



Carver County Board of Commissioners  
 September 25, 2012  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

PAGE

9:00 a.m.	1.	<b>a) CONVENE</b> <b>b) Pledge of allegiance</b> <b>c) Public comments (limited to five minutes)</b> <b>d) Introduction of New Employee .....</b>	1
	2.	Agenda review and adoption	
	3.	Approve minutes of September 18, 2012 Regular Session .....	2-4
	4.	Community Announcements	
9:00 a.m.	5.	<b>CONSENT AGENDA</b>	
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	5.1	1 to 4 day temporary on-sale liquor license for Augusta Ball Club .....	5
	5.2	Renewal application for on-sale and Sunday liquor license for Baumann Enterprises, Inc. d/b/a B's on the River .....	6
	5.3	Renewal application for on-sale and Sunday liquor license for 7 Timber Creek Golf Course LLC d/b/a Timber Creek Golf Course .....	7
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.4	Social worker full time equivalent changes.....	8
		<i>GROWTH: Manage the challenges and opportunities resulting from growth and development</i>	
	5.5	St. Peter Lutheran Church – Old Fashion Country Pic-Nic (PH/E) .....	9-13
		<i>Finances: Improve the County's financial health and economic profile</i>	
	5.6	Community Social Service Warrants .....	NO ATT
	5.7	Commissioners' Warrants .....	NO ATT
9:10 a.m.	6.	<b>CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government</b>	
	6.1	Revised Personnel Policy approval .....	14
9:20 a.m.		ADJOURN REGULAR SESSION	

9:20 a.m.

**BOARD REPORTS**

1. Chair
2. Board Members
3. Administrator
4. Adjourn

***County Board Tour of Carver County Parks  
to be held immediately after Board Meeting***

David Hemze  
County Administrator

**UPCOMING MEETINGS**

October 2, 2012	9:00 a.m. Board Meeting
October 2, 2012	6:00 p.m. County Board Candidate Forum
October 9, 2012	9:00 a.m. Board Work Session
October 10, 2012	3:00 p.m. Mayer Recycling Site Grand Opening
October 16, 2012	4:00 p.m. Board Meeting
October 23, 2012	9:00 a.m. Board Meeting
October 30, 2012	No Meeting

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**New Employee Introduction -- Assistant County Attorney III (Criminal Division)**

Primary Originating Division/Dept: <input type="text" value="Attorney"/>	Meeting Date: <input type="text" value="9/25/2012"/> Item Type: <input type="text" value="New Employee Intro"/>
Contact: <input type="text" value="Mark Metz"/> Title: <input type="text" value="County Attorney"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: <input type="text" value="Mark Metz"/> Title: <input type="text"/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The County Attorney's Office recently hired Sarah Wendorf as an Assistant County Attorney III to fill a vacant position in the Criminal Division. Sarah will start in the Office on September 24, 2012. Sarah has extensive prosecution experience, including, most recently, over 6 years in the Scott County Attorney's Office. Prior to that, Sarah was an Assistant Redwood County Attorney. Sarah is a Carver County resident and we are pleased to bring Sarah's talent and experience to the Carver County Attorney's Office.

**ACTION REQUESTED:**

Please welcome Sarah to Carver County.

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

*Office use only:*

RBA 2012- 1368

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on September 18, 2012. Chair James Ische convened the session at 4:00 p.m.

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

Members absent: None

Under public comments, Marcia Eland, Chaska, with the Eastern League of Women Voters, explained she was present to invite the public to attend their upcoming Candidate Forums. She highlighted the dates and stated this would give the public an opportunity to meet the candidates and learn more about the candidate's views and issues.

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

Maluchnik moved, Workman seconded, to approve the minutes of the September 4, 2012, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Professional services agreement with Veolia Technical Services E.S. LLC and authorized the Chair to sign.

Awarded contract to JAAAK LLC for \$115,450.00 for the 2012 installation of traffic signs.

Professional services agreement with Stantec Consulting Services, Inc. to perform 2012 bridge safety inspections and authorized the Chair and Administrator to sign the agreement.

Approved charitable gambling application from Zion Lutheran Church and School.

Authorized Parks to sell old/used ski equipment.

Approved request for renewal of on-sale and Sunday liquor license for Island View Golf Club, Inc.

Central plant service contract between McQuay International and Carver County.

Resolution #44-12, Approving Acceptance of Minnesota Pollution Control Agency Demonstration Project Composting Grant and related Public Health and Environment budget amendment.

Authorized Employee Relations contracting with GBS for health and dental broker services, pending County Attorney/Risk Management review, and to work with GBS to determine the best direction for 2013 wellness consulting services.

Converted 2.25 temporary shelver FTE's to regular part-time employees.

Approved the following abatements:

65.0181110	Regents of U of M
20.4250960	Sean Brooks
85.9510052	Darren Olson
30.6350040	Leif Nelson
25.6110210	Richard Mershon
25.8270060	Thomas Ashenfelter
40.0500570	James Bunnell
75.3730170	Mattamy Partnership
45.7000020	Steve Trebesch
20.1411905	Deirdra Wallace Tewell Trust

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Steve Taylor, Administrative Services, appeared before the Board to highlight the Beyond the Yellow Ribbon program and introduced Mark Muhlenkort, volunteer for the program.

Muhlenkort explained the purpose of today's presentation was to educate and inform the County Board about the program, why it was important and gain their support. He pointed out the importance of taking care of a service member's family while they are deployed. He stressed this was not another government initiative and looks at programs already in place.

He reviewed the process to become a Yellow Ribbon County by setting up a structure to do this through leadership. Muhlenkort stated all resources would be brought together in a coordinated effort. He identified key leadership areas that would include County leaders, public safety officials, school districts, and medical/social services providers. He pointed out those members the steering committee would comprise and reviewed their next steps.

Mark Metz, County Attorney, noted a future training his office would be holding to address veteran's criminal justice issues. He stated this would be geared toward veterans, the needs they have and available resources.

Degler moved, Lynch seconded, to support the work required to have Carver County proclaimed as a Yellow Ribbon Community. Motion carried unanimously.

Randy Wolf, Public Health & Environment, recognized aquatic invasive species has been a hot topic over the last year and to aid in educational efforts, an AIS video was created. He explained the video contest they sponsored and broadcasted the video.

He stated they would continue to look for ways to get the message out in the future. Wolf added they have been monitoring for zebra mussels and will find out shortly if monitored lakes had been infected.

Lynch moved, Degler second, to go into closed session to discuss labor negotiations strategies. Motion carried unanimously.

The Board adjourned the closed session and Regular Session at 5:20 p.m.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**1 to 4 Day Temporary On-Sale Liquor License for Augusta Ball Club, Chaska**

Primary Originating Division/Dept: <input type="text" value="Property Records &amp; Taxpayer Services"/>	Meeting Date: <input type="text" value="9/25/2012"/> Item Type: Consent <input type="text"/>
Contact: <input type="text" value="Teri Spencer"/> Title: <input type="text" value="Settlement Tech"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

Augusta Ball Club located at 5950 Hampshire Road, Chaska, is planning an event for Saturday, October 6, 2012, for which they are requesting a 1 to 4 Day Temporary On-Sale Liquor License. The Board members are Keith Wickenhauser, President; Charles Wickenhauser, Vice-President; Julie Eiden, Secretary; April Wichterman, Treasurer. This parcel is tax exempt.

**ACTION REQUESTED:**

Approval by the County Board for the request of a 1 to 4 Day Temporary On-Sale Liquor License for Augusta Ball Club, Chaska for their event on October 6, 2012.

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

Related Financial/FTE Comments:  
 License Fee: 1 to 4 Day Temporary On-Sale Liquor license \$100.00.

*Office use only:*

RBA 2012- 1345

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Renewal Application for On-Sale and Sunday Liquor License for Baumann Enterprises Inc. dba B's on the River**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Bryan Baumann, Owner/President of B's on the River has applied for renewal of his On-Sale and Sunday Liquor License. B's on the River is located at 1455 County Road 27, Watertown, MN 55388. There are no delinquent real estate taxes on this property.

**ACTION REQUESTED:**

Approval of the Request for Renewal of On-Sale and Sunday Liquor License for B's on the River.

**FISCAL IMPACT:**

**FUNDING**

If "Other", specify:

County Dollars =

**FTE IMPACT:**

**Total**  **\$0.00**

**Related Financial/FTE Comments:**

The license fee for B's on the River is as follows:

On-Sale Liquor License \$2,000.00

Sunday Liquor License \$200.00

*Office use only:*

RBA 2012- 1354



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Renewal Application for On-Sale and Sunday Liquor License for Timber Creek Golf Course LLC dba Timber Creek Golf Course**

Primary Originating Division/Dept: <input type="text" value="PRTS - Property Taxation"/>	Meeting Date: <input type="text" value="9/25/2012"/> Item Type: Consent <input type="text"/>
Contact: <input type="text" value="Teri Spencer"/> Title: <input type="text" value="Settlement Tech"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

Timber Creek Golf Course has applied for renewal of their On-Sale and Sunday Liquor License. Timber Creek Golf Course is located at 9750 County Road 24, Watertown, MN 55388. There are no delinquent real estate taxes on this property.

**ACTION REQUESTED:**

Approval of the Request for Renewal of On-Sale and Sunday Liquor License for Timer Creek Golf Course.

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

**Related Financial/FTE Comments:**

The license fee for Timber Creek Golf Course is as follows:

On-Sale Liquor License \$2,000.00

Sunday Liquor License \$200.00

*Office use only:*

RBA 2012- 1355

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Social Worker Full Time Equivalent Changes**

Primary Originating Division/Dept: <input type="text" value="Community Social Services"/>	Meeting Date: <input type="text" value="9/25/2012"/> Item Type: Consent <input type="text"/>
Contact: <input type="text" value="Gary Bork"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The Child & Family Services Department had a vacant .5 FTE Social Worker II that was internally posted to increase an eligible part-time social worker to full-time. A .7 FTE Social Worker II was awarded the position and the Department now has a vacant .2 FTE. The Division is requesting authorization to add the .2 FTE to another part-time Social Worker II within the Child & Family Department.

A 1.0 FTE Social Worker II in the Home & Community Based Care Department has requested an Educational Leave of Absence with out pay to attend graduate school with an anticipated return of May 2014. The request is to temporarily reduce her FTE from 1.0 to .9 FTE and work four nine hour days and use the remaining work day for school. The Division has recommended approval of this request. A .8 FTE Social Worker II with the same job duties is willing to temporarily increase her hours to .9 FTE for the duration of the leave.

**ACTION REQUESTED:**

To approve increasing a part-time Social Work II position in the Child & Family Department an additional .2 FTE.

To approve decreasing a 1.0 FTE Social Worker II in the Home Community Based Care Department from 1.0 FTE to .9 FTE for an Educational Leave of Absence with out pay until May 2014 and increasing a .8 FTE Social Worker to .9 FTE on a temporary basis until May 2014.

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

**Related Financial/FTE Comments:**

There is no fiscal impact since the increases do not trigger health insurance eligibility.

*Office use only:*

RBA 2012- 1363

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**St. Peter Lutheran Church- Old Fashion Country Pic-Nic (PH/E)**

Primary Originating Division/Dept:

**Meeting**

Date:

**Item Type:**

Consent

Contact:  Title:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

File #A20120529. This request is for an Administrative Special Event Permit for an Old Fashioned Country Pic-Nic event at St. Peter Lutheran Church on Saturday, Sept. 29th. The event is a benefit for the Pat & Bruce Mueller family. The one-day event will be held from noon until 6:00 p.m. and includes: a meal and silent auction inside the church; children's activities, ice cream sundae and float bar, horse and hay rides, and a model T Ford car and antique tractor show outside. Written permission from the property owners to the west has been submitted allowing for parking during the event.

The applicant has provided proof of insurance and contracts for trash removal and portable restrooms. The Watertown Town Board was notified of the request and did not have any concerns.

**ACTION REQUESTED:**

A motion authorizing the issuance of a Certificate of Zoning Compliance (#A20120529) for the September 29, 2012 St. Peter Lutheran Church Old Fashioned Country Picnic Benefit for the Mueller family.

**FISCAL IMPACT:**

**FUNDING**

*If "Other", specify:*

**County Dollars =**

**FTE IMPACT:**

**Total**

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1364

**COUNTY OF CARVER**  
**CERTIFICATE OF ZONING COMPLIANCE**

**FILE/CERTIFICATE # A20120529**

**DATE ISSUED: September 25, 2012**

**TYPE OF CERTIFICATE: ONE TIME SPECIAL EVENT – OLD FASHIONED COUNTRY PIC-NIC**

This permit certificate is issued for the St. Peter Lutheran Church Old Fashioned Country Pic-Nic (Mueller Family Benefit) to be held on Saturday, September 29, 2012. The event will be held entirely on property owned by St. Peter Lutheran Church, with the exception of attendee parking which will be done on the two parcels adjacent to the west. Festivities at the property will run from noon – 6:00 p.m. and includes: a meal and silent auction inside the church; children's activities, ice cream sundae and float bar, horse and hay rides, and a model T Ford car and antique tractor show outside. This event is allowed with a Certificate of Zoning Compliance, pursuant to Chapter 152, section 152.074 B6 of the Carver County Code. **This certificate is issued to:**

**St. Peter Lutheran Church  
C/O Ronald Gust Jr.  
3030 Navajo Avenue  
P.O. Box 508  
Watertown, MN 55388**

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

**Purpose of Certificate:** To certify that the permittee and/or organization to which this certificate is issued is permitted and authorized to hold an Old Fashioned Country Pic-Nic (Mueller Family Benefit) event on Saturday, September 29, 2012. The event shall take place in Watertown Township in accordance with the conditions listed on this permit and in accordance with Chapter 152, Section 152.074 B6 of the Carver County Code.

**THE FOLLOWING CONDITIONS ARE ATTACHED AND MUST BE COMPLIED WITH:**

1. The Permit is valid only for the day of September 29, 2012.
2. The event must be conducted in accordance with the Operational Plan & Site Maps attached hereto.
3. There shall be at least two (2) bathroom satellites available for the event.
4. The sponsors are responsible to clean up all excess trash and litter during and after the event.
5. Emergency vehicle access must be provided within the activity areas of the event.
6. Parking shall be provided as described in the application on the Dreier and Eickhoff property to the west of the church.

7. No parking shall be allowed on County Road 24. In the event of wet weather, the applicant is responsible for keeping County Road 24 clear of mud and debris.
8. The applicant shall submit a copy of the Certificate of Liability Insurance for the church to the Land Management Department prior to the event.
9. The permittee shall inform adjacent residents, Watertown Town Board, City of Watertown and the Carver County Public Works Department of the date(s) in which the event will take place. (Notification shall be provided prior to the event.)

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Amanda Schwabe  
Associate Planner

**THIS CERTIFICATE IS ISSUED FOR SATURDAY, SEPTEMBER 29, 2012, AND IS NOT EFFECTIVE UNTIL SIGNED:**

I HAVE READ THE ABOVE CONDITIONS AND AGREE TO FOLLOW THEM. I REALIZE THAT FAILURE TO ABIDE BY THE CONDITIONS IS A VIOLATION OF THE ZONING ORDINANCE. I AGREE THAT THE ZONING ADMINISTRATOR OR A DESIGNATED REPRESENTATIVE MAY ENTER UPON THE SUBJECT PROPERTY TO CHECK FOR COMPLIANCE OR FOR REVIEW PURPOSES. I ALSO UNDERSTAND THAT THIS IS NOT A BUILDING PERMIT AND THAT OTHER PERMITS MAY BE REQUIRED.

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Signature of Certificate Holder

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Date

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***Attached To:***

***Property outlined in attached site plans,  
And PID #10-014-1500***

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Two (2) acres of land in the Northwest quarter of Section 13-117-25 to be bounded as follows: To commence at the Northwest corner of said Section and run South on said Section line 31 rods; thence East 10 rods and five feet; thence North 31 rods; thence West 10 rods and five feet to the starting point.

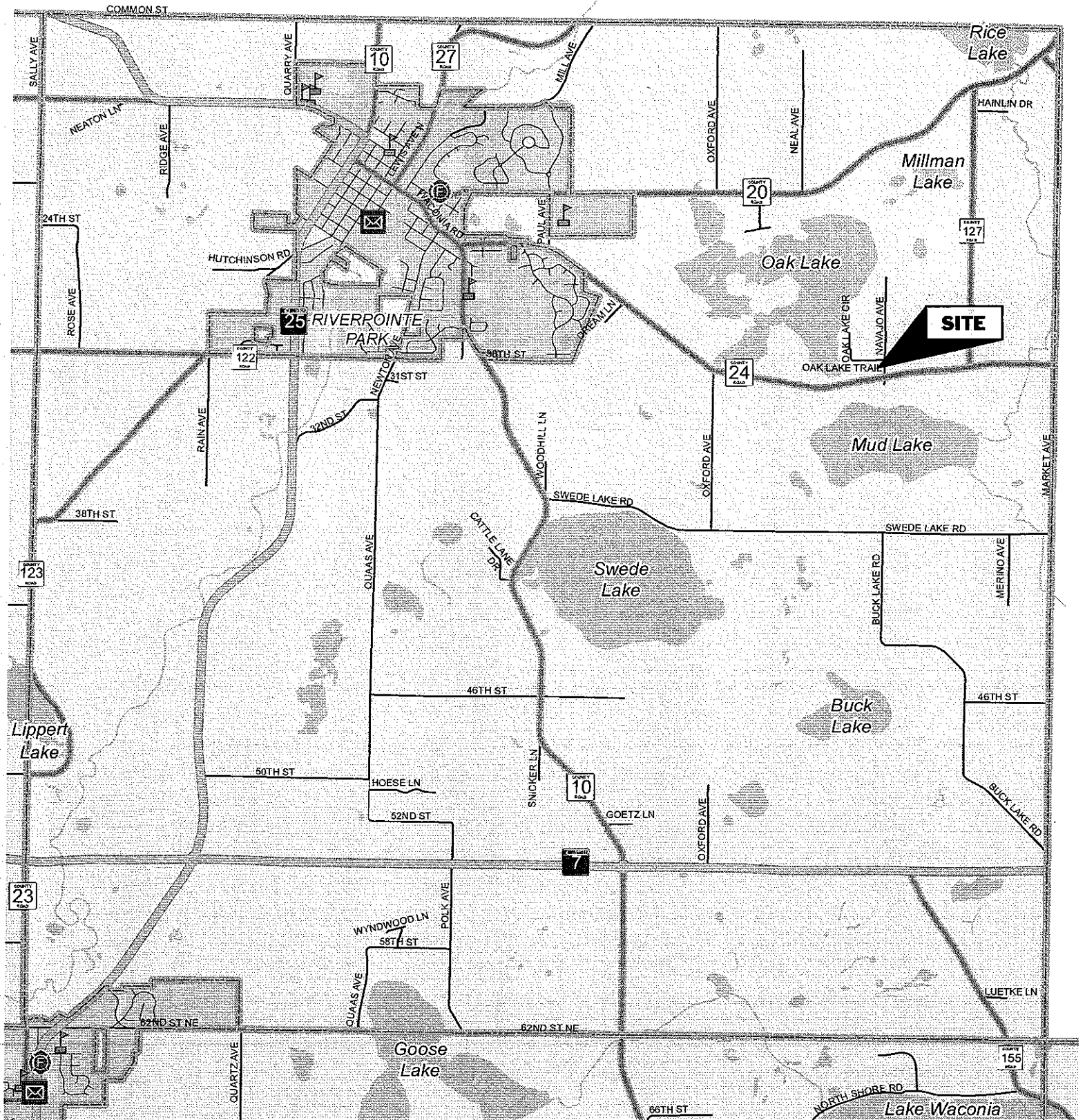
Commencing at a point in the center of the road (now running through Section 13 of the Township 117 Range 25, known as the Watertown and Minnetrista road) on the West line of Lot 1 Section 13-117-25 and running thence South along the west line of said Section 13 a distance of 114 feet; thence East on a line with the said road a distance of 287 feet; thence North on a line parallel with the said Section line a distance of 114 feet; thence West along the center of the Watertown and Minnetrista road to the place of beginning a distance of 287 feet excepting and reserving therefrom a strip of land one rod wide along the Section line on the west side of the above described tract. Also two (2) rods along the North side of said tract being now occupied as a public highway of land as a cartway. The remainder to contain one half (1/2) acre of land.

Commencing at a point 114 feet South of the center of the road (now running through Section 13 of the Township 117 Range 25 known as the Watertown and Minnetrista Road) on the west line of Lot 1 Section 13-117-25 and running thence South along the said West line of said Section 13 a distance of 114 feet; thence East on a line with the said road a distance of 287 feet; thence North on a line parallel with the said Section line a distance of 114 feet; thence West on a line with the said road a distance of 287 feet excepting and reserving therefrom a strip of land one rod wide along the Section line on the West side of the above described tract of land as a cartway. The remainder to contain one half (1/2) acre of land.

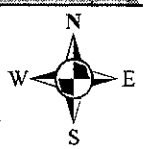
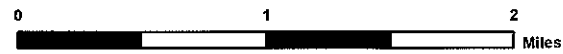
Prepared by Land Management

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# WATERTOWN TOWNSHIP



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



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Revised Personnel Policy Approval**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="9/25/2012"/>
Contact: <input type="text" value="Doris Krogman"/> Title: <input type="text" value="Employee Relations Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Doris Krogman"/> Title: <input type="text" value="Employee Relations Director"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

Personnel Policies provide direction to County employees on work rules, expectations and to a varying extent, terms and conditions of employment.

Policies that have been revised and are ready for approval are listed below with a brief description of the changes:

- Performance Evaluations: articulation of 100% timely evaluations conducted on a calendar year basis, by February 15 of each year, further clarification of roles and responsibilities, and implementation of Pay for Performance for non-bargaining staff (consistent with the Resolution passed July 24, 2012).
- Compensation: clarification of the timing of salary changes, and implementation of Pay for Performance process (also consistent with the Resolution passed July 24, 2012).
- Benefits: inclusion of phased retirement (initially approved in 2010).

The requested action is approval of these policy changes with an effective date of September 25, 2012.

**ACTION REQUESTED:**

Motion to approve Personnel Policy revisions in the areas of performance evaluations and compensation, effective 9/25/2012.

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

Related Financial/FTE Comments: