Carver County Board of Commissioners Regular Session February 12, 2008 County Board Room Carver County Government Center Human Services Building Chaska, Minnesota

PAGE

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9:15 a.m. 1. *a*) CONVENE

- b) Pledge of Allegiance
- c) Public participation (comments limited to five minutes)

d) Introduction of New Employees

- 2. Agenda review and adoption
- 4. Community announcements

5. CONSENT AGENDA

- 5.2 Salary adjustment, project manager, Information Services 5
- 5.4 5 Star Recovery contract9
- 5.5 Memorandum of Agreement with Lower Minnesota
 - River Watershed District 10

9:15 a.m.

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		5.6	2008 Residential survey – Joint Powers Agreement
		5.7	Civilian background investigator position
		5.8	Community Social Services' warrants NO ATT
		5.9	Commissioners' warrants SEE ATT
9:25 a.m.	6.	ADM	INISTRATIVE SERVICES/EMPLOYEE RELATIONS
		6.1	Policy Manual updates 13-18
9:45 a.m.		ADJ	OURN REGULAR SESSION
9:45 a.m.		1.	Chair
		2.	Board Members
		3.	Administrator

10:10 a.m. 4. Adjourn

David Hemze

County Administrator

Work Session Agenda

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PUBLIC WORKS 10:10 a.m. **A**.

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Metropolitan Council Presentation-Transportation 1. Policy Plan, Principal Arterial Highway Study and

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2030 Metro Transit Planning Study 19

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REGULAR SESSION February 5, 2008

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on February 5, 2008. Chair James Ische convened the session at 9:15 a.m.

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

Members absent: None.

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

Degler moved, Maluchnik seconded, to approve the minutes of the January 22, 2008, Regular Session Motion carried unanimously.

Community announcements were made by the Board.

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

Payment of emergency claim in the amount of \$1,006.01.

Contracts with Southern Valley Alliance for Battered Women and Sexual Violence Center.

Approved Mental Health Initiative Staff Shared Income Agreement.

Approved 2008 police contracts with the addition of hiring 3.7 FTE's and related Sheriff's budget amendment increasing contract communities revenue \$106,870 and increasing 3.7 additional FTE's expenditure \$106,870.

Resolution #13-08 Authorize the Use of Facility (Camping and Shelter) Reservations and Annual Parking Permits for Marketing and Promotion of Facilities by the Carver County Parks Department.

Resolution #14-08, 2008 Seasonal Road Restrictions.

Established March 6, 2008, at 2:30 p.m. as the date and time for the opening of highway department seasonal supplies and authorized the County Administrator and the County Engineer, or their delegated representative, to open said bids.

Contract for the renewal of the MIIC grant project and related Public Health budget amendment increasing MN Department of Health revenue \$10,692 and increasing professional and technical fees

\$7,192 and increasing advertising expenditures \$3,500.

Approved budget and contract with Serbus Heating and Cooling to install hydranic baseboard heat at PWHQ.

Contract with American Engineering Testing, Inc. in the amount of \$6,500.

REGULAR SESSION February 5, 2008

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Resolution #15-08, Amendment No. 2 to Professional Services Agreement between Carver County and SRF Consulting Group, Inc., for Final Design Services CSAH 18 (Lyman Blvd), and related Public Works budget amendment increasing SAR revenue \$13,500, City of Chanhassen revenue \$17,200 and increasing engineering services expenditure \$30,700.

Approved the agreement and Memorandum of Understanding providing shared use of the Emergency Response vehicle.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Peter Bell, Metropolitan Council Chair, explained he was present today to give the Board an overview of the Met Council's activities as they pertained to Carver County. He introduced Craig Peterson, the County's new representative on the Council and stated he would be working with staff to address the County's needs. The Board congratulated Mr. Peterson on his recent appointment.

Bell stated this year the Council was completing a comprehensive planning process, noting comp plans were due at the end of 2008. He pointed out the planning grants approved by the Council for comprehensive planning work.

He stated there would be an increased emphasis on Parks and indicated they would be setting up a private foundation to assist with land acquisition. Bell stated the Council provided a number of grants last year to acquire land. He highlighted the funding received by the County for the operation of the Regional Parks.

Bell pointed out there were two major wastewater projects underway in the County. He stated they were also looking at the water availability and supply issue and have formed a water supply advisory committee.

He explained the work they have been doing in the area of transit and indicated this year they will also be revising the transportation policy plan. Bell stated he recognized the challenges the County was facing with growth.

The Board thanked the Met Council for their presentation and stated they appreciated the grants received as well as the work that has been done in the area of wastewater for the smaller cities.

The Board considered appointments to advisory committees.

Lynch moved, Workman seconded, to appoint Joe Benson to the Carver County Park Commission. Motion carried unanimously.

REGULAR SESSION February 5, 2008

Degler moved, Workman seconded, to adjourn the Regular Session at 10:05 a.m. to go into a work sessions with Land and Water Services and Administrative Services. 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.)

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Office of Finance Director Carver County Government Center Administration Building 600 East Fourth Street Chaska, MN 55318-1202 Phone: 952 361-1509 Fax: 952 361-1308



AUTHORIZATION

PAYMENT OF EMERGENCY CLAIM

Motion passed by the Board of County Commissioners at their February 24, 1987 meeting has authorized the issuance of a check upon the consensus of the Chairman of the Board, County Administrator and the County Attorney (with a minimum of two).

VENDOR:	51 - Norseman Travel
ACCOUNT:	CARD 10379
AMOUNT:	£343,00
REASON:	Ward for lictures child

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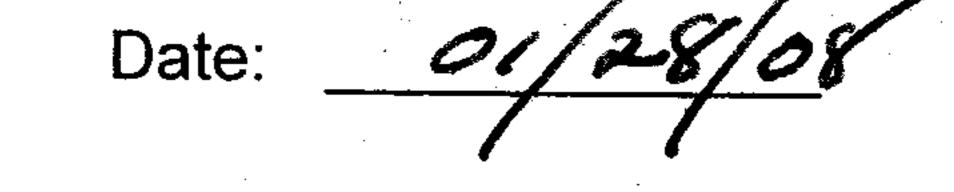
Department Head Signature:

Chairman of County Board

County Administrator

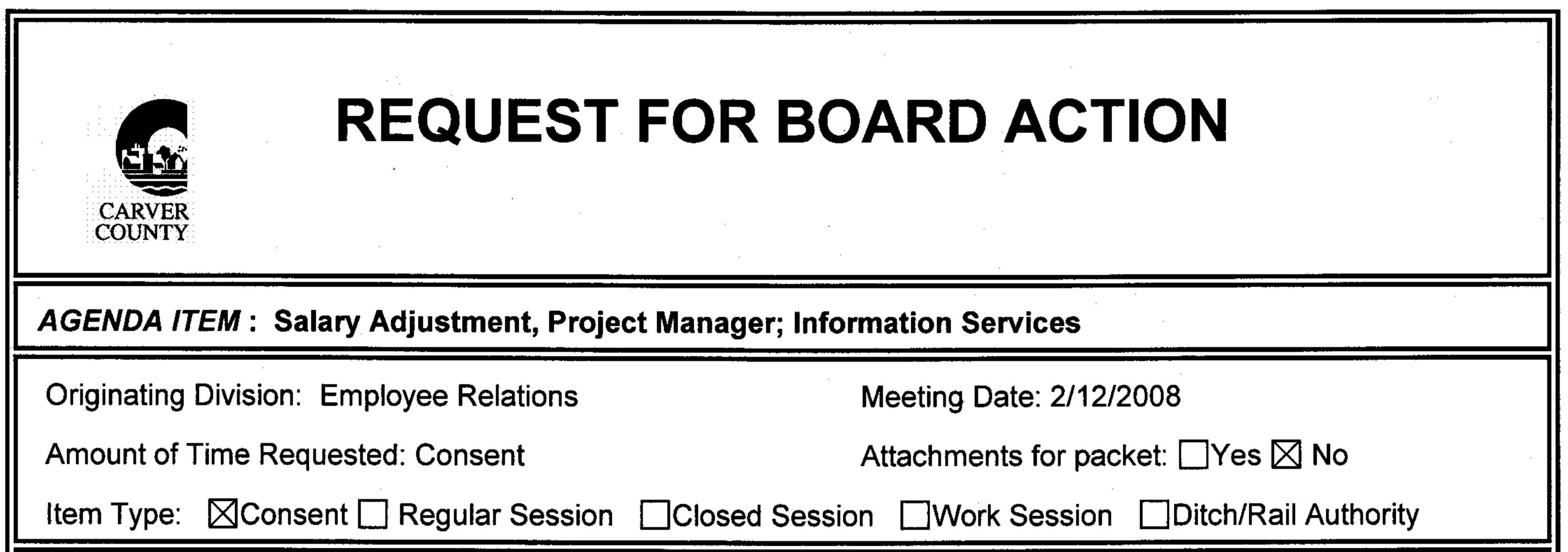
County Attorney

Sclobert Tayler (fordet) David Hemze James W. Keeler, Jr.



Affirmative Action/Equal Opportunity Employer

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BACKGROUND/EXPLANATION OF AGENDA ITEM:

As part of the approved positions in the 2008 Personnel Budget; the County approved a new classification of Project Manager with the Information Services Department. This classification is responsible for coordinating and providing direction to the County's Business Analysts. As a part of the Information Services Market Study approved by the Board in August of 2007, it was determined that the Business Analyst, graded at a level 13 would be paid at a market rate of 17. The classification of Project Manager has been graded at a level 14. To remain consistent with the market study conducted in 2007, it is appropriate that the salary of this position be equivalent to grade level 18.

In the 2008 Budget the County anticipated the Project Manager classification to be one level higher than the existing Business Analyst's classification; so the budgeted salary is included in the approved estimated 2008 Personnel Budget.

ACTION REQUESTED:

Motion to approve the market adjusted salary range equivalent to AFSCME grade 18 for the classification of Project Manager.

FUNDING

County Dollars = \$0.00 Other Sources & Amounts =

TOTAL = \$0.00

= \$

Related Financial Comments:

The annual salary and benefits for this position are included in the Information Services 2008 budget.

Reviewed by Division Director Doris M. Krogman, Employee Relations

Date: 02/05/2007

FISCAL IMPACT

Included in current budget

Budget amendment requested

None

Other:

Steve Taylor, Administrative Services

REQUEST FOR BOARD ACTION		
AGENDA ITEM :		
Originating Division: Property Records Taxpayer Services	Meeting Date: 2/12/08	
Amount of Time Requested:	Attachments for packet: 🛛 Yes 🗌 No	
Item Type: Oconsent Regular Session Closed Session Work Session Ditch/Rail Authority		

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BACKGROUND/EXPLANATION OF AGENDA ITEM: In order to continue ERER, Electronic Recording, a board resolution must be completed to forwarded to the Minnesota State Task Force on ERER.

ACTION REQUESTED: Request that the attached Resolution by passed, signed and returned back to the County Recorder who will forward the resolution the Minnesota State Task Force on ERER who will complete the bottom portion of the resolution and return back to the County for our records.

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 Yes Date: 1/30/08

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BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE _____ RESOLUTION NO._____ MOTION BY COMMISSIONER_____ SECONDED BY COMMISSIONER_____

Pursuant to Laws 2005, Chapter 156, Article 2, sections 40 and 42, a resolution which constitutes a written certification of compliance with paragraph (b), clause (2) of each of those sections [which requires that the software used signed on behalf of the county board] and also signed by the county recorder is required as a condition of accepting electronic filings. The certification, once accepted by the Task Force, constitutes authority to implement and accept electronic filings.

NOW THEREFORE The Board of Commissioners of **CARVER** County, and the County Recorder of **CARVER** County, as evidenced by the authorized signatures below hereby declare:

- 1) That CARVER County intends to implement electronic filing of those real estate documents permitted in pilot projects authorized by the task force created by Laws 2000, Chapter 391; and
- 2) That CARVER County will comply with the standards adopted by that task force for the electronic filing of real estate documents.

The Board of Commissioners of **CARVER** County, and the County Recorder of **CARVER** County, as evidenced by the authorized signatures below hereby further certify that **CARVER** County is in compliance with the requirement that **CARVER** County uses software validated by that task force for the electronic filing of real estate documents.





Lynch, Tim	
Degler, Gayle	
Maluchnik, Randy	
Workman, Tom	

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

Dated this ______ day of _____, 2008

County Administrator Date

Chair of the Carver County Board

Carver County Recorder

Dated:

Report Date: January 31, 2008

Dated:

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Task Force Action

(circle one) **APPROVED**

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DENIED

DATE OF ACTION:

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Report Date: January 31, 2008

REQUEST FOR BOARD ACTION		
AGENDA ITEM : 5 Star Recovey Contract		
Originating Division: Sheriff Meeting Date: 2/15		
Amount of Time Requested: none Attachments for packet: Yes No		
Item Type: IConsent IRegular Session IClosed Session IWork Session IDitch/Rail Authority		
BACKGROUND/EXPLANATION OF AGENDA ITEM: The Sheriffs Office is required to provide Chemical dependency group based lecture		

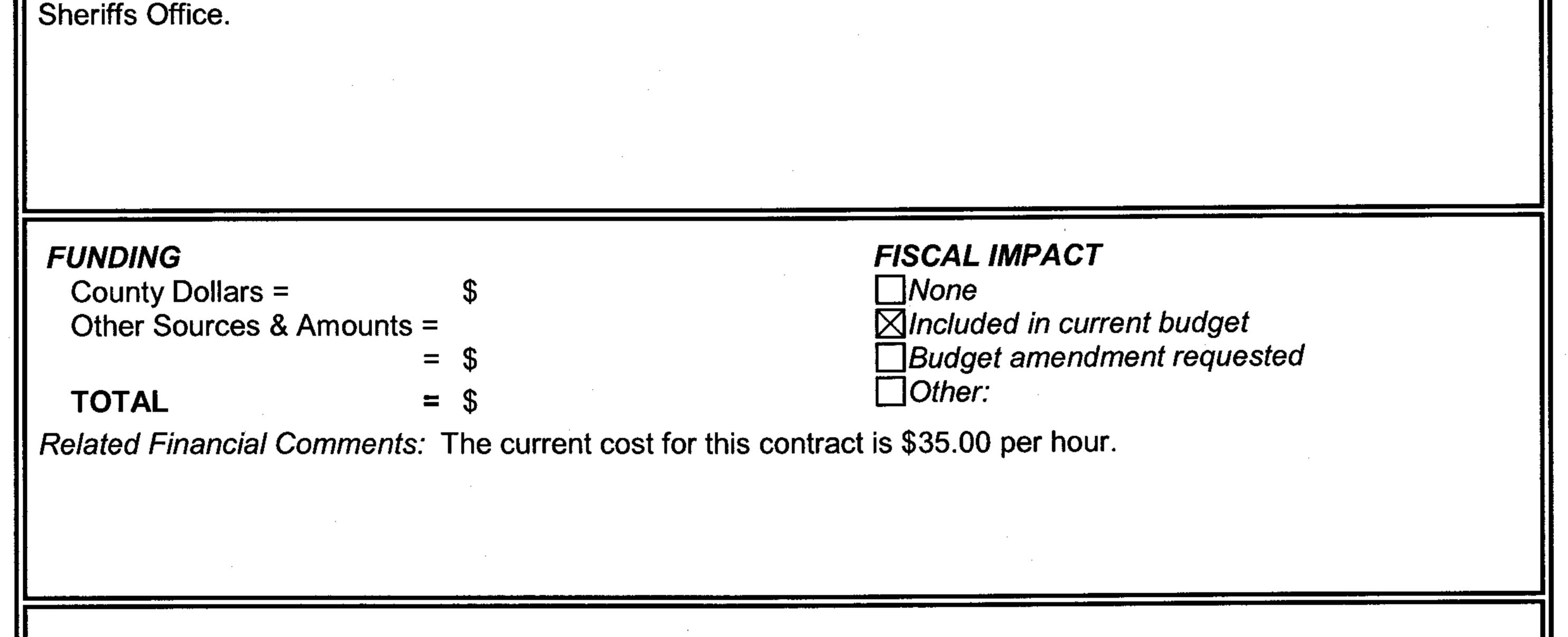
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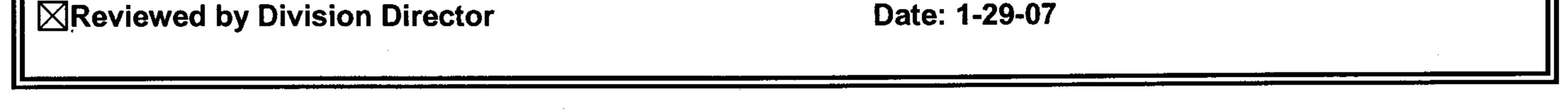
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per week for inmates held in our jail. The county has used 5 Star Recovery for many years to provide this service. ACTION REQUESTED: Approve a motion to have 5 Star recovery provide group counselor services for the

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Report Date: January 29, 2008

REQUEST FOR BOARD ACTION			
AGENDA ITEM : Approve Memorandum of Agreement with Lower Minnesota River Watershed District			
Originating Division: Land Water Services Meeting Date: 12 Feb 2008			
Amount of Time Requested: NA	Attachments for packet: 🗌 Yes 🔀 No		
Item Type: IConsent IRegular Session IClosed Session IWork Session IDitch/Rail Authority			
BACKGROUND/FXPLANATION OF AGENDA ITEM			

relationship. The LowerMin reimburses the County for staff and operational expenses. The reimbursement schedule is a s follows – 2008 - \$9500; 2009 - \$9900; 2010 - \$10,200; 2011 - \$10,500; 2012 - \$10,800. This Agreement is an efficient and cost effective approach to collecting and analyzing data the will benefit both the Carver County and LowerMin water quality programs.

ACTION REQUESTED:

Motion approving the Memorandum of Agreement and authorizing the Board Chair to sign the agreement and any other necessary documents.

FUNDING

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County Dollars = \$ Other Sources & Amounts = Lower Mn River WD

TOTAL = \$

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Related Financial Comments:

FISCAL IMPACT

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None

Included in current budget

Budget amendment requested Other:

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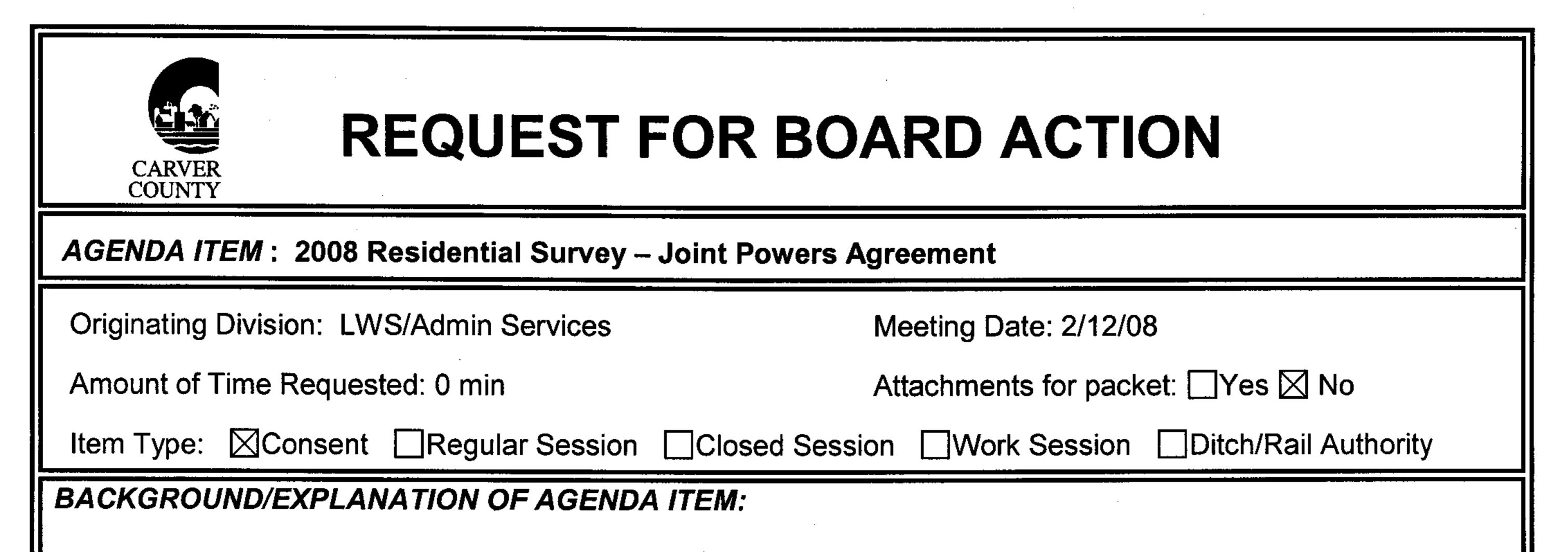
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Reviewed by Division Director	Date: 4 Feb 2008	

\$9,500



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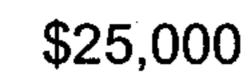
For 2008, Carver County is partnering with Dakota, Washington and Olmsted Counties to conduct a residential survey. By creating this partnership Carver County is able to realize cost savings and have comparison data to other counties.

Attached is the Joint Powers Agreement with Dakota, Washington, and Olmstead Counties. The board reviewed the survey instrument on Feb 5, which will be finalized in late February. Residents will be contacted by phone in March, with results available in May.

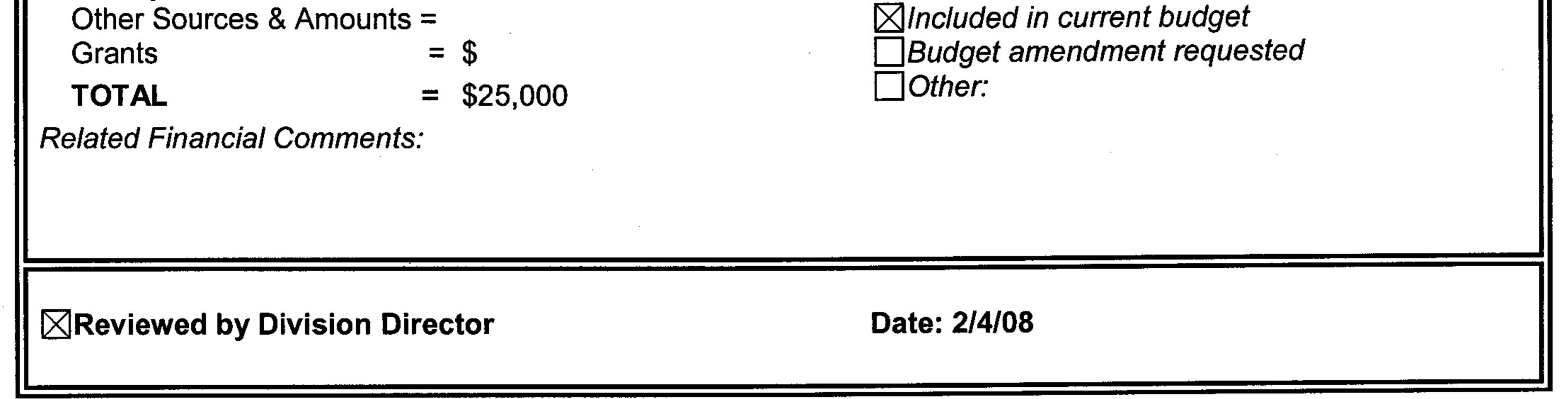
ACTION REQUESTED: Motion to Authorize the County Administrator to sign a Joint Powers Agreement with the County of Dakota, County of Olmsted, and County of Washington, to conduct a residential survey for the purpose of gathering objective information regarding residents perceptions of the quality of life, the quality of government services being provided, their satisfaction with county government, their priorities for community planning and their expectations for allocation of county resources.

FUNDING

County Dollars =



FISCAL IMPACT



Report Date: February 6, 2008

REQUEST FOR BOARD ACTION		
AGENDA ITEM : Civilian Background Investigator Position		
Originating Division: Sheriff Meeting Date: February 12, 2008		
Amount of Time Requested:	Attachments for packet: 🗌 Yes 🗌 No	
Item Type: Oconsent Regular Session Closed Session Work Session Ditch/Rail Authority		
BACKGROUND/EXPLANATION OF AGENDA ITEM: In December of 2002 the County Board approved a temporary FTE Civilian Background Investigator. This position is now vacated. The investigative activites that		

make up this position are vital for the County and Sheriff's Office. Making this position a permanent FTE will allow the County and Sheriff's Office to continue the necessary investigative work required when hiring new personnel and conducting liquor license backgrounds as required for contract communities.

The position of Civilian Background Investigator is Grade 9 under the AFSCME Contract and is currently included in the 2008 FTE budget.

ACTION REQUESTED: Motion to approve the Civilian Background Investigator position become a permanent FTE in the Sheriff's Office.

FUNDING

County Dollars = \$ Other Sources & Amounts =

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TOTAL = \$

Related Financial Comments: Currently included in the 2008 budget.

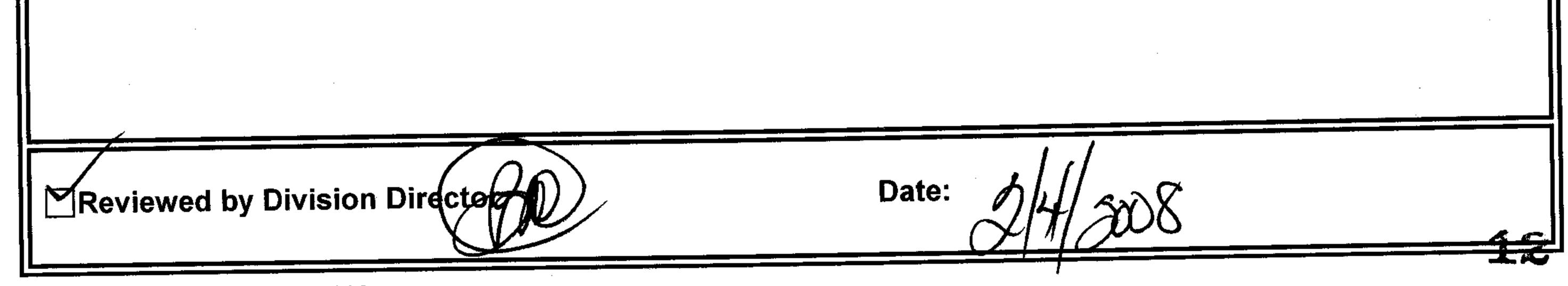
FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:



Report Date: February 4, 2008

REQUEST FOR BOARD ACTION			
AGENDA ITEM : Policy Manual Updates			
Originating Division: Administrative Services/Employee Meeting Date: 2/12/08 Relations			
Amount of Time Requested: 20 min Attachments for packet: 🛛 Yes 🗌 No			
Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority			
BACKGROUND/EXPLANATION OF AGENDA ITEM:			

Administrative Services and Employee Relations have been working over the past year to update County policies. The reasons for the updates are:

- Many policies are in need of updating
- Updates and changes are required for legal compliance, to increase efficiency, reflect the culture of the
 organization, to recognize industry trends and best practices.

Attached is a summary of changes for the two policy manuals that are being created (APM – Administrative Policy Manual & the PPM – Personnel Policy Manual).

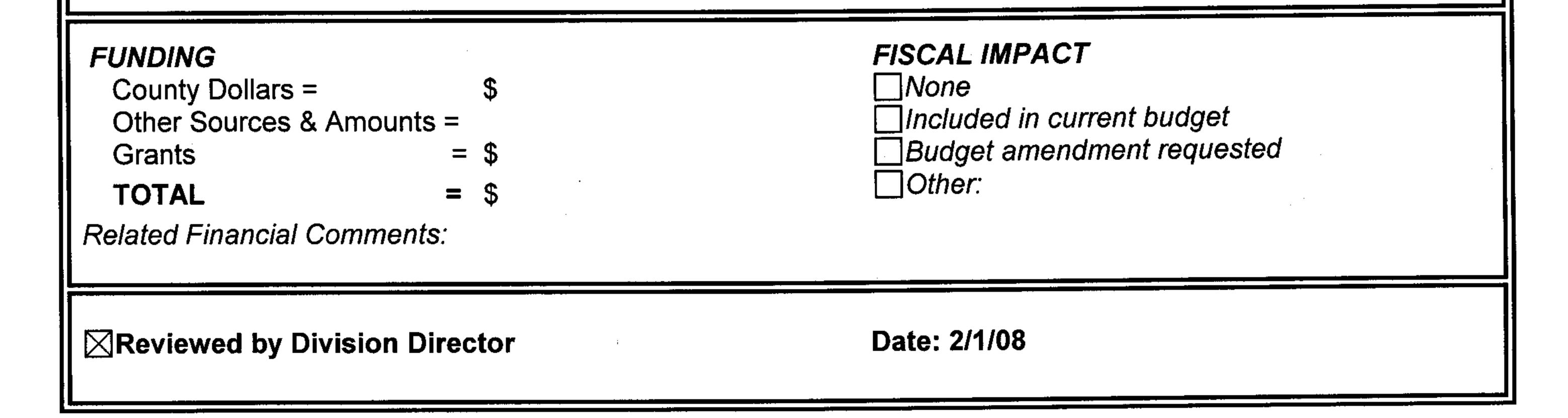
A few copies of the policies will be available at the meeting. The board can also review the policies prior to the meeting by opening the "Board Drive" (V) and accessing the folder called "Policy Drafts."

ACTION REQUESTED:

The County Board is requested to adopt the attached resolutions:

1) Approval of the Administrative Policy Manual

2) Approval of the Personnel Policy Manual



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Report Date: February 4, 2008

Personnel Policy Manual (PPM) Overview of Recommended Changes

Some of the policies contained in the current Personnel Rules & Regulations will now be in the Administrative Policies (APM)

Staffing & Employment

Rule of 3 allowing the hiring authority to select anyone among the top 3 candidates on the final interview rather than the top 1. New – Internship Policy complies with PELRA Salary upon selection – some flexibility allowing: Upon promotion: 4.5 – 9% hiring authority (current) > 9 – 12% with Employee Relations Director approval > 12% with County Administrator approval Transfer days for line staff 10 vs 20 (unclear in current policy) Reorganization resulting in demotion – freeze salary if above new range

Classification & Compensation

Hiring wage up to step 5 grades 1 - 9; step 7, grades 10 & above, Higher starting wage with approval from ER & County Administrator Close window on PRHCSP differences with unions for employees beginning after a given date (2/1/08).

Benefits

Concurrent payment of holidays for part time employees based on budgeted FTE Revised FMLA for birth & adoption situations with both parents working for CC LWOP up to 10 days approval by Division Director 11 – 30 days by Employee Relations Director 30 + days by County Administrator Tuition – advance rather than reimbursement available if the class is required by employer; includes consequences of non-passing grades Employee Club Policy (new policy)

Code of Conduct

Sexual Harassment & Non-discrimination combined, streamlined Respectful Workplace Policy (new) Non-violence, reduced, needs further reduction Commercial Drivers License (added since last revisions)

Administrative Policy Manual Overview of Recommended Changes

Please keep in mind, these are only the policies in the Administrative Policy Manual (APM) – The Personnel Policies are in another folder – PPM

Changes or new policies include the following:

Contracts:

- Delegation of Authority to the Administrator for smaller contracts
 Letter of Agreements new
- Contract amendment language modified
- Grants new
- JPA new
- On call service contracts new

County Board:

- Committees: New policy describing the different committees
- County Board Agenda Development and Review Process: Current policy, new to manual.
- Elected Officials Out of State Travel: Current policy, new to manual
- Operating Rules: New policy based on operating rules.

Facilities:

- Meeting Rooms: Updates to current policy.
- Tobacco: Included near County Buildings and Vehicles as places where

smoking is not allowed.

Finance and Budget:

- Budget Philosophy and Schedule: New policy based on budget language.
- CIP Policy: New policy based on language in the CIP.
- Fee Schedule: New policy
- Business Card Purchasing Program: Current policy added to book, minor changes
- Capital Asset Inventory: Policy based on inventory program
- Debt Administration: New Policy
- Electronic Payment Process: New Policy establishing the framework for accepting credit cards
- Investment Policy: New to this book
- Sales Tax: New policy
- Travel, Meals, Mileage and Related Expenses: Changed the approval process for travel.

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- Approval process for claims - modified

Information Services:

- E-mail: Added tiered system to e-mail management
- Cell Phones: New section

Interoffice and USPS mail: New policy -

Misc.:

- County Auction: New policy
- Communications: New policy

Purpose and General:

- Government Ethics: New policy
- Purpose and Administration: New Policy that provides guidelines for APM
- Mission, Values and Goals: These were added to the APM for an introduction ---to the book.

Regulatory and Reference:

- Data Practices: New reference
- HIPPA: New reference
- Records Management: New policy -----

Appendix:

An appendix was added to include commonly used documents: Voice Mail and Online Directory/View Mail

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BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: <u>February 12, 2008</u> Motion by Commissioner: **Resolution:**

Seconded by Commissioner:

APPROVAL OF THE ADMINISTRATIVE POLICY MANUAL

WHEREAS, Carver County policies are in the need of update for legal compliance, to increase efficiency, reflect the culture of

the organization, and to recognize industry trends and best practices; and

WHEREAS, the Administrative Services Division and Employee Relations Division have been working over the past year to update County policies; and

WHEREAS, current and new policies have been split into two policy manuals: Administrative Policy Manual – APM and Personnel Policy Manual – PPM; and

NOW THEREFORE BE IT RESOLVED, all policies contained within the Administrative Policy Manual will officially be implemented on March 1, 2008.

BE IT FURTHER RESOLVED, within the Contracts and Purchasing Policy, the County Administrator or his/her designee is delegated authority to approve specific types of contracts.

NOW THEREFORE BE IT FINALLY RESOLVED, the Carver County Board of Commissioners does approve the Administrative Policy Manual and its contents as presented.



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 12th day of February, 2008, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 12th day of February, 2008.

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BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

February 12, 2008 Date: Motion by Commissioner:

Resolution:

Seconded by Commissioner:

APPROVAL OF THE PERSONNEL POLICY MANUAL

WHEREAS, Carver County policies are in the need of update for legal compliance, to increase efficiency, reflect the culture of the organization, and to recognize industry trends and best practices; and

WHEREAS, the Administrative Services Division and Employee Relations Division have been working over the past year to update County policies; and

WHEREAS, current and new policies have been split into two policy manuals: Administrative Policy Manual – APM and Personnel Policy Manual – PPM; and

NOW THEREFORE BE IT RESOLVED, all policies contained within the Personnel Policy Manual will officially be implemented on March 1, 2008.

NOW THEREFORE BE IT FINALLY RESOLVED, the Carver County Board of Commissioners does approve the Personnel Policy Manual and its contents as presented.

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 12th day of February, 2008, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 12th day of February, 2008.

County Administrator

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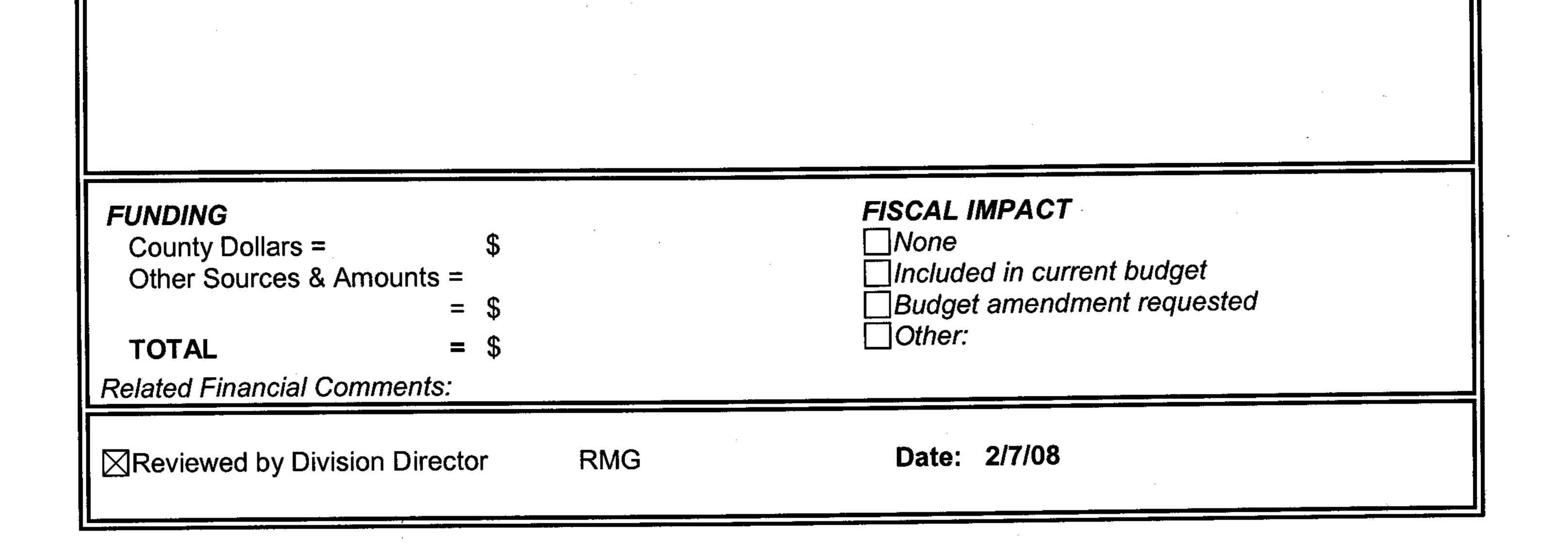
REQUEST FOR BOARD ACTION		
AGENDA ITEM : Public V	Vorks Topics	
Originating Division:	Public Works	Meeting Date: 2/12/08
Amount of Time Requested:	75 minutes	Attachments for packet: 🛛 🗌 Yes 🖾 No
Item Type: Consent	Regular Session	Closed Session Work Session Ditch/Rail Authority
BACKGROUND/EXPLANATION OF AGENDA ITEM:		

Metropolitan Council Presentation on the following topics:

- Transportation Policy Plan
- Principal Arterial Highway Study
- 2030 Metro Transit Planning Study

ACTION REQUESTED:

No action is requested.



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Report Date: February 7, 2008