the following individuals:

- Frederick T. Green, Community Bank Corporation
- William Douglas Hile, KleinBank
- Jon R. Holt, Super Radiator Coils
- Deb McMillan, SouthWest Metro Chamber of Commerce
- Larry M. Vortherms, Custom Fab Solutions, LLC

**ACTION REQUESTED:**

Reaffirm John Sullivan as the public sector appointment and appoint an applicant from the private business sector to serve as the County's appointment on the Greater MSP Partner Advisory Council.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<b>Total</b>	<input style="width: 90%;" type="text"/>	<b>\$0.00</b>

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 936

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 20, 2011. Chair Randy Maluchnik convened the session at 9:47 a.m.

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

Members absent: None.

The following amendments were made to the agenda:

Delete 5.4 Grant agreements with Metropolitan Council to partially finance acquisition of 1.56 Miles of the Union Pacific Railroad

Add: 8.0 2011 Year in Review

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

Ische moved, Workman seconded, to approve the minutes of the December 13, 2011, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Professional services agreement and grant agreement with Watertown Mayer Independent School District #111.

Contract with ECSI to replace the fire alarm panel and system detectors and related budget amendment.

Memorandum of Agreement between Carver County and the University of Minnesota from January 1, 2012, through December 31, 2012.

Prosecution contracts for 2012.

Contract renewal with Waste Management, Inc. for transportation of recyclable materials and authorized Chair to sign the contract.

Authorized the Parks Director or designee to use up to, but not more than, five shelter rentals, fifteen weekend campground reservations and thirty annual parking passes for promotional and marketing purposes.

Approved the 2010-2011 collective bargaining agreement between AFSCME Council 65, Local 2789 and Carver County.

Approved the following abatements:

20.0930250	Michael Zamora
30.4870200	John Crawford
58.0140350	Jennifer Lea Volbrecht
58.1870280	James Zellmann

Approved the early pay off and purchase of the Chaska License Center and delegated to the Administrative Services Division Director the authority to sign the closing documents.

Contract with CenterPoint Energy Services, Inc., and directed the County Administrator to executive a 12 month contract within three business days of this action for Chaska and Cologne commercial meters.

Resolution #67-11, State of Minnesota and County of Carver Agency Deleted Contracting Process Agreement.

Approved payment of emergency claims in the amount of \$216.72; \$143.99; \$7,428.88; \$42,937.15; \$146.50; \$195.00; \$5.00, \$200 and Human Service emergency claims \$18,301.06.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Steve Taylor, Administrative Services, appeared before the Board to recognize the work of Minnesota Extension employees Pat Morreim and Jackie Smith. He thanked them for all of their work for and with Carver County.

Pat Morreim explained she started working with Carver County when Extension moved to the regional system. She thanked the Board for their support of Extension and hoped that support would continue. She pointed out that Extension has great programs and that she appreciated the support of the Extension Committee.

Jackie Smith stated she also hoped that the Board would continue to support Extension and that Extension programs are valuable within the County.

Chair Maluchnik read the proposed Resolutions into the record recognizing the contributions of Ms. Morreim and Smith.

Degler offered the following Resolutions, seconded by Lynch:

Resolution #68 -11  
Pat Morreim Recognition

Resolution #69-11  
Jackie Smith Recognition

On vote taken, all voted aye.

Doris Krogman, Employee Relations, requested the Board adopt three Resolutions to set the salaries for those individuals who are not represented by a collective bargaining group.

She explained the Board was obligated to set their own salary. She noted last year the Board decreased their salary and recommended the Board adopt the Resolution setting their salary at \$43,563.

Ische offered the following Resolution, seconded by Degler, setting 2012 County Commissioner salaries at ½% less than 2011.

Resolution #70-11  
Setting County Commissioner Compensation for 2012

On vote taken, all voted aye.

Krogman requested the Board adopt a Resolution setting the Sheriff and County Attorney 2012 salary. She highlighted statutory requirements for setting these salaries and her recommendation to increase these to \$120,000.

Ische offered the following Resolution, seconded by Lynch:

Resolution #71-11  
Setting 2012 Compensation for the County Attorney and County Sheriff

On vote taken, all voted aye.

Krogman requested the Board adopt a Resolution setting 2012 nonbargaining compensation. She stated the proposed Resolution sets the 2012 salaries as the same rates as 2011.

Degler offered the following Resolution, seconded by Ische:

Resolution #72-11  
Setting 2012 Non Bargaining Compensation

On vote taken, all voted aye.

Gary Bork, Community Social Services, requested the Board approve a new grant funded therapist FTE. He stated they received additional money to fund an additional therapist for the 2012 and 2013 timeframe and was asking to create the position to work in the schools to provide mental health services.

Ische moved, Lynch seconded, to authorize the creation of a 1.0 FTE therapist for 2012 and 2013 and related budget amendment. Motion carried unanimously.

Lyndon Robjent, Public Works, requested the Board approve an equipment sharing agreement with the cities. He explained this was an initiative of the ACCEL group to create a process for governments to share equipment on an as needed basis with the goal to reduce costs. Robjent indicated they would be working to include the townships in the future and he was asking for authority to amend the agreement as necessary to include the townships in the agreement.

He highlighted a listing of equipment and explained anytime a city or county is doing a project they can look at the list and contact the County to inquire about the availability of equipment.

Lynch moved, Ische seconded, to approve the equipment sharing agreement with the cities of Carver, Chanhassen, Chaska, Cologne, Hamburg, Mayer, New Germany, Norwood Young America, Victoria, Waconia and Watertown and to amend the agreement to include the townships if they are interested. Motion carried unanimously.

Chair Maluchnik highlighted the County's accomplishments in 2011. He pointed out the County's continues to maintain its Triple AAA bond rating and has reduced the County property taxes on the average value home for the seventh consecutive year.

He noted the County broke ground this year on a fiber ring that will connect over 80 community partners. Maluchnik recognized the awards received for the Express Libraries located in Victoria and Cologne and the library milestone of having over one million library materials circulated for the third year in a row.

He identified road improvements that were completed and the recent reconstruction of the County Road 10 bridge. Maluchnik noted the development of their strategic plan that would guide County operations in the future. He recognized the completion of a new section of the Dakota Rail Trail and the Union Pacific Rail Line in Chaska that was acquired through a partnership and stressed the list of accomplishments went on.

Maluchnik acknowledged the work of the dedicated employees, thanked residents for the opportunity to serve and thanked fellow Board members for their support.

Ische congratulated Chair Maluchnik for his recent election as President of the Association of Minnesota Counties noting this was the first time Carver County has had one of its Commissioners serve as President of AMC.

Ische moved, Degler seconded, to adjourn the Regular Session at 10:47 a.m. to go into a work session with Public Works. Motion carried unanimously.

David Hemze  
County Administrator



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution to approve agreement # 98562 with MnDOT for project SP 010-611-009 (CSAH 11 Bridge Scour Repair)**

Primary Originating Division/Dept: <u>Public Works - Engineering</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Bill Weckman</u> Title: <u>Asst. County Engineer</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u>    </u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>                                </u> Title: <u>                                </u>	

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

**BACKGROUND/JUSTIFICATION:**

As a result of the September 2010 flood event, scour holes developed at the CSAH 11 Minnesota River Bridge - No. 70532. The scour holes were repaired and placement of permanent erosion control measures were completed.

Public Works has worked with FEMA, FHWA and MnDOT to secure funding for the repairs. The repairs were not eligible for FEMA funding. The majority of the funding will come from State Bonds through the 2010 Local Road and Bridge Disaster Relief (LRBDR) Grant program which can be used for betterments not covered by federal funds. This grant agreement establishes the conditions for receipt of these State Bond funds from MnDOT.

**ACTION REQUESTED:**

Adopt the attached resolution authorizing the County Board Chair and the County Administrator to sign agreement #98562 with MnDOT upon final approval of County Attorney and Risk Management.

<p><b>FISCAL IMPACT:</b> <u>Included in current budget</u> If "Other", specify: <u>  </u></p> <p><b>FTE IMPACT:</b> <u>None</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;"><b>FUNDING</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">County Dollars =</td> <td style="text-align: right; padding: 2px;"><b>\$43,032.00</b></td> </tr> <tr> <td style="padding: 2px;">LRBDR Grant</td> <td style="text-align: right; padding: 2px;">\$127,768.00</td> </tr> <tr> <td style="padding: 2px;"><b>Total</b></td> <td style="text-align: right; padding: 2px;"><b>\$170,800.00</b></td> </tr> </tbody> </table>	<b>FUNDING</b>		County Dollars =	<b>\$43,032.00</b>	LRBDR Grant	\$127,768.00	<b>Total</b>	<b>\$170,800.00</b>
<b>FUNDING</b>									
County Dollars =	<b>\$43,032.00</b>								
LRBDR Grant	\$127,768.00								
<b>Total</b>	<b>\$170,800.00</b>								

**Related Financial/FTE Comments:**

The county will enter into an agreement with Scott County for 50% of the county share

*Office use only:*  
RBA 2011- 932

**EXHIBIT E – MnDOT Agreement No. 98562**

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

Date: January 3, 2012

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**For Agreement to State Transportation Fund (Bridge Bonds)  
Grant Terms and Conditions  
SAP 010-611-009**

WHEREAS, Carver County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of riprap protection on Bridge No. 70532; and

WHEREAS, the Commissioner of Transportation has given notice that funding for construction of this bridge protection is available; and

WHEREAS, the amount of the grant has been determined to be \$127,168.00 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Carver County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

YES

ABSENT

NO

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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 3<sup>rd</sup> day of January, 2012, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 3<sup>rd</sup> day of January, 2012.

\_\_\_\_\_  
Dave Hemze

\_\_\_\_\_  
County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution to approve agreement #96567 with MnDOT for project SAP 010-610-037 (CSAH 10 Bridge Replacement)**

Primary Originating Division/Dept: <u>Public Works - Engineering</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Bill Weckman</u> Title: <u>Asst. County Engineer</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u>    </u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>                                </u> Title: <u>                                </u>	

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

**BACKGROUND/JUSTIFICATION:**

Bids for Project SAP 010-610-037 - CSAH 10 Bridge Replacement project were opened on June 23, 2011. The project includes the replacement of the bridge on CSAH 10 over the Dakota Rail Trail.

The construction contract was awarded on June 28, 2011 and is substantially complete.

\$541,221.50 of State Bridge Bonding funds have been secured for partial funding of this project. This grant agreement establishes the conditions for receipt of these State Bridge Bond funds from MnDOT.

**ACTION REQUESTED:**

Adopt the attached resolution authorizing the County Board Chair and the County Administrator to sign agreement #96567 with MnDOT upon approval of the County Attorney and County Risk Management.

<p><b>FISCAL IMPACT:</b> <u>None</u> <i>If "Other", specify:</i> <u>  </u></p> <p><b>FTE IMPACT:</b> <u>None</u></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;"><b>\$692,000.00</b></td> </tr> <tr> <td>State Bridge Bonding</td> <td style="text-align: right;">\$541,221.50</td> </tr> <tr> <td>County State Aid (gas t...</td> <td style="text-align: right;">\$97,435.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$1,330,656.50</b></td> </tr> </table>	County Dollars =	<b>\$692,000.00</b>	State Bridge Bonding	\$541,221.50	County State Aid (gas t...	\$97,435.00	<b>Total</b>	<b>\$1,330,656.50</b>
County Dollars =	<b>\$692,000.00</b>								
State Bridge Bonding	\$541,221.50								
County State Aid (gas t...	\$97,435.00								
<b>Total</b>	<b>\$1,330,656.50</b>								

Related Financial/FTE Comments:  
The county share is funded with 2009 and 2010 County Program Aid.

*Office use only:*  
RBA 2011- 941

**EXHIBIT E – MnDOT Agreement No. 96567**

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

Date: January 3, 2012

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**For Agreement to State Transportation Fund (Bridge Bonds)  
Grant Terms and Conditions  
SAP 010-610-037**

WHEREAS, Carver County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 5837; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, the amount of the grant has been determined to be \$541,221.50 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Carver County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

YES

ABSENT

NO

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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 3<sup>rd</sup> day of January, 2012, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 3<sup>rd</sup> day of January, 2012.

\_\_\_\_\_  
Dave Hemze

\_\_\_\_\_  
County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract Police Services to Waconia Public Schools ISD110**

Primary Originating Division/Dept: <u>Sheriff</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Cmdr. Kamerud</u> Title: <u>Police Services/ISD110</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u>    </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>                    </u> Title: <u>                    </u>	

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

**BACKGROUND/JUSTIFICATION:**

Approval of the contract allows the Sheriff's Office and ISD 110 to maintain a cooperative partnership that provides appropriate police services to the children in the District.

**ACTION REQUESTED:**

Approval of Police Services Contract

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	
ISD 110	\$87,872.00
<b>Total</b>	<b>\$87,872.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

This partnership with ISD 110 has been in effect for approximately 15 years. This contract is for a School Resource Officer (SRO) during the school year and the city of Waconia subcontracts with the school district for the SRO to patrol and work with juveniles in the city during the summer.

*Office use only:*  
 RBA 2011- 921

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2012 Carver County Official Newspaper**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Dave Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u>    </u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>                    </u> Title: <u>                    </u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Administration sought bids for publishing the following:

- 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 2012

Bid notices were published in the Waconia Patriot, Carver County News, Norwood Young America Times, Chaska Herald and Chanhassen Villager.

The following bids were received:

Waconia Patriot-\$2.00 per column inch, provided the copy to be published in the Patriot is submitted electronically, emailed and submitted as a Microsoft document.

Norwood Young America Times-\$6.00 per column inch, provided the copy to be published in the Times is submitted electronically, emailed and submitted as a Microsoft document. For the second publication of the financial statement, the Norwood Young America Times submitted a bid of \$3.00 per column inch provided the first publication is awarded to the Patriot.

Chaska Herald-\$2.21 per column inch, provided the copy to be published in the Chaska Herald is submitted electronically, emailed and submitted as a Microsoft Word document in the type size and format deemed suitable by the county.

Chanhassen Villager, \$6.99 per column inch, provided the copy to be published in the Chanhassen Villager is submitted electronically, emailed and submitted as a Microsoft Word document in the type size and format deemed suitable by the county. For the second publication of the financial statement, the Chanhassen Villager submitted a bid of \$3.25 per column inch.

No bid was received from the Carver County News.

Sample quotes were received from bidders to verify comparable per inch pricing due to the varying column and page widths of newspapers. These quotes verified the recommendations for the lowest bidders.

The 2011 bid for the official 2011 County newspapers was awarded to the Chaska Herald in the amount of \$2.10 per column inch and the second publication of the financial statement was awarded to the Chanhassen Villager in the amount of \$3.15 per column inch.

Pursuant to MSA 331A.12 the Public Works Department may designate the County's website as the official publication for transportation project legal notices. Administration is therefore asking the Board to designate the County's website as the official publication for transportation project legal notices.

**ACTION REQUESTED:**

Adopt Resolution to Award 2012 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:

*Office use only:*  
RBA 2011 - 946

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY

Date: January 3, 2012

Resolution No. \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

## Award of 2012 Newspaper Publication Bids

Whereas, pursuant to bid advertisement, newspaper publication bids were received until 1:00 p.m., December 15, 2011, 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 2012

Whereas, timely bids were received from the Waconia Patriot, Norwood Young America Times, 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 2012 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 2012                      | Waconia Patriot |
| 2) Second publication financial statement               | Chaska Herald   |

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 3<sup>rd</sup> day of January, 2012, 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: <u>Administration (County)</u>	Meeting Date: <u>1/3/2012</u>
Contact: <u>Dave Hemze</u> Title: _____	Item Type: <u>Ditch/Rail Authority</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Dave Hemze</u> Title: <u>County Administrator</u>	

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 2012.

**ACTION REQUESTED:**

Motion appointing Chair, Vice Chair and Secretary/Treasurer.

<p><b>FISCAL IMPACT:</b> <u>Included in current budget</u>                  If "Other", specify:                  _____</p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">_____</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	County Dollars =	_____	_____	_____	<b>Total</b>	<b>\$0.00</b>
County Dollars =	_____						
_____	_____						
<b>Total</b>	<b>\$0.00</b>						
<p><b>FTE IMPACT:</b> <u>None</u></p>							

Related Financial/FTE Comments:  
 \_\_\_\_\_

*Office use only:*  
 RBA 2011 - 943