

Carver County Board of Commissioners  
 May 3, 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><i>a) CONVENE</i></li> <li><i>b) Pledge of Allegiance</i></li> <li><i>c) Public comments (limited to five minutes)</i></li> <li><i>d) Introduction of New Employees</i></li> </ul>	
	2.	Agenda review and adoption	
	3.	Approve minutes of April 26, 2011 Regular Session .....	1-4
	4.	Community announcements	
9:15 a.m.	5.	<b>CONSENT AGENDA</b>	
	5.1	Information Services – ESRI software – County Enterprise License agreement renewal .....	5
	5.2	Administrative permit for special event – St. Peter Lutheran Church Maifest Celebration .....	6-9
	5.3	SMACC MoA – revised Information Technology salary adjustments .....	10
	5.4	Community Social Services’ warrants .....	NO ATT
	5.5	Commissioners’ warrants .....	SEE ATT
9:15 a.m.	6.	<b>COURT SERVICES</b>	
	6.1	Approval of the State contract for the Carver County STS Program for FY2012-2013 .....	11-12
9:25 a.m.	7.	<b>EMPLOYEE RELATIONS</b>	
	7.1	Public Service Recognition Week Proclamation .....	13-14
	7.2	Employee years of service recognition – 2011 .....	15
	7.3	Public employee excellence recognition awards – 2011 .....	16-17
	7.4	County Administrator’s performance summary .....	18

10:10 a.m.	<b>8.</b>	<b>COMMUNITY SOCIAL SERVICES</b>	
	8.1	Approval of support services position restructuring .....	19
10:20 a.m.	<b>9.</b>	<b>PUBLIC WORKS/PARKS</b>	
	9.1	Union Pacific Railroad donation and purchase and sale agreement .....	20
10:40 a.m.	<b>10.</b>	<b>ADMINISTRATION</b>	
	10.1	Appointment to the Planning Commission .....	21
10:45 a.m.		<b>ADJOURN REGULAR SESSION</b>	
10:45 a.m.		<b>BOARD REPORTS</b>	
	1.	Chair	
	2.	Board Members	
	3.	Administrator	
11:05 a.m.	4.	Adjourn	

David Hemze  
County Administrator

<b>UPCOMING MEETINGS</b>
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May 10, 2011	9:15 a.m. Work Session
May 13, 2011	7:00 a.m. Eastern Community Leaders Business Partnership Breakfast, Chanhassen Recreation Center
May 17, 2011	4:00 p.m. Board Meeting
May 24, 2011	9:15 a.m. Board Meeting
May 31, 2011	No Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on April 26, 2011. Chair Randy Maluchnik convened the session at 9:15 a.m.

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

Members absent: None.

Under public comments, Ken Wencl, representing the Riley Purgatory Creek Watershed District, highlighted the evening at the watershed that would be held May 3<sup>rd</sup> at the Chanhassen American Legion and invited the Board and the public to attend this event. He pointed out the need for citizen involvement to get clean water back and stressed there were many simple things that residents can do to improve water quality.

The Board thanked Mr. Wencl for his work on the Watershed Board and for his updates on their work.

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

Workman moved, Degler seconded, to approve the minutes of the April 19, 2011, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Authorized Chair to sign purchase agreement for land adjacent to the Dakota Rail corridor in New Germany and authorized staff and Chair to sign documents to close on the property.

Approve agreement for lifeguard services at County Parks in the amount of \$33,578.

Authorized the use of Lake Minnewashta Regional Park Boat Access #2 for the July 4<sup>th</sup> fireworks display with the understanding that the County receives the signed permit with indemnification language from Americana Fireworks, permit fee and current certificate of insurance before the event takes place.

Approved Public Health employee attending the Center for Disease Control and Prevention Public Health Emergency Preparedness Evaluation meeting June 7-8, 2011, and the Strategic National Stockpile Summit in July 26-28, both in Atlanta, GA.

Approved the Memorandum of Agreement with AFSCME to pay adjusted wages to the IT staff in the classifications of systems engineer, sr. systems engineer, GIS analyst, database administrator, business analyst and Level I Desktop/Administrative Support.

Approved the Memorandum of Agreement with SMACC to pay the infrastructure services supervisor, the applications services supervisor and the fiber project manager a salary within the expanded range of grade 15-18.

Approved the following abatements:

30-2580030	Corey Trebiatowski
30-0931550	Andrew Gerths
30-6720370	Eric & Wanda Synstelien
25-3360101	Richard & Angela Zay
30-5410040	Jonathan & Tabatha Booth
75-2930500	Scott & Dawn Logelin
30-6712005	Melissa Sebald
30-9510220	Charles Mathine
30-9510333	Kelly M Bousson
06-9500057	Richard & Marilyn Tesch
75-5750130	Garret Brown & Heather Shisler
06-9500039	James & Erma Kubasch
20-0502271	Peter & Sandee Haerden
09-0220800	Independent School District #110
30-9510356	Michael S & Sally Anne Sheresh
02-9500016	Donald Olson (Beverly Olson)
58-7120430	Christian Pallansch & Donald V Pallansch
30-1650030	Nancy Finck
75-5800130	Trent & Jodi Imberi
75-3490120	Richard Kunze

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Lyndon Robjent, Public Works, requested the Board approve an amendment to a grant agreement with the Met Council to include the TH 41 underpass and CR 10 trail connection projects. He pointed out the process they needed to follow to obtain legacy money for parks. He stated, everything something changes, the agreement needs to be amended.

Robjent noted the original agreement was for the Dakota Rail project that also received ARRA funding and federal funds. In addition, he pointed out the excellent bids received for the Dakota Rail project resulted in savings and they were requesting that be transferred over to the TH 41 underpass project and, if money is left over, to the trail connection at County Road 10.

Robjent updated the Board on the TH 41 trail project. He stated the next step was to line up the budget and move forward with construction. He reviewed the design and project schedule. Robjent stated they hoped to begin construction in September and get the underpass built in 2011. He pointed out this would require the closure of 41. He reviewed the project cost and highlighted the funding sources and cost share with the City of Chanhassen. Robjent pointed out the project would provide a safe access across TH 41.

Ische moved, Workman seconded, to authorize the Chair to sign the agreement amending SG-2009-043. Motion carried unanimously.

Robjent requested the Board approve a Resolution to authorize land acquisition by eminent domain for the easement interests for the reconstruction of the CSAH 10 Bridge and related trail connection to the Dakota Trail. He explained the project would replace the structurally deficient bridge that was built in 1939. He indicated they were also making a connection from CR 10 to the Dakota Trail in this area and were planning to join these projects and bid as one.

He highlighted the layout of the two projects. Robjent stated they have made offers for the land acquisition and they were looking to acquire two acres of land. He indicated they wanted to get the bridge built this season and were utilizing eminent domain to keep the construction on track. He stressed this did not mean negotiations were stopping, that negotiations were going well and they could still reach an agreement. He stated the eminent domain process allows them to set a construction date and while, this is not something they like to do, it is usually schedule driven.

Robjent reviewed the project schedule and funding sources.

The Board expressed concern in the use of eminent domain but also recognized the safety issues with the condition of the present bridge and the need to move forward this construction season.

Lynch offered the following Resolution, seconded by Ische:

Resolution #33-11  
Eminent Domain – SAP 10-6137 and Trail Connection to the  
Dakota Rail Regional Trail

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

David Hemze, County Administrator, requested the Board approve a Metro County collaboration agreement. He explained he had been meeting with the Metro County Administrators and discussing what they can do together to save taxpayers money. He stated they have been focusing on technology and talking with Social Services Directors to improve processes for determining eligibility for medical assistance. He noted the proposed legislation that was put together to make the eligibility process more efficient.

He indicated they were looking at future opportunities of what they can do together. He stated the intent was to set up a formal process for these decisions. Hemze stated they would be working together with Information Services to look at different ways to approach technology.

Ische moved, Degler seconded, to approve the Memorandum of Understanding between Anoka, Carver, Dakota, Hennepin, Olmsted, Ramsey, Scott and Washington Counties to formalize a collaboration process through which the Administrators in member counties may identify and drive opportunities to create efficiencies and costs savings, beginning with information technology infrastructure and functionality. Motion carried unanimously.

Sonja Wolter, Risk Management, introduced Sonya Guggemos, MCIT staff counsel and explained she would be giving the Board the annual MCIT update.

Ms. Guggemos pointed out MCIT is a joint risk retention pool created in 1979 as an alternative to traditional insurance markets. She explained, along with 81 counties, approximately 380 entities, including Soil and Water Districts and Ag Societies, participate in MCIT.

Guggemos reviewed MCIT coverage and stated property and casualty rates did decrease in 2011 due to a positive claims experience. She also noted that MCIT decided to pay the worker's compensation reinsurance assessment which will result in savings to its members.

She pointed out the 2010 dividend to be returned to members and noted the activities that counties can do to control these costs. Guggemos thanked the Board for their continued participation and the work the County does to make MCIT a success.

Doris Krogman, Employee Relations, requested the Board go into closed session to evaluate the County Administrator's performance. She explained the Board has an opportunity to reflect on the past year and set direction for the next year for any employee that reports directly to them. Krogman explained a summary statement would be brought back to the Board at the next public meeting.

Ische moved, Degler seconded, to go into closed session at 10:26 a.m. to evaluate the County Administrator's performance for the period May 2010-April 2010. Motion carried unanimously.

The Board adjourned the closed and Regular Session at 11:10 a.m.

David Hemze  
County Administrator

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



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Information Services – ESRI Software – County Enterprise License Agreement Renewal

Originating Division: Administrative Services

Meeting Date: 5/3/2011

Amount of Time Requested: N/A

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** In 2008 the county signed an Enterprise License Agreement with Environmental Systems Research Institute (ESRI) for unlimited access to their GIS software. The three year agreement is up for renewal in 2011. The new agreement has been negotiated to include the cities of Carver County under one agreement for a fixed cost over the next three years. ESRI offers the Enterprise License solution for small counties/cities to help lower software costs and promote GIS implementation. Over the life of the three year agreement the enterprise license will save the county money on current software maintenance and future software license purchases.

### Details of Agreement

- The agreement renewal is for an enterprise GIS software solution available to counties whose population is under 100,000 people.
- The agreement also includes the following participating cities – Chanhassen, Chaska, Norwood Young America, Waconia and Victoria.
- The agreement is for three additional years with no cost increases to the county's current agreement - \$150,000 (\$50,000 per year).
- The cities portion of the contract is for \$105,000 (\$35,000 per year).
- The multiple year agreement provides the best cost savings for the county.

### Benefits:

- Same software versions provide a consistent platform across county and cities.
- Expands collaborative efforts between county and cities.
- Maintains the current software deployments within the county.
- A lower cost per unit for licensed software.
- Maintenance on all ESRI software deployed under one agreement.
- Complete flexibility to deploy software products when and where needed.
- \$10,000 worth of ESRI Web training per year to progress GIS knowledge base within the county and cities.

**ACTION REQUESTED:** Approval to renew the Enterprise License Agreement between Environmental Systems Research Institute (ESRI) and Carver County.

### FUNDING

County Dollars = \$150,000  
 Other Sources & Amounts = \$105,000  
 = \$  
**TOTAL** = \$255,000

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other

*Related Financial Comments: \$150,000 (\$50,000/year) net cost for county. Part of approved 2011 budget.*

Reviewed by Division Director

Date: 4/13/2011



# REQUEST FOR BOARD ACTION

**AGENDA ITEM :** Administrative Permit for Special Event – St. Peter Lutheran Church Maifest Celebration

Originating Division: Public Health & Environment

Meeting Date: May 3, 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:**

File #A20110089. This request is for an Administrative Special Event Permit for a Maifest Celebration to be held on Sunday, May 22, 2011 at St. Peter Lutheran Church, Watertown. Watertown Township has been contacted and no objections were raised. The permit application has been reviewed by Land Management, Public Works and the Sherriff's Office. The event will be held entirely on the St. Peter Lutheran Church property, with the exception of parking which will be done on the two parcels adjacent to the west. Written permission has been submitted by both neighboring property owners. Festivities at the property will run from 7:00 a.m. – 6:00 p.m. and includes: a flea market, German meal in the dining hall, children's games, Model T Ford car show, silent auction and music entertainment. The applicant has obtained the necessary liquor licenses to allow for the serving of beer and brats. The applicant has also personally notified neighbors about the upcoming event.

The conditions on the permit will be similar to that of other one-day events in the county including, but not limited to: a Carver County Agreement for Law Enforcement Services if deemed appropriate by the Sheriff's Office; copy of liquor licenses; as per Public Works, no parking on County Road 24 and in the event of wet weather language that states the applicant is responsible for keeping County Road 24 clear of mud and debris; submittal of Certificate of Liability Insurance for the church as well as portable restroom and waste disposal contracts for the event.

**ACTION REQUESTED:** A motion authorizing the issuance of a Certificate of Zoning Compliance (#A20110089) for the St. Peter Lutheran Church Maifest Celebration.

**FUNDING**

County Dollars = \$-0-  
Other Sources & Amounts = -0-  
= \$  
**TOTAL** = \$-0-

**FISCAL IMPACT**

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:*

Reviewed by Division Director

Date: 4/25/2011



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

**DRAFT**

**FILE/CERTIFICATE # A20110089**

**DATE ISSUED: May 3, 2011**

**TYPE OF CERTIFICATE: ONE TIME SPECIAL EVENT – MAIFEST CELEBRATION**

This permit certificate is issued for the St. Peter Lutheran Church Maifest Celebration to be held on Sunday, May 22, 2011. The event will be held entirely on the St. Peter Lutheran Church property, with the exception of parking which will be done on the two parcels adjacent to the west. Festivities at the property will run from 7:00 a.m. – 6:00 p.m. and includes: a flea market, German meal in the dining hall, children’s games, Model T Ford car show, silent auction and music entertainment. This event is allowed with a Certificate of Zoning Compliance, pursuant to Chapter 152, section 152.074 B6 of the Carver County Code. **This certificate is issued to:**

**St. Peter Lutheran Church  
C/O Dale Muhs  
3030 Navajo Avenue  
P.O. Box 508  
Watertown, MN 55388**

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

**Purpose of Certificate:** To certify that the permittee and/or organization to which this certificate is issued is permitted and authorized to hold a Maifest Celebration event on Sunday, May 22, 2011. The event shall take place in Watertown Township in accordance with the conditions listed on this permit and in accordance with Chapter 152, Section 152.074 B6 of the Carver County Code.

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

1. The Permit is valid only for the day of May 22, 2011.
2. The event must be conducted in accordance with the Operational Plan & Site Maps attached hereto.
3. There shall be at least two (2) bathroom satellites available for the event.
4. The sponsors are responsible to clean up all excess trash and litter during and after the event.
5. Emergency vehicle access must be provided within the activity areas of the event.
6. Parking shall be provided as described in the application on the Dreier and Eickhoff property to the west of the church.
7. No parking shall be allowed on County Road 24. In the event of wet weather, the applicant is responsible for keeping County Road 24 clear of mud and debris.

8. The applicant shall submit a copy of the Certificate of Liability Insurance for the church to the Land Management Department prior to the event.
9. The applicant shall provide copies of the appropriate liquor licenses to allow for the serving of beer and brats for the event to the Land Management Department prior to the event.
10. No parking on County Road 24 and in the event of wet weather language that states the applicant is responsible for keeping County Road 24 clear of mud and debris; submittal of Certificate of Liability Insurance for the church as well as portable restroom and waste disposal contracts for the event.
11. The permittee shall inform adjacent residents, Watertown Town Board, City of Watertown and the Carver County Public Works Department of the date(s) in which the event will take place. (Notification shall be provided prior to the event.)

\_\_\_\_\_  
Amanda Schwabe  
Associate Planner

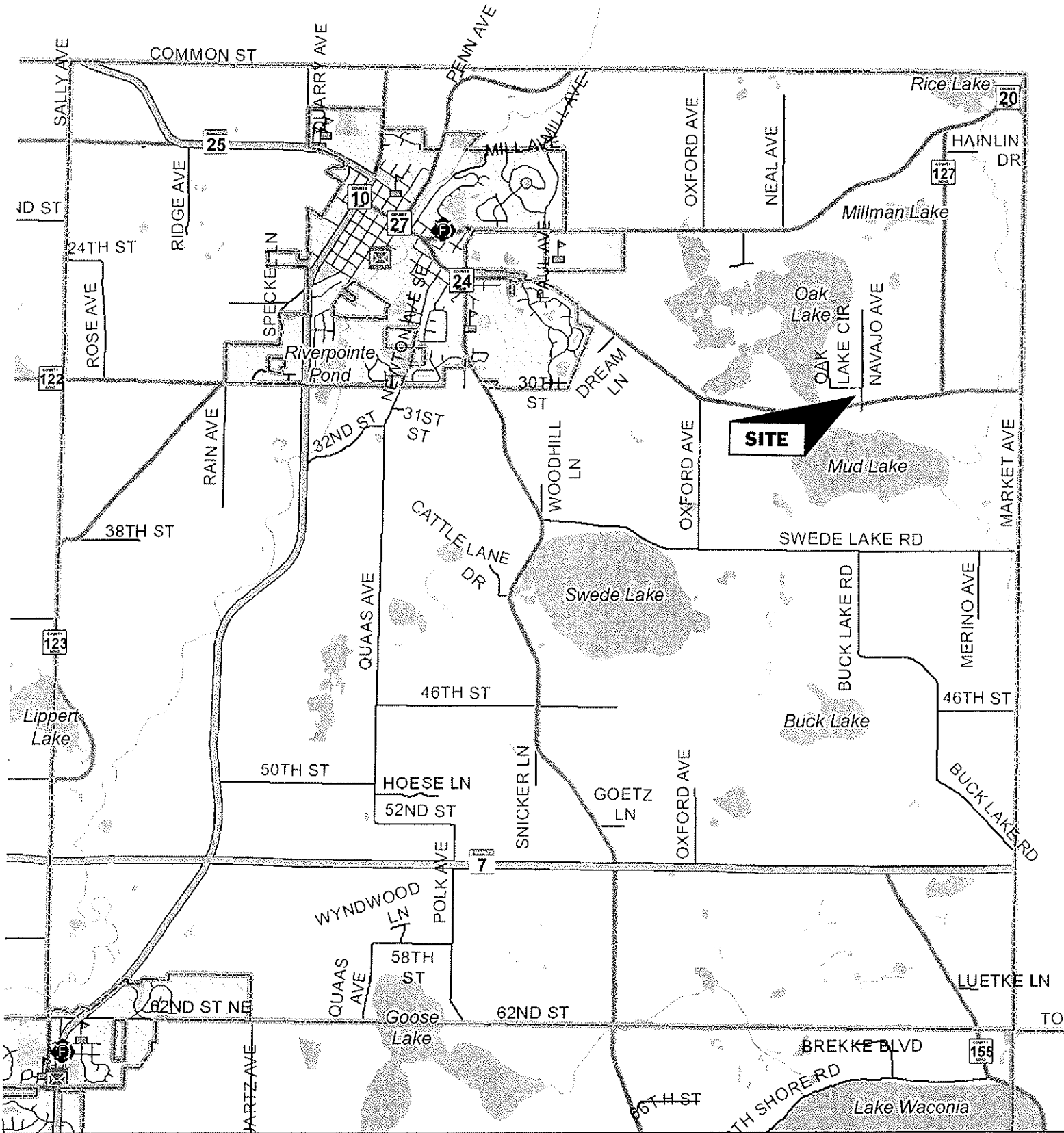
**THIS CERTIFICATE IS ISSUED FOR SUNDAY, MAY 22, 2011, AND IS NOT EFFECTIVE UNTIL SIGNED:**

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

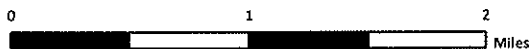
\_\_\_\_\_  
Signature of Certificate Holder

\_\_\_\_\_  
Date

# WATERTOWN TOWNSHIP



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





# REQUEST FOR BOARD ACTION

## AGENDA ITEM : SMACC MoA - Revised Information Technology Salary Adjustments

Originating Division: Employee Relations

Meeting Date: 5/3/2011

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:

On April 26, 2011 the Board approved a memorandum of agreement (MoA) with SMACC to pay certain Information Technology positions above the pay equity grades. The "action requested" section of the Request for Board Action contained a clerical error that needs to be corrected.

The wide salary range for the SMACC positions of Fiber Project Manager, Applications Services Supervisor and Infrastructure Services Supervisor should have read grades 15 – 19 (not 15 – 18).

The action requested is to approve the corrected salary range for the SMACC IT positions to grades 15 - 19.

### ACTION REQUESTED:

Motion to approve a correction to the MoA with SMACC to pay the Infrastructure Services Supervisor, the Applications Services Supervisor and the Fiber Project Manager within the salary range of grade 15 – 19.

#### FUNDING

County Dollars = \$

Other Sources & Amounts =

= \$

**TOTAL** = \$

#### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

#### Related Financial Comments:

The budget for 2011 included these positions at the higher wage rates reflected above, so no budget adjustment is required

Reviewed by Division Director

Doris M. Krogman

Date: 4/28/2011



# REQUEST FOR BOARD ACTION

**AGENDA ITEM: Approval of the State Contract for the Carver County STS Program for FY2012-2013**

Originating Division: Court Services / First Judicial District

Meeting Date: May 3<sup>rd</sup>, 2011

Amount of Time Requested: 15 minutes

Attachments for packet:  No Yes: ContractItem Type:  Consent  Regular Session  Closed Session  Work Session  Ditch/Rail Authority

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Carver County Court Services has contracted for offender work crews via the Sentencing-To-Service (STS) program with the MN Department of Corrections (DOC) since 1990. The most recent contract approval by the Co. Board was in April of 2009, for a 2 year contract (7-01-2009 thru 6-30-2011). The STS program provides Carver County and the Courts with a cost-effective and community-based sentencing alternative. STS provides the County, local cities, and townships with low cost labor for various community and agency projects, which are supervised by a trained Crew Leader. Transportation, training, tools, safety equipment, and supervision and coordination are provided for each job by a crew leader. STS crews, consisting of juvenile and adult probationers and selected inmates from the Carver County Jail, perform thousands of hours of work in our local communities each year. STS provides low cost labor services while also reducing costs related to local jail incarceration and short-term juvenile correctional placements. STS provides a program where offenders can complete Court sanctions while also contributing service hours to our local communities, including repairing damages caused by criminal activities and weather related events, such as local flooding. Carver County departments, including Environmental Services, Parks & Public Works, Facilities, Sheriff's Office, and others save costs by utilizing these services on an ongoing basis.

In 2009-2010, STS offenders completed approximately 8000 hours of work annually, with an estimated labor cost savings of over \$100,000 annually. Cost savings estimates are calculated by staff for assigned projects, and are based on estimated hourly labor costs, equipment requirements, and complexity of work skills required for a specific project. In addition, the STS program saves Carver County a significant amount of expenses through reduced jail sentences and decreased use of juvenile correctional placements, which can cost from \$100 to \$250 per day, per person. As of 2010, Carver County's portion of funding for the STS program is \$57,834 per year (or 75% of total program expenses). The State of Minnesota covers 25% of program costs, which equals \$19,278/yr. The state also manages hiring and training of crew leaders, purchasing vehicles and trailers, tools and power equipment, fuel, maintenance, insurance, liability, data management and other program related expenses. Recently added local correctional user fees will also provide some additional funding support for STS annually.

**ACTION REQUESTED:** *Motion to Approve the State of MN Income Contract for the Sentencing-To-Service Program in Carver County for FY 2012-2013 (7/01/2011-6/30/2013).*

**FUNDING**

County Dollars = \$57,834/yr.

Other Sources &amp; Amounts = \$19,278/yr. (MN DOC)

TOTAL = \$77,112/yr.

**FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Transfer of funds (\$9,665) for 2011 from Court Services' line item:

01-252-253-1853-6926

*Related Financial Comments: Court Services' programming dollars will cover the balance of expenses for 2011*

John Klavins, Court Services Director/Chief Probation Officer

Date: 04-25-2011

# BUDGET AMENDMENT REQUEST FORM

**Submit to Finance Office one week prior to County Board Session.**

**DEPARTMENT: Court Services**

**Date of County Board Session: 5/3/11**

**Fund: 01**

Description of Account funds are to be transferred from:	Amount	Description of Account funds are to be transferred to:	Amount
Court Services (01-252-253-1853-6926)	\$ 9,665	Sentence to Serve Program - local contribution	\$ 9,665
<b>TOTAL:</b>	<b>\$ 9,665</b>	<b>TOTAL:</b>	<b>\$ 9,665</b>

A. Reason for Request:                      See Board Action.

B. Financial Impact: (To be filled out by Controller)

C. Contingency Beginning of the Year Balance:                      \$ 250,000

D. Prior Contingency Adjustment:    \$ -

E. Current Contingency Adjustment:    \$ (55,792)

F. Remaining Balance:    \$ 194,208

G. Requested By:                                      County Board

H. County Board Decision:                      Approval/Disapproval



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Public Service Recognition Week Proclamation**

Originating Division: Administration

Meeting Date: May 3, 2010

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 ITEM:**

The week May 1 - 7, 2011 is designated as Public Service Recognition Week.

Carver County employs over 600 individuals who have chosen public service careers ranging from criminal justice and public safety to social work and library services; from information technology and land management to public health and public works; from parks and taxation to financial assistance and facilities management, as well as many others. This week is a time to recognize all public sector employees for their dedication to serving the citizens of Carver County and beyond.

The attached Proclamation serves to recognize these individuals for their commitment to providing public service.

**ACTION REQUESTED:**

Motion to Adopt the attached Proclamation of to identify May 1 – 7, 2011 as Public Service Recognition Week, and authorize the Chairman of the County Board to sign the Proclamation.

**FUNDING**

County Dollars = \$

Other Sources &amp; Amounts = \$

= \$

**TOTAL** = \$0**FISCAL IMPACT** None Included in current budget Budget amendment requested Other:*Related Financial Comments:* Reviewed by Division Director

\_ Doris M. Krogman

Date: April 20, 2011



***PUBLIC SERVICE RECOGNITION WEEK***

*In honor of the Carver County employees and the millions of public employees at the federal, state, county, and city levels:*

**Whereas:**

Americans are served every single day by public servants at the federal, state, county and city levels. These unsung heroes do the work that keeps our nation working;

**Whereas:**

Public employees take not only jobs, but oaths;

**Whereas:**

Many public servants, including military personnel, police officers, firefighters, health care professionals and others, risk their lives each day in service to the people of the United States;

**Whereas:**

Public servants include administrative assistants, attorneys and nurses . . . custodians, engineers, and appraisers . . . deputy sheriffs, dispatchers and detention deputies . . . laborers, computer professionals and social workers . . . and countless other occupations. Day in and day out they provide the diverse services demanded by the American people of their government with efficiency and integrity; and

**Whereas:**

Without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials;

**Therefore:**

I, the Chairman of the Carver County Board of Commissioners, do hereby announce and proclaim to all citizens that May 1- 7, 2011, is Public Service Recognition Week. All citizens are encouraged to recognize the accomplishments and contributions of government employees at all levels — federal, state, county and city.

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Randy Maluchnik, Chairman, Carver County Board of Commissioners





# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Employee Years of Service Recognition 2011**

Originating Division: Employee Relations

Meeting Date: May 3, 2011

Amount of Time Requested: 10 minutes

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

The first full week in May is observed as Public Service Recognition Week.

In 2008, the County Board approved the employee recognition program that was recommended by the AFSCME General Unit Labor Management Committee (LMC). Part of that program is the recognition of employees who have committed long careers to serving County residents. All employees reaching milestone years of service (5, 10, 15, 20 years, etc.) will be honored for their dedication by having their names and years of service listed on the Carver County Internet. Those reaching milestones of 25 years or more will be recognized in the Board Room.

The motion requested is to identify, thank and congratulate employees reaching milestones of 25 and 40 years of service in 2011.

40 Years:

Darla Wulf – Social Services

25 Years:

Peter Bendzick – Public Works

Nancy Buckentine – Public Health and Environmental Services (Land/Water Services)

Andrea Bue – Social Services

David Chirpich – Social Services

James Gamlin – Sheriff's Office

Diane Gerhardt – Social Services

Janice Nester - Administrative Services (Library)

**ACTION REQUESTED:**

Motion to recognize employees reaching 25 and 40 years of service in 2011.

**FUNDING**

County Dollars = \$

Other Sources &amp; Amounts =

= \$

**TOTAL = \$0***Related Financial Comments:***FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Reviewed by Division Director  
Doris M. Krogman

Date: April 20, 2011



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Public Employee Excellence Recognition (PEER) Awards 2011**

Originating Division: Employee Relations

Meeting Date: May 3, 2011

Amount of Time Requested: 30 minutes

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

The first full week in May is observed as Public Service Recognition Week.

In 2008, the County Board approved the employee recognition program that was recommended by the AFSCME General Unit Labor Management Committee (LMC). Earlier this year employees across the County were asked to nominate worthy recipients of the third annual Public Employee Excellence Recognition (PEER) awards.

Each Division or Office has selected its PEER Award finalist in the areas of Customer Service and Innovation. The Excellence Committee of the LMC has selected the County-wide recipients in these categories as well as selecting a County-wide group as the Teamwork honorees.

The motion requested is to identify and congratulate the third annual PEER award recipients as part of Public Service Recognition Week. The Excellence Committee will announce the recipients.

**ACTION REQUESTED:**

Motion to identify and congratulate the third annual Public Employee Excellence Recognition (PEER) award recipients.

**FUNDING**

County Dollars = \$

Other Sources &amp; Amounts =

= \$

**TOTAL** = \$0**FISCAL IMPACT** None Included in current budget Budget amendment requested Other:*Related Financial Comments:* Reviewed by Division Director  
\_ Doris M. Krogman

Date: April 20, 2011

## 2011 Finalists for the 3rd Annual P.E.E.R. Awards!!!

The P.E.E.R. Award Finalists are listed below, by Category.

The individuals listed below should plan on attending the County Board Meeting on May 3<sup>rd</sup> where the 3<sup>rd</sup> Annual P.E.E.R. Award Recipients will be announced.

Also extend congratulations to all of these finalists for the excellence they have shown in each of the respective categories!

### Customer Service Finalists:

Francis Kerber – Public Works  
Sharon Mitchell – Property Records and Taxpayer Services  
Jan Pouliot – Social Services  
Patrick Murphy – Sheriff's Office  
Nancy Southorn – Administrative Services  
Nancy Yates – Attorney's Office

### Innovation Finalist:

Kristin Hack – Employee Relations  
Kristin Hahn – Administrative Services  
Renee Kleber – Court Services  
Elissabeth Lauren – Social Services

### Teamwork Finalists:

#### Elections

Lisa Backlund, Crystal Campos, Patrick Conness, Darlene Dammann, Lisa Dreier, Laurie Engelen, Celia Gust, Thomas Haines, Kim Kieser, Katie Krtinich, Kay Lemke, Mark Lundgren, Lisa May, Barb McGowen, Sharon Mitchell, Joy Nahan, Kendra Olson, Lori O'Keefe, Shane Patrick, Jessica Pexa, Susanna Schoenike, Marce Selvey, Teri Spencer, Roger Stanoch, Donna Stevens, Jim Stoll, Rita Yetzer

#### Organics Collections

Stacy Abrahamson (Aramark), Gary Berding, Brad Hanzel, Jeff Janes, Bruce Kruesser, Randal Laney, Derek Ives, Kevin Maas, Phillip Markuson, Susana Shoenike, Jenna Sandoe, Todd Wasser, Mike Weiher and Marcus Zbinden.

#### Jobs not Jail Program

Leslie Annett, LuAnn Burandt, Brad Braun, Beth Cone, Heidi Haefner, Laura Jaunich, Ryan Kowalski, Terri Reiland, Rebecca Rice, RoxAnne Snyder and Jennifer Stanfield

#### Douglas Kuglar Eco-Site Development

Brian Esch, Bill Fouks, Brad Hanzel and Marcus Zbinden



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : County Administrator's Performance Summary**

Originating Division: Employee Relations

Meeting Date: May 3, 2010

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 ITEM:**

Carver County Personnel Policies require that all staff receive annual Performance Evaluations.

Minnesota Statute 13D.05, Subd. 3. allows the County Board to meet in a closed session for purposes of evaluating the performance of an individual who is subject to the Board's authority. The County Administrator reports directly to the County Board. The Board conducted that closed session on April 26, 2011.

The statute further requires a summary statement reflecting the conclusions reached during the closed session to be presented for the public record at the next regular meeting. The Chairman has a statement to read into the record reflecting the conclusions of the closed session.

**ACTION REQUESTED:**

Motion to adopt the summary statement read by the Chairman as the official summary of Mr. Hemze's performance as County Administrator for the year May, 2010 – April 2011.

**FUNDING**

County Dollars = \$

Other Sources &amp; Amounts =

= \$

**TOTAL** = \$0**FISCAL IMPACT** None Included in current budget Budget amendment requested Other:*Related Financial Comments:* Reviewed by Division Director

Doris M. Krogman

Date: April 26, 2011



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Approval of Support Services positions restructuring

Originating Division: Community Social Services

Meeting Date: May 3, 2011

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:** The Division currently has two vacancies in the Support Services Specialist classification due to two internal promotions. One vacancy is at First Street and the second is in the Government Center. After reviewing the workload at First Street the Division is requesting that the 1.0 FTE Support Services Specialist (Pay Grade 7) be deleted and create as a 1.0 FTE Support Services Aide (Pay Grade 5). The new workload of reception, scanning and filing are duties normally associated with the Aide position.

Currently, the Division covers the early morning and late afternoon hours at our First Street satellite office in Chaska with a part-time staff person in the evening and existing staff from the Government Center in the morning. The Division is requesting the creation of a part-time Support Services Aide to cover the 8 hours per week of morning shifts at the Second Street office.

The Division will freeze the hiring of remaining Support Services Specialist until we know the status of the State Budget and County Budget. The Division intends to use the vacancy for budget balancing but also needs to evaluate the impact of the above changes before implementing any permanent reductions.

### ACTION REQUESTED:

To approve deletion of a 1.0 FTE Support Services Specialist.

To approve creation of a 1.0 FTE Support Services Aide.

To approve creation of a .3 FTE Support Services Aide.

### FUNDING

County Dollars = \$45,600

Other Sources & Amounts =

FFP = \$14,400

**TOTAL = \$60,000**

### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments:* The current incumbents in the Support Services Specialist positions are both at the top of Pay Grade 7 and have a combined 2011 Salary and Benefit cost of \$131,100. The Division projects that the cost of a 1.0 FTE Support Services Aide at Pay Grade 5, based on the starting salary(\$15.00/hr.) of our most recent hire and family benefits would be \$50,000. The Division projects the cost of the .3 FTE Support Services Aide at \$10,000.

Reviewed by Division Director

Date: 4/22/2011



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Union Pacific Railroad Donation and Purchase and Sale Agreement

Originating Division: Public Works/Parks

Meeting Date: May 3<sup>rd</sup>. 2011

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:** On January 23, 2008, Carver County Regional Rail Authority, Scott County Regional Rail Authority, the City of Chaska and City of Carver entered into a joint powers agreement and formed an entity entitled the Minnesota River Valley Rail Line (MRVL), to consider the possible acquisition of the 5.6 mile stretch of the Union Pacific Rail Line Chaska Industrial Lead. This agreement provides the ability for MRVL to enter into negotiations with the Union Pacific Railroad to obtain an agreement to acquire the rail line right of way for public and/or trail use under federal law, rules and provisions.

Carver County is the lead agency in the joint powers agreement and has negotiated a purchase price for the railroad corridor in both Carver and Scott Counties. The sale of the railroad line is under the Interim Trail Use Condition as defined by the Surface Transportation Board (STB), which preserves the rail line for future transportation.

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

The following outlines the cost participation.

<u>Agency Interest</u>	<u>Cost Participation</u>
Metropolitan Council, Park Acquisition Opportunity Funds (Regional Trail)	\$1,096,988
Metropolitan Council Environmental Services (Utility Easement)	\$250,000
Scott County Regional Railroad Authority (Corridor Preservation)	\$404,006
Carver County Regional Railroad Authority (Trail, Co. Rd 61 ROW, Corridor Preservation)	\$404,006
City of Chaska (Utility Easement/Agreement)	\$130,000
City of Carver (Levee Easement /Agreement)	\$65,000
	<b>\$2,350,000</b>

**ACTION REQUESTED:** The Board approve the Donation and Purchase and Sale Agreement with Union Pacific Railroad and authorize the Board Chair and County Administrator to sign the agreement, authorize a \$100,000 to establish an escrow fund at Title Mark Inc., and authorize staff to close on the property.

### FUNDING

County Dollars = \$0  
 Other Sources & Amounts =\$1,945,994  
 CCRRA = \$404,006  
**TOTAL = \$2,350,000**

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:* The County will close on the property and issue a check(s) for the total purchase price and related closing costs. The County will then be reimbursed through separate agreements with other agencies as shown above.

Reviewed by Division Director

Date: April 22, 2011



# REQUEST FOR BOARD ACTION

**AGENDA ITEM: Appointment to Planning Commission**

Originating Division: Administration

Meeting Date: 5/3/11

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 ITEM:**

There is a current vacancy on the Carver County Planning Commission in Commissioner District 3 to fill an unexpired term. Applications have been received from the following individuals:

Scott Stensland, residing in Commissioner District 5  
Robert McNulty, residing in Commissioner District 3.

**ACTION REQUESTED: Motion to fill unexpired term on the Carver County Planning Commission.****FUNDING**

County Dollars =	\$
Other Sources & Amounts =	= \$
<b>TOTAL</b>	<b>= \$</b>

**FISCAL IMPACT**

None  
 Included in current budget  
 Budget amendment requested  
 Other:

Related Financial Comments:

 Reviewed by Division Director

Date: 4/25/11