



Carver County Board of Commissioners
December 20, 2011
Regular Session
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

PAGE

9:30 a.m.	1.	a) CONVENE	
		b) Pledge of allegiance	
		c) Public comments (limited to five minutes)	
		d) Introduction of New Employees	
	2.	Agenda review and adoption	
	3.	Approve minutes of December 13, 2011 Regular Session	1-6
	4.	Community Announcements	
9:30 a.m.	5.	CONSENT AGENDA	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.1	Contract with District 111 (Watertown Mayer)	7
	5.2	Government Center fire alarm panel upgrades	8-10
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	5.7	Authorization for 2012 Park promotions/donations	16
		<i>Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government</i>	
	5.8	2010-2011 AFSCME Assistant County Attorney collective bargaining agreement.....	17
		<i>Finances: Improve the County's financial health and economic profile</i>	
	5.9	Abatements/additions	18-19
	5.10	Chaska License Center lease payoff and purchase.....	20
	5.11	Energy Services contract – CenterPoint Energy Services, Inc.	21
	5.12	Delegated contracting process agreement with Minnesota Department of Transportation	22-23
	5.13	Payment of emergency claims.....	24-25

- 5.14 Community Social Services warrants NO ATT
- 5.15 Commissioners' warrants..... SEE ATT

- 9:30 a.m. **6. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government**
 - 6.1 University of Minnesota Extension retirements 26-28
 - 6.2 Resolution setting County Commissioner compensation for 2012 29-31
 - 6.3 Resolution setting 2012 compensation for the County Attorney and County Sheriff 32-35
 - 6.4 Resolution setting 2012 non-bargaining compensation 36-37
- 10:00 a.m. **7. CONNECTIONS: Develop strong public partnerships and connect people to services and information**
 - 7.1 New grant funded therapist..... 38-39
 - 7.2 Equipment sharing agreement..... 40
- 10:20 a.m. ADJOURN REGULAR SESSION

Work Session Agenda

- 10:20 a.m. **A. GROWTH: Manage the challenges and opportunities resulting from Growth and development**
 - 1. Overview of Regional Transitway Guidelines 41
- 11:10 a.m. **BOARD REPORTS**
 - 1. Chair
 - 2. Board Members
 - 3. Administrator
 - 4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

- December 27, 2011 No Meeting
- January 3, 2012 9:00 a.m. Organizational Session
- January 10, 2012 7:30 a.m. ACCEL Meeting. EOC

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 13, 2011. Chair Randy Maluchnik convened the session at 9:17 a.m.

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

Members absent: None.

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

Ische moved, Workman seconded, to approve the minutes of the November 22, 2011, Regular Session and December 1, 2011, budget meeting. Motion carried unanimously.

Community announcements were made by the Board.

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

Resolution #62-11, Railroad Crossing Signal Agreement No. 96952 with the State of Minnesota.

Approved Sub Grant Agreement #2011-106 with the Metropolitan Council and authorized the Board Chair to sign the agreement.

Approved grant contract and accepted grant funds in the amount of \$47,547 from the State of Minnesota, Department of Public Safety-Homeland Security & Emergency Management Division.

Approved host county contract with Rene Kress, Reach Alternatives Consulting.

Approved Addendum No. 2 with SRF Consulting Group, Inc. for \$44,306 and authorized the Chair the sign the addendum.

Authorized the Chair to sign the agreement consenting to the terms of the Donation and Transfer Agreement between the City of Carver and Omaha Track and Materials, upon approval of the County Attorney's Office.

Authorized final payment to Chard Excavating and Tiling in the amount of \$27,125.06 and finalized the contract for a total of \$1,255,876.63 for Phase 1, Dakota Rail Regional Trail.

Approved the CAMA USA Maintenance and Support Agreement effective January 1, 2012, through December 31, 2016.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Lynch moved, Degler seconded, to open the public hearing on proposed changes to the County fee schedule. Motion carried unanimously.

David Frischmon, Finance, explained State law allows the County to recover costs associated with providing services and a public hearing was required. He stated there were no significant changes and some items were removed.

No public testimony was received.

Degler moved, Lynch seconded, to close the public hearing. Motion carried unanimously.

Ische moved, Degler seconded, to approve the 2012 County Fee Schedule as presented. Motion carried unanimously.

Martin Walsh, Parks, appeared before the Board related to the Park Commission's recommendation to fund aquatic invasive species inspections at Lake Minnewashta Park. He noted the Board's previous motion to table action regarding the request and the meeting Minnehaha Creek Watershed District held December 8th to discuss the possibility of matching funds.

Bill Olson, Minnehaha Creek Watershed District Manager, stated the District is very busy with planning now and his Board voted last week to go ahead with an invasive species program in partnership with the DNR. He stated they intended to develop a program that could be rolled out across the State. He explained they made some major changes at their last meeting and highlighted their new focus. He added their new focus would set up the County for many pilot programs.

He stressed the District was willing to partner with the County on a much more exaggerated basis and would like to do something county wide. He indicated they approved starting at a minimum of \$15,000 and provide the County with a program. He stated they would be raising an additional \$15,000 in other watersheds and when those funds are raised, would match that as well. Olson indicated this would fund a county wide effort and they would have a plan in place by the Governor's opener. He stated they have approved matching a minimum of \$15,000 with no upper limit and are working with other lake associations. He pointed out FRD technology that could be used in the future.

Olson clarified they would be conducting a Lake Minnewashta inspection system, in conjunction with the lake association and partnering with the DNR, and that is part of the pilot program they are discussing.

Joe Shneider, 1035 Holly Lane, Chanhassen, stated he represented the Christmas Lake Homeowners Association. He pointed out there were only four months until the start of the next boating season;

that the threat was real and timing was critical. He stated the DNR simply does not have enough money to fight this effectively. He suggested the Board has an opportunity to do something that is critical. He stated the \$15,000 was a start and recognized that may not be the last expense. He stressed there were a lot of lakes and the DNR cannot afford it all. He stated something needed to be done to stop the spread and encouraged the Board to get involved and take advantage of the cost sharing.

Shneider explained his Homeowners Association was starting a letter writing campaign to their legislators and asking for the ability to require 100% inspection of boats to stop the spread; to ask the DNR to delegate their authority for inspections to local units of government and to ask the legislature to allow regional inspections.

Olson clarified he would focus funding \$30,000 at Lake Minnewashta and with the County's \$15,000 match they would raise an additional \$60,000 to be used throughout the County. He stated they would help the County with a County wide program. Olson indicated the County's \$15,000 could be used where the County needs it.

The Board discussed bringing the issue back into a work session to get further information on the details before bringing this to a vote. David Hemze, County Administrator, stated he could ask staff to come up with a recommended conceptual agreement so they know the dollars allocated; who is responsible for what programs and the additional funds that would be added by other watersheds. The Board agreed to bring this back at their January 10th work session.

The Board commended Bill Olson and the Minnehaha Creek Watershed District for taking the lead on this issue and Mr. Olson for his hard work.

David Hemze, County Administrator, requested the Board adopt a Resolution approving the 2012 property tax levy and budget and 2013 Long Term Plan. He highlighted the services provided for the tax dollars levied.

David Frischmon, Finance, reviewed the overall budget strategy to flat line the levy. He explained the Administrator's recommendation of a 1.4 million levy decrease and pointed out the impact of the State changing the market value homestead credit.

He identified the levy savings by division and reviewed a summary revenues and expenditures. He indicated the overall budget increase was related to an increase in capital projects not funded by tax levy. He noted levy savings in the areas of staffing and stated there were no layoffs mainly due to the early retirement program creating vacancies. Frischmon reviewed 2012 capital projects and the potential impact of shifting county program aid from capital projects to operations.

He explained the tax impact to an average value home and to commercial properties. Frischmon reviewed proposed property tax levy changes for each of the metro counties and noted that Carver County had one of the highest decreases in the metro area.

Frischmon summarized the 2012 Long Term Financial Plan and the Board's direction to connect financial strategies to long term goals and objectives. He pointed out the plan is nonbinding and was a helpful planning tool to look into the future to determine future projects.

Lynch offered the following Resolutions, seconded by Ische:

Resolution #63-11
Certifying 2012 Property Tax Levy

Resolution # 64-11
County Board Adoption of the
2012 Budget for Carver County

On voted taken, all voted aye.

Degler offered the following Resolution, seconded by Ische:

Resolution #65-11
County Board Adoption of the
2013 Long Term Financial Plan
For Carver County

On vote taken, all voted aye.

Frischmon requested the Board approve the proposed changes to the Financial Policy Manual. He reviewed the Governmental Accounting Standards Board guidelines related to fund balance language and his recommendation to create a Treasury Internal Service Fund and within that assign fund balance. He reviewed the new policy on accounts receivable and revised fixed asset policy.

Ische moved, Degler seconded, to approve the proposed changes to the Financial Services Policies Manual as outlined. Motion carried unanimously.

Lynch moved, Degler seconded, to recess as the County Board and convene as the Carver County Regional Rail Authority.

Frischmon requested the Rail Authority approve their 2012 levy and budget. He stated the proposed \$120,000 levy has been the same since 2008 and indicated the funds would be used toward the local match for the second phase of the Dakota Regional Trail as well as stewardship projects for the Union Pacific and Dakota Rail.

Ische offered the following Resolutions, seconded by Degler:

CCRRA #01-11
Certifying 2012 Property Tax Levy and
Adoption of 2012 Budget

On vote taken, all vote aye.

Lynch moved, Degler seconded, to adjourn as the Regional Rail Authority and convene as the Community Health Board. Motion carried unanimously.

Marcee Shaughnessy, Public Health, requested the Board approve the renewal of a three year grant contract with the DHS for the Child & Teen Checkup Program. She stated Public Health provides the administrative services and outlined their five objectives.

Ische moved, Workman seconded, to approve and sign the grant contract with the Minnesota Department of Human Services for 1/1/2012 to 12/31/2004 with the annual amount of \$105,152, to provide administrative services for the Child and Teen Checkups Program and related budget amendment. Motion carried unanimously.

Randy Wolf, Public Health, requested the Board approve the amendment to the Twin Cities Public Health mutual aid contract. He stated the contract would allow them to share resources in the case of an emergency. He noted, last summer, several staff supported in the aftermath of the North Minneapolis tornado.

Degler moved, Ische seconded, to approve and sign the amendment to the Twin Cities Public Health Entities in Minnesota Mutual Aid Agreement. Motion carried unanimously.

Wolf requested the Board approve the Local Public Health Act Funding Assurance and Agreement which gives them the authority to spend funds.

Ische moved, Lynch seconded, to approve the 2012 Assurances and Agreements as part of the Local Public Health Act. Motion carried unanimously.

Wolf requested the Community Health Board adopt a Resolution appointing and authorizing persons to act on their behalf.

Degler offered the following Resolution, seconded by Ische:

Carver County Community Health Board Resolution #65-11

Appointing Designated Agents of the Carver County Community Health Board to
Act on its Behalf per Minnesota Statutes 145A.04, Subd. 2

On vote taken, all voted aye.

Lynch moved, Degler seconded, to adjourn as the Community Health Board and convene as the Carver County Ditch Board. Motion carried unanimously.

Mark Lundgren, Taxpayer Services, requested the Ditch Board approve ditch assessments for 2012 for work that has been done.

Ische moved, Lynch seconded, to approve the assessments as follows:

County Ditch 4A	\$10,000
County Ditch 6	\$10,000
Joint Ditch 3A	\$10,000
Joint Ditch 5	\$8,000
Joint Ditch 22	\$6,000

Motion carried unanimously.

Ische moved, Degler seconded, to adjourn as the Carver County Ditch Board and reconvene as the Carver County Board. Motion carried unanimously.

Degler moved, Ische seconded, to go into closed session at 11:32 a.m. for discussion of labor negotiations strategy as allowed by Statute. Motion carried unanimously.

The Board adjourned the closed and Regular Session at 12:35 p.m.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approve Contract with District 111 (Watertown Mayer)

Primary Originating Division/Dept: <u>Community Social Services</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Gary Bork</u> Title: <u>Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Watertown Mayer Independent School District 111 is contracting with the Division for special education services for students in their District. The District is purchasing .2 FTE Social Worker III and .2 FTE Behavior Specialist from the Division for the school year. The term of the contract is from January 1, 2011 to June 30, 2012.

ACTION REQUESTED:

Approve the Professional Services Agreement and Grant Agreements with Watertown Mayer Independent School District 111.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$38,142.00
District 111	\$30,100.00
Total	\$68,242.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:

RBA 2011- 918

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Government Center Fire Alarm Panel Upgrades

Primary Originating Division/Dept: <u>Administrative Services - Facilities</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Kevin Maas</u> Title: _____	Item Type: <u>Consent</u>
Amount of Time Requested: _____ minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: _____ Title: _____	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Facilities Services and several system Vendors have identified the Fire Alarm panel upgrade as a major life safety system improvement. Required annual system testing results and several false alarm (overtime) calls continue to escalate problems and are increasing in frequency and system cost. The existing system was last upgraded in 1999 with some minor changes in 2002 when dispatch moved from the West Administration Building. The current fire alarm panel does not meet the current code or industry standard of being fully "addressable". Meaning the new system will identify the problem point verses a general problem area. For example, the current system may indicate trouble in the Penthouse of Administration. The new system would indicate a specific smoke detector in air handler number 9 located in the Penthouse of Administration; in addition to a corresponding map detector number. The new system will also meet the City required UL standards.

This project is approved in the long-term capital plan and line itemed in the 2011 budget for \$55,000. Wold Engineers were contracted through an Administrative Contract for \$5,100 to review the system, complete plans and quote the project. Facilities recommended a major change in scope that results in an increase in the budget to \$60,575 that includes the Engineering fee. The major scope changes include removing and replacing all of the old detectors and a complete re-wiring the devices to the new panel. A favorable bidding climate and a "open" technology panel allows us to provide a complete new system verses in three buildings including the CSS/Administration (602 upgrade) rather than just a new fire panel.

The budget is recommended as follows:

A/E:	5,100
ECSI:	52,590
Contingency/Sprinkler Work: (5%)	2,885
TOTAL:	\$ 60,575

Quotes are as follows: ECSI - \$52,590; Egan Companies - \$60,654; Nardin - \$63,689; EPS Electric \$112,785.

This project has been reviewed with the Chaska Fire Marshall and will result in maintenance cost savings in the number of alarms and much more flexibility in space management and control. (i.e. mechanical Fire Walls/Doors)

Staff recommends a budget amendment to increase the budget by \$5,575 and approval a contract with ECSI subject to County Attorney and Risk approvals.

ACTION REQUESTED:

Move to approve a budget amendment and the contract with ECSI to replace the fire alarm panel and system detectors.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars = **\$60,575.00**

FTE IMPACT: None

Total

\$60,575.00

Related Financial/FTE Comments:

Office use only:
RBA 2011- 908

Budget Amendment Request Form



Agenda Item:
Government Center Fire Alarm Panel Upgrades

Department:
 t:

Meeting Date: 12/20/2011

Requested By:
 Kevin Maas

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

Description of Accounts	Acct #	Amount
Facilities - Fire Alarm Panel Upgrade	001-110-000-000-66...	\$60,575.00
TOTAL		\$60,575.00

Description of Accounts	Acct #	Amount
Facilities - Fire Alarm Panel Upgrade	001-110-000-0000-6...	\$55,000.00
Facilities - Cologne Data Center Project	01-110-000-0000-66...	\$5,575.00
TOTAL		\$60,575.00

Reason for Request:

Line Item budget for \$55,000 in 2011 Facilities Budget. Increase project budget by \$5,575 to accommodate larger and improved scope of work with additional funds coming from Cologne Data Center Project which will come in under budget.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

University of Mn/Extension 2012 MOA

Primary Originating Division/Dept: <u>Administrative Services</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Nick Koltavy</u> Title: <u>Management Analyst</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

On an annual basis, Carver County and the University of Minnesota enter into a Memorandum of Agreement (MOA) to fund the local Extension office. The MOA between the University of Minnesota and Carver County contain provisions regarding allocation of funds for University positions and local programs. The programs and positions remain the same in 2012 as 2011:

- 4H Program Coordinator (1.0 FTE)
- Master Gardener Coordinator (0.4 FTE)
- Agriculture Educator (0.5 FTE)
- Financial Resources Management Educator (0.5 FTE)
- 4H Summer Intern

The costs in the 2012 MOA remain the same as 2011.

ACTION REQUESTED:

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

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$171,160.00
<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>
Total	\$171,160.00

FTE IMPACT: None

Related Financial/FTE Comments:

Agreement is for \$179,360 minus \$8,200 in revenue from the programs to equal \$171,160 in County funds.

Office use only:
RBA 2011- 891

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Grant agreement with the Metropolitan Council to partially finance acquisition of 1.56 miles of the Union Pacific Railroad

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>Grant Agreement for Recrea...</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <u>Parks Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Sub Grant-2011-084 from the Metropolitan Council will partially finance acquisition of 1.56 miles of the abandoned Union Pacific RR in Carver County. Carver County Closed on the purchase of the Union Pacific Railroad Line in Carver and Scott Counties on October 21, 2011. Sub Grant SG-2011- represents Carver County's portion of Metropolitan Council Acquisition Opportunity Funds (AOF) provided for land acquisition for regional parks and trails. Additional funding is planned from other agencies as indicated in the below background information.

In addition to preserving the railroad corridor for transportation purposes, other planned uses of the railroad corridor include regional trail, utility lines, preservation of levee and road right of way. Carver County will quit claim deed to Scott County the portion of railroad line in Scott County. Easements will be issued to the other participants for their interests in the railroad corridor.

The following outlines the budget and anticipated cost participation for the railroad acquisition:

Budget:

Purchase Price	\$2,000,000
Utility License Withdrawal Fee	\$33,787
City, Township Taxes	\$5,209
Closing Costs/Title Insurance	\$250,000
Other Misc Costs and Contingency	<u>\$61,004</u>
Total	\$2,350,000

Anticipated Agency Cost Participation

Metropolitan Council, Park Acquisition Opportunity Funds	\$1,096,988
Metropolitan Council Environmental Services	\$250,000
Scott County Regional Railroad Authority	\$404,006
Carver County Regional Railroad Authority	\$404,006
City of Chaska	\$130,000
City of Carver	<u>\$65,000</u>
Total	\$2,350,000

It is anticipated that actual costs will be less than \$2,350,000 as Title Insurance was not considered necessary. Actual costs are still being finalized.

ACTION REQUESTED:

Approve Grant Agreement # SG-2011-084 with the Metropolitan Council and authorize the Board Chair to sign the

agreement.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Metro Council Dollars

\$506,185.00

Total

\$506,185.00

Related Financial/FTE Comments:

SG -2011-084 represents Carver County's portion of the Acquisition Opportunity Funds provided by the Metropolitan Council. Scott County will contribute its share of the Acquisition Opportunity Funds to Carver County when Carver County deeds to Scott County that portion of the railroad in Scott County. Additional funding is also anticipated from Scott County Regional Railroad Authority, Metropolitan Council Environmental Services, Carver County Regional Railroad Authority and the Cities of Chaska and Carver.

Office use only:

RBA 2011- 842

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of 2012 Prosecution Contracts

Primary Originating Division/Dept: <u>Attorney</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>John Rekow</u> Title: <u>Law Office Manager</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u> </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u> </u> Title: <u> </u>	

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

BACKGROUND/JUSTIFICATION:
 The County Attorney's Office has prosecuted Gross Misdemeanors, Misdemeanors and Petty Misdemeanors on behalf of 10 cities that agree to an annual contract. The expense of these services is paid partially from fine revenue collected by the cities and a surcharge base on case activity (three-year average). Ten cities have signed a contract to have the Carver County Attorney's Office prosecute for them in 2012. We are seeking final Board approval.

ACTION REQUESTED:
 Approve the Prosecution Contracts for 2012.
 10 contracts (2 copies each) need to be signed.

<p>FISCAL IMPACT: <u>Included in current budget</u> If "Other", specify: <u> </u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">FUNDING</td> </tr> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;">\$24,013.86</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$24,013.86</td> </tr> </table>	FUNDING		County Dollars =	\$24,013.86			Total	\$24,013.86
FUNDING									
County Dollars =	\$24,013.86								
Total	\$24,013.86								
<p>FTE IMPACT: <u>None</u></p>									

Related Financial/FTE Comments:

Attorney Expenses:	\$203,929.46
Fine Revenue from Cities:	(100,002.37) 49%
Surcharge paid by Cities:	(79,913.23) 39%
County Subsidy:	(24,013.86) 12%

Office use only:
 RBA 2011- 930

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract Renewal - Recyclable Materials Transportation Contract With Waste Management Inc.

Primary Originating Division/Dept: <u>Public Health & Environment</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Brad Hanzel</u> Title: <u>Environmentalist II</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

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

BACKGROUND/JUSTIFICATION:

In 2011, the Environmental Services Department of the PH&E Division entered into a contract with Waste Management of MN, Inc. for the transportation of recyclable materials from the Cologne, Mayer, New Germany and NYA recycling drop-off sites to the Douglas Kugler Eco-Site located in Watertown. The materials include office paper, mixed paper, catalogs & magazines, newspaper, phone books, boxboard, cardboard, glass, plastic, aluminum, and tin containers. This request will renew the contract for an additional two year term, expiring on December 31, 2013. Waste Management has provided good service at a competitive price.

ACTION REQUESTED:

Approve contract renewal with Waste Management Inc. for transportation of recyclable materials and authorize Chair to sign.

<p>FISCAL IMPACT: <u>Included in current budget</u> If "Other", specify: <input type="text"/></p> <p>FTE IMPACT: <u>None</u></p>	<p>FUNDING</p> <table style="width: 100%;"> <tr> <td>County Dollars =</td> <td><input type="text"/></td> </tr> <tr> <td>State Grants - SCORE, L...</td> <td style="text-align: right;">\$35,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$35,000.00</td> </tr> </table>	County Dollars =	<input type="text"/>	State Grants - SCORE, L...	\$35,000.00	Total	\$35,000.00
County Dollars =	<input type="text"/>						
State Grants - SCORE, L...	\$35,000.00						
Total	\$35,000.00						

Related Financial/FTE Comments:
Funding sources are the SCORE and LRDG grants which are solid waste taxes and fees collected by the State of Minnesota and passed on to counties via ongoing grant agreements. Carver County will receive approximately \$400,000 from these sources in 2012.

Office use only:
RBA 2011- 924

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Authorization for 2012 Park Promotions/Donations

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Lenny Schmitz</u> Title: <u>Parks Coordinator</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Parks Department requests authorization to distribute park services and products as a low cost means to promote the park system and recognize volunteer service. Up to five (5) shelter rentals, fifteen (15) two night campground reservations and thirty (30) annual parking passes could be distributed in 2012. Examples of where redeemable vouchers for services or products could be distributed include park programs and special events, drawings at park system display exhibits, and to local non-profits seeking donations.

Redeemable vouchers for services and products such as shelter rentals, weekend camping stays and annual permits may be awarded to someone who has provided significant volunteer service to the County.

ACTION REQUESTED:

Authorize the Parks Director or designee to use up to but not more than five (5) shelter rentals, fifteen (15) weekend campground reservations and thirty (30) annual parking passes for promotional and marketing purposes.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$0.00
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Total	\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

No hard cost are identified for the donation of items. Soft costs associated with the donation of items includes staff time and some material supplies.

Office use only:
RBA 2011- 868

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2010 - 2011 AFSCME Assistant County Attorney Collective Bargaining Agreement

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Doris Krogman</u> Title: _____	Item Type: <u>Consent</u>
Amount of Time Requested: _____ minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: _____ Title: _____	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The AFSCME Assistant County Attorney 2010 - 2011 collective bargaining agreement (CBA) was reached through traditional collective bargaining as well as an impasse arbitration award. The arbitration award set 2010 and 2011 wages at the same rates as other County employees. The award also set 2011 health insurance or cafeteria rates to match all other employees in the County. The arbitrator did not award language that appears in most CBAs regarding wages beyond December 31, 2011.

The changes agreed to prior to arbitration include the correction of some minor typos, and new language regarding the cafeteria benefit plan with the HSA and HRA contributions.

ACTION REQUESTED:

Motion to approve the 2010 - 2011 Collective Bargaining Agreement between AFSCME Council 65, Local 2789 and Carver County.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

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

FTE IMPACT: None

Related Financial/FTE Comments:

The funding of the CBA is included in the 2011 budget.

Office use only:

RBA 2011- 927

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Abatements/Additions

Primary Originating Division/Dept: <u>PRTS - Property Taxation</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Teri Spencer</u> Title: <u>Settlement Tech</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:

Recommend to approve.

FISCAL IMPACT: Other

If "Other", specify:

Not Budgeted

FUNDING

County Dollars =	(\$203.10)
Other	(\$364.90)
Total	(\$568.00)

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011- 910



CARVER
COUNTY

Property Records & Taxpayer Services Division
Government Center - Administration Building
600 East 4th Street
Chaska, MN 55318-2102

Laurie Engelen, Taxpayer Services Manager
Phone: (952) 361-1907
Email: lengelen@co.carver.mn.us

Angela Johnson, Carver County Assessor
Phone: (952) 361-1961
Email: ajohnson@co.carver.mn.us

Abatements presented to the
Carver County Board of Commissioners
December 20, 2011

Abatement approval is recommended by the Carver County Assessor & Taxpayer Services Manager
on the following properties for the reasons listed.

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	County Dollars Abated	Total Amount of Adjustment
2011	20.0930250	Michael Zamora	Homestead	4,100.00	3,956.00	-45.33	-144.00
2011	30.4870200	John & Sherry Crawford	Homestead	3,272.00	3,120.00	-57.02	-152.00
2011	58.0140350	Jennifer Lea Vollbrecht	Homestead	1,456.00	1,184.00	-100.75	-272.00
2011	58.1870280	James Zellmann	Homestead	2,302.00	2,302.00	0.00	0.00
Grand Total				\$11,130.00	\$10,562.00	-\$203.10	-\$568.00

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Chaska License Center Lease Payoff and Purchase

Primary Originating Division/Dept: <u>Administrative Services</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Steve Taylor</u> Title: <u>Administrative Services Divis...</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County and the City of Chaska have a lease agreement for the License Center located at 418 Pine Street. The 20 year agreement was entered into in 1995. At the end of the agreement the County has the option to purchase the property for one dollar. Carver County currently pays 8% interest on the agreement plus a portion of revenue from the camera for drivers license applications and other uses. These payments are used to pay the revenue bonds that the Chaska EDA used to construct the license center.

The County and City entered into discussions about early payoff of the lease agreement. The 2011 budget includes funds to accomplish this. County staff is recommending early payoff and purchase of the property in order to save money on interest charges. The balance of what the County owes is approximately \$175,000.00.

The closing date for the property is proposed for December 21, 2011. Staff is recommending that the Administrative Services Division Director be delegated the authority to sign the closing documents on behalf of Carver County.

ACTION REQUESTED:

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

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

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

Related Financial/FTE Comments:

Office use only:
RBA 2011- 906

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Energy Services Contract – CenterPoint Energy Services, Inc.

Primary Originating Division/Dept: <u>Administrative Services - Facilities</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Kevin Maas</u> Title: <u>Facilities Services Manager</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u> </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u> </u> Title: <u> </u>	

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

BACKGROUND/JUSTIFICATION:

On November 23, 2010 the Board approved a 12-month supply contract with Centerpoint Energy Services, Inc. for 75% of the Chaska Campus natural gas usage. (January-December 2010). The purpose of this action is to request a contract for 2012 that includes both Chaska Courthouse and PWHQ.

Due to lowering natural gas prices no actual savings for the last period occurred.

Staff is proposing the Board consider another 12-month lock for 75% of the gas used for the Chaska Campus and Public Works Facility in Cologne.

The County's energy consultant obtained two competitive quotes and has projected an additional 10% savings from 2011 for the Chaska Campus and Cologne facility should the lock-in price be 16% less than last year. This is based upon the trending prices which recently have edged upward. Currently our energy consultant projects a rate of \$3.96 a Dekatherm.

If approved, two variables exist to the natural gas budget. Usage in therms (weather) and the 25% variable rate paid with the contract. The 25% non locked price is still discounted \$.20 from the actual retail rate paid for commercial and industrial users. It is recommended to contract 75% of the cost since the cost has trended downward from 2010 through 2011.

ACTION REQUESTED:

Move approval of the Contracts with CenterPoint Energy Services, Inc. and direct the County Administrator to execute a 12-month contract within 3 business days of this action for Chaska and Cologne commercial meters.

FISCAL IMPACT: Included in current budget
 If "Other", specify:

FUNDING	
County Dollars =	\$172,000.00
Total	\$172,000.00

FTE IMPACT: None

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Delegated Contracting Process Agreement with Minnesota Department of Transportation

Primary Originating Division/Dept: <u>Public Works - Administration</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Lyndon Robjent</u> Title: <u>County Engineer/PWD</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

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

BACKGROUND/JUSTIFICATION:

This agency agreement between the County and the Minnesota Department of Transportation (MnDOT) allows for MnDOT to act as the County's agent in accepting federal aid. This agreement is intended to cover all federally funded transportation projects that the County is awarded funds for until revisions are needed to the agreement.

ACTION REQUESTED:

Approve the attached resolution authorizing the County Board Chair and County Administrator to sign agreement No. 00010 with MnDOT.

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

Related Financial/FTE Comments:

Office use only:
 RBA 2011- 867

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Payment of Emergency Claims

Primary Originating Division/Dept: <u>Finance</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>David Frischmon</u> Title: <u>Finance Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County Board of Commissioners, at its February 24, 1987 meeting authorized the issuance of a check upon the consensus of the County Board Chair, County Administrator, and the County Attorney (with minimum of two). The attached list of checks have been issued using this authority.

Per MN § 375.12 the below claim should be published:

Vendor	Amount
Title Mark	\$42,937.15

ACTION REQUESTED:

Motion to approve the checks that have already been issued.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>
Total	\$0.00

Related Financial/FTE Comments:

See attached list for more details

Office use only:
RBA 2011- 928

Emergency Claims

AccountNumber	AccountDescription	TranType	VendorName	VendorNumber	AuditDate	RecOrWarrNbr	Amount	TransDescription	
01-090-000-1101-6379	Victim Witness Program	DISB	Landlord**	999999905	6/28/2011 0:00	324929	\$ 216.72	RENTAL ASSISTANCE	
01-090-000-1101-6379	Victim Witness Program	DISB	Sprint**	999999905	6/29/2011 0:00	325116	143.99	CRIME/SPRINT BILL	
01-123-130-1549-6260	Professional & Tech. Fees For Services	DISB	MN VALLEY ELECTRIC	351	8/4/2011 0:00	326401	7,428.88	TRANSFORMER INSTALLATION	
15-000-000-0000-6601	Land	DISB	TITLE MARK	19851	6/1/2011 0:00	323992	42,937.15	BONGARD PARCEL	
01-110-000-0000-6379	Other Miscellaneous Expenses	DISB	CHASKA CITY	152	9/21/2011 0:00	327860	146.50	BUILDING PERMIT/IT SPACE	
01-090-000-1101-6379	Victim Witness Program	DISB	Victim/Witness**	999999905	11/30/2011 0:00	330448	195.00	IMPOUND FEES	
01-090-000-1101-6379	Victim Witness Program	DISB	Victim/Witness**	999999905	11/30/2011 0:00	330448	5.00	LOCK CHANGE	
01-090-000-1101-6379	Victim Witness Program	DISB	Victim/Witness**	18,150	12/12/2011 0:00	330,852	200.00	IMPOUND FEE REIMBURSEMENT	
							Human Service emergency claims (7/11-12/1)	<u>\$18,301.06</u>	
								\$ 69,574.30	

**Changed for protection of client.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

University of Mn Extension Retirements

Primary Originating Division/Dept: <u>Administrative Services</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Nick Koltavy</u> Title: <u>Management Analyst</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Steve Taylor</u> Title: <u>Administrative Services Divisio...</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County would like to recognize two University of Minnesota Extension employees who have made significant and lasting contributions to Carver County:

- Pat Morreim is the Extension Regional Director that currently serves six counties including Carver County. She has been a University of Minnesota Extension employee for over 32 years, where she has served as an Extension Educator and Regional Director.
- Jackie Smith is the Carver County Master Gardener Coordinator. She has been involved in the Carver/Scott Master Gardener Program since 1987, and has been the Program Coordinator for 12 years.

Staff would like to recognize the contributions that Pat and Jackie made to Extension and Carver County.

ACTION REQUESTED:

Motion to approve the attached resolutions recognizing the contributions of Pat Morreim and Jackie Smith to Carver County.

<p>FISCAL IMPACT: <u>None</u> If "Other", specify: <input style="width: 200px; height: 15px;" type="text"/></p>	<p>FUNDING</p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td>Total</td> <td style="text-align: right;"><input style="width: 100%;" type="text"/> \$0.00</td> </tr> </table>	County Dollars =	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	Total	<input style="width: 100%;" type="text"/> \$0.00
County Dollars =	<input style="width: 100%;" type="text"/>						
	<input style="width: 100%;" type="text"/>						
Total	<input style="width: 100%;" type="text"/> \$0.00						

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011- 895

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

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

Whereas, Pat Morreim has been a University of Minnesota Extension employee for over 32 years, serving as an Extension Educator and Regional Director for six counties including Carver County; and

Whereas, Pat Morreim has served as an essential resource for the County Board, Extension Committee, County Administration and Administrative Services on all matters regarding the University of Minnesota Extension; and

Whereas, Pat Morreim has led by example and done an exemplary job of motivating, teaching, training, advising, lobbying, negotiating and supporting in the success of Carver County's Extension Office and programs; and

Whereas, Pat Morreim has repeatedly overcome countless deadlines, managed multiple counties with various operating structures and was able to navigate her way through congested highways and weather obstacles to arrive at meetings with Extension; and

Whereas, Pat Morreim announced her plans for retirement from Extension.

Now, Therefore, Be It Resolved, the Carver County Board of Commissioner, recognizes Pat Morreim for her faithful and dedicated service to Carver County Extension.

YES	ABSENT	NO

STATE OF MINNESOTA
 COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20th day of December, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2011.

 County Administrator

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

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

Whereas, Jackie Smith has been involved in the University of Minnesota Extension Carver/Scott Master Gardener Program since 1987 and has been the Program Coordinator for 12 years; and

Whereas, Jackie Smith played a vital role in the development and establishment of the Carver/Scott Master Gardener Program; and

Whereas, under the guidance of Jackie Smith, the Master Gardner Program grew from a struggling program with only a few members to a thriving program with over 120 active volunteers; and

Whereas, under Jackie Smith's leadership, many programs and activities were developed that strengthened the communities in Carver County including a partnership with Habitat for Humanity and the Junior Master Gardener program in Victoria; and

Whereas, Jackie Smith announced her plans for retirement from Extension.

Now, Therefore, Be It Resolved, the Carver County Board of Commissioner, recognizes and thanks Jackie Smith for her efforts and devotion to the Carver/Scott Master Gardener Program.

YES	ABSENT	NO

STATE OF MINNESOTA
 COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20th day of December, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2011.

 County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting County Commissioner Compensation for 2012

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Doris Krogman</u> Title: <u>Employee Relations Division ...</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Doris Krogman</u> Title: <u>Employee Relations Division D...</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation for the County Commissioners.

The attached Resolution provides for 2012 salary and expense allowances in the exact same amounts as 2011 - amounts which have not increased since 2008, and actually decreased in 2011. It should be noted that this recommendation is made to hold the line on their salaries, and not on an assessment of their performance over the past several years. The market rates for Commissioners in other similar counties, the experience levels of the individual commissioners, and the frozen salaries of the past four years have been considered in making this recommendation.

The Resolution provides for annual salaries of \$43,563, cafeteria benefits at the same rate as other employees and expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair, and \$515.00 for the other Commissioners.

ACTION REQUESTED:

Motion to approve the Resolution setting 2012 County Commissioner compensation as outlined in the Resolution.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$325,000.00
Total	\$325,000.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011 - 903

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution Setting 2012 County Commissioner Compensation

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

WHEREAS, the Carver County Board of Commissioners has authority to establish compensation levels for the County Commissioners; and

WHEREAS, the Carver County Board of Commissioners intends to establish 2012 salaries and other forms of compensation for the County Commissioners.

THEREFORE, BE IT RESOLVED, County Commissioners shall receive the following compensation, effective January 1, 2012:

- A. County Commissioner salary levels shall be set at \$43,563.83 annually (\$1,675.50 bi-weekly).
- B. The monthly expense allowance shall be set as follows: Chair \$615; Vice Chair \$540; Other Commissioners \$515.
- C. The County will provide County Commissioners with core benefits of employer-sponsored life insurance, single preventive dental insurance, and funds toward all elective benefits within the Cafeteria Plan for in the following monthly amounts based on their selections of Employer-sponsored health insurance: \$195.00 for those who waive, \$650.00 for those who select Single health insurance or \$1,150.00 for those who select Family health insurance.

BE IT FURTHER RESOLVED, any portion of said compensation for year 2012 may be waived by Commissioners upon written notification to Employee Relations.

BE IT FURTHER RESOLVED, the County will reserve the right to make adjustments to benefits by amendment to the Carver County Personnel Policies or by future Board actions.

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

STATE OF MINNESOTA
 COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20th day of December, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2011

 County Administrator Date

2011 County Commissioner Salaries

County Commissioners

County	Population	Salary
Anoka	330,884	\$59,945
Dakota	398,552	\$65,400
Scott	129,928	\$47,480
Washington	238,136	\$52,713
Average	274,375	\$56,284
Carver	91,042	\$43,563

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2012 Compensation for the County Attorney and County Sheriff

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Doris Krogman</u> Title: <u>Employee Relations Division ...</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Doris Krogman</u> Title: <u>Employee Relations Division D...</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation for elected County officials including the County Attorney and the County Sheriff.

The attached Resolution addresses the 2012 compensation for these two elected officials.

Both elected officials were new in their roles at the beginning of 2011, and thus, their established salaries were set with an assumption of their capabilities in their respective roles with the intention of complying with statute and assessing a number of factors including: market comparisons of the salaries of these office holders in similar counties, the duties of their respective offices, the salaries of their direct reports, the elected officials' qualifications, experience and accomplishments. Both 2011 annual salaries are \$115,000.

The recommended salary for each elected official is \$120,000, based on the factors listed above, for 2012.

The action requested is approving the resolution setting the 2012 salary and other compensation for the County Attorney and the County Sheriff.

ACTION REQUESTED:

Motion to approve the Resolution setting the 2012 compensation for the County Attorney and the County Sheriff.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =	\$240,000.00
Total	\$240,000.00

FTE IMPACT: None

Related Financial/FTE Comments:

Total 2012 cost is \$240,000 plus benefits; the 2012 budget as passed by the Board on 12/13/2011 for these positions is \$230,000 plus benefits. The additional funding based on this recommendation is \$10,000.

**BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA
Resolution Setting 2012 Elected Official Compensation**

DATE _____
MOTION BY COMMISSIONER _____

RESOLUTION NO. _____
SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has authority to establish compensation levels for the elected County Attorney and County Sheriff; and

WHEREAS, the Carver County Board of Commissioners intends to establish 2012 salaries and other forms of compensation for the County Attorney and the County Sheriff;

WHEREAS, the Minnesota Statutes 387.20 and 388.18, related regulations and case law outline the process for setting the salaries of these elected officials;

THEREFORE, BE IT RESOLVED, the County Attorney and the County Sheriff shall receive the following compensation effective January, 2012:

- A. The County Attorney shall receive salary of \$120,000.00, which takes into account the duties of the office, the economy, the market, his experience and qualifications.
- B. The County Sheriff shall receive salary of \$120,000.00, which takes into account the duties of the office, the economy, the market, his experience and qualifications.
- C. The County will provide the County Attorney and Sheriff with core benefits of employer-sponsored life insurance, single preventive dental insurance, and funds toward all elective benefits within the Cafeteria Plan in the following monthly amounts based on their selections of Employer-sponsored health insurance: \$195.00 for those who waive, \$650.00 for those who select Single insurance or \$1,150.00 for those who select Family insurance..

BE IT FURTHER RESOLVED, a portion of compensation for year 2012 may be waived by the County Attorney or the County Sheriff upon written notification to Employee Relations.

BE IT FURTHER RESOLVED, the County reserves the right to make other adjustments to compensation or benefits by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20th day of December, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2011

County Administrator Date

Budget Amendment Request Form



Agenda Item:

Resolution Setting 2012 Compensation for the County Attorney and County Sheriff

Department:

Meeting Date: 12/20/2011

Requested By:

Doris Krogman

Fund:

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

Description of Accounts	Acct #	Amount
Sheriff's Office		\$5,000.00
Attorney's Office		\$5,000.00
TOTAL		\$10,000.00

Description of Accounts	Acct #	Amount
Vacancy Savings		\$10,000.00
TOTAL		\$10,000.00

Reason for Request:

Proposed salary increase for Sheriff and County attorney were not included in the 2012 Budget approved by the County Board on December 13, 2011.

2011 County Attorney & Sheriff Salaries

County Attorney

County	Population	Salary	Years in Office
Anoka	330,884	\$141,000	1 year
Dakota	398,552	\$156,726	25 years
Scott	129,928	\$128,000	8 years
Washington	238,136	\$128,000	1 year
Average	274,375	\$138,431.50	8.75 years
Carver	91,042	\$115,000	1 year

County Sheriff

County	Population	Salary	Years in Office
Anoka	330,884	\$128,500	1 year
Dakota	398,552	\$129,800	2 years
Scott	129,928	\$117,872	3 years
Washington	238,136	\$130,000	4 year
Average	274,375	\$126,543	2.5 years
Carver	91,042	\$115,000	1 year

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2012 Non-Bargaining Compensation

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Doris Krogman</u> Title: <u>Employee Relations Division ...</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Doris Krogman</u> Title: <u>Employee Relations Division D...</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation for County employees.

Most employee salaries are set through the collective bargaining process, and that process for 2012 is at varying stages with the Unions and Association involved. The division directors, and other confidential staff members do not participate in such a process.

Based on the difficult financial times, the Employee Relations Division is recommending no general salary adjustment for 2012 for the non-bargaining employees at this time. The division is also recommending no within range salary movement for the non-bargaining employees at this time.

ACTION REQUESTED:

Motion to approve resolution setting 2012 non-bargaining compensation.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

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

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011- 900

**BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA
Resolution Setting 2012 Non-Bargaining Employee Compensation**

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

WHEREAS, the Carver County Board of Commissioners has authority to establish compensation levels and amend personnel policies for non-bargaining employees; and

WHEREAS, the Carver County Board of Commissioners intends to establish 2012 salaries and other forms of compensation for non-bargaining employees.

THEREFORE, BE IT RESOLVED, non-bargaining employees shall receive the following compensation, effective for 2012:

- A. Salaries at the same rates that are in effect on December 31, 2011 with no general adjustment to the pay ranges.
- B. For division directors, statutory appointees (Chief Deputy Attorney, Chief Deputy Sheriff and Executive Assistant to the County Attorney) and confidential staff, no within range progression.
- C. The County will provide full-time employees with core benefits of employer-sponsored life insurance, single preventive dental insurance, long-term disability coverage, minimal short-term disability coverage and funds toward all elective benefits within the Cafeteria Plan for in the following monthly amounts based on their selections of Employer-sponsored health insurance: \$195.00 for those who waive, \$650.00 for those who select Single insurance or \$1,150.00 for those who select Family insurance.
- D. The County will provide part-time employees with \$250.00 per month toward the cost of Employer-sponsored Single health insurance, with no other core benefits.

BE IT FURTHER RESOLVED, the County reserves the right to make other adjustments to compensation or benefits by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20th day of December, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2011 _____
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

New Grant Funded Therapist

Primary Originating Division/Dept: <u>Community Social Services</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Gary Bork</u> Title: <u>Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Gary Bork</u> Title: <u>Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Department of Human Services has awarded Carver County additional funds for the school linked children's mental health grant. This award provides funds for Carver County to hire an additional grant funded therapist for 2012 and 2013. If approved, the therapist will be assigned to local schools to provide additional individual and group therapy to children in school buildings. This supports local school's efforts to manage children's behaviors and also makes things easier for parents who don't have to pick up children from school to take them to therapy. The grant pays Carver County the difference between the cost of the therapist and the medical assistance and insurance revenue the therapist can earn by providing billable clinical services.

ACTION REQUESTED:

Motion to authorize the creation a 1.0 FTE Therapist for 2012 and 2013.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FTE IMPACT: Increase budgeted staff

FUNDING

County Dollars =	\$0.00
DHS Grant	\$40,000.00
Third Party Revenue	\$30,000.00
Total	\$70,000.00

Related Financial/FTE Comments:

The exact amount of the grant is adjusted so it funds the difference between the actual cost of the therapist and the revenue the therapist earns. Our goal is to develop sufficient revenue through third party billing and through the expansion of collaborative children's therapeutic services and support services in the schools where the therapy will be provided to sustain the position over time.

Office use only:
RBA 2011- 925

Budget Amendment Request Form



Agenda Item:

New Grant Funded Therapist

Department:
t:

Meeting Date: 12/20/2011

Requested By:

Chuck Churchill

Fund:

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

Description of Accounts	Acct #	Amount
Mental Health Grant	11-427-740-3580-53...	\$40,000.00
MA - Fees	11-427-740-3580-55...	\$22,500.00
Insurance - Fees	11-427-740-3580-55...	\$7,500.00
TOTAL		\$70,000.00

Description of Accounts	Acct #	Amount
Salaries - FT	11-427-740-3580-61...	\$46,446.00
Cafeteria Contribution	11-427-740-3580-61...	\$13,800.00
Comp Absences	11-427-740-3580-61...	\$581.00
Health Insurance	11-427-740-3580-61...	\$2,593.00
Medicare	11-427-740-3580-61...	\$673.00
PERA	11-427-740-3580-61...	\$2,568.00
FICA	11-427-740-3580-61...	\$2,880.00
Worker's Comp	11-427-740-3580-61...	\$216.00
LTD	11-427-740-3580-61...	\$243.00
TOTAL		\$70,000.00

Reason for Request:

To increase the School Link Grant budget for additional revenue in the grant, MA Fees and Insurance Fees to cover the salary and benefits for an additional therapist.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Equipment Sharing Agreement

Primary Originating Division/Dept: <u>Public Works - Highway Maintenance</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Michael Legg</u> Title: <u>Highway Maintenance Super...</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Lyndon Robjent</u> Title: <u>Public Works Division Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

One of the strategic initiatives of the Association of Carver County Elected Leaders (ACCEL) is to create a process for local government units in Carver County to share their equipment for day to day public works operations on an as needed basis. The goal of this initiative is to reduce equipment rental and purchase costs and encourage agencies to jointly purchase equipment.

At this time the proposed Equipment Sharing Agreement is between the County of Carver and the Cities of Carver, Chanhassen, Chaska, Cologne, Hamburg, Mayer, New Germany, Norwood Young America, Victoria, Waconia and Watertown, all municipal corporations within the State of Minnesota.

This agreement does not pertain to emergency conditions, which are governed by Minnesota Statutes §12.331 and other mutual aid agreements already in place.

ACTION REQUESTED:

Approve the Equipment Sharing Agreement with the municipalities listed and authorize the Chair of the County Board and County Administrator to sign the agreement.

FISCAL IMPACT: None

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Total

\$0.00

Related Financial/FTE Comments:

Office use only:
RBA 2011- 929

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Overview of Regional Transitway Guidelines

Primary Originating Division/Dept: <u>Public Works</u>	Meeting Date: <u>12/20/2011</u>
Contact: <u>Lyndon Robjent</u> Title: <u>Public Works Director</u>	Item Type: <u>Work Session</u>
Amount of Time Requested: <u>40</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Met Council Planners</u> Title: _____	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Metropolitan Council is leading an effort to create and adopt Regional Transitway Guidelines for the development of corridors where intensive transit investment is planned, as identified in the region's 2030 Transportation Policy Plan. The guidelines will provide guidance for developing transitways in corridors that will be served by commuter rail, light rail and bus rapid transit.

Although Carver County does not have any Regional Transitways planned at this time, the Metropolitan Council is reaching out to all the Regional Railroad Authorities to provide information and an opportunity for feedback on Regional Transitway Guidelines. Staff from the Metropolitan Council will present an overview of the draft Regional Transitway Guidelines. Specific guidelines were created (with the assistance of 10 technical committees and an advisory committee of policymakers from around the region) in the following areas:

- Fare collection systems
- Identity & branding
- Leadership & oversight
- Project funding
- Runningways
- Service operations
- Station spacing
- Stations & facilities
- Technology/customer communications
- Vehicles

The goal of creating these guidelines is to establish technical best practices for transitway elements in the region and also create consistent, general practices, and a foundation on which project partners can build. The guidelines can be expected to evolve over time as the region's experience with transitways continues to grow.

More information can be found at the following web site:

<http://www.metrocouncil.org/planning/transportation/transitways/index.htm>

ACTION REQUESTED:

NA - Information only

FISCAL IMPACT: None

If "Other", specify: _____

FUNDING

County Dollars = _____