

Swearing in Ceremony
January 4, 2011 – 8:45 am.

Carver County Board of Commissioners
Organizational Session
January 4, 2011
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

		PAGE
9:15 a.m.	1. <i>Pledge of Allegiance</i>	
	2. CALL TO ORDER BY THE COUNTY ADMINISTRATOR	
	3. Nomination and election of Chair for 2011	
	4. Nomination and election of Vice Chair for 2011	
	5. Agenda review and adoption	
	6. 2011 Board Operating Rules.....	1-15
	7. Adopt schedule of Regular Board meetings for the year 2011	16-19
	8. Appointments of Commissioners to commissions, committees and boards, appointment of voting members to Association of Minnesota Counties and delegates to Minnesota Counties Computer Consortium	20-23
	9. Appointments to advisory committees and boards	24-28
	10. Approve minutes of December 21, 2010 Regular Session	29-32
	11. Public participation (Comments limited to five minutes)	
	12. Community announcements	
10:00 a.m.	13. CONSENT AGENDA	
	13.1 Delegate Commissioner claims and Social Service client claims approval.....	33
	13.2 2011 Carver County official newspaper	34-35
	13.3 Carver-Scott Educational Cooperative Agreement for “Help Me Grow” program	36
	13.4 FY 2013-2013 Parks and Trails Legacy Fund budget request	37
	13.5 Parks and Trails Funding Grant SG-2010-097	38
	13.6 Parks and Trails Funding Grant SG-2010-107	39
	13.7 Approval of law enforcement services agreement/Carver/ Hennepin.....	40
	13.8 Charitable gambling application for Waconia Lions Club.	41-42

13.9	Approval of Cooperative Agreement for Children’s Mental Health Crisis grants.....	43
13.10	Approve Chief Deputy Attorney Agreement.....	44
13.11	Community Social Services’ warrants	NO ATT
13.12	Commissioners’ warrants.....	SEE ATT

10:00 a.m.

14.

ADJOURN REGULAR SESSION – CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY

14.1	Appointment of Chair, Vice Chair and Secretary/Treasurer.....	45
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10:05 a.m.

ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY

BOARD REPORTS

10:05 a.m.

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

10:30 a.m.

David Hemze
County Administrator



REQUEST FOR BOARD ACTION

AGENDA ITEM : 2011 Board Operating Rules

Originating Division: Administration

Meeting Date: 1/4/11

Amount of Time Requested: 5 minutes

Attachments for packet: Yes NoItem Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

Section II of the current Carver County Board Operating Rules reads: "During the statutory meeting, the County Board shall review, amend if necessary, and adopt the operating rules for the year."

ACTION REQUESTED: Motion to adopt 2011 Board Operating Rules.**FUNDING**

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL = \$*Related Financial Comments:***FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Reviewed by Division Director

Date: 12/27/10



CARVER
COUNTY

**Board of Commissioners
Board Operating Rules**

Proposed

January 4, 2011

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I. Overview

A. Purpose

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

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

B. Statement of Principles

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

Mission Statement

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

Vision Statement

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

Value Statements

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

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

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

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

ETHICS: We demonstrate the highest ethical standards of professional and personal integrity and honesty, as these are the foundation of public trust and confidence.

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

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

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

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

LEADERSHIP: We provide progressive and visionary leadership.

C. Effective Date

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

II. Amendments to the Operating Rules

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

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

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

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

III. County Board Organization

A. Membership

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

B. Commissioner Districts

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

C. Terms of Office

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

D. Vacancy

A vacancy in the office of County Board is filled at a special election not less than 30 nor more than 90 days after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not less than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term (Minn. Stat. §375.101).

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

E. Officers

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

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

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

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

F. Compensation

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

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

G. Monthly Expense Allowance

Each member of the County Board is allowed a monthly expense allowance as determined by the County Board for expense while doing business for Carver County. (This expense allowance is provided for under Minnesota Laws, Chapter 66, adopted in 1981.) Typical

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expenditures for this allowance are mileage, parking, and meals while in the seven county metropolitan area for conferences, seminars and meetings. Expenses included in this allowance are generally considered to be ones that the Board Member deems to be necessary in order to fulfill the duties of office.

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

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

All overnight expenses associated with conferences, seminars, legislative attendance, and meetings are costs eligible for reimbursement. In addition, cell phone and remote computer access expenses and educational expenses are costs eligible for reimbursement according to County Personnel Policy reimbursement guidelines.

H. County Board Budget

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

IV. County Board Meetings

A. Regular Meetings

Members of the County Board are entitled to ten days' notice of regular Board meetings (Minn. Stat. §375.07).

At the annual statutory meeting, the County Board shall adopt a schedule of regular board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by general consensus or a vote if necessary of the County Board.

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

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010

B. Statutory Meeting

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

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

C. Open Meeting Law

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

D. Closed Meetings

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

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

E. Special/Emergency Meetings

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

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

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

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

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

F. Public Hearings

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

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

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

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

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

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

All comments by proponents, opponents, or members of the public shall be made at the microphones and

individuals making comments shall first give their name and address.

This is required for an official record of the public hearing.

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G. Meeting Conduct

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

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

H. Cable casting

All regular meetings of the Carver County Board of Commissioners, with the exception of public participation, are videotaped from calling to order of the meeting to the adjournment of the meeting's regular session.

These tapes are broadcast on cable television channels. Efforts are made to use cable channels that provide the most complete coverage possible across the entire geographic areas of Carver County.

Tapes are available for check-out through the Carver County library system. Tapes are also available for purchase by the general public through the County Administrator's Office. The cost of tapes are set by the County Board and included in the County's Fee for Service Schedule.

The Carver County Administration Department retains a copy of the tape for a period of two years and one week after the taping date. These videotaped recordings are not the official minutes of the Carver County Board of Commissioners.

I. Quorum

A quorum shall be necessary for the transaction of business. A majority of the members of the Board shall constitute a quorum and no business shall be transacted unless voted on by a majority (three votes) of the whole County Board (Minn. Stat. §375.07). Less than a majority of members may convene a meeting, but no business may be transacted.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the County Administrator to indicate his or her planned absence.

J. Role of Presiding Officer

The presiding officer of the meeting will be the Chair. In the absence of the Chair, the presiding officer will be the Vice-Chair. The duties and powers of the presiding officer shall include the following:

1. Preside at all meetings of the County Board.
2. Preserve order and decide questions raised by members subject to appeal to the Board.
3. Require the vote on all questions regularly moved and to announce the result.
4. Review and comment on the draft agenda for each regular and special meeting of the Board.
5. Serve as representative of the Board in execution of contracts, orders, resolutions, determinations and minutes of the Board and certification of tax rolls.

The Chair of the Board may make a motion and has the same voting rights and responsibilities as other members.

K. Addressing the Chair

Formal protocol will be used when speaking to the County Board. The County Board Chair shall be addressed as "Mr./Madam Chair." Members of the County Board shall be addressed as "Commissioner (last name)."

L. County Administrator

The County Administrator or designee shall attend all meetings of the County Board. The County Administrator represents the Board at the meetings. The County Administrator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the County Administrator to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

The County Administrator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Administrator or designee acts as the clerk of the board and shall also: 1) make regular entries of all Board resolutions and decisions upon all questions; 2) record the vote of each member on any question submitted to the Board; 3) preserve and file all business acted upon by the Board; 4) certify copy any and all resolutions or decisions of the Board; and 5) perform such further duties as designated by the Board.

V. CONDUCT OF DEBATE

A. Principles

The Rules of Parliamentary Practice embodied in Robert's Rules of Order (hereafter referred to the Rules of Order) shall guide the Board in all cases applicable, except as modified by the rules herein and applicable Minnesota Statutes. In all cases, except where Minnesota Statutes dictates, a majority vote will prevail when deciding a question.

B. Parliamentarian

The Rules of Order governing County Board meetings shall be referred to the County Board Chair for interpretation and enforcement. The County Board Chair may consult with Board members and/or the County Attorney in interpreting and deciding upon rules and questions of order.

C. Role of the Chair

The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may restate or ask the County Administrator or designee to restate who made the motion, who seconded the motion, and announce the result of the vote.

D. Suspension of the Rules

Any member of the Board may make a motion for a suspension of the Rules of Order at any time during the debate and, if in order and duly seconded, the Board will vote on the request.

E. Main Motion

The main motion shall be considered by the Board. A member may make only one main motion at a time. The Board member(s) may present an initial motion on the resolution and subsequently debate the question; or the

Board member(s) may call upon staff for additional information prior to introduction of the motion.

The introduction of a main, or substantive motion, is out of order while another main motion is pending. While the question is under debate, no other motion shall be received or entertained except for procedural motions permitted in the Rules of Order.

F. Second Required

All motions before the Board shall be seconded prior to consideration by the Board. The second may occur after brief informal discussion. Subsequent to the second of the motion, formal debate may ensue between the members of the Board prior to the formal vote being called.

G. Amended Motion

Any motion may be amended at any time before it is adopted. The amended motion shall have precedence over an existing motion and may be discussed prior to being voted upon. If the amended motion fails, the main motion may proceed for consideration. If the amended motion passes, the amended motion becomes the main motion and may proceed for consideration. Once an amended motion is voted upon, a second amended motion may be entertained.

H. Division of the Question

Upon the request of any Board member, a motion or resolution in debate may be divided and separated into more than one action provided that the Chair rules that the motion or resolution will allow such a division. Each of the resulting motions or resolutions must be complete to allow independent consideration and action.

I. Withdrawal of Motion

After a motion has been stated by the Chair, it is deemed to be in the possession of the Board, but may be withdrawn by the member introducing the motion at any time before a vote. The Chair must accept or reject the withdrawal request. This motion cannot be debated or amended. If the motion is withdrawn, the effect is the same as if it had never been made.

J. Discussion Procedures

The following operating rules shall guide debate:

1. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.
2. Upon recognition of the Chair, the Board member making the motion has precedence to address the Board first, with the option of explaining the reasons why the motion is made. Subsequently the floor is open to any member of the Board.
3. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his/her consent. To obtain such consent, he/she shall first address the Chair.

K. Adoption

A motion or resolution shall be adopted if approved by a majority of the whole Board (Minn. Stat. §375.07).

L. Procedural Motion

In addition to the substantive motions, the following procedural motions shall be in order. This is a partial list of those motions from Robert's Rules that are most often used; it is not intended to be a complete list.

These motions shall be considered in the following order of precedence as taken from Robert's Rules of Order:

1. Motion to Adjourn;
2. Motion to Recess;
3. Motion to Suspend the Rules;
4. Motion for Division of the Question;
5. Motion to Defer Consideration (Motion to Lay

- on the Table);
- 6. Call of the Previous Question;
- 7. Motion to Postpone to Certain Time or Day;
- 8. Motion to Refer to Committee;
- 9. Motion to Amend;
- 10. Motion to Reconsider.

M. Voting

It is the duty of every member to vote. Voting shall be recorded as a "yes" or "no" vote by the County Administrator and duly noted in the minutes. Unless a Commissioner signifies an abstention or vote in the negative on any given issue, the County Administrator shall be directed to record that each Commissioner has voted in the positive on that particular matter which is before the Board. A roll call, if requested by any member, shall be called by the County Administrator or the Chair, in a predetermined order based on the seating of the members and rotating with each resolution voted upon.

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

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

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

B. Ordinance

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

C. General Consensus

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

D. Policy Development

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

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

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

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

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

If possible and if time avails, Board members are encouraged to identify and request future agenda topics

within the agenda section entitled "Board Reports." Early identification of future agenda items informs the Board that a particular subject will be discussed and provides staff an opportunity to conduct any research, and provide background information sufficient to inform the Board.

B. Order of Business

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

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

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

C. Consent Agenda

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

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

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

D. Regular Agenda

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

E. Official Records

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

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board Meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minn. Stat. §375.12). The Official Board Proceedings are distributed to staff and interested parties and are also available on the Carver County website at www.co.carver.mn.us.

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

VIII. ADVISORY COMMITTEES AND OTHER STATUTORY APPOINTMENTS

A. Policy

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

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

1. Board of Adjustment
2. Library Board
3. Mental Health Advisory Committee
4. Minnesota Extension Committee
5. Park Commission
6. Personnel Board of Appeals
7. Planning Commission
8. Water, Environment, Natural Resource

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

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

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

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

B. Role and Purpose of the Committees

Each Committee serves a statutory, policy, or operational purpose within Carver County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board will vary from committee to committee.

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

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

C. Operating Procedures

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

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

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D. Appointments

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

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

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E. Attendance Policy

Advisory committee members missing three (3) consecutive meetings in a year without the formal consent of the advisory committee shall be deemed to constitute a resignation of a member and a vacancy thus created shall be filled thereafter as provided by the open appointment process.

F. Residency Requirement

Applicants are not always restricted to Carver County residents.

G. Notification

County staff shall inform all appointees to committees at the initial yearly meeting or at the first meeting attended by a member of the contents of all applicable attendance policies, residency requirements and other

pertinent information needed to perform the duties of a committee member.

H. Terms

Unless mandated statutorily, the County Board has standardized the length of term and number of terms each member to serve. The length of term is 3 years and the maximum number of consecutive terms each member may serve is 3.

I. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

J. Reporting Requirements

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

IX. CODE OF ETHICS

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

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

- Observe the highest moral and ethical standards.
- Maintain and respect the confidentiality of private and confidential information.
- Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.
- Comply with the ethical obligations imposed by law, including Minn. Stat. §10A.07, 10A.071, 382.18, 471.87-.895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.

- Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues.
- Place cooperation, trust, and respect at the heart of all that is done.
- Behave ethically as daily responsibilities are carried out.
- Support one another at and beyond the County Board table.
- Operate as an effective team, continually improving that effectiveness.
- Work for "win-win" situations instead of "win-lose."
- Actively listen, keep an open mind and suspend judgment.
- Be pro-active in the exercise of the office.
- Do the best to answer questions posed by one another, the employees, and the community.
- Honor "discussion" before "decisions."
- Be consistent in process and operation.
- Be honest and candid with one another.
- Focus on working "with" instead of "for" or "under."
- Not take differences of opinion personally.
- Disagree agreeably and professionally.
- Realize that people make mistakes - forgive and forget.
- Realize and honor varying work styles, personalities, and process needs.
- Share information and avoid surprises.
- Maintain a sense of levity - public service should be fun as well as work.

X. CITIZENS

A. Citizen Participation

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

B. Audience/Citizens Requests

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

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

C. Audience Participation at Board Meetings

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

The Carver County Board wishes to provide an opportunity for the public to address the County Board. The County Board Chair has the discretion to request public input on issues that are included as part of the agenda. For citizens who desire to discuss issues which are not on the agenda, every regular Board meeting has a Public Participation section.

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

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

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

3. Copies of written materials must be provided to the County Board members, the County Administrator, the County Attorney, and any media present at the meeting. Handouts provided to the County Board

members become government data and are thereafter under classifications designated in the Minnesota Government Data Practices Act and/or other privacy laws.

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

5. Board members will listen to comments but will not engage in discussion during the Public Participation section of the agenda. Board members or County staff may ask questions in order to gain a thorough understanding of concerns, suggestions, or requests. If follow-up to a person's comments is requested or required the Board Chair will direct the County Administrator to do so.

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

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

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

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

Administrator or designee advising the Board member upon completion.

Incoming telephone calls requesting a specific Board member should be forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred

Deleted: 1
1

Carver County Board Operating Rules
Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010

method of handling telephone inquiries. Every effort will be made to maintain open lines of communication between the Board members and their constituents.

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

XI. Staff

A. County Administrator

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

The position of County Administrator is established pursuant to Minn. Stat. §375A.06. The County Administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statute and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the County Administrator.

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

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

organizational and individual accomplishments against goals, objectives, and timetables.

B. Role of Staff

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

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

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

This following policy applies to all staff/citizen members and respective appointed Board members that lobby as a representative of Carver County.

Staff/citizen members who choose to lobby on a policy issue that would affect the operations of the County, are expected to confine their efforts to the County's current legislative agenda.

Staff/citizen member participation should be immediately communicated to the Board appointed designee or the County Administrator. If the issue has not been addressed by the County's legislative agenda, a County Board position should be sought prior to any lobbying effort on your part.

The Board appointed designee, County Administrator, or designated personnel, will organize the county's efforts. Staff/citizen members should presume that s/he speak for the County Board, unless s/he has reviewed

their positions or have checked with them on specific issues.

When the County is paying the dues for membership in a professional association, staff/citizen members shall

not take a position within that professional association that is inconsistent with County Board policy.

All staff/citizens members and appointed representatives shall notify the County Board and/or the County Administrator of a pending appointment to an advisory board or task force initiated outside of the scope of County Board authority.

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010

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REQUEST FOR BOARD ACTION

AGENDA ITEM : Adopt schedule of regular Board meetings for the year 2011

Originating Division: Administration

Meeting Date: 1/4/11

Amount of Time Requested: 5 minutes

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

Section IV, County Board Meetings (A. Regular Meetings) the Carver County Board Operating Rules reads as follows:

"At the annual statutory meeting, the County Board shall adopt a schedule of regular Board meetings for the upcoming year."

The proposed Board meeting schedule is attached.

ACTION REQUESTED: Motion to adopt attached meeting schedule for year 2011.

FUNDING

County Dollars = \$

Other Sources & Amounts = \$

= \$

TOTAL = \$

Related Financial Comments:

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director

Date: 12/21/10

2011 BOARD CALENDAR

Tuesday	January 4, 2011	9:15 a.m.	Organizational Session
Tuesday	January 11, 2011	9:15 a.m.	Board Meeting
Tuesday	January 18, 2011	4:00 p.m.	Work session
Tuesday	January 25, 2011	9:15 a.m.	Board Meeting

Tuesday	February 1, 2011	9:15 a.m.	Board Meeting
Monday	February 7, 2011	8:30 a.m.	Commissioner Update
Tuesday	February 8, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commissioner Update
Tuesday	February 15, 2011	4:00 p.m.	Work Session
Tuesday	February 22, 2011	9:15 a.m.	Board Meeting

Tuesday	March 1, 2011	9:15 a.m.	Board Meeting
Monday	March 7, 2011	8:30 a.m.	Commissioner Update
Tuesday	March 8, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commissioner Update
Tuesday	March 15, 2011	4:00 p.m.	Work Session
Tuesday	March 22, 2011	9:15 a.m.	Board Meeting
Tuesday	March 29, 2011		No Meeting-Fifth Tuesday

Monday	April 4, 2011	8:30 a.m.	Commissioner Update
Tuesday	April 5, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commissioner Update
Tuesday	April 12, 2011	9:15 a.m.	Board Meeting
Tuesday	April 19, 2011	4:00 p.m.	Work Session
Tuesday	April 26, 2011	9:15 a.m.	Board Meeting

Monday	May 2, 2011	8:30 a.m.	Commissioner Update
Tuesday	May 3, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	May 10, 2011	9:15 a.m.	Board Meeting
Tuesday	May 17, 2011	4:00 p.m.	Work Session
Tuesday	May 24, 2011	9:15 a.m.	Board Meeting
Tuesday	May 31, 2011		No Meeting-Fifth Tuesday

Monday	June 6, 2011	8:30 a.m.	Commissioner Update
Tuesday	June 7, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	June 14, 2011	9:15 a.m.	Board Meeting
Monday	June 20, 2011	5:00 p.m.	Board of Equalization
Tuesday	June 21, 2011	4:00 p.m.	Work Session
Tuesday	June 28, 2011	9:15 a.m.	Board Meeting
Tuesday	June 28, 2011	1:00 p.m.	Board of Equalization (if needed)

Tuesday	July 5, 2011		No Board Meeting
Monday	July 11, 2011	8:30 a.m.	Commissioner Update
Tuesday	July 12, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	July 19, 2011	4:00 p.m.	Work Session
Tuesday	July 26, 2011	9:15 a.m.	Board Meeting

Monday	August 1, 2011	8:30 a.m.	Commissioner Update
Tuesday	August 2, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	August 9, 2011	9:15 a.m.	Board Meeting
Tuesday	August 16, 2011	4:00 p.m.	Work Session
Tuesday	August 23, 2011	9:15 a.m.	Board Meeting
Tuesday	August 30, 2011		No Meeting-Fifth Tuesday

Tuesday	September 6, 2011	9:15 a.m.	Board Meeting
Monday	September 12, 2011	8:30 a.m.	Commissioner Update
Tuesday	September 13, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	September 20, 2011	4:00 p.m.	Work Session
Tuesday	September 27, 2011	9:15 a.m.	Board Meeting

Monday	October 3, 2011	8:30 a.m.	Commissioner Update
Tuesday	October 4, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	October 11, 2011	9:15 a.m.	Board Meeting
Tuesday	October 18, 2011	4:00 p.m.	Work Session
Tuesday	October 25, 2011	9:15 a.m.	Board Meeting

Monday	October 31, 2011	8:30 a.m.	Commissioner Update
Tuesday	November 1, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update No Board Meeting Commissioner Update
Tuesday	November 8, 2011		No Board Meeting
Tuesday	November 15, 2011	4:00 p.m.	Work Session
Tuesday	November 22, 2011	9:15 a.m.	Board Meeting
Tuesday	November 29, 2011		No meeting – Fifth Tuesday

Tuesday	December 6, 2011	No meeting	AMC Conference
Monday	December 12, 2011	8:30 a.m.	Commissioner Update
Tuesday	December 13, 2011	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	December 20, 2011	4:00 p.m.	Work Session
Tuesday	December 27, 2011	9:15 a.m.	No Board Meeting



REQUEST FOR BOARD ACTION

AGENDA ITEM: Appointments of Commissioners to commissions, committees and boards, appointment of voting members to Association of Minnesota counties, delegates to the Minnesota Counties Computer Consortium and Board appointment as County's SNS requestor

Originating Division: Administration

Meeting Date: 1/4/11

Amount of Time Requested: 20 minutes

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

Administration is requesting that the Board make committee assignments for 2011 as well as appoint voting members to the Association of Minnesota Counties, delegates to the Minnesota Counties Computer Consortium and name a Board member as the County's SNS requestor.

ACTION REQUESTED:

Motion appointment Board members to various commissions committees and boards, motion appointing voting members to AMC and MCCC and name a Board member as the County's SNS requestor.

FUNDING

County Dollars = \$
Other Sources & Amounts =
= \$
TOTAL = \$

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 12/21/10

2011 Commissioner Committee Assignments

Committee	2010 Appointee	2011 Appointee
Area Agency on Aging	Degler	
ACCEL	Maluchnik & Lynch	
Association of Minnesota Counties Board of Directors	Ische, Alt. Degler	
AMC Legislative Steering Committee	Degler, Alt. Lynch	
AMC Environment & Natural Resources Policy Committee	Ische	
AMC General Government Policy Committee	Degler	
AMC Health & Human Services Policy Committee	Lynch	
AMC Public Safety Policy Committee	Maluchnik	
AMC Transportation Policy Committee	Workman	
CAP Agency Board of Directors	Maluchnik & Degler	
Carver County CDA	Maluchnik	
Community Leaders (Eastern)	Degler, Maluchnik, Workman	
Counties Transit Improvement Board	Maluchnik	
County and Union Leaders Group	Maluchnik & Lynch	
Courts Committee	Ische & Degler	
CROW Joint Powers Board	Lynch, Alt. Ische	
Emergency Medical Services Committee	Maluchnik, Alt. Lynch	
Fair Board	Ische, Alt. Lynch	
Historical Society Committee	Maluchnik, Alt. Lynch	
Insurance Advisory Committee	Maluchnik	
Inter-Agency Early Intervention Committee	Degler	
Law Library Board	Degler	
Library Board	Degler	
Lower Minnesota River Watershed	Maluchnik	
MELSA	Degler	
Mental Health Advisory Committee	Lynch	
Metro Alliance for Healthy Families Joint Powers Board	Workman	
Metro GIS Policy Board	Maluchnik, Alt. Workman	
Metropolitan Emergency Services Board	Ische & Degler	
Metropolitan Emergency Services Executive Board	Ische, Alt Degler	
Metropolitan Emergency Services Cost Allocation Committee	Degler	

Metropolitan Emergency Services Radio Technical Operations Committee	Nancie Pass, Steve Schoenbauer Alt. Susan Bowler	Steve Schoenbauer, Alt. Peter Sauter
Metropolitan Emergency Services 911 Technical Operations	Nancie Pass, Steve Schoenbauer, Alt. Susan Bowler	Susan Bowler, Alt. Steve Schoenbauer
Metropolitan Inter-County Association	Degler & Maluchnik	
Minnehaha Creek Watershed District	Maluchnik	
Minnesota Extension Committee	Degler & Lynch	
Minnesota River Basin Joint Powers	Ische & Maluchnik	
Minnesota Valley Regional Rail Authority	Workman, Alt. Maluchnik	
Mosquito Control District	Ische & Workman	
Office of the Aging Advisory Board	Degler	
Park Commission	Lynch	
Planning Commission	Ische, Alt. Lynch	
Public Health Emergency Preparedness Workgroup	Lynch, Alt. Maluchnik	
Riley-Purgatory-Bluff Creek Watershed	Workman	
Soil and Water	Ische, Alt. Lynch	
Solid Waste Management Coordinating Board	Workman & Ische	
Southwest Corridor Transportation Coalition	Workman & Maluchnik, Alt. Degler	
State CHS Advisory Committee	Maluchnik, Alt. RaeJean Madsen	
Transportation Advisory Board – TAB (<i>By-laws were approved so alternate can also be named</i>)	Maluchnik, Alt. _____	
WENR Committee	Ische, Alt. Lynch	

Ditches

Joint Ditch #1	Ische, Lynch, Degler
Joint Ditch #4	Ische, Lynch, Workman
Joint Ditch #5	Ische, Lynch, Maluchnik
Joint Ditch #21	Ische, Lynch, Workman, Degler
Joint Ditch #22	Ische, Lynch, Maluchnik
Joint Ditch #24	Ische, Lynch, Degler

Voting members to the Association of Minnesota Counties:

Gayle Degler	Randy Maluchnik	James Ische
Tim Lynch	Tom Workman	Lyndon Robjent
David Hemze	Gary Bork	

Appointments to Minnesota Counties Computer Consortium:

Rhonda Lynch
Alt – Dave Frischmon Alt – Laurie Engelen

Appointment as County’s Strategic National Stockpile (SNS) Requestor:

Gayle Degler
David Hemze
RaeJean Madsen



REQUEST FOR BOARD ACTION

AGENDA ITEM : Appointments to advisory committees

Originating Division: Administration

Meeting Date: 1/4/11

Amount of Time Requested: 15 minutes

Attachments for packet: Yes NoItem Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

Each year the Board makes appointments to various advisory committees. Those individuals that were eligible to serve another term were sent an application. A list of applicants that have applied is attached

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

ACTION REQUESTED:

Motion appointing applicants to advisory committees.

FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL = \$*Related Financial Comments:***FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Reviewed by Division Director

Date: 12/21/10

**CARVER COUNTY CITIZEN ADVISORY
COMMITTEE APPOINTMENTS FOR 2011**

BOARD OF ADJUSTMENT

Current Members:

Michael Haug – Commissioner District 1
Robert Lamkin – Representing Commissioner District 2
Robert DeMaris – Commissioner District 3

Current Vacancies: 3, Commissioner Districts 4 and 5

Applications received:

Lothar Wolter, Jr. – Commissioner District 5

COMMUNITY DEVELOPMENT AGENCY (5-year terms)

Current members:

Sarah Carlson – Commissioner District 1
Cindy Monroe - Commissioner District 3
Darrel Sudheimer - Commissioner District 4
Bob Lano - Commissioner District 5

Current vacancies: 1, Commissioner District 2

Applications received:

Michael Schachterle – resides Commissioner District 2

LIBRARY BOARD (3-year terms)

Current members:

Richard Kvittek – resides Commissioner District 1
Mark Peterson - resides Commissioner District 2
James Dodson – resides Commissioner District 4
Joanne Johnson – resides Commissioner District 5

Current vacancies: 1, Commissioner District 3

Applications received:

Jim Weygand - resides Commissioner District 3

MENTAL HEALTH ADVISORY COMMITTEE (3-year terms)

All appointments are mandated.

Current members:

Rita Brand – Commissioner District 5
Christine Dondlinger – Commissioner District 4
Christine Ullom – Mental Health Professional
Kathleen Donohue – Commissioner District 3
Lisa Gjerde – Commissioner District 1
Leanne Ashley - Commissioner District 1
Caroline Beise – Commissioner District 3
Susan Stubson – Commissioner District 4

Current vacancies: 1 mandated position and one at large

Applications received:

Samuel Deweese – Commissioner District 4
Cris Leiendecker – (children’s mental health professional)

MINNESOTA EXTENSION COMMITTEE (3 year terms)

Current Members:

Florence Olson – Commissioner District 3
Larry Enter – Commissioner District 4
Christine Boerner – Commissioner District 4

Current vacancies: 3

Applications received:

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

PARK COMMISSION (3-year terms) -

Current members:

Neil Wingert – resides Commissioner District 1
Jerald Moja – Commissioner District 3
Gail VonBargen – resides Commissioner District 5
Thomas Herrmann - resides Commissioner District 5

Current vacancies: 3

Applications received to-date:

Myron Karki – Commissioner District 4
Cindy Dobratz – Commissioner District 3

PERSONNEL BOARD OF APPEALS (3-year terms)

Current members:

Gino Businaro - resides Commissioner District 3

Gary Boyle - resides Commissioner District 3

Current vacancies: 1

Applications received to-date:

Libby Fairchild - resides Commissioner District 1

PLANNING COMMISSION (3-year terms)

Current members:

Ted Beise – Commissioner District 1

Frank Mendez – Commissioner District 2

Gary Van Eyll – Commissioner District 3

Si Tesch – resides Commissioner District 4

Current vacancies: Commissioner District 5 and Township appointee

Applications received to-date:

John P. Fahey - resides Commissioner District 5

Tom Williams (as township appointment)

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

Current Commissioner District Appointments:

Audrey Kramer - representing Commissioner District 3

Daniel Palmer - resides Commissioner District 4

Virgil Stender – resides Commissioner District 5

Current Commissioner District Vacancies – 1 and 2

Applications Received to date:

Robert Burandt - Commissioner District 4, resides Carver Creek Watershed

James Stenger – Commissioner District 4, resides Carver Creek Watershed

Peter Moe – Commissioner District 2, Minnehaha Creek Watershed

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

Current members:

Scott Hoese - resides Crow River Watershed

Scott Smith - resides E/W Chaska Creek

Current Vacancies: 2 (representing Carver Creek and one to represent Bevens Creek)

Applications received to date:

Eric Evensen - resides in Carver Creek watershed

Current City and Township Representative Appointments:

Bill Monk – City of Chaska

Luayn Murphy - City of Mayer

Jake Saulsbury – City of Waconia

Neal Johnson - Watertown Township

David Zellman – Camden Township

“City Representative” Vacancy: *Appointment to be made by the City of Chanhassen*

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 21, 2010. Chair James Ische convened the session at 9:45 a.m.

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

Members absent: None.

Under public participation, Sheriff Olson recognized this would be his last day in front of the Board and stated he wanted to share recent incidents that occurred in the County and to close the books on his administration of 12 years.

He noted the security changes recently made and distributed an annual report that was created that captures the structure of the organization and a snapshot of the office. He highlighted the work staff has done and stated he felt honored to be part of the Sheriff's Office. Sheriff pointed out the six points of professionalism identified in their work plan and their efforts to restore the public's trust in the Sheriff's office.

Sheriff Olson recognized the Board has stood beside him and assisted him over the years. He stated he was proud of his relationship with and honored to serve the County Board. Sheriff recognized Chief Deputy VanDenBroeke for his leadership over the years and pointed out he was instrumental in bringing the new radio system to Carver County.

The following amendment was made to the agenda:

9. State of the County Address

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

Workman moved, Maluchnik seconded, to approve the minutes of the December 14, 2010, Regular Session. Motion carried unanimously.

Chair Ische thanked Sheriff Olson, Chief Deputy VanDenBroeke and County Attorney Keeler for their service and, as they bid them farewell, invited them to make public comments.

Sheriff Olson stated he wanted to express his sincere appreciation for the last three terms and highlighted their accomplishments. He stated it had been a great journey and he did believe the Sheriff's Office was in a good place as they move forward. He thanked the Board for their vote of confidence and respect over the years.

Chief Deputy VanDenBroeke stated he was very appreciative for the time he has spent in Carver County. He stated he loved the people of Carver County, raised his family in the County and to him the County was more about the people. He expressed his thanks for the opportunity to serve as the Chief Deputy of Carver County. VanDenBroeke stated he felt fortunate to end his career with Sheriff

Olson and he appreciated the opportunity to work along side of him. He expressed his appreciation to the public, to the Commissioners and other partners in Carver County.

County Attorney Keeler thanked the Board for the opportunity to serve and for their support. He stated this has been his dream job and has given him an opportunity to do what he thought was important work in the community and impacted people's lives. He stated he also had the opportunity to work with many great people and thanked the Board for their guidance.

Chair Ische thanked Sheriff Olson, Chief Deputy VanDenBroeke and County Attorney Keeler for their many years of experience and wisdom.

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

Authorized the Chair to sign the supplemental agreement with Braun Intertec.

Approved delegation of authority for approval of Sheriff Office donations and authority to sign off duty work contracts to the County Administrator or his designee.

Authorized the Sheriff's Office acceptance of 10 Olympus TP-7 telephone recording devices from SAIC.

Authorized the issuance of Certificate of Zoning Compliance (#A20100532) for the All Day Blizzard Blitz for Better Hearing.

Contract with Metro West Inspections Services, Inc., to act as the County building official.

Approved the MoA to extend voluntary unpaid leave for 2011 with AFSCME Social Service, General and Public Works units.

Approved the AFSCME MoA to clarify County and Union responsibilities in situations where a unit member is working out of class as a supervisor.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

David Hemze, County Administrator, reviewed the request to increase the 2011 funding for the Fair Board. He stated the adopted 2011 budget included \$27,500 which was a reduction from their 2010 amount of \$55,000. He noted the Fair Board had identified one million in improvements over the next five year period. Hemze clarified Fair Boards are subsidized to varying degrees and it was a judgment call for Boards on the amount.

Maluchnik moved, Lynch seconded, to increase 2011 funding for the Fair Board from \$27,500 to \$52,600 and related budget amendment increasing 2011 Fair Board contribution \$25,100 and decreasing 2010 Commissioner contingency \$25,100. Degler, Ische, Lynch, Maluchnik voted aye. Workman voted nay. Motion carried.

Lyndon Robjent, Public Works, requested the Board approve the draft Minnesota River Bluffs Extension Master Plan and authorize submittal to the Met Council. He stated the Trail Master Plan was for the Union Pacific Rail Line they are attempting to acquire.

Martin Walsh, Parks, explained the rail line was 5.6 miles in length and they have been working with Union Pacific Railroad to negotiate an agreement. He reviewed the proposed future uses of the corridor. He stated the plan was consistent with the Chaska and Carver City plans as well as the Carver and Scott County's comp plans. He stated the County would be eligible for regional funding after the plan was approved by the Met Council. Walsh stated the City of Chaska provided a letter of support and the City of Carver provided input. In addition, the Park Commission recommended approval.

He reviewed the trail design and proposed route. He pointed out the prohibited activities on the trail which were consistent with the City policies.

The Board discussed the extent of the County's obligations and funding if they adopted the plan. Robjent clarified this was a planning process they wanted to go through anyway and it was independent of the corridor acquisition.

Degler moved, Maluchnik seconded, to approve the draft Minnesota River Bluffs Extension and Scott County Connection Regional Trail Master Plan contingent upon the approval of the Metropolitan Council. Motion carried unanimously.

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

Robjent requested the Rail Authority approve the agreement with Scott County to be the lead agency in the purchase agreement with the Union Pacific Railroad for the Union Pacific corridor. He explained they had been negotiating with the Railroad on acquiring 5.6 miles of line and reviewed the request that the Rail Authority become the lead agency for the acquisition.

He highlighted the offers that have been made and accepted. Robjent stated the Railroad has committed to removing the bridge as well as any other bridges which are not needed. He indicated they have received a draft purchase agreement but it still needed to be reviewed by the County Attorney and Scott County.

Robjent reviewed a breakdown of the proposed funding sources and offsets in revenue derived from easements. He also pointed out part of the corridor goes along County Road 61 and they would not need to acquire right of way for future expansion.

Maluchnik moved, Degler seconded, to approve the agreement to lead the acquisition of the Union Pacific Railroad line and authorized the Chair, County Administrator and County Attorney to sign. Motion carried unanimously.

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

Chair Ische highlighted the County's accomplishments in 2010. He noted the County's solid financial status and the County's recent reduction in the property taxes levied for 2011. Ische pointed out the steps to improve library services with the new library in Norwood Young America, the Victoria Express Library and the future Express Library to be located in Cologne. He identified the road projects that were completed during 2010, the construction progress on the Dakota Rail Line and the completion of the 2030 comp plan and 2010 water management plan.

Ische stated the County had made progress in many areas that can be built on in 2011 and acknowledged that would be critically important as the County's continues to deal with the economic challenges and increased service demands. He recognized the County's work in 2010 could not have been done without its dedicated employees. Ische thanked the residents of the County for the opportunity to serve and his fellow Board members for their support.

Degler moved, Maluchnik seconded, to adjourn the Regular Session at 10:55 a.m. Motion carried unanimously.

David Hemze
County Administrator

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



REQUEST FOR BOARD ACTION

AGENDA ITEM : Delegate Commissioner Claims and Social Service Client Claims Approval

Originating Division: Administration

Meeting Date: 1/4/11

Amount of Time Requested: NA

Attachments for packet: Yes NoItem Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

The County Board will be setting their 2011 County Board meeting schedule at their organizational session. In the event the Board does not meet a particular week, and in order to process the Social Service client claims which are reimbursing clients for out of pocket expenses, the Social Service claims to vendors for services that have immediate impact, as well as the weekly Commissioner claims on a timely basis, the County Administrator is requesting authority to approve the Commissioner Claims, the Social Service client claims and the Social Service vendor claims for client services the weeks in 2011 the County Board does not meet. The Board would formally approve these claims at a following Board meeting.

ACTION REQUESTED:

Motion to delegate the County Administrator the authority to approve Commissioner claims, Social Service client claims and Social Service vendor claims for the weeks in 2011 when the Board does not meet.

FUNDING

County Dollars = \$

Other Sources & Amounts = \$

= \$

TOTAL = \$*Related Financial Comments:***FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Reviewed by Division Director

Date: 12/22/10



REQUEST FOR BOARD ACTION

AGENDA ITEM : 2011 Carver County Official Newspaper

Originating Division: Administration

Meeting Date: 1/4/11

Amount of Time Requested: NA

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

Administration sought bids for publishing the following:

- Publication of delinquent real estate tax list
- Publication of county board proceedings
- First publication financial statement
- Second publication financial statement
- Publication of county board of equalization proceedings
- Official county newspaper for 2011

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

The following bids were received:

Chaska Herald-\$2.10 per column inch, provided the copy to be published in the Chaska Herald is submitted electronically, emailed and submitted as a Microsoft Word document.

Chanhassen Villager, \$6.99 per column inch, provided the copy to be published in the Chanhassen Villager is submitted electronically, emailed and submitted as a Microsoft Word document. For the second publication of the financial statement, the Chanhassen Villager submitted a bid of \$3.15 per column inch.

No bids were received from the Waconia Patriot, Carver County News or Norwood Young America Times.

The 2010 bid for the official 2010 County newspapers was awarded to the Chaska Herald in the amount of \$2.14 per column inch and the second publication of the financial statement was awarded to the Chanhassen Villager in the amount of \$3.19 per column inch.

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

ACTION REQUESTED:

Adopt attached Resolution to Award 2011 Newspaper Bids. This Resolution also designates the County's website as the official publication for transportation project legal notices.

FUNDING

County Dollars = \$
 Other Sources & Amounts =
 = \$
TOTAL = \$

FISCAL IMPACT

- None
- Included in current budget
- Budget amendment requested
- Other:

Related Financial Comments:

Reviewed by Division Director

Date: 12/23/10

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY

Date: _____

Resolution No. _____

Motion by Commissioner: _____ Seconded by Commissioner: _____

Award of 2011 Newspaper Publication Bids

Whereas, pursuant to bid advertisement, newspaper publication bids were received until 1:00 p.m., December 22, 2010, for the following publications:

- Publication of delinquent real estate tax list
- Publication of county board proceedings
- First publication financial statement
- Second publication financial statement
- Publication of county board of equalization proceedings
- Official county newspaper for 2011

Whereas, timely bids were received from the Chaska Herald and Chanhassen Villager; and

Whereas, Carver County newspaper publishing awards are based on the lowest submitted bid; and

Whereas, pursuant to authority contained in Minnesota Statute 331A.12 the Public Works Department may designate the Carver County website as the official publication of transportation projects legal notices.

Now, Therefore Be It Resolved, that the Carver County Board of Commissioner hereby awards newspaper publication bids for 2011 as follows:

- | | |
|---|---------------------|
| 1) Publication of delinquent real estate tax list | |
| Publication of county board proceedings | |
| First publication financial statement | |
| Publication of county board of equalization proceedings | |
| Official county newspaper for 2011 | Chaska Herald |
| 2) Second publication financial statement | Chanhassen Villager |

Be It Further Resolved, that the Carver County, Minnesota website is designated the official publication for transportation project legal notices; and

Be It Further Resolved, that a copy of this Resolution be forwarded to each newspaper.

YES	ABSENT	NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 4th day of January, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.



REQUEST FOR BOARD ACTION

AGENDA ITEM : Carver-Scott Educational Cooperative Agreement for 'Help Me Grow' Program

Originating Division: Public Health and Environment

Meeting Date: 1/4/2011

Amount of Time Requested:

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

The Public Health & Environment division would like to renew a contract with the Carver-Scott Educational Cooperative to maintain the 'Help Me Grow' program for Service Coordination and/or Referral Facilitation for children in Carver County. The 'Help Me Grow' program is an intake office designed to be the point of entry to access the educational, social and health services available to Carver County families with children ages birth through 5 years who have, or are at an increased risk of developmental delays. The activities fulfilled through the 'Help Me Grow' program meet the requirements of the Minnesota Department of Health Title V Federal Maternal Child Health (MCH) Block Grant funds (Minnesota Statutes 145.882), which the Division will be receiving in 2011.

This agreement is effective January 1, 2011 through December 31, 2011.

ACTION REQUESTED:

Motion to approve contract with Carver-Scott Educational Cooperative for the 'Help Me Grow' program.

FUNDING

County Dollars =	\$
Other Sources & Amounts =	
MCH/Title V Grant =	\$30,000
TOTAL	= \$30,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other: Included in 2011 Budget Request

Related Financial Comments: Contract expense has been budgeted in 01-460-461-2376-6271 for 2011.

Reviewed by Division Director

Date: 12/13/10



REQUEST FOR BOARD ACTION

AGENDA ITEM : F Y 2012-13 Parks and Trails Legacy Fund Budget Request

Originating Division: Public Works

Meeting Date: January 4, 2011

Amount of Time Requested: None

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: In 2008, voters approved a constitutional amendment for clean water, outdoors, parks and trails and the arts. Carver County receives Parks and Trails Funding from the constitutional amendment for the regional parks and trails it owns and or administers. Funding is distributed through the Metropolitan Council and is based on a formula that considers the agencies population, percentage of non-local visits (visits by residence outside its taxing jurisdiction) and what it costs an agency to operate and maintain its park and trail areas. For the funding cycle of 2012-2013 Carver County would receive \$266,000 in State Fiscal Year 2012, and \$279,000 in State Fiscal Year 2013.

Staff is recommending that Parks and Trails funding the County would receive for 2012 be used as a the 20% local match to one million dollars of Federal Transportation Enhancement Funds to complete approximately 1 mile of trail at Lake Minnewashta Regional Park and under pass at TH 41.

For the 2013, it is recommended that Parks and Trails Funds would be used to provide the 20 % local match to one million dollars of Federal Transportation Enhancement Funds for Phase II of the Dakota Rail Regional Trail which would construct approximately 5 miles of trail from Mayer to New Germany, terminating at the west county line.

Utilizing the funding as recommended secures the federal funding for the projects, is consistent with legislation for use of Parks and Trails Funds, reduces or eliminates the amount of general fund tax dollars which would be needed to support the projects.

ACTION REQUESTED That the Board request the use of Parks and Trails Funding for the trail at Lake Minnewashta Regional Park and underpass at TH 41 for the 2012 funding cycle and request the use of Parks and Trails Funds for Phase II of The Dakota Rail Regional Trail for the 2013.

FUNDING

County Dollars = \$0
Other Sources & Amounts =
= \$
TOTAL = \$545,000

FISCAL IMPACT

- None
- Included in current budget
- Budget amendment requested
- Other:

Related Financial Comments: A budget amendment is not requested at this time. When Parks and Trails Funds are awarded to the County, a separate action approving of the funding will be required as a part of grant agreements with the Metropolitan Council. A budget amendment would be requested a the same time as executing the grant agreements.

Reviewed by Division Director

Date: 12-21-10



REQUEST FOR BOARD ACTION

AGENDA ITEM : Parks and Trails Funding Grant SG2010-097

Originating Division: Public Works/Parks

Meeting Date: December 14, 2010

Amount of Time Requested: None

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: Carver County is eligible to receive Parks and Trails Funding from new sales tax proceeds generated from recent legislation. The Lake Minnewashta Regional Park TH 41 Trail and Underpass project has been identified as the project which would receive funding from the Parks and Trails funds administered by the Metropolitan Council for regional park and trail purposes. It is expected that the County would receive \$47,000 of Parks and Trails Funds to be combined with an additional \$1,000,000 in Transportation Enhancement funds to construct approximately 2.5 miles of trail along inside the park boundary and along TH 41.

Planning work for the trail project is underway and is expected to be under construction during 2011.

ACTION REQUESTED: It is requested that the Board authorize the Board Chair sign the agreement.

FUNDING

County Dollars = \$
Other Sources & Amounts =
Met Council SG2010-097 =\$47,000
TOTAL =\$47,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: It is requested that these grant proceeds be allocated to fund (34-520-528-5030 5285 Revenue and 34-520-528-5030-6260 Expense) which are established line items for Parks and Trails grant proceeds received from the Metropolitan Council.

Reviewed by Division Director

Date: December 1, 2010

S:Parks/BA-RES/Grants/Dakota Rail Regional Trail/BA- SG2010-097



REQUEST FOR BOARD ACTION

AGENDA ITEM : Parks and Trails Funding Grant SG-2010-107

Originating Division: Public Works/Parks

Meeting Date: Dec. 28, 2010

Amount of Time Requested: None

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: Carver County is eligible to receive Parks and Trails Funding from new sales tax proceeds generated from recent legislation. The Dakota Rail Regional Trail project has been identified as the project which would receive funding from the Parks and Trails funds administered by the Metropolitan Council for regional park and trail purposes. It is expected that the County would receive \$200,000 of Parks and Trails Funds to complete constructing 6.9 miles of paved trail, construct trail head, and construct one quarter (1/4) mile trail connection that was started with FY 2010 Parks and Trails Fund grant SG-2009-043 and a Federal Grant. Acquire trail right-of-way for trail connection as described in "Legal Description of Temporary and Permanent Trail Easement." Any unspent funds may be used to complete the grade separated crossing of TH 41 and 2.6 miles of trail in Lake Minnewashta Regional Park.

ACTION REQUESTED: It is requested that the Board authorize the Board Chair sign the agreement.

FUNDING

County Dollars = \$
Other Sources & Amounts =
Met Council SG2010-107 =\$200,000
TOTAL =\$200,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: It is requested that these grant proceeds be allocated to fund (34-520-526-5030 5285 Revenue and 34-520-526-5030-6260 Expense) which are established line items for Parks and Trails grant proceeds received from the Metropolitan Council.

Reviewed by Division Director

Date: 12-8-10

S:Parks/BA-RES/Grants/Dakota Rail Regional Trail/BA- SG2010-107



REQUEST FOR BOARD ACTION

AGENDA ITEM : Approval of Law Enforcement Services Agreement/Carver/Hennepin

Originating Division: Sheriff

Meeting Date: January 4, 2011

Amount of Time Requested: XX minutes

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: Allows the Sheriff's Office to send DNA and fingerprint evidence to Hennepin County for processing.

ACTION REQUESTED:

Make a motion to accept the professional services agreement between Carver County Sheriff's Office and Hennepin County Sheriff's Office

FUNDING

County Dollars = \$

Other Sources & Amounts = \$

= \$

TOTAL = \$

Related Financial Comments:

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director

JDE #803

Date: 12/22/2010



REQUEST FOR BOARD ACTION

AGENDA ITEM : Charitable Gambling Application for Waconia Lions Club

Originating Division: Property Records Taxpayer Services Meeting Date: January 4, 2011
 Amount of Time Requested: 0 minutes Attachments for packet: Yes No
 Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: An application to Conduct Off-Site Gambling was received from Waconia Lions Club. They plan to hold a raffle on Saturday, February 5, 2011, at the Lake Waconia Event Center, located at 8155 Paradise Lane, Waconia, MN 55387.

ACTION REQUESTED: See Attached Resolution

FUNDING

County Dollars = \$
 Other Sources & Amounts = \$
 = \$
TOTAL = \$

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other: Not Budgeted

Related Financial Comments:

Reviewed by Laurie Engelen, Taxpayer Services Manager

Date:

12-20-10

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

Date:

Resolution No.

Motion by Commissioner:

Seconded by Commissioner:

CARVER COUNTY, MINNESOTA

WHEREAS, the Waconia Lions Club seeks approval of a Lawful Gambling License; and

WHEREAS, the Waconia Lions Club will hold a raffle at the Lake Waconia Event Center, with an address of 8155 County Road 30, Waconia, MN 55387; and

WHEREAS, the Minnesota Department of Gambling requires the County Board of Commissioners to specifically approve or deny a resolution for each applicant each year they apply.

NOW, THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners does approve the new license upon compliance with Code of Ordinance, Title XI, Chapter 112, and Section 112.02.

Adopted on _____, 2011.

Attest:

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 ____ day of _____, 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 _____, 2011.

David Hemze, Carver County Administrator



CARVER COUNTY

REQUEST FOR BOARD ACTION

AGENDA ITEM : Approval of Cooperative Agreement for Children's Mental Health Crisis Grants

Originating Division: Community Social Services

Meeting Date: January 4, 2011

Amount of Time Requested: NA

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM: The Minnesota Department of Human Services, Children's Mental Health Division, provides a grant to the seven Metro Counties for the purpose of establishing and coordinating increased children's mental health crisis capacity. The Cooperative Agreement establishes Ramsey County as the "Fiscal Agent" and when funds are received, the funds are distributed to the counties based on the percentages in the Cooperative Agreement.

ACTION REQUESTED: To approve the Cooperative Agreement for the Metropolitan Counties for the purpose of receiving and distruting Children's Mental Health Crisis funding.

FUNDING

County Dollars =	\$
Other Sources & Amounts =	\$77,635
	= \$
TOTAL	= \$77,635

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 12/28/2010



REQUEST FOR BOARD ACTION

AGENDA ITEM : Approve Chief Deputy Attorney Agreement

Originating Division: Employee Relations

Meeting Date: 1/4/2011

Amount of Time Requested:

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

The new County Attorney, Mark Metz, would like to initiate the Chief Deputy Attorney's employment contract to begin immediately following approval by the Board of Commissioners and signatures by all required parties.

The terms of the agreement clarify that this is an exempt "at will" position. The agreement includes an initial salary of \$107,000.00 with annual increases recommended by the County Attorney subject to approval by the County Board, PTO accruals and conversion as well as other benefits consistent with the Personnel Policies for non-bargaining staff, standard notice and severance language, and a leave of absence from the Chief Deputy's current County position not to exceed 10 years.

The action requested is to approve the employment agreement between the County Attorney and the Chief Deputy Attorney, Michael D. Wentzell.

ACTION REQUESTED:

Motion to approve the employment agreement between the County Attorney and Michael D. Wentzell as Chief Deputy Attorney for Carver County.

FUNDING

County Dollars =	\$ 137,500.00
Other Sources & Amounts =	0
=	\$0
TOTAL	= \$137,500.00

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

2011 budget includes funding for this employment contract.

X Reviewed by Division Director
Doris M. Krogman

Date: 12/28/2010



REQUEST FOR BOARD ACTION

AGENDA ITEM : Carver County Regional Rail Authority

Originating Division: Administration

Meeting Date: 1/4/11

Amount of Time Requested: 5 minutes

Attachments for packet: Yes NoItem Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority**BACKGROUND/EXPLANATION OF AGENDA**

In 1987, the Carver County Regional Rail Authority was established. The Regional Rail Authority needs to appoint a Chair, Vice Chair and Secretary/Treasurer to the Carver County Regional Rail Authority for 2011.

ACTION REQUESTED:

Motion appointing Chair, Vice Chair and Secretary/Treasurer for 2011.

FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

TOTAL = \$*Related Financial Comments:***FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Reviewed by Division Director

Date: 12/21/10