

Carver County Board of Commissioners
 June 8, 2010
 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"> a) CONVENE b) <i>Pledge of Allegiance</i> c) <i>Public participation (comments limited to five minutes)</i> d) <i>Introduction of New Employees</i> 	
	2.	Agenda review and adoption	
	3.	Approve minutes of June 1, 2010 Regular Session	1-2
	4.	Community announcements	
9:15 a.m.	5.	CONSENT AGENDA	
	5.1	Amendment to grant agreement for recreation and open space development	3
	5.2	Three month extension of temporary employment counselor	4-6
	5.3	Community Social Services' warrants	NO ATT
	5.4	Commissioners' warrants.....	SEE ATT
9:15 a.m.	6.	ADMINISTRATIVE SERVICES	
	6.1	Administrative Policy manual updates	7-8
9:40 a.m.		ADJOURN REGULAR SESSION	
9:40 a.m.		BOARD REPORTS	
	1.	Chair	
	2.	Board Members	
	3.	Administrator	
10:00 a.m.	4.	Adjourn	

David Hemze
 County Administrator

UPCOMING MEETINGS

June 15, 2010	4:00 p.m. Work Session
June 22, 2010	9:15 a.m. Board Meeting
June 22, 2010	4:00 p.m. County Board of Equalization

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on June 1, 2010. Chair James Ische convened the session at 9:16 a.m.

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

Members absent: Randy Maluchnik.

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

Workman moved, Lynch seconded, to approve the minutes of the May 25, 2010, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Contract with Towerkraft for a not to exceed amount of \$2,470.

Awarded bid for SP 10-070-03; HSIP 6" Epoxy Edgeline project to Century Fence in the amount of \$130,571.32.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Lynch moved, Degler seconded, to open the public hearing to consider the Stormwater Pollution Prevention Plan. Motion carried unanimously.

Randy Wolf, Public Health and Environment, explained the National Pollutant Discharge Elimination System is part of the federal Clean Water Act and each year the County is required to prepare an annual report.

Paul Moline, Public Health and Environment, entered into the record the Affidavit of Publication, the MS4 annual permit for 2009 and the 2009 Carver County WMO Annual Report.

He indicated since 2006 the County has had a MS4 permit in place and annual reports have been submitted explaining what the County was doing to meet the requirements. He pointed out the permit is typically required for municipalities that have larger urban areas and, because the County has a portion of urbanized area, it is required to have a permit. He stated this covers County facilities and road systems in these areas. He explained the County is required to report how they manage stormwater in these areas and added, in tracking stormwater, construction sites are the main focus.

No public testimony was received.

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

Workman moved, Degler seconded, to authorize the Chair to sign the Carver County NPDES Phase II permit 2009 annual report and approved the submittal of the report to the Minnesota Pollution Control Agency. Motion carried unanimously.

Lynch moved, Degler seconded, to adjourn the Regular Session at 9:24 a.m. to go into a work session. 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 : Amendment to Grant Agreement for Recreation and Open Space Development

Originating Division: Public Works/Parks

Meeting Date: June 8, 2010

Amount of Time Requested: None

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: In October 2009, Carver County signed a grant agreement which provides \$205,000 to construct phase I of the Dakota Rail Regional Trail. The funding was generated by recent legislation for Parks and Trails and is distributed by the Metropolitan Council. Carver County received excellent bids and the project came in under the engineers estimate.

Due to the excellent bid for the work on Phase 1 of the Dakota Rail Regional Trail, it has been requested that the grant agreement be modified to allow up to \$120,000 of the grant proceeds to be used to partially finance the Lake Minnewashta Regional Park and TH 41 trails and Underpass pass project. These funds would be used to provide engineering services which are needed to support \$1,000,000 of Federal Transportation Enhancement grant proceeds to construct the project.

The proposed modification to the agreement maximizes the use of non levy dollars and minimizes the use of County General Fund dollars.

The Lake Minnewashta Regional Park and TH 41 trails and underpass project is a part of the County Capital Improvement Plan and is planned for construction in 2011.

ACTION REQUESTED: It is requested that the Board Chair sign the agreement amending SG-2009-043.

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:

S:\Parks\BA-RES\Grants\SG2009-043



REQUEST FOR BOARD ACTION

AGENDA ITEM : 3 Month Extension of Temporary Employment Counselor

Originating Division: Community Social Services

Meeting Date: 6/8/2010

Amount of Time Requested: 10 minutes

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: To deal with the increased demand for job retraining and re-employment assistance as a result of company lay-offs, a temporary employment counselor was hired in June 2009 with American Recovery and Reinvestment Act (ARRA) funding. While the number of layoffs the community is experiencing has declined somewhat, employers are still not adding that many new jobs and we continue to experience high demand for our services. As the attached chart shows, many of these individuals applying for services earned in excess of \$60,000 per year prior to losing their job. We have recently received an additional \$75,000 in ARRA federal funding to assist dislocated workers in becoming retrained & re-employed.

In order to meet the demand for workforce services, the Division is requesting to extend the duration of the temporary employment counselor an additional three months through 9/30/2010. 100% of the costs of this position would be paid for with ARRA funds.

ACTION REQUESTED: Motion to approve extending the temporary Employment Counselor to 9/30/2010.

FUNDING

County Dollars =	\$
Other Sources & Amounts =	
Federal ARRA	= \$75,000
TOTAL	= \$75,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: This position is funded 100% with federal American Recovery and Reinvestment Act funding.

Reviewed by Division Director

Date: May 26, 2010

BUDGET AMENDMENT REQUEST FORM

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

DEPARTMENT: Community Social Services

DATE of County Board Session: 6/8/2010

Fund: 11

Description of Account funds are to be transferred from:	Amount	Description of Account funds are to be transferred to:	Amount
Federal Stimulus Revenue	\$ 75,000	Purchase of Services - Dislocated Worker	\$ 75,000
TOTAL:	\$ 75,000	TOTAL:	\$ 75,000

A. Reason for Request: See Board Action.

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

C. Contingency Beginning of the Year Balance: \$ 300,000

D. Prior Contingency Adjustment: \$ -

E. Current Contingency Adjustment: \$ -

F. Remaining Balance: \$ 300,000

G. Requested By: Gary Bork - Director of Community Social Services

H. Recommend Approval: Finance Director

I. County Board Decision: Approval/Disapproval

Occupation and Wage of Dislocated Worker Referrals Making \$60,000+ January 1 - March 10

2009

OCCUPATION	WAGE
Engineering	\$130,700
Director of Human Resources	\$125,000
Patent Attorney	\$124,800
Technology/Computer Manager	\$124,800
Consultant	\$118,560
Human Resources	\$104,000
Sales	\$104,000
Technical Support Manager	\$104,000
Director of Human Resources	\$104,000
Mortgage Broker	\$100,000
Direct Mail Manager	\$99,840
Business Analyst	\$99,840
IT Project Manager	\$98,000
Manufacturing Engineer	\$92,000
Sr. Estimator	\$91,520
Marketing	\$87,360
Heavy Equipment Operator	\$87,152
Supply Planning	\$85,000
Advanced Case Design Consultant	\$83,200
Electro Mechanical Manager	\$81,120
Technical Training Specialist	\$74,880
Graphic Design	\$72,800
Painter	\$72,800
Quality Engineering	\$72,800
Relocation Management	\$71,000
Account Manager	\$70,720
Quality Engineering	\$70,000
Union Carpenter	\$67,600
Account Manager	\$64,480
Auto Technician	\$63,000
Contractor	\$62,400
Multimedia Designer	\$62,400
Construction	\$62,400
Business Solutions Advisor	\$62,400
Paralegal	\$62,000
Lead Cabinetmaker	\$61,360
Engineering Technician	\$60,320
Materials Planner	\$60,000
Financial	\$60,000
Project Manager	\$60,000

2010

OCCUPATION	WAGE
Director Disease Management	\$166,400
Healthcare Administrator	\$130,000
Marketing	\$120,000
Medical Sales	\$100,000
Project Manager	\$94,000
Software Engineer	\$93,600
HR Manager	\$90,000
Structural Engineer	\$89,024
RN	\$85,280
Plant Manager	\$85,000
IT Technical Support	\$82,000
Quality Engineer	\$72,000
Interior Design	\$70,000
Electrical Engineer	\$68,000
Welder	\$65,000
Engineer	\$62,400
Customer Service	\$60,320
Project Manager	\$60,000
Plumber	\$60,000
HR Manager	\$60,000



REQUEST FOR BOARD ACTION

AGENDA ITEM : Administrative Policy Manual Updates

Originating Division: Administrative Services

Meeting Date: June 8, 2010

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:**

This is a continued item from the May 26, 2010 Board meeting.

Administrative Services has been working on updating the Administrative Policy Manual (APM). The last updated to the APM occurred in 2008. The reasons for the proposed updates are to:

- provide consistency to changes in State Statute
- clarify policy language;
- increase efficiency;
- reflect changes in the County's operations; and
- recognize industry trends and best practices.

Updates are being proposed to the following policies:

- Carver County Donations
- County Auctions
- Government Center Employee Parking
- Contracts and Purchasing
- County Communications and Media Relations
- Employee Reimbursement Expenses
- Computer Hardware, Software and Telecommunications

Attached is a summary of the policy changes. Copies of the redlined policies are available in the County Administration Office and the Board can access the draft policies on the County's SharePoint site.

ACTION REQUESTED:

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

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: May 27, 2010

Administrative Policy Manual (APM) Summary of Proposed Changes

Changes or new policies include the following:

Carver County Donations

This is a new policy that provides guidance on how the county is to accept donations. In summary, all donations are to be accepted by the County Board while meeting the following criteria:

- Property of value is transferred by a donor to the county;
- The transfer is voluntary;
- The transfer is made without expectation of return.

County Auctions

Proposed changes are being made to clarify policy language on when surplus/retired items should be auctioned or traded in. Items with no monetary value will be destroyed. If an item is disposed of by other means, the Board must approve.

Government Center Employee Parking

This policy is being brought in front of the Board to formally approve the changed employee parking practices at the Government Center. These changes were made as part of the construction that was completed on the campus.

Contracts and Purchasing

Additional delegation language is being proposed in the current policy. This delegation includes:

- County Administrator can sign vehicle titles;
- Division Directors can sign grant applications;
- Social Services Director can sign: Letter of Agreements for Home Modification and Supplies and/or Equipment; and Amendments to contracts that are made solely to update with current legislatively mandated rates; and
- Sheriff can sign off duty contracts.

Changed bidding requirements to match current Minnesota law:

- \$100,000+: Sealed bids solicited by public process;
- \$25,000 - \$100,000: Two or more quotes
- Under \$25,000: Quotation or open market

County Communications and Media Relations

This proposed policy is a rewrite of the current policy. In summary, the County Administrator is delegated as the chief media spokesperson and all staff must coordinate, to the extent possible, media communications with the Administrator or his/her designee. The policy also established guidelines for social media, staff communication assistance to elected officials and use of photos.

Employee Expenses Reimbursement

This proposed policy includes changes to the current Travel, Meals, Mileage and Related Expenses Reimbursement Policy. The policy clarifies employee mileage reimbursement language. In summary, miles claimed should be the total miles that are in excess of an employee's normal commute from home to work. Language for meal reimbursement was also clarified including a definition of public purpose and travel status, clarified the necessity of a lunch meeting and defined when a meal is taxable income.

Computer Hardware, Software and Telecommunications

Proposed changes are being made to the use of all user emails. These emails must be approved by the Division Director prior to distributing.