

Carver County Board of Commissioners
 Organizational Session
 January 5, 2010
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

PAGE

9:15 a.m.

1. *Pledge of Allegiance*
2. CALL TO ORDER BY THE COUNTY ADMINISTRATOR
3. Nomination and election of Chair for 2010
4. Nomination and election of Vice Chair for 2010
5. Agenda review and adoption
6. 2010 Board Operating Rules 1-14
7. Adopt schedule of Regular Board meetings for the year 2010 15-18
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 19-22
9. Appointments to advisory committees and boards 23-27
10. Approve minutes of December 22, 2009 Regular Session 28-32
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 2010 Carver County official newspaper 34
 - 13.3 Justice Center Courts addition and central plant - balance of HVAC equipment 35
 - 13.4 2010-2011 County feedlot program work plan 36
 - 13.5 Approval of tax forfeit land sale to City for authorized public use 37-41
 - 13.6 Community Social Services' warrants NO ATT
 - 13.7 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 42

10:05 a.m.

ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY

BOARD REPORTS

10:05 a.m.

1. Chair
2. Board Members
3. Administrator

10:30 a.m.

4. Adjourn

David Hemze
County Administrator



REQUEST FOR BOARD ACTION

AGENDA ITEM : 2010 Board Operating Rules

Originating Division: Administration

Meeting Date: 1/5/10

Amount of Time Requested: 5 minutes

Attachments for packet: Yes No

Item 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."

Proposed changes or additions are as follows:

- "D. Vacancy" – There was a statutory amendment requiring vacancies to be filled at a special election not less than 30 nor more than 90 days after the vacancy occurs.
- Also under the "D. Vacancy", the incorrect Statute was cited and has been revised to read: 375.101.
- "C. Consent Agenda", "contract approvals" was added as an example of consent agenda items.

These proposed changes or additions are indicated by double underline, deletions by ~~strikethrough~~.

The 2010 Board Operating Rules are attached.

ACTION REQUESTED: Motion to adopt 2010 Board Operating Rules.

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: 12/21/09



**CARVER
COUNTY**

**Board of Commissioners
Board Operating Rules
Proposed
January 5, 2010**

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 ~~60~~ 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

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

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.

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

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 committees includes, but is not limited to:

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

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.

D. Appointments

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.

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.

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 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.



REQUEST FOR BOARD ACTION

AGENDA ITEM : Adopt schedule of regular Board meetings for the year 2010

Originating Division: Administration

Meeting Date: 1/5/10

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 2010.

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: 12/11/09

2010 BOARD CALENDAR

Tuesday	January 5, 2010	9:15 a.m.	Organizational Session
Tuesday	January 12, 2010	9:15 a.m.	Board Meeting
Tuesday	January 19, 2010	4:00 p.m.	Work session
Tuesday	January 26, 2010	9:15 a.m.	Board Meeting

Monday	February 1, 2010	8:30 a.m.	Commissioner Update
Tuesday	February 2, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commissioner Update
Tuesday	February 9, 2010	9:15 a.m.	Board Meeting
Tuesday	February 16, 2010	4:00 p.m.	Work Session
Tuesday	February 23, 2010	9:15 a.m.	Board Meeting

Monday	March 1, 2010	8:30 a.m.	Commissioner Update
Tuesday	March 2, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commissioner Update
Tuesday	March 9, 2010	9:15 a.m.	Board Meeting
Tuesday	March 16, 2010	4:00 p.m.	Work Session
Tuesday	March 23, 2010	9:15 a.m.	Board Meeting
Tuesday	March 30, 2010		No Meeting-Fifth Tuesday

Monday	April 5, 2010	8:30 a.m.	Commissioner Update
Tuesday	April 6, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commissioner Update
Tuesday	April 13, 2010	9:15 a.m.	Board Meeting
Tuesday	April 20, 2010	4:00 p.m.	Work Session
Tuesday	April 27, 2010	9:15 a.m.	Board Meeting

Monday	May 3, 2010	8:30 a.m.	Commissioner Update
Tuesday	May 4, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	May 11, 2010	9:15 a.m.	Board Meeting
Tuesday	May 18, 2010	4:00 p.m.	Work Session
Tuesday	May 25, 2010	9:15 a.m.	Board Meeting

Tuesday	June 1, 2010	9:15 a.m.	Board Meeting
Tuesday	June 7, 2010	8:30 a.m.	Commissioner Update
Tuesday	June 8, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	June 15, 2010	4:00 p.m.	Work Session
Tuesday	June 22, 2010	9:15 a.m.	Board Meeting
Tuesday	June 29, 2010		No Meeting-Fifth Tuesday

Tuesday	July 6, 2010	9:15 a.m.	Board Meeting
Monday	July 12, 2010	8:30 a.m.	Commissioner Update
Tuesday	July 13, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	July 20, 2010	4:00 p.m.	Work Session
Tuesday	July 27, 2010	9:15 a.m.	Board Meeting

Monday	August 2, 2010	8:30 a.m.	Commissioner Update
Tuesday	August 3, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	August 10, 2010	9:15 a.m.	Board Meeting
Tuesday	August 17, 2010	4:00 p.m.	Work Session
Tuesday	August 24, 2010	9:15 a.m.	Board Meeting
Tuesday	August 31, 2010		No Meeting-Fifth Tuesday

Monday	September 7, 2010	9:15 a.m.	Board Meeting
Monday	September 13, 2010	8:30 a.m.	Commissioner Update
Tuesday	September 14, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	September 21, 2010	4:00 p.m.	Work Session
Tuesday	September 28, 2010	9:15 a.m.	Board Meeting

Monday	October 4, 2010	8:30 a.m.	Commissioner Update
Tuesday	October 5, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	October 12, 2010	9:15 a.m.	Board Meeting
Tuesday	October 19, 2010	4:00 p.m.	Work Session
Tuesday	October 26, 2010	9:15 a.m.	Board Meeting

Monday	November 1, 2010	8:30 a.m.	Commissioner Update
Tuesday	November 2, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	November 9, 2010	9:15 a.m.	Board Meeting
Tuesday	November 16, 2010	4:00 p.m.	Work Session
Tuesday	November 23, 2010	9:15 a.m.	Board Meeting
Tuesday	November 30, 2010		No meeting – Fifth Tuesday

Tuesday	December 7, 2010	No meeting	AMC Conference
Monday	December 13, 2010	8:30 a.m.	Commissioner Update
Tuesday	December 14, 2010	7:30 a.m. 9:15 a.m. After Board Meeting	Commissioner Update Board Meeting Commission Update
Tuesday	December 21, 2010	4:00 p.m.	Work Session
Tuesday	December 28, 2010	9:15 a.m.	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: 1/5/10

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 2010 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 appointing 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 = \$

Related Financial Comments:

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director

Date: 12/28/09

2010 Committee Assignments

Committee	2009 Appointee	2010 Appointee
Area Agency on Aging	Degler	
Association of Minnesota Counties Board of Directors	Ische, Alt. Maluchnik	
AMC Legislative Steering Committee	Degler, Alt. Maluchnik	
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	
Metro Transitways Development Board	Maluchnik, Alt Workman	
Metropolitan Emergency Services Board	Ische & Degler	
Metropolitan Emergency Services Executive Board	Ische	

Metropolitan Emergency Services Radio Cost Allocation Committee	Degler	
Metropolitan Emergency Services Radio Technical Operations Committee	Nancie Pass, Steve Schoenbauer Alt. Susan Bowler	
Metropolitan Emergency Services 911 Technical Operations	Nancie Pass, Steve Schoenbauer, Alt. Susan Bowler	
Metropolitan Inter-County Association	Workman & 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. Carolyn Schmidt	
Transportation Advisory Board – TAB	Workman, Alt. Maluchnik	
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 – Nathan Reinhardt Alt – Laurie Engelen

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

Gayle Degler
David Hemze
Carolyn Schmidt



REQUEST FOR BOARD ACTION

AGENDA ITEM : Appointments to advisory committees

Originating Division: Administration

Meeting Date: 1/5/10

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: 12/28/09

**CARVER COUNTY CITIZEN ADVISORY
COMMITTEE APPOINTMENTS FOR 2010**

BOARD OF ADJUSTMENT

Current Members:

Lother Wolter – Commissioner District 5

Tom Radde – Commissioner District 4

Ken Essig – Commissioner District 5

Current Vacancies: 3, Commissioner Districts 1, 2 and 3

Applications received:

Robert DeMaris – resides Commissioner District 3

COMMUNITY DEVELOPMENT AGENCY (5-year terms)

Current members:

Michael Schachterle – resides Commissioner District 2

Cindy Monroe - resides Commissioner District 3

Darrel Sudheimer - resides Commissioner District 4

Bob Lano - resides Commissioner District 5

Current vacancies: 1, Commissioner District 1

Applications received:

Sarah Carlson – resides Commissioner District 1

LIBRARY BOARD (3-year terms)

Current members:

Jim Weygand - resides Commissioner District 3

James Dodson – resides Commissioner District 4

Joanne Johnson – resides Commissioner District 5

Current vacancies: 2, Commissioner Districts 1 and 2

Applications received:

Richard Kvitek – resides Commissioner District 1

Mark Peterson - resides Commissioner District 2

MENTAL HEALTH ADVISORY COMMITTEE (3-year terms)

All appointments are mandated.

Current members:

Cris Leindecker (works in schools)

Dr. Samuel DeWeese-resides Commissioner District 4

Kathleen Donohue – resides Commissioner District 3

Current vacancies: 6 mandated positions

Applications received:

Leanne Ashley – resides Commissioner District 1

Caroline Beise – resides Commissioner District 3

Christine Ullom – mandated position

Susan Stubson – resides Commissioner District 4

PARK COMMISSION (3-year terms) -

Current members:

Jeff Conkling - resides Commissioner District 1

Neil Wingert – resides Commissioner District 1

Richard Tieden – resides Commissioner District 3

Mryon Karki – resides Commissioner District 4

Gail VonBargen – resides Commissioner District 5

Current vacancies: 2

Applications received to-date:

Jerald Moja - resides Commissioner District 3

Thomas Herrmann - resides Commissioner District 5

PERSONNEL BOARD OF APPEALS (3-year terms)

Current members:

Libby Fairchild - resides Commissioner District 1

Gino Businaro - resides Commissioner District 3

Current vacancies: 1

Applications received to-date:

Gary Boyle - resides Commissioner District 3

PLANNING COMMISSION (3-year terms)

Current members:

Ted Beise – representing Commissioner District 1
Si Tesch – resides Commissioner District 4
John P. Fahey - resides Commissioner District 5
Tom Williams (as township appointment)

Current vacancies: Commissioner Districts 2 and 3

Applications received to-date:

Robert Lamkin – resides Commissioner District 4
Gary Van Eyll – resides Commissioner District 3

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

Current Commissioner District Appointments:

James Aiken - resides Commissioner District 1
Robert Burandt - representing Commissioner District 2
Audrey Kramer - representing Commissioner District 3
Daniel Palmer - resides Commissioner District 4

Current Commissioner District Vacancies – 1

Applications Received to date:

Virgil Stender – resides Commissioner District 5

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

Current members:

Eric Evensen - resides in Carver Creek watershed
Gail VonBargen – resides in Bevens Creek watershed
Scott Hoese - resides Crow River Watershed

Current Vacancies: 1 (representing E/W Chaska Creek)

Applications received to date:

Scott Smith - resides E/W Chaska Creek

Current City and Township Representative Appointments:

Terry Jeffrey - City of Chanhassen

Luayn Murphy - City of Mayer

Current "City Representative" Vacancy: 1 (City of Waconia and Chaska)

Applications received to date:

David Poggi – City of Waconia

Current "Township Representative" Vacancies 2

Applications received to date:

None

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 22, 2009. Chair Gayle Degler convened the session at 10:05 a.m.

Members present: Gayle Degler, Chair, Randy Maluchnik, Vice Chair, James Ische and Tim Lynch. Tom Workman arrived at 10:10 a.m.

Ische moved, Lynch seconded, to approve the agenda. Motion carried.

Maluchnik moved, Lynch seconded, to approve the minutes of the December 15, 2009, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Payment of emergency claims in the amount of \$625 and \$100.

Approved Memorandum of Agreement between Carver County and the University of Minnesota from January 1, 2010 through December 31, 2010.

Police contracts with District 930 and District 110 to provide school resource deputies for the 2009-2010 school year.

Authorized the Employee Club's acceptance of four passes to Nickelodeon Universe at the Mall of America.

Approved the donation of two desks, two office chairs and two to four side chairs to the Community Foundation for Carver County.

Approved the following abatements:

30.1340350	Megan Lahl
30.0053100	Jerad Pederson
40.4010180	Todd Zimmermann
30.0931060	Jennifer Hyytinen
25.1980080	Eloise Leimer (2008, 2009)
30.6700870	Tim Jopp (2007, 2008, 2009)
07.0211000	Thomas Worm (2007, 2008, 2009)
08.8750030	Richard Combs (2008, 2009)
75.5050210	Gilbert and Jennifer Gilbertson (2008, 2009)
25.4230060	Kelly Vanderleest

Contract between Carver County Social Services and the Community Action Program to implement the Family Homeless Prevention and Assistance program grant.

Contract between Carver County Social Services and Safe Haven Shelter to implement the Family Homeless Prevention and Assistance program grant.

Resolution #88-09, Acceptance of Donation from Mustard Seed Landscape.

Approved the reduction of one FTE from the Sheriff's Office effective January 1, 2010 and related Sheriff's office budget amendment decreasing contract revenue \$89,466 and decreasing salaries \$89,466.

Approved grant renewal contract with the Minnesota Department of Human Service for 1/1/2010 to 12/31/2010 and the annual amount of \$83,846 to provide administrative services for the child and teen checkups program as the Community Health Board and related Public Health budget amendment increasing MnDHS revenue \$15,684 and increasing services and supplies \$5,700, personnel \$5,238 and indirect costs \$4,746.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

David Frischmon, Finance, requested the Board approve establishing an Other Pension Employee Benefits Trust with PERA. He explained counties were now required to calculate and disclose their actuarially determined liability in their financial statement. He indicated it was the Board's discretion on whether to prefund or pay as you go. He explained, as they now have established that amount, the County's rating agency recommends that they accumulate the funds and the question is what should be done with the money accumulated.

He noted most other counties were using PERA as the trust administrator. He stated a higher rate of return will reduce the County's OPEB liability. Frischmon indicated he was recommending that the County establish a trust with PERA and move the funds from the County's general portfolio to the trust. He clarified the investment manager would be responsible for determining the allocation with the three options offered. He acknowledged there was more risk, but over time, these investments should pay more and noted Statutes allows the County to invest in other types of securities.

The Board questioned if there was a deadline they were required to meet and Frischmon confirmed there was not. The Board recognized this was a fairly significant decision and discussed the option to get more information and review this further at a work session.

Lynch moved, Maluchnik seconded, to hold a future work session to discuss moving OPEB funds to a trust. Motion carried unanimously.

Dave Drealan, Land and Water Services, requested authorization to change the trails map in the comp plan to identify the TCW railroad alignment as a potential future trail corridor. He noted the County had submitted the comp plan to the Met Council for their review. He explained they received an email last week noting the trail alignment along the TCW railroad needed to be added back onto the trails map for it to be complete. He noted the unlikelihood that the railroad would be abandoned any time soon and stated this was left off the plan but left in the text discussion. He indicated Met Council requested the map be changed to show the possible, but unlikely, regional trail on the TCW alignment.

Ische moved, Degler seconded, to authorize the change to the trail and bikeway plan in the comprehensive plan and authorized resubmission to the Met Council. Motion carried unanimously.

Jim Stark, Metropolitan Mosquito Control, and Tom Pexa, Carver-Scott foreman, appeared before the Board to review the District's 2009 program and 2010 plans and budget.

Pexa highlighted the number of acres treated by hand or helicopter. He stated, in addition to treating public parks and public events, they also inspect and treat rivers for black flies. He pointed out the two small streams that were treated this year. Pexa reviewed the tick identification program. He stated, with the onsite of West Nile virus, they have worked to identify unique habitat locations and treat them. He explained their outreach efforts to schools, media outlets and presentations to adult service groups.

Stark noted the unique weather this past summer and the impact on mosquito vectors. He stated there were only four cases of the West Nile virus and no human cases within the District. He added, in areas where there is a mosquito program, the number of cases is less. He indicated the District has been very proactive in treating aedes japonicas, an exotic mosquito species from Asia capable of transmitting several viruses.

He explained the Mosquito Control's maximum levy and budget. He indicated the Mosquito Control Board decided to levy \$16,743,275 which was a 5% reduction with Carver County's portion -1.1% less than 2009. Stark noted although the budget was increasing 2.5%, they have been able to reduce the levy by reducing fund balance.

Stark indicated their plans for 2010 will include continued process improvement and identification of cost savings. He stated they would continue to expand treatment capacity and focus on safety to reduce workmen's comp premium and insurance premiums.

He concluded with thanking Carver County for their support of the program and for the Commissioners serving on their Board and providing direction to the District.

The Board discussed restoring 2010 funding for the Carver County Fair Board and Carver County Health Partnership. The Board commented on the economic impact of the events held at the fairgrounds, the utilization of the fairgrounds by nonprofits and if there were studies to substantiate the economic impact.

Maluchnik moved, Lynch seconded, to increase 2010 Carver County Fair Board funding by \$27,500 (to total of \$55,000) using 2009 Commissioner contingency funds.

Workman moved to amend the motion to provide \$27,500 funding to the Chanhassen Athletic Association. Motion failed for lack of a second.

Maluchnik called for the question.

On vote taken to increase Fair Board funding by \$27,500 using 2009 Commissioner contingency funds, Degler, Ische, Lynch, Maluchnik voted aye. Workman voted nay. Motion carried.

The Board reviewed increasing Carver County Health Partnership funding by \$12,500 using 2009 Commissioner contingency funds. The Board acknowledged their past support in establishing the Health Partnership several years ago, the Partnership's focus on social connectedness and the relation that has on the Public Health's Board priorities.

Maluchnik moved, Ische seconded, to increase 2010 Carver County Health Partnership funding by \$12,500 (to a total of \$25,000) using 2009 Commissioner contingency funds. Degler, Ische, Lynch, Maluchnik voted aye. Workman voted nay. Motion carried.

Chair Degler presented his 2009 year in review. He pointed out the budget dominated their conversations for much of the year and noted the proactive approach taken by the County to stabilize its financial future.

He reviewed the transportation improvements that were completed over the past year as well as ribbons that were cut for the new Service Center in Chanhassen, the remodeled Service Center in Chaska and the addition of a second level at the Government Center. Degler pointed out the groundwork was also laid for several capital projects to be completed in 2010.

He highlighted the County's new AAA bond rating which qualifies the County for the lowest interest rates offered on bonds for capital projects. Degler acknowledged the concerns raised with the septic system at the Event Center and while there were differences in opinions, he was pleased that the water treatment concern was resolved.

Chair Degler highlighted several projects that were completed including the new Veterans Gallery, the 2030 comp plan updates, energy upgrades made to County facilities and the awards that the County received.

He recognized while some show the economy improving, he acknowledged the reality of declining property values and the affect on revenue the County can anticipate. He stressed, with this in mind, they must continue to be vigilant in their financial dealings.

REGULAR SESSION
December 22, 2009

Chair Degler recognized the dedicated employees of the County and thanked the Board for the opportunity to serve.

Lynch moved, Ische seconded, to adjourn the Regular Session at 11:02 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: 1/5/10

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 2010 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 2010 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 2010 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: 12/12/09



REQUEST FOR BOARD ACTION

AGENDA ITEM : 2010 Carver County Official Newspaper

Originating Division: Administration

Meeting Date: 1/5/10

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 2010

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-\$2.14 per column inch, provided the copy to be published in the Chaska Herald is submitted electronically, emailed and submitted in a generic text format or 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 in a generic text format or as a Microsoft Word document. For the second publication of the financial statement, the Chanhassen Villager submitted a bid of \$3.19 per column inch.

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

The 2009 bid for the official 2009 County newspapers was awarded to the Chaska Herald in the amount of \$2.27 per column inch and the second publication of the financial statement was awarded to the Chanhassen Villager in the amount of \$3.23 per column inch.

ACTION REQUESTED:

Motion to award bid for official 2010 Carver County newspaper to the Chaska Herald in the amount of \$2.14 per column inch and award bid for second publication of the financial statement to the Chanhassen Villager in the amount of \$3.19 per column inch.

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: 12/18/09



REQUEST FOR BOARD ACTION

AGENDA ITEM : Justice Center courts addition & central plant - balancing of HVAC equipment

Originating Division: Administrative Services

Meeting Date: January 5, 2009

Amount of Time Requested: N/A

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: Wold Architects and Engineers solicited proposals on behalf of the County for purposes of receiving and implementing a balancing report on the courts expansion HVAC equipment and central plant equipment. This is the last phase of construction related effort.

Three phases are identified in the scope of work. 1) Verify the correct installations for size and capacity. 2) Operational performance tests to field verify the functionality of fans, motors, pumps and control system. 3) Test the system in automatic operation and recommend adjustments to ensure efficient operation.

Final objectives of the work include:

- Ensuring that all HVAC systems are complete and functioning properly.
- Documenting the specified components and systems have been installed and started properly, and then functionally tested to verify and document proper operation through all modes and conditions.
- To reduce energy costs by identifying and implementing improved operating strategies.
- To verify and maintain ventilation rates meeting state guidelines.
- To maintain or improve comfort levels.
- To work with Facilities Staff to enhance their understanding of the HVAC system.

Quotes received are as follows: Bal-Tech \$63,950; Test & Balance Associates \$65,000

Wold Architects and Engineers has recommended Bal-Tech based upon their work relationships, price and previous Carver County experience. Staff recommends Bal-Tech. All work is expected to be completed by February 1, 2010.

ACTION REQUESTED: Motion to approve the Bal-Tec contract in the amount of \$63,950.00

FUNDING

County Dollars = \$63,950.00

Other Sources & Amounts = \$

TOTAL = \$63,950.00**FISCAL IMPACT** None Included in current budget Budget amendment requested Other: Capital Budget – Justice Center & Central Plant.

Related Financial Comments: funds were set aside in the deferred maintenance budget for this effort.

 Reviewed by Division Director

Date: December 17, 2009



REQUEST FOR BOARD ACTION

AGENDA ITEM : 2010-2011 County Feedlot Program Work Plan

Originating Division: Land and Water Services

Meeting Date: January 5, 2010

Amount of Time Requested: 0 minutes

Attachments for packet: Yes No X

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: Carver County has been delegated to operate the Minnesota Pollution Control Agency's Animal Feedlot Regulatory Program since 1980. The County currently receives a grant of about \$30,000 per year to operate the program in coordination with the MPCA. County staff perform feedlot inspections, provide education to feedlot owners, and assist owners with the permitting process. Every two years the County must submit a Work Plan showing details about how the program will be implemented. The County must commit to inspecting 7% of the existing registered feedlots [19], assist owners in registering, maintain records, respond to complaints, etc. The 2010 -2011 work plan maintains current efforts in working with the SWCD and other departments to prioritize water quality efforts in sub-watersheds. The Work Plan does not require County Board approval but does need signature by the Chair of the County Board.

ACTION REQUESTED: Authorize Chair to sign 2010 County Feedlot Program Work Plan.**FUNDING**

County Dollars = \$ 27,000 [match]
 Other Sources & Amounts =
 Feedlot Grant = \$30,000

FISCAL IMPACT

None
 Included in current budget
 X Budget amendment requested
 Other:

TOTAL = \$60,000 +/-

Related Financial Comments: The final grant amount is dependant of the number of registered feedlots and performance based criteria such as the number of inspections conducted. It typically is about \$30,000 per year.

 Reviewed by Division Director

Date: 23 Dec 09



REQUEST FOR BOARD ACTION

AGENDA ITEM : Approval of Tax Forfeit Land Sale to City for Authorized Public Use

Originating Division: Property Records Taxpayer Services Meeting Date: January 5, 2010
 Amount of Time Requested: 0 Attachments for packet: Yes No
 Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM

Application has been received from the City of Mayer to withhold a parcel which has been forfeited for non-payment of taxes for two authorized public uses on a State Use Deed. See the attached listing (Exhibit A) of parcel being purchased.

ACTION REQUESTED: Please review and approve by resolution the attached requests by the City of Mayer to withhold from public sale this parcel of tax-forfeited land for two authorized public uses-Part road right-of-way and Part-Town Center Park and recreation area according to the provisions in State Statute MS 282.01, Subd. 6..

FUNDING

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

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

*based upon usage – Both Applications For Public Use

Reviewed by Taxpayer Services Manager

[Handwritten Signature]

Date:

12-28-09

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

Date: January 5, 2010

Resolution No.

Motion by Commissioner:

Seconded by Commissioner:

CARVER COUNTY, MINNESOTA

WHEREAS, the Carver County Board of Commissioners, State of Minnesota, has reviewed the applications by the City of Mayer for conveyance of tax-forfeited lands for two authorized public uses.

WHEREAS, said parcel of land has been reviewed by the Carver County Board of Commissioners and has been appraised by the Carver County Assessor's Office and classified as non-conservation as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners hereby certifies that the parcel of land described as Parcel # 50.0011100 legally described in Exhibit A, attached, has been reviewed by the Minnesota Department of Natural Resources and does comply with the provisions of Minnesota Statute 282.01, and other statutes that require withholding of tax-forfeited lands from sale.

BE IT FURTHER RESOLVED, that the Carver County Board of Commissioners hereby approves the applications submitted by the City of Mayer for conveyance of tax forfeited lands for two authorized public uses.

Adopted on _____, 2010.

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 _____, 2010, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this ____ day of _____, 2010.

David Hemze, Carver County Administrator

EXHIBIT A

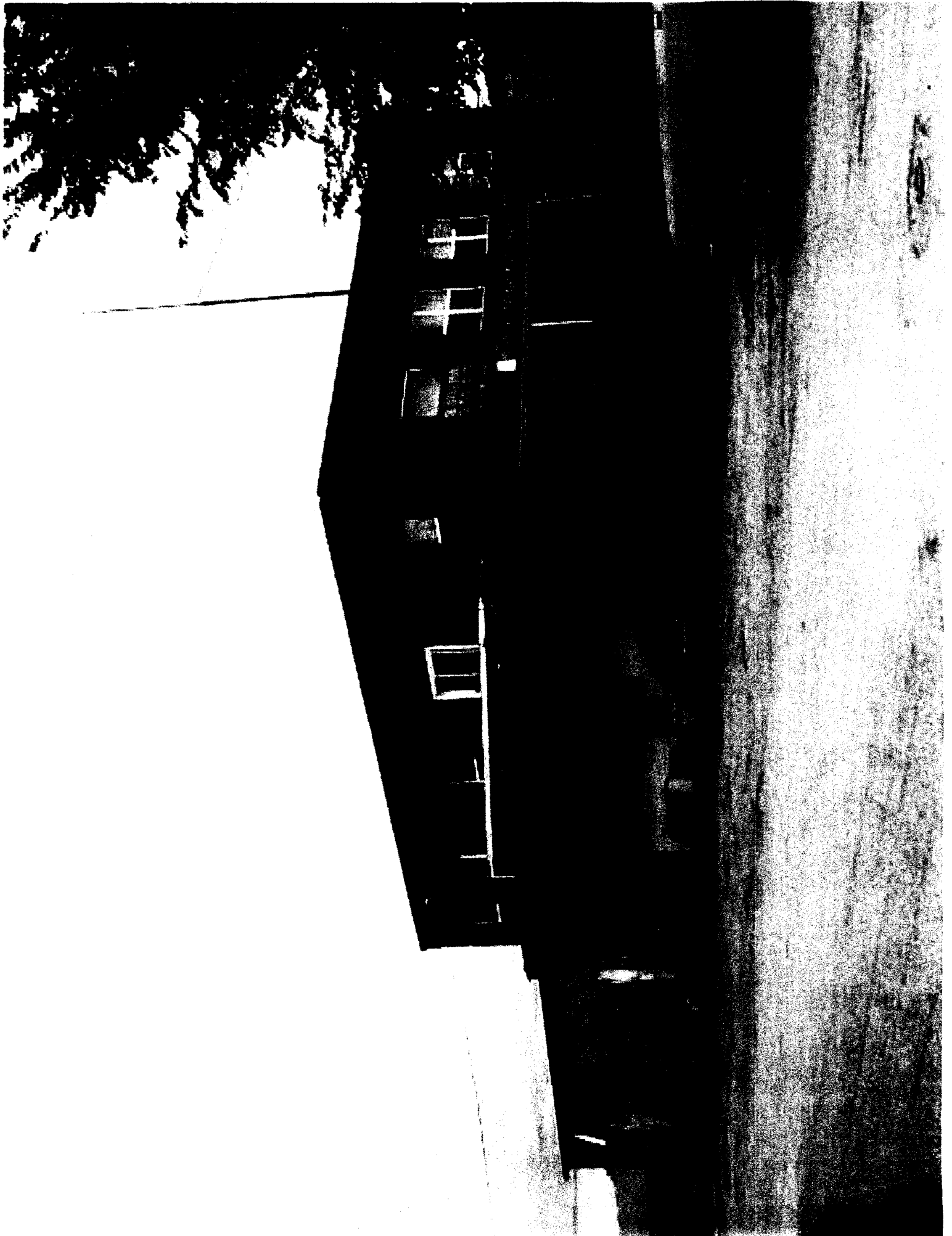
CITY OF MAYER PARCEL NUMBER: R 50.0011100

LEGAL DESCRIPTION: EXHIBIT A

The South 150' of the following described tract of land That part of the Northeast Quarter of Section 1, Township 116 North, Range 26 West of the 5th Principal Meridian described as follows: Commencing at the northeast corner of said Northeast Quarter, thence on an assumed bearing of West, along the north line of said Northeast Quarter, a distance of 366.00 feet, thence South 0 degrees 12 minutes 10 seconds West a distance of 300.00 feet to the point of beginning of the land to be described, thence East a distance of 183.00 feet, thence South 0 degrees 12 minutes 10 seconds West a distance of 33.00 feet, thence East a distance of 183.00 feet to the east line of said Northeast Quarter, thence South 0 degrees 12 minutes 10 seconds West, along said east line, a distance of 489.34 feet, thence North 89 degrees 26 minutes 46 seconds West a distance of 366.00 feet, thence North 0 degrees 12 minutes 10 seconds East, parallel with the east line of said Northeast Quarter, a distance of 518.00 feet to the point of beginning. Being registered land as evidenced by Certificate of Title No 24459, Carver County, Minnesota.

PUBLIC USE: Part for Town Center Park, Recreation and Open Space

Part for Public Road R-O-W



RESOLUTION – 10-26-2009-16
AUTHORIZING APPLICATION
FOR CONVEYANCE OF TAX FORFEITED LAND

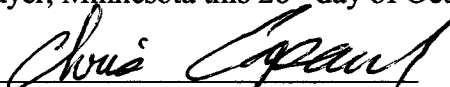
WHEREAS, the City of Mayer has been notified by the Carver County Taxpayer Services Department that the property described below in the City of Mayer has been forfeited to the State of Minnesota for non-payment of property taxes, and

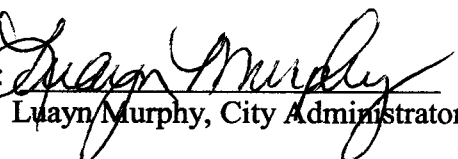
WHEREAS, the City Council has determined that it would be of benefit to and in the best interest of the City of Mayer if such property could be obtained by the City for a public use.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mayer that the Mayor and City Clerk are hereby authorized to make application to the County Board of Carver County and the Office of the Commissioner of Revenue for the conveyance of the following described parcel of tax forfeited land to the City of Mayer for public use:

Description of Property and Property Identification Number (PIN): 50.0011100
The South 150 feet of the following described tract of land: That part of the Northeast Quarter of Section 1, Township 116 North, Range 26 West of the 5th Principal Meridian described as follows: Commencing at the northeast corner of said Northeast Quarter; thence on an assumed bearing of West, along the north line of said Northeast Quarter, a distance of 366.00 feet; thence South 0 degrees 12 minutes 10 seconds West a distance of 300.00 feet to the point of beginning of the land to be described; thence East a distance of 183.00 feet; thence South 0 degrees 12 minutes 10 seconds West a distance of 33.00 feet; thence East a distance of 183.00 feet to the east line of said Northeast Quarter; thence South 0 degrees 12 minutes 10 seconds West, along said east line, a distance of 489.34 feet; thence North 89 degrees 26 minutes 46 seconds West a distance of 366.00 feet thence North 0 degrees 12 minutes 10 seconds East, parallel with the east line of said Northeast Quarter, a distance of 518.00 feet to the point of beginning.

Adopted by the City Council of the City of Mayer, Minnesota this 26th day of October, 2009.


Chris Capaul, Mayor

ATTEST: 
Luayn Murphy, City Administrator



REQUEST FOR BOARD ACTION

AGENDA ITEM : Carver County Regional Rail Authority

Originating Division: Administration

Meeting Date: 1/5/09

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 2010.

ACTION REQUESTED:

Motion appointing Chair, Vice Chair and Secretary/Treasurer for 2010.

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: 12/28/09