

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

PAGE

9:15 a.m.	1.	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 February 5, 2008 Regular Session	1-3
	4.		Community announcements	
9:15 a.m.	5.		CONSENT AGENDA	
	5.1		Payment of emergency claim	4
	5.2		Salary adjustment, project manager, Information Services	5
	5.3		Electronic Recording Resolution	6-8
	5.4		5 Star Recovery contract	9
	5.5		Memorandum of Agreement with Lower Minnesota River Watershed District	10
	5.6		2008 Residential survey – Joint Powers Agreement.....	11
	5.7		Civilian background investigator position	12
	5.8		Community Social Services’ warrants	NO ATT
	5.9		Commissioners’ warrants.....	SEE ATT
9:25 a.m.	6.		ADMINISTRATIVE SERVICES/EMPLOYEE RELATIONS	
	6.1		Policy Manual updates	13-18
9:45 a.m.			ADJOURN 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

10:10 a.m.

A. PUBLIC WORKS

1. Metropolitan Council Presentation-Transportation
Policy Plan, Principal Arterial Highway Study and
2030 Metro Transit Planning Study 19

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 hydronic baseboard heat at PWHQ.

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

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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Carver County Government Center
Administration Building
600 East Fourth Street
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276820

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: ~~0000~~ 10379

AMOUNT: \$343.00

REASON: travel for victims child

Department Head Signature: *James W. Keeler, Jr.*

Chairman of County Board _____

County Administrator *Steven H. Taylor (for DA)*
David Hemze

County Attorney *James W. Keeler, Jr.*
James W. Keeler, Jr.

Date: 01/28/08



REQUEST FOR BOARD ACTION

AGENDA ITEM : Salary Adjustment, Project Manager; Information Services

Originating Division: Employee Relations

Meeting Date: 2/12/2008

Amount of Time Requested: Consent

Attachments for packet: Yes No

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

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

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments:

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

Reviewed by Division Director

Date: 02/05/2007

Doris M. Krogman, Employee Relations

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

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

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.

YES	ABSENT	NO
Ische, James _____	_____	_____
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: _____

Dated: _____

.....
.....

Task Force Action

(circle one) **APPROVED**

DENIED

DATE OF ACTION: _____



REQUEST FOR BOARD ACTION

AGENDA ITEM : 5 Star Recovery Contract

Originating Division: Sheriff

Meeting Date: 2/15

Amount of Time Requested: none

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM: The Sheriffs Office is required to provide Chemical dependency care for inmates. This agreement will provide two hours of chemical dependency group based lecture 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 Sheriffs Office.

FUNDING

County Dollars = \$

Other Sources & Amounts = \$

TOTAL = \$

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: The current cost for this contract is \$35.00 per hour.

Reviewed by Division Director

Date: 1-29-07



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

BACKGROUND/EXPLANATION OF AGENDA ITEM: The County has been cooperating with the Lower Minnesota River Watershed District (LowerMn) in the operation of a variety of water quality monitoring activities on East & West Chaska Creeks. The Memorandum of Agreement (MOA) provides for the continuation of this relationship. The LowerMn reimburses the County for staff and operational expenses. The reimbursement schedule is as 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 that will benefit both the Carver County and LowerMn 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

County Dollars =	\$	
Other Sources & Amounts =		
Lower Mn River WD	=	\$9,500
TOTAL	= \$	

FISCAL IMPACT

- None
- Included in current budget
- Budget amendment requested
- Other:

Related Financial Comments:

Reviewed by Division Director

Date: 4 Feb 2008



REQUEST FOR BOARD ACTION

AGENDA ITEM : 2008 Residential Survey – Joint Powers Agreement

Originating Division: LWS/Admin Services

Meeting Date: 2/12/08

Amount of Time Requested: 0 min

Attachments for packet: Yes No

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

BACKGROUND/EXPLANATION OF AGENDA ITEM:

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 =	\$25,000
Other Sources & Amounts =	
Grants =	\$
TOTAL	= \$25,000

FISCAL IMPACT

None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 2/4/08



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: Consent 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 activities 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 = \$

= \$

TOTAL = \$

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Related Financial Comments: Currently included in the 2008 budget.

Reviewed by Division Director 

Date: 2/4/2008



REQUEST FOR BOARD ACTION

AGENDA ITEM : Policy Manual Updates

Originating Division: Administrative Services/Employee Relations

Meeting Date: 2/12/08

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

FUNDING

County Dollars = \$
 Other Sources & Amounts =
 Grants = \$
TOTAL = \$

FISCAL IMPACT

- None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 2/1/08

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.
- 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

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

Date: February 12, 2008

Resolution: _____

Motion by Commissioner: _____

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.

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

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

Date: February 12, 2008

Resolution: _____

Motion by Commissioner: _____

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



REQUEST FOR BOARD ACTION

AGENDA ITEM: Public Works 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.

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 RMG Date: 2/7/08