



Carver County Board of Commissioners  
 July 26, 2011  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

PAGE

- |           |    |  |     |
|-----------|----|--|-----|
| 9:15 a.m. | 1. | <ul style="list-style-type: none"> <li>a) <b>CONVENE</b></li> <li>b) <b>Pledge of allegiance</b></li> <li>c) <b>Public comments (limited to five minutes)</b></li> <li>d) <b>Introduction of New Employees</b></li> </ul>  |     |
|           | 2. | Agenda review and adoption   |     |
|           | 3. | Approve minutes of July 19, 2011 Regular Session.....  | 1-3 |
|           | 4. | Community Announcements  |     |
| 9:15 a.m. | 5. | <p><b>CONSENT AGENDA</b></p> <p><i>Communities: Create and maintain safe, healthy and livable communities</i></p> <ul style="list-style-type: none"> <li>5.1 County Historical Society Museum Facility-roofing contract – United Roofing and Remodeling, Inc. .... 4-6</li> <li>5.2 Accept Project SAP 10-617-17 as complete and approve final payment .. 7</li> <li>5.3 Approval of home and community based waiver services contracts ..... 8</li> </ul> <p><i>Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government</i></p> <ul style="list-style-type: none"> <li>5.4 PH/E Community Health Board to appoint Randy Wolf as CHS Administrator and Marcee Shaughnessy at SCHSAC alternative representative ..... 9-10</li> </ul> <p><i>Finances: Improve the County's financial health and economic profile</i></p> <ul style="list-style-type: none"> <li>5.5 Create a Financial Policy Manual ..... 11-12</li> <li>5.6 Community Social Services warrants ..... NO ATT</li> <li>5.7 Commissioners' warrants..... SEE ATT</li> </ul> |     |
| 9:15 a.m. | 6. | <p><b>CONNECTIONS:</b> Develop strong public partnerships and connect people to services and information</p> <ul style="list-style-type: none"> <li>6.1 Presentation of National Association of Counties (NACo) 2011 Achievement awards ..... 13-15</li> <li>6.2 Minnehaha Creek Watershed District programs and activities in Carver County..... 16</li> </ul>  |     |
| 9:35 a.m. | 7. | <p><b>COMMUNITIES:</b> Create and maintain safe, healthy and livable communities</p> <ul style="list-style-type: none"> <li>7.1 Convert Social Worker III to two part-time positions ..... 17</li> </ul>   |     |

9:40 a.m.    **8. CULTURE:** Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government  
8.1    Administrative Policy Manual updates ..... 18-19

10:00 a.m.    **ADJOURN REGULAR SESSION**

**WORK SESSION**

10:00 a.m.    **A. CONNECTIONS:** Develop strong public partnerships and connect people to services and information  
1.    Request for pilot aquatic invasive species prevention program ..... 20  
2.    Union Pacific Railroad acquisition update ..... 21  
3.    Redistricting discussion ..... 22

11:30 a.m.    **BOARD REPORTS**  
1.    Chair  
2.    Board Members  
3.    Administrator  
4.    Adjourn

David Hemze  
County Administrator

**UPCOMING MEETINGS**

August 2, 2011	9:15 a.m. Board Meeting
August 9, 2011	9:15 a.m. Work Session
August 16, 2011	4:00 p.m. Board Meeting
August 23, 2011	9:15 a.m. Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on July 19, 2011. Vice Chair Tim Lynch convened the session at 4:00 p.m.

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

Members absent: Randy Maluchnik.

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

Workman moved, Degler seconded, to approve the minutes of the July 12, 2011, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Approved contract between Carver-Scott Cooperative and Carver County and subcontract between Coop/District 930 and City of Carver.

Adopted the Findings of Fact and Order #PZ20110011 for the issuance of Conditional Use Permit #PZ20110011, Gary and Lynn Christensen, Watertown Township.

Resolution #44-11, Waconia Area Chamber of Commerce Gambling Application.

Approved the following abatements/additions:

65-007-3600	University of Minnesota
25-900-0010	Bloomberg Companies
10-002-2000	Ryan Gilbertson
75-290-0020	Mark Tetreault
30-095-0400	Michelle Timp

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Tim Litfin, Minnetonka Community Education Director, appeared before the Board to highlight the upcoming Tour de Tonka taking place on August 6<sup>th</sup>. He explained this was a bike ride that would go through almost every community in Carver County. Litfin noted last year they had over 2,400

riders with 11% of those riders being from Carver County. He stated this year they would cap the number of riders at 3,000. He pointed out the event has been very successful for a number of reasons, stressing the number of volunteers they typically get. Litfin reiterated this was a ride, not a race, and thanked the Board for allowing him time to talk about it.

Ische moved, Degler seconded, to go in to closed session according to Minnesota Statutes Section 13D.05 in order to discuss confidential appraisal data and to receive an update on the status of parcel #07018100, located at 809 Old Beach Lane. Motion carried unanimously.

The Board adjourned the closed session at 4:55 p.m.

Martin Walsh, Parks Director, requested the Board adopt a Resolution supporting a 2012 capital appropriation from the State for the acquisition and development of a boat access at Lake Waconia Regional Park. He pointed out the Regional Park was planned to be 130 acres in size and highlighted the plans that had been developed and adopted over the years.

He reviewed the proposal to acquire 19 acres and projected cost. Walsh indicated this would complete the land acquisitions. He pointed out the social and economic benefits as well as improved public safety.

Walsh identified three potential funding scenarios. He stated asking for legislative assistance recognizes the State's role in providing access to public waters and in providing recreation services for the metropolitan area. Walsh clarified the County's funding and stated legislative assistance would reduce the County's contributions. He highlighted the advantages and disadvantages of a County/Met Council partnership and land sale/swap. He indicated Met Council reimbursement would take a number of years and a land sale/swap would be complicated.

Dave Hemze, County Administrator, pointed out they do have a willing seller. He suggested they needed to prepare for obtaining funds and it was important to make an effort to try and obtain them.

The Board discussed whether the County's legislative delegation supported the bonding request and the chances of success without their support. They reviewed whether to delay this another week to determine their support or move forward with approving the Resolution at this time.

Lyndon Robjent, Public Works, stated they did email the local delegation to update them on the application but he was not uncertain where they were at.

Ische offered the following Resolution, seconded by Degler:

Resolution #45-11  
2011 Capital Appropriation Request for  
Public Boat Access at Lake Waconia Regional Park

On vote taken, Degler, Ische, Lynch voted aye. Workman voted nay.

REGULAR SESSION  
July 19, 2011

Workman moved, Degler seconded, to adjourn the Regular Session at 5:20 p.m. Motion carried unanimously.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**County Historical Society Museum Facility - Roofing Contract - United Roofing & Remodeling, Inc.**

Primary Originating Division/Dept: <u>Administrative Services - Facilities</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Kevin Maas</u> Title: <u>Facilities Services Manager</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u>    </u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>                                    </u> Title: <u>Facilities Services Manager</u>	

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

**BACKGROUND/JUSTIFICATION:**

Initially, Museum staff pursued grant funds to replace or supplement the budget amount. The grant application was not approved and facility staff recommends roof replacement due to several repairs and roof leaks. Facility staff obtained Design and Construction Management quotes from Inspec and Amcon CM and entered into an Administrative Contract with Amcon CM for design and managements. Sealed bids were received June 21, 2011 with four contractors responding. Specifications required alternative quotes for Built Up Roof (BUR) and Rubber membrane. Staff is recommending the BUR system with unit pricing for insulation repair or replacement. Exhibit and artifact preservation is a priority and a Performance Bond is a requirement in the County Contract approved by both Risk and the County Attorney.

**ACTION REQUESTED:**

Staff recommends approval of a contract with United Roofing & Remodeling, Inc. to replace the Museum Roof.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>\$90,187.00</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total</b>	<b>\$90,187.00</b>

Related Financial/FTE Comments:

Funding source is from fund 30, Deferred Maintenance Project.

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RBA 2011- 690

CONTRACTOR	BASE BID - EPDM	ALTERNATES		BASE BID - BUR	ALTERNATES	BID BOND	ADDENDA
		Complete Tear off			Complete Tear off		1
United Roofing	\$60,330	\$11,761		\$80,027	\$10,160	cashier chk	x
John A Dalsin	\$71,349	\$11,113		\$93,145	\$5,179	x	x
Palmer West*	\$73,100	\$9,860		\$93,280	\$2,500	x	x
Dalbec Roofing	\$84,560	\$22,400		\$93,250	\$31,150	x	x

Total w Alt.	Total w Alt.
\$72,091	\$90,187
\$82,462	\$98,324
\$82,960	\$95,780
\$106,960	\$124,400
<b>EPDM</b>	<b>BUR</b>

**APPARENT LOW BIDDER**

United Roofing	\$60,330	\$11,761		\$80,027	\$10,160	cashier chk	x
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\* bid was addressed to EOC and received by County prior to 11 AM and opened by EOC staff.

# Budget Amendment Request Form



**Agenda Item:** County Historical Society Museum Facility - Roofing Contract - United Roofing & Remodeling, Inc.

Department:

Meeting Date: 7/26/2011

Requested By: Kevin Maas

Fund:

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

Description of Accounts	Acct #	Amount
History Center Roof		\$90,187.00
<b>TOTAL</b>		\$90,187.00

Description of Accounts	Acct #	Amount
Deferred Maintenance Project #972 Contingency	30-6640	\$90,187.00
<b>TOTAL</b>		\$90,187.00

**Reason for Request:**

Set-up History Center Roof project using available funds in Deferred Maintenance Project #972



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Accept Project SAP 10-617-17 as Complete and Approve Final Payment**

Primary Originating Division/Dept: <u>Public Works - Engineering</u>		Meeting Date: <u>7/26/2011</u>
Contact: <u>Scott A. Smith</u>	Title: <u>Project Engineer</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes		Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/>	Title: <u>Public Works Director/County ...</u>	

Strategic Initiative:

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

**BACKGROUND/JUSTIFICATION:**

Project SAP 10-617-17 was an Overlay and Widening Project that included milling & overlaying, guardrail improvements, and widening three (3) intersections for the addition of turn lanes on County Road 17 (Powers Blvd) in Chanhassen.

The engineers estimate was \$1,278,062.30. Northwest Asphalt, Inc. original bid was \$999,827.35. During construction other work was necessary and the final cost of all work done by Northwest Asphalt, Inc. was \$1,145,005.75. Previous payments totaling \$1,055,924.87 were made to Northwest Asphalt, Inc. until all contract items had been reviewed and determined to be complete by Carver County staff.

Staff has reviewed the work done for this project and sees it as complete and is recommending to finalize it.

Final payment of \$89,080.88 includes the remaining amount to be paid to Northwest Asphalt, Inc. for all work completed as part of this project and the release of all retainage. Board Action is needed to release all retainage and finalize the contract.

**ACTION REQUESTED:**

Motion accepting the project as complete and to authorize final payment of \$89,080.88 to Northwest Asphalt, Inc.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>\$728,339.75</b>
LRIP Grant =	\$416,666.00
<b>Total</b>	<b>\$1,145,005.75</b>

Related Financial/FTE Comments:

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RBA 2011- 693

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Home and Community Based Waiver Services Contracts**

Primary Originating Division/Dept: <u>Community Social Services</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Brian Esch</u> Title: <u>Social Services Supervisor</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u>    </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>                                    </u> Title: <u>Social Services Director</u>	

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

**BACKGROUND/JUSTIFICATION:**

Renewal of Home and Community Based Waiver Services contracts for 14 providers who provide community based support services for developmentally disabled clients. Waiver contracts are approved on a 5 year basis. These contracts are funded primarily by Medicaid dollars for clients on state and federal waiver programs. 4 of the contracts include SILS funding which is a state and county funded support program.

- Contract #11-157- Batheja SLS
- Contract #11-158 - Homai Batheja SLS
- Contract #11-159- The Barnabas House
- Contract #11-160- Teresa and Chuck Salden
- Contract #11-161- Haugen Residence
- Contract #11-162- Mount Olivet Rolling Acres
- Contract #11-163- Thomas Allen Inc.
- Contract #11-164- Pinnacle Services Inc.
- Contract #11-165- Summit Fiscal Agency
- Contract #11-166- My Brothers Keeper
- Contract #11-167- Alongside Services II LLC
- Contract #11-168- Choices for Children Inc.
- Contract #11-169- Accra Care Inc.
- Contract #11-170- Consumer Choice Services Inc.

**ACTION REQUESTED:**

Recommend approval of host county Community Based Waiver Services Contracts

<p><b>FISCAL IMPACT:</b> <u>Included in current budget</u>                  If "Other", specify:  <u>  </u></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;"><b>\$25,000.00</b></td> </tr> <tr> <td>Medical Assistance</td> <td style="text-align: right;">\$6,000,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$6,025,000.00</b></td> </tr> </table>	County Dollars =	<b>\$25,000.00</b>	Medical Assistance	\$6,000,000.00	<b>Total</b>	<b>\$6,025,000.00</b>
County Dollars =	<b>\$25,000.00</b>						
Medical Assistance	\$6,000,000.00						
<b>Total</b>	<b>\$6,025,000.00</b>						
<p><b>FTE IMPACT:</b> <u>None</u></p>							

Related Financial/FTE Comments:  
 Annual cost of contracts approximately \$6,000,000 in Medical Assistance funding. Four providers provide SILS services which is a state / county funded program. Annual cost of county dollars for SILS would not exceed \$25,000

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 RBA 2011- 698

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PH/E Community Health Board to Appoint Randy Wolf as CHS Administrator and Marcee Shaughnessy as SCHSAC Alternative Representative**

Primary Originating Division/Dept: <u>Public Health &amp; Environment</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Randy Wolf</u> Title: <u>PH&amp;E Division Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Carver County Community Health Board (CHB) is required to have a community health services (CHS) administrator who must meet the personnel standards in Minnesota Rules 4736.0110 – CHS Administrator description. The CHS Administrator is required one of the following:

- A baccalaureate or higher degree in administration, public health, community health, environmental health, or nursing, and two years of documented public health experience in an administrative or supervisory capacity, or be registered as an environmental health specialist or sanitarian in the state of Minnesota and have two years of documented public health experience in an administrative or supervisory capacity; OR
- A master's or higher degree in administration, public health, community health, environmental health, or nursing, and one year of documented public health experience in an administrative or supervisory capacity; OR
- A baccalaureate or higher degree and four years of documented public health experience in an administrative or supervisory capacity.

The Minnesota Department of Health (MDH) strongly encourages CHBs to appoint CHS administrators who meet the Tier 3 Core Competencies for public health leaders as recommended by the State Community Health Services Advisory Committee (SCHSAC). Tier 3 being defined as senior managers and CEOs. The Core Competencies are a set of skills desirable for the broad practice of public health, reflecting the characteristics that staff of public health organizations may want to possess as they work to protect and promote health in the community (i.e., deliver the Essential Public Health Services).

The Public Health & Environment Division Director Randy Wolf meets these required personnel standards to be appointed as the Carver County CHS Administrator.

In addition, the purpose of the SCHSAC, as described in the Local Public Health Act, is to advise, consult with, and make recommendations to the Commissioner of Health on matters relating to the development, funding, and evaluation of community health services in Minnesota.

Carver County CHB Chair Randy Maluchnik is the SCHSAC member representing Carver County's CHB. The Public Health Department Manager Marcee Shaughnessy will be the new SCHSAC Alternate representative.

**ACTION REQUESTED:**

Motion for Community Health Board to approve the appointment of Public Health & Environment Division Director Randy Wolf as the Carver County CHS Administrator and Public Health Department Manager Marcee Shaughnessy as SCHSAC Alternate Representative, effective July 26, 2011.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**Total**

\$0.00

**FTE IMPACT:** None

Related Financial/FTE Comments:

None.

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RBA 2011- 702

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Create a Financial Policy Manual**

Primary Originating Division/Dept: <u>Finance</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>David Frischmon</u> Title: <u>Finance Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <u>Finance Director</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Similar to many other organizations, Financial Services would like to create a Financial Policy Manual ("FPM") by combining all of the Finance, Accounting and Budgeting policies that have been previously approved by the County Board. The attached table of contents includes the listing of the policies.

The only addition/change to policy is the creation of the Purpose and Administration policy for the FPM. Copies of the draft FPM will be sent to the Commissioners and copies are available in County Administration.

**ACTION REQUESTED:**

Motion to create a Financial Policy Manual by combining all of the previously approved Finance, Accounting and Budget policy into one document.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

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

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

*Office use only:*

RBA 2011- 701

## **TABLE OF CONTENTS**

### **FINANCIAL POLICY MANUAL**

FPM History

**SECTION A.**     **PURPOSE OF POLICIES & GENERAL PROVISIONS**

1.     Purpose and Administration

**SECTION B.**     **BUDGET**

1.     Philosophy and Schedule
2.     Long Term Financial Plan

**SECTION C.**     **REVENUE**

1.     Debt Administration
2.     Investments
3.     Fee Schedule
4.     Grants

**SECTION D.**     **ACCOUNTING**

1.     Accepting Credit Cards for Payment
2.     Business/Purchasing Cards
3.     Capital Asset Inventory
4.     Claims
5.     Electronic Payment Process
6.     Employee Expense Reimbursement
7.     Sales Tax

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Presentation of National Association of Counties (NACo) 2011 Achievement Awards**

Primary Originating Division/Dept: <u>Administrative Services</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Nick Anhut</u> Title: <u>Administrative Intern</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Steve Taylor</u> Title: <u>Administrative Services</u>	

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

**BACKGROUND/JUSTIFICATION:**

The National Association of Counties (NACo) is a national organization representing county governments across the United States. NACo has awarded two Carver County programs with its 2011 Achievement Award: The Victoria Express Library and the Oak Grove City Center.

Each program received a NACo certificate which reads: "In recognition of an effective and innovative program which contributes to and enhances county government in the United States."

**ACTION REQUESTED:**

Presentation of Awards to the County Board with Library Director Melissa Brechon and Economic Development Director John Sullivan. Conclude presentation with photo opportunity.

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

Related Financial/FTE Comments:

*Office use only:*  
 RBA 2011- 697



2011



Achievement Award Winner

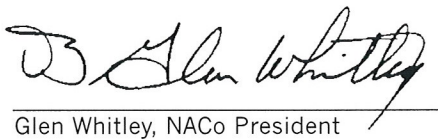
*This Award is Presented to*

*Carver County, MN*

for  
its program

*Victoria Express Library*

in recognition of an effective and innovative program  
which contributes to and enhances county government  
in the United States.



Glen Whitley, NACo President



Larry Naake, NACo Executive Director



**NACO** National Association of Counties  
The Voice of America's Counties





2011



Achievement Award Winner

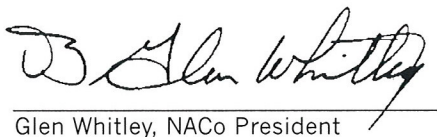
*This Award is Presented to*

*Carver County, MN*

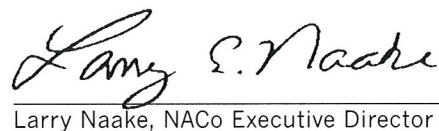
for  
its program

*Oak Grove City Center  
Redevelopment Project-City of  
Norwood Young America*

in recognition of an effective and innovative program  
which contributes to and enhances county government  
in the United States.



Glen Whitley, NACo President



Larry Naake, NACo Executive Director



**NACO** National Association of Counties  
The Voice of America's Counties

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Minnehaha Creek Watershed District Programs and Activities in Carver County**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Dave Hemze</u> Title: <u>County Administrator</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>15</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Bill Olson</u> Title: <u>MCWD Manager</u>	

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

**BACKGROUND/JUSTIFICATION:**

Bill Olson, the County's appointment to the Minnehaha Creek Watershed District Board of Managers, will be present to provide an overview of the District's programs and activities in Carver County. Mr. Olson lives in Victoria and serves on both the MCWD and LMCD Board.

**ACTION REQUESTED:**

Information only.

<p><b>FISCAL IMPACT:</b> <u>None</u>                  If "Other", specify:  <input style="width: 200px; height: 20px;" type="text"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><input style="width: 100%;" type="text"/></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	County Dollars =	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<b>Total</b>	<b>\$0.00</b>
County Dollars =	<input style="width: 100%;" type="text"/>						
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>						
<b>Total</b>	<b>\$0.00</b>						

Related Financial/FTE Comments:

*Office use only:*  
 RBA 2011- 704

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Convert Social Worker III to two Part-time Positions**

Primary Originating Division/Dept: <u>Community Social Services</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Gary Bork</u> Title: <u>Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Gary Bork</u> Title: <u>Director</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Division has a Social Worker III vacancy in the Developmental Disabilities Unit, Autism Spectrum Disorder Team. A recent external recruitment yielded one candidate who met the qualifications of the position who then withdrew. The Social Worker III requires clinical license and the ability to clinically supervise other staff on the team to enable the Division to bill Medical Assistance and Private Insurance under the Child and Teen Services and Supports certification. The Autism Spectrum Disorder Team was created by the Division to provide better services to this growing population and its is structured to capture revenue to decrease reliance on the county tax levy.

The previous incumbent has contacted the Division and expressed an interest in working part-time. The Division has examined this and believes that a part-time Social Worker III that has the appropriate clinical license and the ability to provide clinical supervision under the recently revised Rule 47 can be accomplished with a .5 FTE. The remaining .5 FTE would be converted to a .6 FTE Social Worker II. The .6 FTE Social Worker II would case manage the majority of the cases currently on the Social Worker III's caseload. This position would be offered as a recall opportunity to an employee on layoff.

**ACTION REQUESTED:**

Motion to approve converting a 1.0 Social Worker III(Pay Grade 14) to a .5 FTE Social Worker III.

Motion to delete a .5 FTE Social Worker III and create a .6 FTE Social Worker II(Pay Grade 13).

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FTE IMPACT:** Increase budgeted staff

**FUNDING**

County Dollars =	<b>\$18,340.00</b>
MA & Insurance	\$55,000.00
FFP	\$6,377.00
<b>Total</b>	<b>\$79,717.00</b>

**Related Financial/FTE Comments:**

The current 2011 budgeted salary and benefits for the 1.0 FTE Social Worker III is \$72,047. The cost of the restructuring the position as described above is \$79, 717. This assumes that the employee on layoff status accepts the recall to a position one pay grade lower than the employees previously held position. The AFSCME Labor agreement requires the County to offer the position to the employee on layoff status and pursuant to our agreement with the Union on the School Based Restructuring an employee accepting a recall to a lower grade position and their salary is above the maximum for the position, will have their previous salary decreased by 5% in the first year.

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RBA 2011- 700

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Administrative Policy Manual Updates**

Primary Originating Division/Dept: <u>Administrative Services</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Steve Taylor</u> Title: <u>Admin Services Division Dire...</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>15</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Steve Taylor</u> Title: <u>Admin Services Division Director</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Administrative Services has been working on updating the Administrative Policy Manual (APM). The last update to the APM occurred in 2010. The reasons for the proposed updates are to:

- clarify policy language;
- reflect changes in the County's operations; and
- recognize industry trends and best practices.

Updates are being proposed to the following policies:

- Board Operating Rules
- Board Agenda Development and Review
- Claims
- Contracts and Purchasing
- Data Practices
  - Guide for Members of the Public Requesting Information
  - Guide for Requesting Information About You
- Use of Meeting Rooms
- Communication and Media Relations

The only new addition to the Administrative Policy Manual is a Social Media policy.

Attached is a summary of the changes. Copies of the redlined policies will be sent to the Commissioners and copies are available in County Administration.

**ACTION REQUESTED:**

Motion to approve the revisions to the Administrative Policy Manual as presented.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =



**Total**

\$0.00

**FTE IMPACT:** None

Related Financial/FTE Comments:

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# Summary of Changes

## Administrative Policy Manual

July 26, 2011

### **Board Operating Rules:**

- Housekeeping items on current policy.
- No new changes are being proposed.
- The policy is being updated to match changes previously made by the County Board.

### **Board Agenda Development and Review:**

- Housekeeping items on current policy.
- Updated to take into account the new SharePoint electronic Board Agenda process.

### **Claims:**

- Housekeeping items on current policy.
- Adding language allowing County Administrator to approve claims during the weeks that the County Board does not meet.
- Can no longer pay Chamber or similar dues.

### **Contracts and Purchasing:**

- Housekeeping items on current policy.
- Clarifying signature authority.
- Updating insurance section.

### **Data Practices:**

- Updating current policy to include new Data Practices Guides.

### **Use of Meeting Rooms:**

- Updating current policy to clarify the use of meeting rooms by outside organizations.

### **Social Media:**

- New Policy outlining the County's social media presence.
- Includes disclaimer language.
- County posts should promote programs, services and events and not individual opinions.

### **Communication and Media Relations:**

- Rewrite of current policy.
- Assigns the County Administrator is Chief Media Spokesperson.
- Addresses Commissioner Communication assistance by staff.
- Includes language on Taping/Filming.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for Pilot Aquatic Invasive Species Prevention Program**

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>NA</u>	Item Type: <u>Work Session</u>
Amount of Time Requested: <u>30</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Marty Walsh/Steve Gunther</u> Title: <u>President of the Lake Minnew...</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

County Park Staff has been meeting with representatives from the Lake Minnewashta Preservation Association (LMPA) and DNR Staff to discuss the inspection of boats and work to prevent the spread of Aquatic Invasive Species (AIS). With insufficient funds to provide staffing for complete inspection coverage of the boat access at Lake Minnewashta Regional Park, LMPA is working with homeowner associations from Christmas Lake and Lotus Lake to pool resources for a multiple location inspection point in the park. Together the homeowner associations have proposed a pilot inspection program for the three lakes. This approach proposes to gate the public boat accesses at Christmas and Lotus Lakes and direct those users to Lake Minnewashta Regional Park for inspection.

The Minnesota Department of Natural Resources administers aquatic invasive species program for the state. At Lake Minnewashta Regional Park, the DNR has been conducting boat inspections up until the recent government shutdown at the park. Boaters are asked to drain any water from their boat and remove any weeds. Under state law it is unlawful for any person to transport aquatic plants, water from and infested waters and prohibited species when on public roads.

The commission realizes that the issue of preventing Zebra Mussels and other aquatic invasive species is a difficult issue. While the Park Commission did not recommend approval of the requested pilot project, they strongly encouraged the County to do what it could concerning preventing Zebra Mussels from entering area lakes and is supportive of inspections at Minnewashta Park to obtain data which may assist with the development of a more comprehensive approach to reducing the spread of invasive species.

Steve Gunther, President of the Lake Minnewashta Preservation Association will make presentation to the Board about a proposed pilot project that would have a single point inspection site at Lake Minnewashta Regional Park for the lakes of Minnewashta Lotus and Christmas.

**ACTION REQUESTED:**

Action is not requested as a part of the work session. At a later date action may be requested of the County Board.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Union Pacific Railroad Acquisition Update**

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>NA</u>	Item Type: <u>Work Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Marty Walsh</u> Title: <u>Parks Director</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Staff would like to update the County Board on activities pertaining to the acquisition of the Union Pacific Railroad. Information from a recently completed ballast report will be provided for the Board's consideration.

**ACTION REQUESTED:**

No action is requested.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>\$404,006.00</b>
Other Sources	\$1,945,994.00
<b>Total</b>	<b>\$2,350,000.00</b>

**Related Financial/FTE Comments:**

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RBA 2011- 694

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Redistricting discussion**

Primary Originating Division/Dept: <u>Property Records &amp; Taxpayer Services</u>	Meeting Date: <u>7/26/2011</u>
Contact: <u>Mark Lundgren</u> Title: _____	Item Type: <u>Work Session</u>
Amount of Time Requested: <u>30</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Mark Lundgren</u> Title: _____	

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

**BACKGROUND/JUSTIFICATION:**

Preliminary presentation and discussion on 2012 Redistricting.

**ACTION REQUESTED:**

No action required at this time.

<p><b>FISCAL IMPACT:</b> <u>None</u>  <i>If "Other", specify:</i>                  _____</p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">_____</td> </tr> <tr> <td>_____</td> <td style="text-align: right;">_____</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	County Dollars =	_____	_____	_____	<b>Total</b>	<b>\$0.00</b>
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Related Financial/FTE Comments:  
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 RBA 2011- 703