



**Carver County Board of Commissioners
December 21, 2021
Board Meeting**

The County Board Room is open to the public. However, Board Room audience capacity is limited to twelve (12) due to COVID-19 concerns.

Individuals who are not able to attend in person and wish to provide public comments can do so by email at admin-contact@co.carver.mn.us or by leaving a voicemail at (952) 361-1516. Public comments received in writing such as those received by e-mail will be summarized during the meeting and posted on the County website at <https://www.co.carver.mn.us/government/county-board-of-commissioners/county-board-meetings-and-agendas> following the meeting. Voicemail public comments will be played during the meeting. If you would like to join the Regular Session videoconference please send an e-mail, no later than noon on the Monday prior to the scheduled meeting date, to Carver County Administration at admin-contact@co.carver.mn.us to receive a WebEx invitation.

Public comments that relate to an item on the agenda will be heard when that agenda item is discussed. Please limit your public comments to five minutes or less.

The Regular Session portion of the meeting will be webcast live at: <https://www.youtube.com/user/CarverCountyMN/live>

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|-----------|---|
| 9:00 a.m. | <ol style="list-style-type: none"> 1. a) CONVENE <li style="padding-left: 20px;">b) Pledge of allegiance <li style="padding-left: 20px;">c) Public comments submitted via email/voice mail 2. Agenda review and adoption 3. Approve minutes of December 14, 2021, Regular Session 1-5 4. Community Announcements |
| 9:20 a.m. | <ol style="list-style-type: none"> 5. CONSENT AGENDA <li style="padding-left: 20px;"><i>Communities: Create and maintain safe, healthy, and livable communities</i> <li style="padding-left: 20px;">5.1 Amendment No. 1 to Professional Services Agreement with HGA Architects for Lake Waconia Waterfront Service Center Building 6-7 <li style="padding-left: 20px;">5.2 Amendment 1 to Contract with Bolton & Menk for Highway 20/25 Intersection Project..... 8 <li style="padding-left: 20px;">5.3 Settlement Agreement for Right of Way Acquisition for the Highway 24 Project 9-13 |

5.4 Settlement for Right of Way Acquisitions for the Highway 10 Project-North Watertown Project 14-17

5.5 Eliminate two vacant .5 FTE Crisis Therapist positions and add one .9 FTE Crisis Therapist 18-19

5.6 Memorandum of Agreement with the City of Chaska for the Highway 41 Project- Downtown Chaska and Highway 61 Project - Brickyard Clayhole Project 20

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

5.7 Benefits JPA with Soil and Water Conservation District 21

5.8 Benefits JPA with Community Development Agency (CDA)..... 22

5.9 Out of State Travel – VSO 23

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

5.10 Approval of the Supervisors and Managers Association of Carver County (SMACC) 2021-2022 Collective Bargaining Agreement..... 24-26

Customer service: Continue the County’s delivery of high value, timely service and support

5.11 Request for approval to contract with Alliance Courier. Inc. 27

5.12 Extension MOA 2022-2024 28-29

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

5.13 Review Health & Human Services and Commissioner Warrants..... NO ATT

9:20 a.m. **6. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government**
 6.1 **Closed Session** for Labor Negotiation Strategy 30

10:20 a.m. **7. COMMUNITIES: Create and maintain safe, healthy, and livable communities**
 7.1 National Opioid Settlement Approval 31-33

10:40 a.m. **8. CONNECTIONS: Develop strong public partnerships and connect people to services and information**
 8.1 2021 Year in Review..... 34

10:50 a.m. **9. County Administrator Report**

10:55 a.m. **ADJOURN REGULAR SESSION**

WORK SESSION

10:55 a.m. **A. CONNECTIONS: Develop strong public partnerships and connect people to services and information**
 1. County Board Organizational Issues..... 35-51

David Hemze
 County Administrator

UPCOMING MEETINGS

December 28, 2021 Canceled 9:00 a.m. Board Work Session
 January 4, 2022 9:00 a.m. Organizational Session
 January 11, 2022 7:30 a.m. County Board Legislative Breakfast
 Chanhassen American Legion

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 14, 2021. Chair Tim Lynch convened the session at 9:03 a.m.

Members present: Tim Lynch, Chair, Gayle Degler, Vice Chair, John P. Fahey, Matt Udermann and Tom Workman.

Members absent: None.

No public comments were received.

Degler moved, Udermann, to approve the agenda. Motion carried unanimously.

Degler moved, Fahey seconded, to approve the minutes of the November 23, 2021 Special Session and December 2, 2021, Budget Public Meeting. Motion carried unanimously.

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

Approved Emergency Management Program Grant Supplemental and related Sheriff's Office budget amendment.

Resolution #99-21, Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for Highway 24 Project.

Approved amendment 2 to the professional services agreement with Kimley-Horn for the Highway 10 and 24 projects, pending finalization of the contract review process.

Approved LRDG agreement amendment with the Minnesota Pollution Control Agency and delegated the Assistant County Administrator the authority to sign the amendment on behalf of the County, pending approval from Risk Management and the County Attorney's office.

Contract with the MN Department of Health for the CDC Crisis Response Cooperative Agreement Public Health Workforce Supplement grant in the amount to \$157,400 and related HH&S budget amendment.

Resolution #100-21, Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for US 212 Project-Dahlgren Township.

Contract with Scott County for provision of Women, Infants and Children Nutritional Program and the Peer Breastfeeding Support Program for an amount not to exceed \$118,237.95.

Approved contract amendment with MN Department of Health for the Covid-19 Response and Vaccine Implementation grant in the amount of \$562,338 and related HH&S budget amendment.

Resolution #101-21, State of Minnesota and County of Carver Agency Agreement No. 1046416 for Federal Participation in Force Account for SP 010-030-008 HSIP County Wide Rural Intersection Lighting Improvements.

Approved a temporary STOC Registered Nurse position to expand Carver County Public Health's capacity to respond to the Covid-19 pandemic.

Approved the addition of two temporary STOC Administrative Support positions to expand Carver County Health and Human Service's capacity to respond to the Covid-19 pandemic not to exceed \$34,668.

Approved the addition of 1.0 FTE Financial Assistance Specialist and approve utilization of funds from the County's Budget Stabilization Account and related HH&S budget amendment.

Resolution #102-21, Approving Carver County's Application for Funding from the Voting Equipment Grant Account.

Approved accepting MN Department of Human Services Social Security Advocacy Services grant.

Ratified the MnCCC IFS (General Ledger) software contract with TriMin.

Approved the Memoranda of Agreement with Minnesota Public Employees Association (MNPEA) Licensed Deputies Bargaining Unit, Law Enforcement Labor Services (LELS) Licensed Sergeants Bargaining Unit, and Teamsters Local 320 – Licensed Management Bargaining Unit.

Approved the Memoranda of Agreement with Minnesota Public Employees Association (MNPEA) regarding voluntary use of take-home vehicles for Sheriff's Office Licensed Deputies.

Approved the Memorandum of Agreement with Teamsters Local 320 regarding voluntary use of take-home vehicles for Sheriff's Office Licensed Management.

Approve the Memoranda of Agreement with Law Enforcement Labor Services (LELS) regarding voluntary use of take-home vehicles for Sheriff's Office Licensed Sergeants.

Increased the 2021 salary ranges by two percent for non-bargaining employees and for bargaining units participating in pay-for-performance in 2022 (excluding MNPEA) to be effective January 3, 2022.

Approved the temporary addition of a STOC AMH Registered Nurse to cover during employee leave of absence and related HH&S budget amendment.

Approved elimination of 1.0 Licensed Sergeant and creation of 1.0 Lieutenant and related Sheriff's Office budget amendment.

Authorized the County Engineer, or his designee, to approve change orders #32-34 for \$38,347.80 for the Jonathan Carver Parkway Project-Phase 1.

Approved professional services agreement with Bolton and Menk, Inc. for program management services for transportation projects pending finalization of the contract review process.

Reviewed November 30, 2021, Community Social Services' actions/Commissioners' warrants in the amount of \$562,762.11; reviewed December 7, 2021, Community Social Services' actions/Commissioners' warrants in the amount of \$177,046.57 and reviewed December 14, 2021, Community Social Services' actions/Commissioners' warrants in the amount of \$398,175.24 .

Motion carried unanimously.

Dave Hemze, County Administrator, requested the Board approve the 2022 property tax levy and budget. He highlighted the budget strategy to minimize 2022 property tax impact, keep wages competitive and close the budget gap. He stated the organization is about services that include roads, libraries, public health and stressed the services provided impact societies. He reviewed the allocation of county taxes paid per month on an average value home and highlighted services provided by various departments.

Dave Frischmon, Finance, provided a four-year summary of how the budget was balanced and reviewed County wide levy adjustments made for 2022. He pointed out the shift of county program aid to one-time projects and projected vacancy savings. Frischmon reviewed cost increases that impacted the budget and areas of the budget they were able to reduce. He reviewed requested staffing changes, recommended additional FTEs and the number of County employees per 1,000 citizens.

He noted 2022 tax base trends and the average value increases to homes, commercial and ag properties. Frischmon stated they were recommending a \$2.1M levy increase with a \$37 tax impact to an average valued home. He reviewed the tax impact to an average value home for the past ten years. He pointed out the County's consistent AAA bond rating.

Frischmon highlighted the capital improvement plan for road preservation and other projects. He noted the five-year replacement schedule for vehicles and equipment and funding for one-time projects. He gave an update on the year end savings account and the anticipated mark to market investment adjustment. He pointed out the Covid 19 federal allocations received and unallocated funds available for future spending.

He reviewed the long-term financial plan and updates to the plan. He stated they intend to update the Master Space Plan due to staff working remotely and the increased online services. He noted the potential costs for a future Chaska Library, Parks and Trails maintenance, ongoing FTE requests and employee health insurance.

Considering the 2022 budget would be approved today, the Board recognized staffing issues within the Sheriff's office and the potential future costs to attract and retain staff. Hemze clarified this would be discussed at a future Board meeting and a funding solution would be discussed. He noted the cities also have a big stake in this as they contract for police services and they will want to talk to them about any proposed changes.

Udermann questioned the necessity of a 3.5% increase and indicated he could not support a 3.5% increase.

Degler offered the following Resolution, seconded by Workman:

Resolution #103-21
Certifying 2022 Property Levy

and

Resolution #104-21
Adoption of 2022 Budget for
Carver County

On vote taken, Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay.

Degler offered the following Resolution, seconded by Fahey:

Resolution #105-21
Adopted of the 2023 Long Term
Financial Plan for Carver County

On vote taken, all voted aye.

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

Lyndon Robjent, Public Works, requested the Rail Authority set the 2022 levy and budget. He displayed a map of rail corridors in the County and indicated the Rail Authority budget provides for stewardship of those corridors. He pointed out trail projects planned for the future. He explained he was requesting a 15% increase with a resulting .56 tax impact on an average valued home.

Workman offered the following Resolution, seconded by Fahey:

CCRRA #01-21
Certifying 2022 Property Tax Levy
and
Adoption of 2022 Budget

On vote taken, all voted aye.

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

Kristen Hack, Employee Relations, requested the Board set the 2022 County Commissioner compensation. She explained the Board is charged with the responsibility to set compensation and reviewed the factors to be considered. She noted metro average salaries and recent collective bargaining agreement increases. Hack suggested the Board could consider an increase ranging from 2-3% calculated based on the 2021 metro average salary amount. She noted the Resolution included cafeteria benefits at the same rate as non-bargaining and a monthly expense allowance.

The Board recognized setting their own salaries was a difficult decision Udermann suggested the Board consider a formula-based increase.

Degler offered the following Resolution, seconded by Workman, setting the annual salary at \$74,651:

Resolution #106-21
2022 County Commissioner Compensation & Benefits

On vote taken, Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay.

Hack requested the Board set the 2022 County Attorney and County Sheriff compensation. She stated the Board has the authority to set compensation, including salary and benefits. She explained Statutes requires the Board to set salaries for these elected officials with regard to the responsibilities and duties of the office as well as the elected officials experience and performance. She highlighted market data of other counties. She reviewed suggested salaries increases and recommendation to provide both with cafeteria benefits the same as non-bargaining employees.

Workman offered the following Resolution, seconded by Udermann:

Resolution #107-21
2022 County Attorney and County Sheriff
Compensation and Benefits

On vote taken, all voted aye.

Degler moved, Fahey seconded, to adjourn the Regular Session at 10:42 am and go into a work session on library planning. Motion carried unanimously.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment No. 1 to Professional Services Agreement with HGA Architects for Lake Waconia Waterfront Service Center Building

Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 12/21/2021

Contact: Marty Walsh

Title: Parks and Recreation Director

Item Type:
Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

In 2019, Carver County contracted with HGA Architects and Engineers for schematic design of a new waterfront building and picnic shelter at Lake Waconia Regional Park. HGA provided to the County a site plan for buildings, building layout, exterior images for a preferred design and construction cost estimating.

During December 2020 and into January 2021 Carver County contracted with HGA Architects to complete a public engagement process, meeting virtually with stakeholders, public, a technical advisory group and conducted public survey to help determine a recommended building program for the Waterfront Service Center.

On January 26, 2021 the findings of the public engagement process were shared with the County Board and direction was provided to proceed with consulting and design services for the Waterfront Service Center.

HGA Architects provided a proposal for professional services and was selected to design the Waterfront Service Center.

On November 16, 2021 HGA and Staff provided value engineering options at the request of the County Board for the building. The Board provided direction to move forward with the current preferred alternative (Option 1B) which eliminated the concession area and increased the size of the event/activity space for the building. The estimated total project cost, presuming all value engineering options are selected and including design and construction management services for this option is \$6,966,180.

The out of scope services required to perform this work and move ahead with detailed design of Option 1B include:

- Increased time/contract period for design work
- Architectural revisions to plans for roof, ceiling plans, building elevations, building section and 3-D model
- Structural professionals will analyze structural loads for the revised geometry including the lateral structural system locations. Work includes foundation plan and roof framing plan scope.
- Mechanical professionals will analyze mechanical loads based on revised architectural plan and update HVAC, piping, and mechanical schedules.
- Revisions to plumbing include plan and roof plan scope as well as the plumbing schedule
- Electrical professionals will revise the electrical loads based on new plan and revise mechanical systems. This includes evaluating solar photovoltaic capacities with roof revisions

· Lighting plan and schedule will be revised

The cost of these extra services is \$40,000.00. This increase is included in the total budget estimate of Option 1B shown above.

ACTION REQUESTED:

Motion to approve Amendment No. 1 to the professional services agreement with HGA Architects to increase the contract amount by \$40,000.00.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Met Council Grant SG-...

\$40,000.00

Total

\$40,000.00

Related Financial/FTE Comments:

This is a portion of a \$200,000 existing Met Council Grant (SG-11286) assigned to the project.

Office use only:

RBA 2021 - 8072

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment 1 to Professional Services Agreement with Bolton & Menk for Highway 20/25 Intersection Project

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County Public Works hired Bolton and Menk to complete the design of the Highway 20/25 Intersection Project. The project consists of reconstructing the intersection of County Highway 20 and Trunk Highway 25 to reduce the skew of the intersection thus decreasing the accident potential at the intersection. Construction is planned for 2022.

MnDOT has the review and approval authority for work completed on Trunk Highways. To get approval of the design, the County and Bolton and Menk had to prepare multiple design iterations to address MnDOT's concerns over acceptable grades of the approach roadways, intersection skews, and sight lines. This amendment covers the additional design work, outside of the original design scope, to gain MnDOT design approval.

ACTION REQUESTED:

Motion to approve amendment 1 to a PSA with BOLTON AND MENK INC for completion of final design on the Highway 20/25 Intersection Project, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text"/>
CSAH Regular	\$58,850.00
Total	\$58,850.00

Insert additional funding source

Related Financial/FTE Comments:

*

Office use only:

RBA 2021 - 8085

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Settlement Agreements for Right of Way Acquisition for the Highway 24 Project

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The 2022 construction season includes the Highway 24 Project, which includes pavement rehabilitation and shoulder widening of Highway 24 from Highway 10 in the City of Watertown east to the Hennepin County border. Additional right-of-way is needed to complete this project. Appraisals were completed by a certified appraiser or minimum damage assessments completed by county staff and the County Board approved the making of offers based on the appraised values at its July 13, 2021, regular session. The Public Works Director, or agents under his supervision, made offers to the affected property owners based on the appraisals and negotiations then commenced. Settlements with the property owners located at PID #10.0100200, 85.4220040 and 10.0091610 have been reached and staff is recommending approval.

ACTION REQUESTED:

Motion to adopt a resolution authorizing settlements of compensation for acquisition of real property interests needed for the Highway 24 Project.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text" value=""/>
Wheelage Tax	\$16,900.00
Total	\$16,900.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 8089

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

Date: December 21, 2021

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for Highway 24 Project

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

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for shoulder widening as part of the Highway 24 Project (“Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owner submits to County the information necessary for reimbursement; and

WHEREAS, the Carver County Board of Commissioners authorized the Public Works Division Director or agents under his supervision, to make initial written offers of just compensation to the Owners within the Project from whom property interests are required; and

WHEREAS, the Public Works Division Director or agents under his supervision, have negotiated settlement(s) with the Owners impacted by the Project as described in said Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that County’s acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements of shoulder widening as part of the Highway 24 Project constitute a valid public use or public purpose; and

BE IT FURTHER RESOLVED that based upon the estimate of damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A which the County obtained either from an appraisal(s) or a minimum damage acquisition report(s) and the negotiations between said Owner(s) and the Public Works Division Director or agents under his supervision, County shall make a payment of compensation to the Owners within the Project from whom the County must acquire needed real property interests, in the amounts as described in said Exhibit A; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Stipulation of Settlement Agreement with said property owner(s), in the name of the County of Carver for the Project.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on December 21, 2021, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 21st day of December 2021

Dave Hemze County Administrator

Exhibit A
to
Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property
Interests

Highway 24 Project

Carver County Public Works No. 158794

Property Tax Identification No. 10.0100200

Fee Owners: Steven E. Maass and Irene J. Maass, Married to each other

Property Address: 11760 County Road 24, Watertown, MN

Settlement Amount: \$14,000.00

Permanent easement for public right-of-way purposes contains 7,291 sq. ft. (including existing easements), more or less.

\$9,600.00

Temporary easement for construction purposes contains 1,651 sq. ft., more or less

\$400.00

Negotiated premium in lieu of eminent domain

\$1,500.00

Damages to Trees & Fence

\$2,500.00

Property Tax Identification No. 10.0091610

Fee Owners: Elk Development, LLC

Property Address: XXX County Road 24, Watertown, MN

Settlement Amount: \$0

Permanent easement for public right-of-way purposes contains 33,142 sq. ft. (including existing easements), more or less.

0

Temporary easement for construction purposes contains 501 sq. ft., more or less

0

Property owner is donating the right-of-way for other consideration including the construction of a berm, at the property owner's expense, within a portion of the right-of-way being acquired.

Property Tax Identification No. 85.4220040

Fee Owners: Bradley Alan Johnson and Kayla Johnson, Married to each other

Property Address: 813 Dutchmans Way, Watertown, MN

Settlement Amount: \$2,900.00

Permanent easement for public right-of-way purposes contains 168 sq. ft. (including existing easements), more or less.

\$900.00

Negotiated premium in lieu of eminent domain

\$1,000.00

Damages to Trees

\$1,000.00

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Settlement Agreements for Right of Way Acquisition for the Highway 10 Project-North Watertown Project

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

The 2022 construction season includes the Highway 10 Project - North Watertown, which includes pavement rehabilitation and shoulder widening of Highway 10 from Highway 25 in the City of Watertown north to the Wright County border. Additional right-of-way is needed to complete this project. Appraisals were completed by a certified appraiser and the County Board approved the making of offers based on the appraised values at its June 8, 2021, regular session. The Public Works Director, or agents under his supervision, made offers to the affected property owners based on the appraisals and negotiations then commenced. A settlement has been reached with the property owners located at PID #'s 85.0050100 and 85.3520010 and staff are recommending approval.

ACTION REQUESTED:

Motion to adopt a resolution authorizing settlement of compensation for acquisition of real property interests needed for the Highway 10 Project-North Watertown.

FISCAL IMPACT: ▼

If "Other", specify:

FTE IMPACT: ▼

FUNDING

County Dollars =	<input type="text" value=""/>
Wheelage Tax	\$13,850.00
Total	\$13,850.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 8091

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

Date: December 21st, 2021

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for Highway 10 Project – North Watertown

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

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for shoulder widening as part of the Highway 10 Project – North Watertown (“Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owner submits to County the information necessary for reimbursement; and

WHEREAS, the Carver County Board of Commissioners authorized the Public Works Division Director or agents under his supervision, to make initial written offers of just compensation to the Owners within the Project from whom property interests are required; and

WHEREAS, the Public Works Division Director or agents under his supervision, have negotiated settlement(s) with the Owners impacted by the Project as described in said Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that County’s acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements of shoulder widening as part of the Highway 10 Project – North Watertown constitute a valid public use or public purpose; and

BE IT FURTHER RESOLVED that based upon the estimate of damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A which the County obtained either from an appraisal(s) or a minimum damage acquisition report(s) and the negotiations between said Owner(s) and the Public Works Division Director or agents under his supervision, County shall make a payment of compensation to the Owners within the Project from whom the County must acquire needed real property interests, in the amounts as described in said Exhibit A; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Stipulation of Settlement Agreement with said property owner(s), in the name of the County of Carver for the Project.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on December 21st, 2021, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 21st day of December 2021

Dave Hemze County Administrator

Exhibit A
to
Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property
Interests

Highway 10 Project – North Watertown

Carver County Public Works No. 158793

Property Tax Identification No. 85.0050100

Fee Owners: Jerome D. Johnson Revocable Trust

Property Address: 17380 County Road 20 NW, Watertown, MN

Settlement Amount: **\$12,400.00**

Permanent easement for public right-of-way purposes contains 8,814 sq. ft. (including existing easements), more or less.

\$6,600.00

Damages to trees and driveway

\$4,300.00

Premium to avoid condemnation

\$1,500.00

Property Tax Identification No. 85.3520010

Fee Owners: Jo Ann Pool, Et Al

Property Address: 624 Hillside Dr NW, Watertown, MN

Settlement Amount: **\$1,450.00**

Temporary easement for construction purposes contains 950 sq. ft. (including existing easements), more or less.

\$450.00

Premium to avoid condemnation

\$1,000.00

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Eliminate two vacant .5 FTE Crisis Therapist positions and add one .9FTE Crisis Therapist.

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Currently, the Mental Health Crisis Program has two vacant .5 FTE Crisis Therapist positions. In spite of recruitment efforts since 10/7/21, we continue to have no qualified candidates for either position. To increase the likelihood of attracting qualified applicants, we propose eliminating the two .5 positions and replacing them with one .9 FTE Crisis Therapist position. The cost difference of \$2,608 would be covered by a reduction in mileage expenses in 11-480-746-0000-6331; thereby, these changes would be budget neutral.

ACTION REQUESTED:

Motion to approve elimination of two 0.50 FTE Crisis Therapist positions and the addition one 0.90 FTE Crisis Therapist.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars = **\$2,608.00**

FTE IMPACT:

Total **\$2,608.00**

Insert additional funding source

Related Financial/FTE Comments:

This reflects a .1 FTE decrease, and cost shifting to cover increase would result in budget neutral position.

No additional levy dollars will be needed for this FTE change.

Summary of FTEs (does not include Temporary/STOC positions):

2021 Budget Board approved FTEs - 1/1/21:	729.84
Non-levy funded Board Approved net FTE changes so far in 2021:	9.57
Dec 21st RBA non-levy funded net FTE changes:	(0.10)
2021 Total FTE - 10/19/21	739.31

Office use only:

RBA 2021 - 8087

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Eliminate two vacant .5 FTE Crisis Therapist positions and add one .9FTE Crisis Therapist.

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Crisis Therapist Salaries	11-480-746-3510-6111	\$2,608.00	Crisis Mileage	11-480-746-0000-...	\$2,608.00
TOTAL		\$2,608.00	TOTAL		\$2,608.00

Reason for Request:

Elimination of two 0.50 FTE Crisis Therapist positions and the addition of one 0.90 FTE Crisis Therapist.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Memorandum of Agreement with the City of Chaska for the Highway 41 Project- Downtown Chaska and Highway 61 Project - Brickyard Clayhole Project

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/21/2021"/>
Contact: <input type="text" value="Andrew Engel"/> Title: <input type="text" value="Assistant Engineering Program"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

Carver County, the City of Chaska and the Minnesota Department of Transportation (MnDOT) have been working together for a number of years to reconstruct Highway 41 from the Minnesota River Bridge to Walnut Street and Highway 61 from Highway 41 to the East Chaska Creek Bridge. Total project costs to reconstruct Highway 41 and Highway 61 are estimated to be \$24,500,000. The project has been awarded \$4,000,000 in MnDOT Highway Freight Program Funds, \$3,500,000 in MnDOT TED funds, and \$1,000,000 federal funds from the regional solicitation. MnDOT is also contributing \$7,600,000 of state funds towards the project. The remaining funding will come from the County Turnback fund, County Sales Tax and City funds.

The County Board approved entering into a Joint Powers Agreement with the City of Chaska to define project responsibilities and funding splits on September 7th, 2021. The City of Chaska is the lead agency for the project.

Based on the timing of the state and federal funds, the County will need to deposit \$5 million of the County's share of the project funding (Sales Tax and Turnback Funds) upfront to help the City of Chaska cash flow the project development work. This memorandum of understanding is the mechanism for this deposit.

ACTION REQUESTED:

Motion to approve a Memorandum of Agreement with the City of Chaska for the Highway 41 Project - Downtown Chaska and Highway 61 Project - Brickyard Clayhole, pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	FUNDING <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Road and Bridge Fund Re</td> <td style="text-align: right;">\$3,000,000.00</td> </tr> <tr> <td>Transportation Sales Tax</td> <td style="text-align: right;">\$2,000,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$5,000,000.00</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	\$0.00	Road and Bridge Fund Re	\$3,000,000.00	Transportation Sales Tax	\$2,000,000.00	Total	\$5,000,000.00
County Dollars =	\$0.00								
Road and Bridge Fund Re	\$3,000,000.00								
Transportation Sales Tax	\$2,000,000.00								
Total	\$5,000,000.00								
FTE IMPACT: <input type="text" value="None"/>									
Related Financial/FTE Comments: The county road and bridge funds reserves will be reimbursed after the project is complete by the County Turnback Fund (State funds) which will be used for the majority of CSAH 61 work (Old TH212)									

Office use only:

RBA 2021 - 8103

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Benefits JPA with Soil and Water Conservation District

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Joint Powers Agreement with Soil and Water Conservation (SWCD) will allow Carver County to continue its partnership with SWCD by offering their employees insurance benefits through the County's insurance plans. SWCD reimburses the County for their portion of the costs on a monthly basis, and there is no direct fiscal impact to Carver County for this arrangement.

ACTION REQUESTED:

Motion to approve the Joint Powers Agreement with SWCD for continued participation in, and administration of, group insurance benefits.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

This has been an ongoing partnership for a number of years and SWCD reimburses the County on a monthly basis for their cost of premiums. There is not a direct fiscal impact to Carver County.

Office use only:

RBA 2021 - 8078

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Benefits JPA with Community Development Agency (CDA)

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Joint Powers Agreement with Community Development Agency (CDA) will allow Carver County to continue its partnership with CDA by offering their employees insurance benefits through the County's insurance plans. CDA reimburses the County for their portion of the costs on a monthly basis, and there is no direct fiscal impact to Carver County for this arrangement.

ACTION REQUESTED:

Motion to approve the Joint Powers Agreement with CDA for continued participation in, and administration of, group insurance benefits.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

This has been an ongoing partnership for a number of years and CDA reimburses the County on a monthly basis for their cost of premiums. There is not a direct fiscal impact to Carver County.

Office use only:

RBA 2021 - 8079

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Out of State Travel - VSO

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Carver County Veterans Service Officer (VSO) was selected by his peers to assist with the reintegration of Minnesota veterans returning from deployment to US Central Command (CENTCOM). The event will take place at Fort Bliss, TX sometime between January 13 - 28. The employee being sent to the reintegration will spend 5-7 days total in travel status. Taking part in the demobilization process is a great honor, as it's a process to ensure that returning veterans are informed and understand the benefits which they've earned.

The State of Minnesota will pay for airfare, hotel, and meal costs of the trip. The only cost to the county will be paying the employee while they are traveling and working on this detail.

ACTION REQUESTED:

Motion to approve out of state travel to Ft. Bliss, TX for the reintegration of Minnesota National Guard soldiers.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

Total

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 8088

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of the Supervisors and Managers Association of Carver County (SMACC) 2021-2022 Collective Bargaining Agreement

Primary Originating Division/Dept: Employee Relations

Meeting Date: 12/21/2021

Contact: Kerie Anderka Title: Employee Relations Director

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Supervisors and Managers Association of Carver County (SMACC) Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2021-2022 CBA. Following is a summary of the highlights of the tentative agreement with MNPEA Licensed Deputies Bargaining Unit:

- Two year agreement (2021 – 2022)
- 2021 General Adjustment: 1.00% (applied to base rate)
- 2022 General Adjustment: 2.00% (applied to base rate)
- 2021 Pay-for-Performance Matrix: 0%, 1%, 3%, 4.25% effective first full pay period in March paid as lump sums
- 2022 Pay-for-Performance Matrix: 0%, 1%, 2%, 3% effective first full pay period in March with base/lump sum split (same as the 2020 PFP matrix)
- Implement salary ranges as established by County Board effective first full pay period in January 2021
- Implement salary ranges as established by County Board effective first full pay period in January 2022
- 2021 Insurance: Increase County contributions by amounts. Maintain percentages defined in current contract language.
 - Employee: \$755.48 (+ \$20.48)
 - Employee + Child(ren): \$948.70 (+ \$53.70)
 - Employee + Spouse: \$1,293.20 (+\$73.20)
 - Family: \$1,584.70 (+ \$89.70)
- 2022 Insurance: Increase County contribution by \$100 per month, across all plan levels and options. Maintain percentages defined in current contract language.
 - Employee: \$855.48
 - Employee + Child(ren): \$1,048.70
 - Employee + Spouse: \$1,393.20
 - Family: \$1,684.70
- On-call pay: Combine two separate on-call provisions defined at \$125 per week and \$150 per week into a single on-call provision and increase the rate to \$165 for 2021 and to \$170 for 2022.
- Clothing Allowance: Increase from \$225 to \$250 per year for employees required to wear a uniform.
- Environmental Center - Beginning in 2022, the Employer shall pay the full cost of the rental and laundering of uniforms that are required by the County for employees assigned by the Employer to handle material in connection with waste management at the Environmental Center.
- Memorandum of Agreement (MOA) – Pilot Program for Payment of Required HHS License Maintenance Cost
 - Effective beginning January 1, 2023 and continuing for the duration of the contract period including 2023, the County will reimburse employees who hold a position for which state law and the County require certain defined licensure.
 - Reimbursement is available with management preapproval for the costs of maintaining licensure (not including costs of license acquisition).

- Required licensure addressed by the MOA includes: Psychologist, LICSW, LMFT, LPCC.
- Memorandum of Agreement (MOA) regarding Court Services Supervisor and Director including:
 - Employees with prior years of service with the First Judicial District in the positions of Court Services Director and Court Services Supervisor, on and before June 30, 2019, will be credited with those years of service for purposes of accrual of PTO benefits in Article 11, Section 11.1 and PTO Severance in Article 14, Section 14.1 of the Collective Bargaining Agreement.
 - Upon ratification of the MOA, employees will be placed within the Carver County compensation and classification system.
 - Effective the first full pay period following ratification of the Memorandum of Agreement by both parties, eligible employees shall receive a 2.50% salary action effective January 6, 2020 with applicable retroactive pay calculated and payable as a lump sum.
 - Effective the first full pay period following ratification of the Memorandum of Agreement by both parties, eligible employees shall receive a 1.00% salary action effective July 6, 2020 with applicable retroactive pay calculated and payable as a lump sum.

ACTION REQUESTED:

Motion to approve the Supervisors and Managers Association of Carver County (SMACC) 2021-2022 Collective Bargaining Agreement.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =	\$408,329.00
<input type="text"/>	<input type="text"/>
Total	\$408,329.00

FTE IMPACT: None

Related Financial/FTE Comments:

The incremental cost for the 2021 Supervisors and Managers Association of Carver County Collective Bargaining Agreement total compensation is \$408,329. A budget amendment is necessary to reallocate funds to the respective Department wage accounts since the 2021 Adopted Budget assumed a 0% wage increase. The total compensation 2021 Budget for the Supervisors and Managers Association of Carver County Collective Bargaining Agreement is \$11,260,575.

Office use only:

RBA 2021 - 8094

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Approval of the Supervisors and Managers Association of Carver County (SMACC) 2021-2022 Collective

Agenda Item: Bargaining Agreement

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Cafeteria Contributions	xx-xxx.6121	\$35,715.00
Wages & Benefits-SMACC	xx-xxx.61xx	\$372,614.00
TOTAL		\$408,329.00

CREDIT		
Description of Accounts	Acct #	Amount
Health & Life Insurance	01-820.6152	\$35,715.00
2021 Debt Service Levy	35.6701	\$312,369.00
COVID related budget uncertainties- State Aid, Property Taxes, financial support, etc.	01-820.5391	\$60,245.00
TOTAL		\$408,329.00

Reason for Request:

The incremental cost for the 2021 Supervisors and Managers Association of Carver County Collective Bargaining Agreement total compensation is \$408,329.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Request for approval to contract with Alliance Courier. Inc.

Primary Originating Division/Dept: <input type="text" value="Public Services - Library"/>	Meeting Date: <input type="text" value="12/21/2021"/>
Contact: <input type="text" value="Bob Lincoln"/> Title: <input type="text" value="Library Systems Administrator"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Customer Service: Continue the County's delivery of high value, timely service and support"/>	

BACKGROUND/JUSTIFICATION:

Alliance Courier provides delivery service to all six branch and four express libraries. Deliveries to each library and express libraries occurs Monday through Friday between 9:30am-1:30pm. First and last delivery are to Chanhassen to drop off the MINITEX and MELSA bins then proceed to the following libraries and express libraries: Victoria Rec Center, Victoria, Waconia, Watertown, Mayer Community Center, Norwood Young America, Cologne Express, Carver Transit, Chaska Library, Library Administration and return to Chanhassen Library. Alliance Courier Inc. has been providing this service to Carver County Library since 2010 and provides service to many other MELSA libraries.

The courier service provides a necessary service to our library patrons and MELSA patrons by providing Inter Library Loan (ILL) services throughout the MELSA region and providing the crucial connection to MINITEX, our connection to libraries all over the state. The courier shipped/received 7,046 items in 2019, 6,687 in 2020 and over 4,930 through October in 2021. The service also provides services between branches to fulfill patron hold requests and to provide transport for the various programs and materials.

The previous contract term was for three years (2018-2021). This contract is for a five-year period (2022-2026).

The County issued a RFP and three vendors provided proposals. Alliance had the low price and the County is happy with their past performance.

ACTION REQUESTED:

Motion to contract with Alliance Courier, Inc. pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING						
If "Other", specify: <input type="text"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">\$232,264.31</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$232,264.31</td> </tr> </table>	County Dollars =	\$232,264.31			Total	\$232,264.31
County Dollars =	\$232,264.31						
Total	\$232,264.31						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

Five year agreement: 2022 \$40,041.92; 2023 \$43,577.79; 2024 \$48,091.06; 2025 \$49,533.74; and 2026 \$51,019.80.

Office use only:

RBA 2021 - 8077

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Extension MOA 2022-2024

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The current Memorandum of Agreement (MOA) with the University of Minnesota to provide Extension Services expires at the end of 2021. The staff recommends that the County enter into a three-year agreement with the University of Minnesota to provide local extension staff members, including: a 0.5FTE ("full-time equivalent") Agricultural Educator, a 0.5FTE Financial Educator, a 1.0FTE 4-H Coordinator, a 0.4FTE Master Gardener Coordinator and two interns. This is the same staffing level that we currently have in Extension. The University negotiated the terms of the agreement with the Association of Minnesota Counties.

ACTION REQUESTED:

Motion to contract with UNIVERSITY OF MINNESOTA pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars = **\$630,788.00**

FTE IMPACT:

Total **\$630,788.00**

Insert additional funding source

Related Financial/FTE Comments:

For the educators/coordinators, the cost for 2022 is \$192,729; 2023 \$197,066; 2024 \$201,993. Also includes an addendum for two interns at \$6,500 each per year (total of \$39,000).

Office use only:

RBA 2021 -

MOA Prices for 2022-2024

The MOA is an agreement with the Regents of the University of Minnesota for the delivery of the selected Extension programs within the county. During the summer of 2020, Extension communicated to counties that due to the pandemic the approved 2% increase to the MOA would not be implemented. Extension decided to decrease the price for an Extension Educator (Agriculture, Food, and Natural Resources; Community Vitality; or Family Development) beginning in 2022. All other 2022 position prices are based on the actual cost in 2020 and 2021. Prices increase for 2023 and 2024 at the stated percentages.

2022-2024 Local Position Price for University employed positions in County Extension Offices					
Three Year Agreement Pricing					
Program/Position	Base Price	2020 & 2021 Actual	2022	2023	2024
		0%	2.25%	2.25%	2.5%
Extension Educator¹	1 FTE	\$96,708	\$85,000 ²	\$86,913	\$89,085
Extension Educator, 4-H Youth Development	1 FTE	\$75,256	\$76,949	\$78,681	\$80,648
Program Coordinator (e.g. Master Gardener)	1 FTE	\$75,256	\$76,949	\$78,681	\$80,648
Administrative Support Staff	Hourly	\$28.71	\$29.36	\$30.02	\$30.77
Program Interns (College Students)	Hourly	Not included	\$15.00	\$15.34	\$15.72

¹Agriculture, Food, Natural Resources; Community Vitality; or Family Development

²The 2022 price for the Extension Educator¹ reflects a decrease from 2021 rather than an increase of 2.25%.

Use of MOA Funds

The package price includes the following costs:

- Salary and Fringe
- Mileage, Meals, and Lodging
- Professional Development and Training
- Program and Staff Supervision
- University Payroll and Accounting Services
- Connection to University of Minnesota Research

During the past three calendar years (2018 - 2020), MOA funds were expended 93.52% on salary/fringe and 6.48% on non-salary/fringe.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Closed Session for Labor Negotiation Strategy

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Minnesota Statutes 13D.03 subdivision 2 allows a public entity to enter into a closed session to plan and discuss labor negotiation strategy. Employee Relations requests to enter into a closed session with the Board to discuss labor negotiations strategy.

ACTION REQUESTED:

Motion to go into closed session to discuss labor negotiation strategy.

Upon conclusion of the closed session, a motion to return to regular session.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 8082

Carver County Board of Commissioners Request for Board Action



Agenda Item:

National Opioid Settlement Approval

Primary Originating Division/Dept: Attorney

Meeting Date: 12/21/2021

Contact: Mark Metz Title: County Attorney

Item Type:
Regular Session

Amount of Time Requested: 15 minutes

Attachments: Yes No

Presenter: David W. Asp, Esq. Title: Outside Legal Counsel

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

BACKGROUND/JUSTIFICATION:

Carver County, along with the State of Minnesota and numerous counties and cities, has been engaged in nationwide civil litigation against manufacturers and distributors of prescription opioids related to the opioid crisis. Agreeing to a settlement will avoid the significant time and expense of continuing to pursue litigation. As part of the settlement, the County is agreeing to release claims against three pharmaceutical distributors (McKesson, Cardinal Health, and AmericourceBergen) and the drug manufacturer Johnson & Johnson. In doing so, the State of Minnesota will receive an estimated \$296 million. Those settlement dollars will be split between the State and local governments and payments will likely begin in late 2022.

As part of this action, it is also recommended that the County agree to the State-Subdivision Agreement which dictates how the settlement dollars will be split and increases the percentage of funds that will be paid directly to counties. Also, in agreeing to the State-Subdivision Agreement, the County will work together with the State to amend state law relating to the state's use of opioid funds.

ACTION REQUESTED:

Motion for Resolution to Approve the National Opioid Settlement and the State-Subdivision Agreement and authorize county staff to execute all necessary documents to ensure Carver County's participation in the settlement and accompanying agreements.

FISCAL IMPACT: None
If "Other", specify:

FUNDING
County Dollars = \$0.00
Total \$0.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 8095

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

Date: _____
Motion By Commissioner: _____

Resolution No: _____
Seconded by Commissioner: _____

A RESOLUTION

Authorizing county staff to execute all necessary documents to ensure County participation in the multistate settlements relating to opioid distributors and manufacturers, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement, and declaring support for an amendment to Minn. Stat. § 256.043, subd. 3(d).

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against manufacturers and distributors of prescription opioids related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen, as well as opioid manufacturer Johnson & Johnson, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of January 2, 2022, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota’s local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement (the “State-Subdivision Agreement”); and

WHEREAS, during negotiations of the State-Subdivision Agreement, representatives of Minnesota’s counties prioritized flexibility in how local governments may use settlement funds for opioids abatement and remediation and advocated for counties to receive settlement allocations directly rather than using the distribution mechanism detailed in Minn. Stat. § 256.043, subd. 3(d); and

WHEREAS, in order to achieve the goals of flexibility and direct allocation, Minn. Stat. § 256.043, subd. 3(d), must be amended to remove a provision which would otherwise appropriate approximately 50 percent of the state’s settlement allocation to county social service agencies for statutorily-prescribed use(s); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota; now, therefore,

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2021 Year in Review

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/21/2021

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 10 minutes

Attachments: Yes No

Presenter: Tim Lynch Title: Board Chair

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

BACKGROUND/JUSTIFICATION:

Carver County Board Chair Tim Lynch will highlight Carver County accomplishments and events in 2021.

ACTION REQUESTED:

No action required.

FISCAL IMPACT: None
If "Other", specify:

FUNDING
County Dollars =

Total \$0.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 8069

Carver County Board of Commissioners Request for Board Action



Agenda Item:

County Board Organizational Issues

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/21/2021

Contact: David Hemze Title: County Administrator

Item Type:
Work Session

Amount of Time Requested: 30 minutes

Attachments: Yes No

Presenter: Same as above Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County Board will take action on a number of organizational issues during their January 4, 2022 organizational session including appointing a Chair and Vice Chair, adopting Operating Rules, and approving a 2022 meeting schedule. These items will be discussed during this work session. Proposed changes to Board Operating Rules and a proposed 2022 meeting schedule are attached for Board review. Commissioner Udermann also requested that we discuss the process of appointing a Board Chair and Vice Chair during this work session.

ACTION REQUESTED:

Board direction.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 7973

2022 BOARD MEETINGS

(Generally 1st and 3rd Tuesdays of the month at 9:00 a.m.;
4th Tuesday of the month work session at 9:00 a.m. - *Denotes change in schedule)

Tuesday	January 4, 2022	9:00 a.m.	Organizational Session
Tuesday	January 11, 2022		No Board Meeting
Tuesday	January 18, 2022	9:00 a.m.	Board Meeting
Tuesday	January 25, 2022	9:00 a.m.	Board Work Session

Tuesday	February 1, 2022	9:00 a.m.	Board Meeting
Tuesday	February 8, 2022		No Board Meeting
Tuesday	February 15, 2022	9:00 a.m.	Board Meeting
Tuesday	February 22, 2022	9:00 a.m.	Board Work Session

Tuesday	March 1, 2022	9:00 a.m.	Board Meeting
Tuesday	March 8, 2022		No Board Meeting
Tuesday	March 15, 2022	9:00 a.m.	Board Meeting
Tuesday	March 22, 2022	9:00 a.m.	Board Work Session
Tuesday	March 29, 2022		No Board Meeting

Tuesday	April 5, 2022		No Board Meeting*
Tuesday	April 12, 2022	9:00 a.m.	Board Meeting*
Tuesday	April 19, 2022	9:00 a.m.	Board Meeting
Tuesday	April 26, 2022	9:00 a.m.	Board Work Session

Tuesday	May 3, 2022	9:00 a.m.	Board Meeting
Tuesday	May 10, 2022		No Board Meeting
Tuesday	May 17, 2022	9:00 a.m.	Board Meeting
Tuesday	May 24, 2022	9:00 a.m.	Board Work Session
Tuesday	May 31, 2022		No Board Meeting

Tuesday	June 7, 2022	9:00 a.m.	Board Meeting
Tuesday	June 14, 2022		No Meeting
Tuesday	June 21, 2022	9:00 a.m.	Board Meeting
Tuesday	June 28, 2022	9:00 a.m.	County Board of Equalization*
Thursday	June 29, 2022	9:00 a.m.	County Board of Equalization (if needed)*

Tuesday	July 5, 2022		No Board Meeting*
Tuesday	July 12, 2022	9:00 a.m.	Board Meeting*
Tuesday	July 19, 2022	9:00 a.m.	Board Meeting
Tuesday	July 26, 2022		No Board Work Session*

Tuesday	August 2, 2022	9:00 a.m.	Board Meeting
Tuesday	August 9, 2022		No Board Meeting
Tuesday	August 16, 2022	9:00 a.m.	Board Meeting
Tuesday	August 23, 2022	9:00 a.m.	Board Work Session
Tuesday	August 30, 2022		No Board Meeting

Tuesday	September 6, 2022	9:00 a.m.	Board Meeting
Tuesday	September 13, 2022		No Board Meeting
Tuesday	September 20, 2022	9:00 a.m.	Board Meeting
Tuesday	September 27, 2022	9:00 a.m.	Board Work Session

Tuesday	October 4, 2022	9:00 a.m.	Board Meeting
Tuesday	October 11, 2022		No Board Meeting
Tuesday	October 18, 2022	9:00 a.m.	Board Meeting
Tuesday	October 25, 2022	9:00 a.m.	Board Work Session

Tuesday	November 1, 2022	9:00 a.m.	Board Meeting
Tuesday	November 8, 2022		No Board Meeting
Tuesday	November 15, 2022	9:00 a.m.	Board Meeting
Tuesday	November 22, 2022	9:00 a.m.	Board Work Session
Tuesday	November 29, 2022		No Board Meeting

Tuesday	December 6, 2022	AMC Conference	No Board Meeting*
Tuesday	December 13, 2022	9:00 a.m.	Board Meeting*
Tuesday	December 20, 2022	9:00 a.m.	Board Meeting
Tuesday	December 27, 2022		No Board Work Session*



CARVER
COUNTY

Board of Commissioners Board Operating Rules

Adopted

~~January 5, 2021~~

Proposed

January 4, 2022

I. Overview

A. Purpose

The Carver County Board of Commissioners is the body charged by law with the management of the affairs of Carver County. The County Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of state and federal law.

The County Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found in Minnesota Statutes, especially but not exclusively Chapters 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

B. Statement of Principles

The Operating Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The rules are representative of the following Carver County Strategic Plan.

I. Vision

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

II. Mission

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

III. Goals - Summarized

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

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

II. Customer Service: Continue the County's delivery

of high value, timely service and support.

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

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

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

VI. 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.

The process to open nominations for Chair shall be as follows:

1. Open the floor for nominations
 - Recognition by the Chair is not required to make a nomination

- After each nomination, the County Administrator repeats the name of the nominee to the members.
- Nominations do not have to be seconded, but it is not out of order for members to second a nomination
- A person can nominate himself or herself.
- A member can decline the nomination during the nominating process.

2. Close the nominations

- A motion to close is not necessary as the nomination process continues until no one wishes to make further nominations
- When the nomination stops, the County Administrator calls three times for more nominations and declares nominations closed after making sure that no more nominations are forthcoming.
- A motion to close nominations is out of order if any member still wishes to make a nomination.

3. Vote on nominations

- Nominations are decided by majority vote.
- A voice vote will be used, and the voting is over when someone wins the nomination by majority vote.
- Voting on each nominee is conducted in the order in which they were nominated.
- After naming the first nominee, the County Administrator will announce the votes.
- This procedure continues until someone receives a majority vote.
- If there is a tie vote or no one receives a majority vote, members keep voting until someone is elected.

Following the election of the Chair, the Chair will conduct the nomination of the Vice Chair and follow the same process.

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

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

F. Compensation

County Board members receive as compensation for services an annual salary as set by resolution of the County Board. (The salary must be established prior to the end of the preceding year and is effective January 1 of the new year.)

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

G. Monthly Expense Allowance

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

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

Outside the seven county metropolitan area, all costs deemed necessary by the Board Member to fulfill the duties of office, are covered by County Financial Policy and Administrative Policy Manuals' reimbursement guidelines. This would include reimbursement for actual costs while performing duties of the office of County Commissioner.

In addition, all overnight expenses associated with conferences, seminars, and meetings are costs eligible for reimbursement. Each Commissioner shall be allocated an annual conference and training budget with an amount to be determined according to the annual budget process. Conference and training funds not used by an individual Commissioner during each respective budgetary year may be used by another Commissioner within that budget year upon mutual agreement between the Commissioner requesting the funds and the Commissioner providing the funds. Any out of state travel must meet the requirements outlined in the Elected Officials Out of State

Travel policy included in the Carver County Administrative Policy Manual.

Cell phone expenses are costs eligible for reimbursement according to County Financial Policy and Administrative Policy Manuals' reimbursement guidelines. In addition, remote computer access expenses are eligible for cost reimbursement.

H. County Board Budget

The County Board is allocated an annual budget which includes salary and benefits and general operating expenses (office supplies and other miscellaneous expenses).

IV. County Board Meetings

A. Regular Meetings

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

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

B. Statutory Meeting

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

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

D. Closed Meetings

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

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

E. Special/Emergency Meetings

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

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

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

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

Meetings of the County Board may also be conducted by interactive ~~TV~~ [technology](#) 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. Broadcasting

Unless otherwise directed by law, all regular meetings of the Carver County Board of Commissioners are streamed live and recorded for on-demand viewing via YouTube, from calling to order of the meeting to the adjournment of the meeting's regular session. Regional Rail Authority, Ditch Authority and Public Health Board meetings are also videotaped from calling to order to adjournment of the meeting. In the event that a meeting cannot be videotaped (i.e. technical malfunction, etc.), best efforts will be made to record the meeting with another recording device for future reference.

The County broadcasts and records all Board of Commissioners meetings via its YouTube channel. Local cable access channels can rebroadcast the meetings via these recordings. Residents can view the meeting recordings via YouTube, or from the links placed on the Board of Commissioners' webpage at www.co.carver.mn.us. The public can also view meetings on computers at Carver County Library branches

The Carver County Administration Department retains a copy of the broadcast for a period of two years and one week after the meeting date. These 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. Call for a meeting recess without a vote if necessary
3. Preserve order and decide questions raised by members subject to appeal to the Board.
4. Require the vote on all questions regularly moved and to announce the result.
5. Review and comment on the draft agenda for each regular and special meeting of the Board.
6. 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 Administrative Assistant alphabetically (from A-Z) by last name, and rotating with each resolution voted upon.

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

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

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

B. Ordinance

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

C. General Consensus

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

D. Policy Development

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

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

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

The Board agenda packet, including the meeting agenda

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

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

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

B. Order of Business

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

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

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any member of the Board or the County Administrator subject to County Board consensus.

C. Consent Agenda

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

The Consent Agenda shall be considered as one item of

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

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

D. Regular Agenda

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

E. Official Records

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

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board Meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minn. Stat. §375.12). The

Official Board Proceedings are distributed to staff and interested parties and are also available on the Carver County website at www.co.carver.mn.us.

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

VIII. ADVISORY COMMITTEES AND OTHER STATUTORY APPOINTMENTS

A. Policy

The County Board appoints individuals to various

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

B. Advisory Committees

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

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

1. Arts Committee
2. Board of Adjustment
3. Library Board
4. Mental Health Advisory Committee
5. Minnesota Extension Committee
6. Park Commission
7. Personnel Board of Appeals
8. Planning Commission
9. Water Management Organization

C. Appointments to other Public Bodies

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

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

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

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

D. Role and Purpose of the Committees

Each Committee serves a statutory, policy, or operational purpose within Carver County. Each committee has

specific staff assigned and designated to support its function. The function and reporting relationship to the Board will vary from committee to committee.

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

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

E. Operating Procedures

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

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

F. Appointments

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

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

[The Carver County Library Board and Park Commission may each have a youth member \(18 and under\) appointment to the Library Board/Park Commission. The youth appointment will be an at large appointment; serve as a nonvoting liaison and not receive a per diem payment.](#)

Youth appointments will be for one year with a three year term limit

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, with the exception of the Youth Appointment to the Library Board and Park Commission, the County Board has standardized the length of term and number of terms each member to serve. The length of term is 3 years and the maximum number of consecutive terms each member may serve is 3. The Board's Township appointment to the Planning Commission shall serve after the expiration of his/her term until a successor is appointed and qualified.

K. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

L. Reporting Requirements

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

IX. CODE OF ETHICS

It is the belief of the County Board that the trust bestowed

upon them as elected officials is of utmost importance in the relationship between themselves and the public. With this belief, the following statements further emphasize the priority and commitment the County Board has placed on Ethical Standards.

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

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

- forget.
- Realize and honor varying work styles, personalities, and process needs.
- Share information and avoid surprises.
- Maintain a sense of levity – public service should be fun as well as work.

X. CITIZENS

A. Citizen Participation

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

B. Audience/Citizens Requests

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

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

C. Audience Participation at Board Meetings

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

The Carver County Board wishes to provide an opportunity for the public to address the County Board. The County Board Chair has the discretion to request public input on issues that are included as part of the agenda. A person desiring to speak on an item on the agenda, after being recognized by the Chair, shall come to the podium, and state his/her name and address. Comments will be limited to five minutes and limited to the specific topic on the agenda. The Board will not

address other specific requests not related to the agenda item. On unrelated issues, the Board will consult with staff administration and/or the County Attorney and address them at a later date.

For citizens who desire to discuss issues which are not on the agenda, every regular Board meeting has a Public Comments section.

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

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

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

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

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

5. Board members will listen to comments but will not engage in discussion, nor answer specific questions, during the Public Comments section of the agenda. Board members will listen to learn and understand, not to argue debate or discuss during the public comments portion. Board members or County staff may ask questions in order to gain a thorough understanding of concerns, suggestions, or requests. If follow-up to a person's comments is requested or required the Board Chair will direct the County Administrator or County Attorney to do so after they have had time to gather the facts, follow up on any legal issues if necessary and review the matter thoroughly.

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

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

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

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

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

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

XI. Staff

A. County Administrator

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

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

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

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

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

B. Role of Staff

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

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

C. Legislative Protocol for Staff and Citizen Members of Appointed

Boards

This following policy applies to all staff/citizen members 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.