



Carver County Board of Commissioners  
 November 20, 2012  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

PAGE

4:00 p.m.	1.	<b>a) CONVENE</b> <b>b) Pledge of allegiance</b> <b>c) Public comments (limited to five minutes)</b>	
	2.	Agenda review and adoption	
	3.	Approve minutes of October 23, 2012 Regular Session .....	1-3
	4.	Community Announcements	
4:00 p.m.	5.	<b>CONSENT AGENDA</b>	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.1	Professional services agreement for right of way acquisition negotiations for the SP 10-618-13 roadway project .....	4
	5.2	Professional services agreement for design of bridge no. 7118 on CSAH 30 .....	5
	5.3	Amendment no. 3 to professional services agreement for Carver County Highway 101 "Y" Study with SEH .....	6
	5.4	PH/E-Approval of contract with State of Minnesota for Emergency Management performance grant .....	7
	5.5	Reclassification of Sheriff's Office administrative assistant FTE to administrative civil specialist FTE .....	8
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	5.6	Approval of Twin Cities Public Health Entities mutual aid contract .....	9
	5.7	Sheriff's Office donation .....	10
	5.8	Out of state training request for Tanya Sabol .....	11
	5.9	Contract award – Safeguard Property Services – budget amendment for WEC reroof insurance claim .....	12-14
		<i>Culture: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government</i>	
	5.10	Approval of the MN PEA licensed deputy collective bargaining agreement .....	15
		<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>	
	5.11	Amendment #2 to PSA with SRF Consulting Group for roadway system plan implementation .....	16
	5.12	Agreement to transfer equipment shed and terminate other utilization agreements .....	17

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

- 5.13 Community Social Service Warrants ..... NO ATT
- 5.14 Commissioners' Warrants ..... NO ATT

- 4:10 p.m. **6. CONNECTIONS: Develop strong public partnerships and connect people to services and information**
  - 6.1 Presentation of appreciation to Cabin Fever Sports..... 18
- 4:15 p.m. **7. FINANCES: Improve the County's financial health and economic profile**
  - 7.1 Recommended changes to Board approved Financial Policy Manual..... 19-30
- 4:30 p.m. **8. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government**
  - 8.1 Reorganization in Public Works ..... 31-32
- 4:45 p.m. **9. COMMUNITIES: Create and maintain safe, healthy and livable communities**
  - 9.2 **Closed Session** – Land acquisition for Lake Waconia Regional Park ... 33
- 5:15 p.m. ADJOURN REGULAR SESSION

**Work Session**

- 5:15 p.m. **A. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government**
  - 1. Board training on the performance evaluation system ..... 34
- 5:50 p.m. **BOARD REPORTS**
  - 1. Chair
  - 2. Board Members
  - 3. Administrator
  - 4. Adjourn

David Hemze  
County Administrator

**UPCOMING MEETINGS**

- November 27, 2012 9:00 a.m. Board Meeting
- December 4, 2012 No Meeting – AMC Conference
- December 6, 2012 6:00 p.m. 2013 Budget Public Hearing
- December 11, 2012 9:00 a.m. Board Meeting
- December 18, 2012 9:00 a.m. Board Meeting
- December 25, 2012 No Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on October 23, 2012. Chair James Ische convened the session at 9:00 a.m.

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

Members absent: None

Under public comments, Libby Fairchild, Chaska, explained she volunteered for many organizations and wanted to bring to the public's attention two upcoming programs. She stated on November 8<sup>th</sup> the Historical Society would be presenting the military history program "Extraordinary Sacrifices" at the Chaska Library and the Beyond the Yellow Ribbon would be co-sponsoring this event. Fairchild also pointed out last year the Red Cross held a "Holiday Mail for Heroes" and encouraged residents to drop off holiday cards at the County libraries for military personnel.

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

Workman moved, Maluchnik seconded, to approve the minutes of the October 16, 2012, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Approved out of state travel request for Public Works Director to attend the FHWA Every Day Counts Summit in Missouri.

Authorized acceptance of gift cards for door prizes for promoting of "America Recycles Day", November 15, 2012, at the Carver County Environmental Center.

Approved request for renewal of off-sale, on sale and Sunday liquor license for Hollywood Sports LLC d/b/a Hollywood Sports Complex.

Authorized entering into an agreement with the Board of Water & Soil Resources for the 2013 Natural Resource Block Grant subject to contract review by the County Attorney/Risk, authorized the Chair to sign the grant agreement accepting \$105,660 in grant funds and approved related Public Health and Environment budget amendment.

Approved the following abatements:

25.8270060

Thomas Ashenfelter (2010, 2011)

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Gary Bork, Community Social Services, requested the Board approve an agreement with the University of Maryland at Baltimore and increase a social worker FTE during the agreement. He pointed out the previous contract that had been approved for one month and he was now asking for approval of a contract that would cover the July 1, 2012, through June, 2014 time period. He explained this would cover 140 hours of training from County staff to help the University move forward with Signs of Safety.

He stated the revenue would be used to offset increased FTE hours and reviewed proposed staff changes. He stated this would allow them to maintain coverage at the County and provide consultation services to Maryland. Bork clarified the additional FTE hours would only run through the contract period.

Maluchnik moved, Degler seconded, to approve the agreement between the University of Maryland at Baltimore and Carver County Social Services for Signs of Safety training and consulting. Motion carried unanimously.

Degler moved, Workman seconded, to move the available .2 FTE to Cindy Barfknecht and utilize the funds from the University of Maryland at Baltimore agreement to create .3FTE Social Worker II to make Barfknecht a full time employee during the duration of the agreement with the University of Maryland. Motion carried unanimously.

Bork requested authorization to continue the jail pre-release program following the nonrenewal of the grant. He stated the grant had allowed Social Services to fund a pre-release coordinator in the jail to assist inmates with employment and mental health needs. Bork stated both the Sheriff's Office and Social Services agreed they wanted to keep the position. He stated the Sheriff's Office had a vacant .5 medical records clerk and he had a vacant .5 FTE social work position. He indicated those two positions would be deleted and a jail pre release coordinator would be created. Bork stated extra funds left from the combination would be put in purchase of service accounts.

Maluchnik moved, Degler seconded, to delete the .5 FTE medical records clerk and .5 FTE social worker II effective January 1, 2013; to continue the jail pre release program by combining the position with the truancy duties utilizing the funding from the deleted positions and to budget \$8,573 in purchase of services to be used in the jail pre release program for CY 2013. Motion carried unanimously.

REGULAR SESSION  
October 23, 2012

Lynch moved, Degler seconded, to adjourn the Regular Session at 9:31 a.m. Motion carried unanimously.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreement for Right of Way Acquisition Negotiations for the SP 10-618-13 Roadway Project**

Primary Originating Division/Dept:

Meeting

Date:

Contact:

Title:

Item Type:

Amount of Time Requested:  minutes

Presenter:

Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The CSAH 18 roadway construction project from CSAH 15 (Audubon Road) to CSAH 17 (Powers Blvd.) requires acquisition of additional right of way to complete the project. This project is funded with federal highway funds. It is imperative that right of way acquisition be completed in a timely manner to keep this project on schedule and meet the time lines for use of the federal highway funds. A professional services agreement has been developed with SRF Consulting Group, Inc. to provide right of way acquisition negotiation services. Through this agreement, a representative of SRF Consulting Group, Inc. will be representing the County in these right of way negotiations.

**ACTION REQUESTED:**

Approve a professional services agreement with SRF Consulting Group, Inc. and authorize the County Board Chair and County Administrator to sign this agreement contingent on final review by the County Attorney and Risk Management.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1459

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreement for Design of Bridge No. 7118 on CSAH 30**

Primary Originating Division/Dept:

Contact:  Title:

Amount of Time Requested:  minutes

Presenter:  Title:

Meeting  
Date:

Item Type:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Bridge No. 7118 located on CSAH 30 over Joint Ditch No. 1 in Section 6 of Camden Township is in need of replacement. WSB & Associates, Inc. have been selected to complete the design and construction plan for replacement of this bridge.

**ACTION REQUESTED:**

Approve a professional services agreement with WSB & Associates and authorize the County Board Chair and County Administrator to sign this agreement contingent on final review by the County Attorney and Risk Management.

**FISCAL IMPACT:**

If "Other", specify:

<b>FUNDING</b>	
<b>County Dollars =</b>	<b>\$75,000.00</b>
<b>Total</b>	<b>\$75,000.00</b>

**FTE IMPACT:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1458

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Amendment No. 3 to Professional Services Agreement for Carver County Highway 101 "Y" Study with SEH**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="PW Director/County Eng."/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

Carver County, Scott County, Hennepin County, MnDOT, and the Cities of Chanhassen, Shakopee, and Eden Prairie are partnering to design and program three projects near the Highway 101/Flying Cloud Drive "Y" area including a new Minnesota River Bridge, a reconstructed "Y" intersection and a reconstructed CSAH 61 from the "Y" intersection approximately 3.5 miles east to Hartman way in Eden Prairie.

Carver County is the lead agency for the Highway 101/Flying Cloud Drive "Y" intersection project, MnDOT is the lead agency for the Highway 101 River Bridge, and Hennepin County is the lead agency for the Flying Cloud Drive reconstruction project to Hartman lane. The agencies are preparing preliminary design layouts and cost estimates in order to develop a realistic set of construction projects. The goal is to begin construction of the bridge and roadways in 2014 or 2015.

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

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

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

MnDOT is performing a Phase 1 Cultural Resource study for the bridge and existing "Y" Area. Their study has uncovered two archaeological sites in the "Y" area and so it has been determined that the remainder of the proposed 61/101 "Y" area alternatives outside the existing right of way areas may also encounter sites. Through Amendment #3, the work can be extended to encompass all the current "Y" area alternatives.

**ACTION REQUESTED:**

Approve Amendment #3 to Contract #12-050 with Short Elliott Hendrickson Inc. and authorize the County Board Chair and County Administrator to sign the amendment subject to contract review by the County Attorney and Risk Management.

<p><b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/></p> <p>If "Other", specify: <input type="text"/></p> <p><b>FTE IMPACT:</b> <input type="text" value="None"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td>County Dollars =</td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td>County Turnback Funds</td> <td style="text-align: right;">\$55,347.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$55,347.00</b></td> </tr> </table>	County Dollars =	<b>\$0.00</b>	County Turnback Funds	\$55,347.00	<b>Total</b>	<b>\$55,347.00</b>
County Dollars =	<b>\$0.00</b>						
County Turnback Funds	\$55,347.00						
<b>Total</b>	<b>\$55,347.00</b>						

Related Financial/FTE Comments:



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PH/E - Approval of Contract with State of Minnesota for Emergency Management Performance Grant**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Emergency Mgmt."/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Ken Carlson"/> Title: <input type="text" value="Emergency Management Ma..."/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

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

**BACKGROUND/JUSTIFICATION:**

The Emergency Management Performance Grant (EMPG) is awarded based on an annual request for federally-funded assistance from the State of Minnesota, Department of Public Safety - Homeland Security and Emergency Management Division, and is used to support the Carver County Emergency Management Program. The effective date of this grant is 1/1/2012 to 12/31/2012.

**ACTION REQUESTED:**

Motion to authorize the County Board Chair and the County Administrator to sign and accept the Grant Agreement for the "Emergency Management Performance Grant 2012". Reviewed and approved by the County Attorney's Office and Risk Management.

<p><b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/></p> <p><i>If "Other", specify:</i> <input type="text"/></p> <p><b>FTE IMPACT:</b> <input type="text" value="None"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td><input type="text"/></td> </tr> <tr> <td>Dept of Public Safety</td> <td style="text-align: right;">\$47,090.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$47,090.00</b></td> </tr> </table>	<b>County Dollars =</b>	<input type="text"/>	Dept of Public Safety	\$47,090.00	<b>Total</b>	<b>\$47,090.00</b>
<b>County Dollars =</b>	<input type="text"/>						
Dept of Public Safety	\$47,090.00						
<b>Total</b>	<b>\$47,090.00</b>						

**Related Financial/FTE Comments:**

Funding was included in the 2012 budget for Emergency Management in anticipation of receiving this grant. The amount budgeted was \$48,000 in account 01-280-280-1904-5446.

*Office use only:*

RBA 2012- 1436

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Reclassification of Sheriff's Office Administrative Assistant FTE to Administrative Civil Specialist FTE**

Primary Originating Division/Dept: <input type="text" value="Sheriff"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Leslie Michel"/> Title: <input type="text" value="Administrative Services Mana..."/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Communities: Create and maintain safe, healthy, and livable communities	

**BACKGROUND/JUSTIFICATION:**

The Sheriff is required by Minnesota State Statute to manage Civil Process for the county. The Sheriff's Office has seen an increase in the Civil Process workload which in turn has placed greater demands on our current resources. To manage the demands in the Civil Process support area, we have added additional job duties to the Administrative Assistant FTE. This FTE is currently vacant.

The Sheriff is requesting approval for the reclassification of the Administrative Assistant FTE – AFSCME Grade 5 to Administrative Civil Specialist – AFSCME Grade 7.

**ACTION REQUESTED:**

Approve reclassification of Administrative Assistant - AFSCME Grade 5 to Administrative Civil Specialist - AFSCME Grade 7.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <span style="float: right;">\$0.00</span>
<b>FTE IMPACT:</b> <input type="text" value="Other staffing change (grade, classification, hours, etc.)"/>	

**Related Financial/FTE Comments:**

The requested reclassification will not change the overall approved FTE's in the Sheriff's Office. There is no immediate budgetary impact because the current budget includes the Administrative Assistant FTE, and any increase in wages is more than offset by vacancy savings. In the future the Board will have to provide additional funding to maintain an employee in the higher wage classification (AFSCME Grade 5: \$13.89 - \$19.15 vs AFSCME Grade 7: \$15.77 - \$21.70).

*Office use only:*

RBA 2012- 1432

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Twin Cities Public Health Entities Mutual Aid Contract (PH/E)**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Public Health"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Marcee Shaughnessy"/> Title: <input type="text"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

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

**BACKGROUND/JUSTIFICATION:**

The purpose of renewing this mutual aid agreement is to strengthen the preparedness of the public health and environmental health systems in Minnesota. Local public health and/or environmental health entities may need to aid and assist other local public and/or environmental health entities in the event of an emergency. The agreement allows for the use of personnel, equipment and other resources in the event of an emergency, training, drill or exercise.

The Twin Cities Public Health/Environmental Health Entities in Minnesota who are parties to this agreement are:  
 Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott & Washington  
 Cities of Bloomington, Brooklyn Park, Edina, Maplewood, Minneapolis, Minnetonka, St. Paul & Wayzata.  
 The University of Minnesota is also party to this agreement.

This agreement is effective 1/1/2013 through 12/31/2017.

**ACTION REQUESTED:**

Motion to approve and sign the Twin Cities Public Health & Environmental Health Entities in Minnesota Mutual Aid Agreement.

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

**Related Financial/FTE Comments:**

This agreement allows a responding party to bill the requesting party for the costs of services, materials and expenses if assistance is provided under the agreement for more than 8 hours. Parties who request assistance under the agreement will also seek cost reimbursement to all responding parties from federal, state or other sources when eligible to do so.

*Office use only:*

RBA 2012- 1430

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Donation**

Primary Originating Division/Dept: Sheriff

Meeting

Date: 11/20/2012

Contact: Leslie Michel Title: Administrative Services Mana...

Item Type:

Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Donation of \$100.00 from RMG Refer a Friend Program - Linda Watson to use at the Sheriff's discretion

Donation of 3 bags of stuffed animals - Rita Molnar

**ACTION REQUESTED:**

Approve donations

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total** \$0.00

**Related Financial/FTE Comments:**

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

*Office use only:*

RBA 2012- 1437

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Out of State training request for Tanya Sabol**

Primary Originating Division/Dept: <input type="text" value="Community Social Services"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Gary Bork"/> Title: <input type="text" value="Director"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

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

**BACKGROUND/JUSTIFICATION:**

The Minnesota Department of Human Services recently offered two grants of \$1,000 each to enable county family assessment social workers to attend the 7th Annual Differential Response Conference, sponsored this year by the Kempe Center of Denver Colorado. The conference is in Las Vegas, Nevada on November 14-16, 2012. David Thompson from the Minnesota Department of Human Services presents the opening plenary session on Wednesday morning, November 16th.

**ACTION REQUESTED:**

Motion to approve out of state travel for Tanya Sabol to attend the 7th Annual Differential Response conference in Las Vegas, Nevada from November 13-16, 2012

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;"><b>\$500.00</b></td> </tr> <tr> <td>DHS</td> <td style="text-align: right;">\$1,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$1,500.00</b></td> </tr> </table>	County Dollars =	<b>\$500.00</b>	DHS	\$1,000.00	<b>Total</b>	<b>\$1,500.00</b>
County Dollars =	<b>\$500.00</b>						
DHS	\$1,000.00						
<b>Total</b>	<b>\$1,500.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>							

**Related Financial/FTE Comments:**

The DHS grant makes this training equal in cost to many in state conferences. The expenses not covered by the state grant will be paid from the Child and Family Department's existing training budget.

*Office use only:*

RBA 2012- 1441

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract Award - Safeguard Property Services - Budget Amendment for WEC Reroof Insurance Claim**

Primary Originating Division/Dept: <input type="text" value="Administrative Services - Facilities"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Kevin Maas"/> Title: <input type="text" value="Facilities Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text" value="Facilities Manager"/>	

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

**BACKGROUND/JUSTIFICATION:**

**Background:** On August 3, 2012 the Lake Waconia area experienced 60 MPH straight line winds associated with a thunderstorm. Storm damage at the regional park included down power lines and trees. The Event Center building had power lines on the roof, damaged lighting, and several pieces of shingles and plywood blown off the roof.

Excel Energy brought in a truck to temporarily hold the power pole in place and remove the wires from the ground and roof. A wedding reception was carried out as scheduled on the evening of the 17th. Tarps were placed on the roof by a local contractor (Heiland Construction) and staff pursued the roofing project with that contractor. Other emergency work included lighting standards, exterior lighting and furnace stacks.

The entire scope of work was investigated and recommended to staff by the insurance adjuster and the local Building Official. As a result of an Independent Engineer's report obtained by the Insurance adjuster; staff hired a Construction Manager (Amcon) with both Engineering and Architectural disciplines to complete a final scope of work, bidding documents, and manage the construction. A contract with Amcon for \$14,000 to provide these services is already in place.

The engineer's report recommends a complete tear off and reroof to accommodate current code. This contract for work is a result of the contractor's specification documents, advertisement for bid, bid results, and confirmation of the Insurance Company's claim approval.

Bid results included fourteen bidders ranging from \$97,900 to \$180,000. Amcon CM and staff are recommending approval of the contract with Safeway Maintenance, LLC for \$97,900 and with a total project budget of \$127,200 that includes the emergency repairs, building permit, plans, general conditions and the Amcon CM fee. An initial insurance claim check of \$127,201.14 was received 11/1/12.

**Budget:**

Temporary Tarping, electrical work etc.	\$ 1,500
Roof Replacement:	\$97,900
General Conditions:	\$ 4,200 (additional dumpsters, site observation, inspection)
Allowance for decking:	\$ 5,000 (needed in event there is bad decking found underneath shingles)
Amcon CM work	\$14,000
Contingency	<u>\$ 4,600</u>
<b>Total</b>	<b>\$127,200</b>

**ACTION REQUESTED:**

Move approval of:

1. Project budget of \$127,200 paid for by insurance and;
2. A contract between Carver County and Safeguard Property Services, Inc and approve the budget amendment to include expenditures covering the insurance claim amount.

**FISCAL IMPACT:**   
If "Other", specify:

**FUNDING**

<b>FTE IMPACT:</b> None	<b>County Dollars =</b>	
	Insurance Reimb.	\$127,200.00
	<b>Total</b>	<b>\$127,200.00</b>
<b>Related Financial/FTE Comments:</b>		

*Office use only:*

RBA 2012- 1433

# Budget Amendment Request Form



**Agenda Item:**

Contract Award - Safeguard Property Services - Budget Amendment for WEC Reroof Insurance Claim

Department:  
t:

Meeting Date: 11/20/2012

Requested By:

Kevin Maas

Fund:

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

Description of Accounts	Acct #	Amount
Transfer from Insurance Fund	01-110-000-0000-58...	\$127,201.14
<b>TOTAL</b>		\$127,201.14

Description of Accounts	Acct #	Amount
WEC Capital	30-110-000-0000-66...	\$127,201.14
<b>TOTAL</b>		\$127,201.14

**Reason for Request:**

Insurance Settlement and WEC Roof reconstruction due to storm.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of the MN PEA Licensed Deputy Collective Bargaining Agreement**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Doris Krogman"/> Title: <input type="text" value="Employee Relations Director"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The Carver County licensed Deputies voted to change their exclusive representative from LELS to the Minnesota Public Employees Association (MN PEA) late in 2011. As a result, this is the first collective bargaining agreement (CBA) with the Minnesota Public Employees Association (MN PEA) for the Deputies. This CBA differs from the previous LELS CBA in the following economic and language areas:

2012 wage increase of 1% within range or 0.5% at the range maximum, effective July 2, 2012; rolling educational incentive, employee growth & development pay (EGDP) and longevity onto base wages along with a small differential due to the reduction of tuition reimbursement to 50%, resulting in increases of \$2.15 to \$3.11 per hour; and a \$300.00 lump sum payment to the Deputies no longer receiving the \$220.00 per month EGDP.

2013 wage increase of 1.75% within range or 1.25% at the range maximum.

Uniform allowance increases to \$720.00 per year.

Cafeteria contributions are the same as current amounts in both years.

General Patrol shift bidding by seniority with some limitations, an optional mediation step in the grievance process, clarification of 12-hour work schedules, holiday compensation changes effective at the end of the contract, and injury on duty language consistent with Work Comp law.

The requested action is approval of the CBA as ratified by the MN PEA Deputies.

**ACTION REQUESTED:**

Approval of the 2012 - 2013 MN PEA Licensed Deputy Collective Bargaining Agreement.

<p><b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/></p> <p>If "Other", specify: <input type="text"/></p> <p><b>FTE IMPACT:</b> <input type="text" value="None"/></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;"><b>\$25,000.00</b></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$25,000.00</b></td> </tr> </table>	County Dollars =	<b>\$25,000.00</b>			<b>Total</b>	<b>\$25,000.00</b>
County Dollars =	<b>\$25,000.00</b>						
<b>Total</b>	<b>\$25,000.00</b>						

**Related Financial/FTE Comments:**

Employee Growth and Development (EGDP) pay is discontinued in this CBA, even though the EGDP assignments remain. In order to secure that change, which affords the County greater flexibility, there is a payment to each Deputy affected by the major salary change, resulting in an unbudgeted increase of \$25,000 in 2012. Under-spending in other areas provides sufficient funds to offset this additional expenditure. The 2013 amounts are included in the proposed 2013 budget.

Office use only:

RBA 2012- 1442

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Amendment #2 to PSA with SRF Consulting Group for Roadway System Plan Implementation**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="PW Director/County Engineer"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Strategic Initiative:**  
 Growth: Manage the challenges and opportunities resulting from growth and development

**BACKGROUND/JUSTIFICATION:**

The Carver County 2030 Road System Plan (RSP) identifies more than \$800 million in highway and bridge investments needed to meet the projected growth in the county. With the limitations on available funding and the deceleration in growth, the identified improvement projects should be prioritized and in some cases re-evaluated. SRF will review performance targets in the RSP and perform more detailed cost estimates to come up with short and long term implementation projects. SRF will also prepare several functional classification change requests, assist with implementing access spacing, right of way preservation and development review processes.

Amendment #1 included revisions to the scope of services, budget and schedule.

Amendment #2 expands the scope of services and budget to analyze all county road segments in the county using the prioritization criteria established in the original contract and Amendment #1.

**ACTION REQUESTED:**

Approve Amendment #2 and authorize the Board Chair and the County Administrator to sign Amendment #2 subject to review by the County Attorney's Office and Risk Management.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$26,456.00"/> <input type="text"/> <b>Total</b> <input type="text" value="\$26,456.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1431

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Agreement to Transfer Equipment Shed & Terminate other Utilization Agreements**

Primary Originating Division/Dept: <input type="text" value="Administrative Services"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Steve Taylor"/> Title: <input type="text" value="Assist. County Admin."/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

The City of Chaska and the County previously entered into that certain Utilization Agreement dated May 6, 1996, where the City granted the County certain rights to place an antenna upon the City's water tower located at 123 Jonathan Boulevard North, Chaska, Minnesota. After the Utilization Agreement was executed, the County constructed a small radio equipment shed at the Water Tower Site that housed some of the County's VHF fire paging equipment.

Additionally, on May 7, 2002 (the "Shed Agreement"), the County granted the City certain rights to place City equipment in the Shed and the County further agreed to pay the City \$20.00 per month to cover the cost of electricity used by County communications equipment.

On or about August 4, 2011, the County removed its antenna and radio equipment from the Water Tower Site as part of the new VHF simulcast paging and siren activation system, and recommended to transfer the Shed to the City for the sum of \$20.00. The new system is now located at the Chanhassen tower site.

County staff looked at the option of re-purposing the shed for other uses but quickly came to the conclusion that it would cost more to disassemble and store the shed than transferring ownership to the City.

**ACTION REQUESTED:**

Motion to approve the Agreement to Transfer Equipment Shed for \$20.00 and terminate site utilization agreements with the City of Chaska.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1460

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Presentation of Appreciation to Cabin Fever Sports**

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Marty Walsh"/> Title: <input type="text" value="Parks Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Marty Walsh"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

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

**BACKGROUND/JUSTIFICATION:**

The Parks Department has on several occasions received donated items and instructional expertise from Jeff Byrne and Cabin Fever Sports located in the City of Victoria. The donations and instruction have advanced park programs pertaining to archery and fishing and provided the public with valuable opportunities to enjoy the outdoors.

**ACTION REQUESTED:**

It is requested that the Board Chair and members of the County Board present the plaque of appreciation to Jeff Byrne of Cabin Fever Sports.

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

**Related Financial/FTE Comments:**

*Office use only:*

RBA 2012- 1435

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Recommended Changes to Board Approved Financial Policy Manual**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

County Finance Staff is recommending changes to four policies in the Financial Policy Manual. These policies changes are considered necessary to improve consistency and transparency for financial activities:

**Investment Policy:** Change County policy to be consistent with State Statute regarding an investment that is downgraded after being purchased by the County's Investment Manager.

**Emergency Claims Policy:** Change County policy to allow Emergency Claims to be approved more efficiently.

**Fund Balance Policy:** Change County policy to be consistent with evolving generally accepted interpretation of Governmental Accountancy Standards Board #54 - Fund Balance.

**Commissioner Claims Approval:** Change County policy to allow Commissioner Claims to be approved more efficiently.

**ACTION REQUESTED:**

Motion to approved recommended changes to the County's Financial Policies.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1462



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## Carver County – Financial Policy Manual

### Investment Policy

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<b>SECTION:</b>	Financial Planning	<b>EFFECTIVE:</b>	3/3/08
<b>AUTHORITY:</b>	Res. 17-08	<b>REVISED:</b>	6/28/11, 11/20/12

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#### **Purpose**

To provide clear guidelines as it pertains to investments in order to maximize return while minimizing risk.

#### **Policy**

Carver County is responsible for receiving and disbursing public funds for many programs and taxing districts within the County's jurisdiction. While the funds are in the custody of the County, pending disbursement, it is the Investment Manager's responsibility to invest the monies as prescribed by Minnesota Statutes, Chapters 118, 471 and 475, which are included in this policy by reference.

#### **Investment Program Objectives**

Four objectives are taken into consideration for a sound investment program. It is the policy of Carver County when investing public monies to follow these objectives in the order of importance as listed:

1. **Legality** - The County is limited by law as to the type of investments that can be made. The following investment instruments are authorized: All general obligations of the United States Government; indirect government obligations such as Federal Agency notes and bonds excluding mortgage-backed securities that are defined as high risk; certificates of deposit backed by collateral; repurchase agreements; reverse repurchase agreements; bankers acceptance; commercial paper; and Guaranteed Investment Contracts (GICs).
2. **Safety** - Many banks and investment firms are dealers in these authorized investments. It is the policy of Carver County to do business only with those firms that are willing to meet the requirements set forth by state law and the County for the County's protection in regard to safekeeping, delivery and receipt. It is a statutory requirement that all certificates of deposit are to be backed by collateral at 110% of market value. The County reserves the right to require substitute collateral if any collateral subsequently fails to meet the requirements set.

3. Liquidity - The cash position of Carver County and its various programs has peaks and valleys during the year which require that a portion of the investment portfolio emphasize liquidity. It is a policy of the County to consider liquidity as a priority while still recognizing the need to maximize yield.
4. Yield - After the above considerations have been met, it is the practice of the County to maximize its yield while assuring that the maturity dates coincide with expenditure needs.

The Investment Manager has established the following guidelines needed to carry out this policy.

### **Guidelines**

The County's investment duties require that decisions are made daily concerning the investment of millions of dollars. The investment function operates under state law which establishes restrictions and requirements. Carver County has adopted an Investment Policy which provides more specific program directives.

### **Authorization & Record Retention**

1. All depositories and investment firms that the County deals with will be approved by the County Investment Manager prior to any transactions. It is further the responsibility of the County Investment Manager to designate depositories as authorized in Minnesota Statute 118A.02, Sub. 1 and by County Board Resolutions.
2. The County Investment Manager will maintain a listing of all institutions designated as depositories.
3. The Investment Manager shall refrain from personal business activity that could conflict with the proper execution and management of the investment program and shall disclose any material interests in financial institutions with which he conducts business. The Investment Manager shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Carver County.
4. Before engaging in investment transactions with any broker/dealer, the supervising officer at the securities broker/dealer shall submit a certification. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the County and the broker/dealer. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the County's funds.

### **Investments**

The Investment Manager shall maintain a system of internal controls for investments. The internal controls shall be reviewed by the State Auditor's Office. The controls shall be designed to avoid losses of county funds arising from fraud, employee error, and misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the county. Investments shall be made with judgment and care, under circumstances

then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their capital as well as the probable revenue to be derived. The financial assets of the county may be invested in those securities or other investments permitted pursuant to M.S. 118A. These include:

<b>Investment Securities</b>	<b>Total Portfolio Exposure</b>	<b>Exposure per Issuer</b>	<b>Additional Restrictions</b>
1. Direct Obligations of U.S.	100%	Unlimited	No more than 25% in Zero Coupon Investments
2. Obligation Issued or Guaranteed by an Agency of the U.S.	100%	Unlimited	None
3. Agency Mortgage Backed Securities including Collateralized Mortgage Obligations	75%	10% in any one Mortgage Pool or CMO	No more than 50% in Mortgage pools or sequential CMO's
4. Share of Regulated Investment Companies invested in 1 & 2 above	100%	100%	None
5. Repurchase or Reverse Repurchase Agreements	20%	10%	90 days maturity or less
6. General Obligations of any State of the US which is a general obligation of any state or local government with taxing powers	50%	5%	"A" or better by at least one major rating agency
7. Any security which is a revenue obligation of any state or local government with taxing powers	50%	5%	"AA" or better by a National Bond Rating Service
8. Bankers Acceptance	25%	5%	Pursuant to State Statute



9. GIC's	10%	5%	A+ rated by AM Best
10. Commercial Paper	50%	\$5 million for any one issuer	270 Days or less, highest rating by two rating agencies.

The County Board shall be advised if any Investments held by the County are subsequently downgraded to a classification that would make them ineligible to purchase. Notification shall be in writing with a recommendation to either sell or hold. The County Board shall be updated once per quarter on the continuing status of any such investments that the County continues to own.

Investment maturities shall be selected to accommodate forecasted requirements, meet anticipated capital obligations, and optimized investment objectives. Individual securities shall be limited to a maximum maturity/average life of fifteen years. The total portfolio shall be limited to a maximum average maturity/average life of ten years.

Portfolio investments shall not exceed 50% of the County’s investment portfolio with any one institution, to avoid concentration of assets.

**Safekeeping and Collateralization**

All investment securities purchased by the county shall be held in accordance with Minnesota statute 118A. All bank deposits will be insured or collateralized in accordance with Minnesota Statutes, Chapter 118.

**Other**

The county Investment Manager shall prepare a quarterly investment report of portfolio investments and performance (incorporating as appropriate, investment activity, investment allocation, and rates of return).



## Carver County – Financial Policy Manual

### Emergency Claims

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<b>SECTION:</b>	Accounting and Finance	<b>EFFECTIVE:</b>	02/24/87
<b>AUTHORITY:</b>	Motion 11/20/12	<b>REVISED:</b>	11/20/12

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#### **Purpose**

To respond to an emergency situation without prior County Board approval.

#### **Policy**

Routinely crime victims and community social service clients have an emergency need for funds. The County's Budget has set aside funds in the respective Divisions to assist crime victims and social service clients. The County Board authorizes Division Directors to approve an Emergency Claim up to \$2,500 without prior Board approval for county clients. On a quarterly basis, Finance staff will provide to the County Board a summary of Emergency Claims for County Clients.

For other non-client related emergencies, an Emergency Claim can be authorized without prior Board approval if approved by two of three signatures from the County Board Chair, County Administrator or County Attorney or their designees. Ratification at the subsequent Board meeting is required.

County staff needs to determine that all other options have been exhausted and emergency county funds are the last resort before submitting an Emergency Claim.



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## Carver County – Financial Policy Manual

### Fund Balance

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**SECTION:** Accounting and Finance      **EFFECTIVE:** 12/13/11  
**AUTHORITY:** Motion 12/13/11      **REVISED:** 11/20/12

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#### **Purpose**

To ensure that the County maintains adequate fund balances and reserves in order to provide a stable financial environment for the County’s operations.

#### **Policy**

Maintaining reserves is considered a prudent management practice and crucial to long-term financial planning. Adequate fund balances are maintained to allow the County to continue providing services to the community in case of unexpected emergencies or requirements and/or economic downturns.

Fund balance will be reported in governmental funds (i.e. general fund, special revenue funds, capital project funds, debt service funds, and permanent funds) under the following categories provided by GASB No. 54:

**Non-spendable:** Not available for spending, not in spendable form or legally/contractually required to be maintained intact such as, inventory.

**Restricted:** Limitation on spending for a specific purpose from external parties (creditor, grantor, contributor, or laws/regulations of another government) or imposed by law through Constitutional provisions or enabling legislation such as, 911 fees.

**Committed:** Limitation on spending imposed at the highest level of decision making (i.e. County Board) for specific purposes that require formal action prior to the end of the year; the exact amount may be determined subsequently. It also requires a formal action by the Board to remove a commitment.

**Assigned:** Limitation on spending resulting from intended use established by the highest level of decision making where the Board delegates to the County Administrator or his designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

- Assigned fund balance may be used to supplement “pay-as-you-go” capital outlay, one-time operating expenditures, tentative management plans, or prepay existing County debt. These funds may not be used to establish or support costs that are recurring in nature.
- At year-end, divisions can request uncompleted professional service obligations and/or capital appropriations and unexpended grants be rolled over to the subsequent year by submitting a listing to the County Administrator for approval.
- Up to 37% of the expenditures for the following year’s Operating Budget needs to be available for working capital until the first half of the year’s tax collections are received. GASB 54 allows these funds to be assigned in the Road & Bridge and Community Social Services Special Revenue Funds because they meet the definition for a “specific purpose.” (GASB 54 does not allow these same funds to be assigned in the General Fund so working capital is classified as unassigned in the General Fund – See **Unassigned** paragraph below).
- At year-end, 5% of the expenditures for the following year’s Operating Budget makes up the Year-End Savings (“Y.E.S”) Account. This additional 5% is transferred to the following Capital Improvement Project (CIP) Funds based on percentage: Road & Bridge CIP (50%), Buildings CIP (25%), and Parks & Trails CIP (25%). The Y.E.S Account is assigned fund balance in the respective CIP funds and is used to accumulate funds for future one-time capital purchases and/or significant budget variances.
- Capital Projects Fund balances are adopted by the life of the project and remaining balances are carried forward from the prior year. Remaining balances upon the completion of the capital project are returned to the General Fund or re-assigned at the County Board’s discretion.

**Unassigned:** Residual net resources in the General Fund that are not contained in the above classifications. Residual net resources in the general fund are for working capital, and comprise 37% of next year’s operating budget that is used until the first half of the year’s tax collections are received. Unlike the Special Revenue Funds, these funds are not considered to be for a “specific purpose” under GASB 54, and have to be classified as unassigned. In other funds, the unassigned fund balance should be used only to report a deficit balance from overspending for specific purposes for which amounts have been restricted, committed, or assigned.

**Prioritization of fund balance use:** When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is County policy to first use restricted resources, and then use unrestricted resources. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is County policy to use committed amounts first, followed by assigned amounts, and then unassigned amounts.

**Definitions:**

Fund Balance- the difference between assets and liabilities in governmental funds.

General Fund- used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund- used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. The specific restricted or committed revenue sources should be expected to continue to comprise a substantial portion of the fund. Other resources reported in a special revenue fund, may be reported if they are also restricted, committed or assigned for the specific purpose of the fund.

Debt Service Fund- used to account for all financial resources restricted, committed or assigned to expenditures for principal and interest.

Capital Project Fund- used to account for all financial resources restricted, committed or assigned to expenditures for the acquisition or construction of capital assets.



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## Carver County – Financial Policy Manual

### Claims

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**SECTION:** Accounting  
**AUTHORITY:** Res. 17-08

**EFFECTIVE:** 3/3/08  
**REVISED:** 11/20/12

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#### Purpose

To provide a consistent, accountable and efficient way to process claims.

#### Policy

Elected or appointed Division Directors, or their designees with appropriate separation of duties, shall validate pertinent claims against the County. At a minimum, validation shall include:

1. Reviewing payment documents for accuracy.
2. Confirming quantities and prices are consistent with order.  
Inconsistencies shall be resolved.
3. Ensuring sufficient documentation exists to identify the claim.
  - a. Provide description of purchase if not clearly presented by claimant.
  - b. Employee expense reimbursement should include:
    - Receipts
    - Public purpose of expenditure (required for reimbursement of meals)
    - Travel/Training forms (when applicable)
4. Providing correct General Ledger Account Coding
5. Providing an original authorized signature

The Financial Services Division shall maintain a record of authorized original signatures.

The Financial Services Division shall validate and process payments of invoices and claims against the County as authorized by the appropriate Division Director, or authorized designee.

The Financial Services Division shall conduct regular and frequent accounts payable audits.

The Financial Services Division shall present a list of vendor claims for informational purposes to the County Board prior to each regular Board meeting. The County Administrator, or a designee, has the authority to approve Commissioner Claims, Social Services client and vendor claims, and taxable employee expenses without Board approval.

Payments to vendors shall be made according to M.S. 471.425, contract, or special authorization.

- A. In accordance with M.S. 471.425 (Subd. 2), a municipality must pay each vendor obligation according to the terms of the contract or, if no contract terms apply, within the Standard Payment period unless the municipality in good faith disputes the obligation. Standard Payment period is defined as within 35 days of the date goods or services are received.
- B. Vendors who offer discounts for early payment shall be paid within the discount terms whenever possible.
- C. Vendors who have contracts with Carver County shall be paid in accordance with the contract terms.
- D. Payments for utilities (including telephone and pagers), may be paid within the vendors terms to avoid service fees and billing complications.
- E. Early release of payment may be authorized on an individual basis as follows:
  - 1. For payments of \$10,000 and greater: An early release of payment written request may be completed by the vendor, or by the Division based on a vendor's request. This requires authorization from the County Board Chair and the Financial Services Division Director.
  - 2. For payments under \$10,000: The Financial Services Division may release payments early based on special written or verbal request made by the vendor and approved by the Division Director. Standard payment terms printed on invoices (i.e.: Net 10), will not be considered as a special request.

Payment of interest on late payments will be made:

- A. In accordance with M.S. 471.425 (Subd. 4), interest must be calculated and paid to vendors who do not receive payment within the Standard Payment period (see 3.a.), or within terms of contract.
  - 1. The rate of interest shall be 1-1/2 percent per month or part of a month.
  - 2. No interest penalty is due if payment is delayed due to a good faith dispute with the vendor regarding the fitness of the product or service, contract compliance, or any defect, error or omission.
- B. The minimum interest payment for obligations of \$100 or more is \$10. For unpaid balances of less than \$100, the actual interest penalty shall be calculated. Departments shall notify the Financial Services Division when submitting overdue obligations for payment, which were not delayed due to a good faith dispute, so that interest penalties may be calculated and included with the payment.

The Financial Services Division shall be authorized to electronically transfer funds to satisfy claims against the County, when the option is available, and when economically beneficial or required. See additional requirements in the Electronic Payment Process Policy.

Checks will not be identified as "Commissioner Warrants" or "Auditor Warrants."

The Board Chair, County Administrator or Financial Services Division Director shall electronically sign county checks. Two of the aforementioned positions need to sign a check.

The Financial Services Division shall print authorized checks and process them through an electronic check signing system under its control.

The Financial Services Division shall mail checks in a timely manner.

- A. Payment and Remittance Advice will be mailed by the Financial Services Division.
- B. Departments may request to have checks held and returned through the Financial Services Division.

The Financial Services Division shall conduct monthly check reconciliation.

Per the Attorney General's Office and State Auditor's Statement of Position, Carver County will not pay dues to a local Chamber of Commerce or similar organization.



# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

Reorganization in Public Works

Primary Originating Division/Dept: Public Works

Meeting Date: 11/20/2012

Contact: Lyndon Robjent Title: Public Works Division Director

Item Type:

Regular Session

Amount of Time Requested: 20 minutes

Presenter: Lyndon Robjent Title: Public Works Division Director

Attachments:  Yes  No

## Strategic Initiative:

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

## BACKGROUND/JUSTIFICATION:

Public Works has developed a reorganization plan for 2013.  
The goals and objectives of the reorganization include:

1. Address increased demand on Public Works resources from:
  - a. Expanding county road system.
  - b. Expanding trail system.
  - c. Aging infrastructure.
  - d. Expanded role in regional issues.
  - e. Changing laws, rules and regulations.
  - f. Increased competition for grant funding with less \$s.
2. Increase efficiency by
  - a. Improving road and bridge project delivery.
  - b. Improving planning.
  - c. Adding staff and reorganizing the existing structure.
3. Enhance personnel management and communication by:
  - a. Creating a suitable supervisor to employee ratio.
  - b. Enhancing work direction and employee-supervisor interaction.
4. Plan for the future

The overall structure of the division will change from 6 departmental functions to 4. The Engineering and Survey and Mapping Departments will be combined into Program Management and the Highway Maintenance and Equipment Maintenance departments will be combined into Operations. Parks and Administrative Services will remain unchanged.

Funding details and an outline of the proposed reorganization has been included in the County Administrator's recommended budget for 2013. The proposed reorganization when fully implemented is expected to cost around \$204,000. A summary of the estimated funding plan is shown below:

\$75,000 - County State Aid Highway Funds (Gas Tax, Motor Vehicle Sales Tax)  
\$93,000 - County CIP Fund (Fund #32 - predominately CSAH funds, some levy)  
\$36,000 - Carver County Regional Rail Authority Levy

The proposed reorganization will not require any additional property tax levy.  
The reorganization is proposed to be implemented in two phases:

Phase 1:

1. Create a new Assistant Division Director position to manage the combined Engineering and Surveying and Mapping groups as well assist the Division Director in the day to day management of the Division.
2. Create a new Operations Manager position to manage the Highway and Equipment Maintenance groups.
3. Create a new combined Highway Maintenance/Parks Maintenance position to assist with parks and trails maintenance and snow plowing.
4. Eliminate a Highway Foreman position.
5. Eliminate the Assistant Mechanic Position.

Phase 2:

1. Create a new Program Manager position to supervise the design, traffic and right of way functions of the Engineering group.
2. Create a new Construction Engineer/Supervisor position to supervise the construction function of the Engineering group.
3. Create a new Design Engineer position responsible for in house and consultant design services.
4. Create two new Assistance Highway Maintenance Supervisor positions to supervise the Highway Maintenance group.
5. Eliminate the Assistant County Engineer position.
6. Eliminate the Project Engineer position.
7. Eliminate the Construction Coordinator position.
8. Eliminate the Highway Maintenance Superintendent position.

Phase 1 is a considered a final recommendation. Phase 2 is very complex and as a result there may need to be some revisions to this phase following Phase 1 implementation. Any changes to Phase 2 will be brought back to the County Board for approval.

It should be noted that the whole reorganization results in 2 new FTES.

**ACTION REQUESTED:**

Approve the reorganization of the Public Works Division effective immediately and authorize the Director of Public Works to implement the reorganization over the next several months on a timeframe deemed appropriate by the Director of Public Works

**FISCAL IMPACT:** Other

If "Other", specify: In 2013 budget

**FTE IMPACT:** Increase budgeted staff

**FUNDING**

County Dollars =	\$10,000.00
CCRRA levy	\$36,000.00
CSAH (Gas,Veh Sales Tax)	\$158,000.00
<b>Total</b>	<b>\$204,000.00</b>

**Related Financial/FTE Comments:**

2 net new FTEs. Zero new additional county tax levy required.

Office use only:

RBA 2012- 1457

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Land Acquisition for Lake Waconia Regional Park**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

An appraisal report has been prepared for parcel 070181000, a 19 acre parcel located at 809 Old Beach Lane.

This area is located within the boundary of Lake Waconia Regional Park. Carver County is an Implementing Regional Park Agency of the Metropolitan Council and works to acquire recreational lands consistent with the approved Metropolitan Council Policy Plan and with approved park master plans.

The Carver County Board, had previously considered acquisition of the parcel as a part of its 2012 legislative platform.

The Board last met on the possible acquisition of the parcel on May 22, 2012 and recieved an update.

The County's acquisition consultant has been corresponding with the property owner and the owner's representatives. Staff and consultant will update the Board about the potential acquisition of the identified parcel

**ACTION REQUESTED:**

Motion to enter into closed session according to Minnesota Statutes Section 13D.05 in order to dicuss the status of the acquisition process and confidential appraisal information.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1434

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Board Training on the Performance Evaluation System**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="11/20/2012"/>
Contact: <input type="text" value="Doris Krogman"/> Title: <input type="text" value="Employee Relations Director"/>	Item Type: <input type="text" value="Work Session"/>
Amount of Time Requested: <input type="text" value="30"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

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

**BACKGROUND/JUSTIFICATION:**

The County is in the process of implementing a new performance evaluation system for all staff. It is designed to accommodate the pay for performance process in place for non-bargaining staff and the organized units that have negotiated pay for performance in their collective bargaining agreements.

The Board conducts the annual performance evaluation for the County Administrator. The training on the new performance evaluation system will provide the Board with the necessary information to conduct the Administrator's annual evaluation at the end of 2012, and to determine his pay for performance to be effective March 11, 2013.

**ACTION REQUESTED:**

Participate in the training to facilitate the County Administrator's performance evaluation later this year.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1467