

Carver County Board of Commissioners  
 Organizational Session  
 January 8, 2008  
 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 2008
4. Nomination and election of Vice Chair for 2008
5. Agenda review and adoption
6. 2008 Board Operating Rules ..... 1-14
7. Adopt schedule of Regular Board meetings for the year 2008 ..... 15-17
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 ..... 18-20
9. Appointments to advisory committees and boards ..... 21-25
10. Approve minutes of December 6, 2007 Truth in Taxation, December 11, 2007 Regular Session and December 11, 2007, Special Meeting ..... 26-37
11. Public participation (Comments limited to five minutes)
12. Community announcements

10:00 a.m.

13. **CONSENT AGENDA**
  - 13.1 Payment of emergency claim ..... 38
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  - 13.3 Change in FTE-Employee Relations ..... 40
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  - 13.7 Information Services – GIS pictometry ..... 48
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  - 13.9 Facilities Services/Maintenance Experts/refurbish restrooms in Government Center ..... 50
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13.17	Delegation to approve standard and renewing Social Services Contracts.....	60
13.18	Delegate Commissioner claims and Social Service client claims approval.....	61
13.19	Elected Officials out of state travel policy annual review .	62-63
13.20	2008 Carver County official newspaper .....	64
13.21	Snowmobile grant-State grant.....	65-66
13.22	Community Social Services' warrants .....	NO ATT
13.23	Commissioners' warrants.....	SEE ATT

10:00 p.m.

**14. ADMINISTRATIVE SERVICES**

14.1 Veterans Service Office, MNDVA Enhancement Grant... 67-68

10:10 a.m.

**15. LAND AND WATER SERVICES**

15.1 Presentation by CROW Joint Powers Board on Crow River  
water management activities ..... 69

10:45 a.m.

**16. ADMINISTRATION**

16.1 AMC's 2008 Legislative Priorities ..... 70

11:05 a.m.

**17. ADJOURN REGULAR SESSION - CONVENE AS CARVER**

**COUNTY REGIONAL RAIL AUTHORITY**

17.1 Appointment of Chair, Vice Chair and  
Secretary/Treasurer..... 71

11:15 a.m.

**ADJOURN CARVER COUNTY REGIONAL RAIL AUTHORITY**

**BOARD REPORTS**

11:15 a.m.

1. Chair
2. Board Members
3. Administrator

11:50 a.m.

4. Adjourn

David Hemze  
County Administrator

County Board Breakfast Meeting with Legislative Delegation to

Discuss Carver County's 2008 Legislative Priorities

January 15, 2008

8:30 a.m.

Chanhassen American Legion

Chanhassen, Minnesota



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : 2008 Board Operating Rules

Originating Division: Administration

Meeting Date: 1/08/08

Amount of Time Requested: 15 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 indicated by double underline, deletions by ~~strikethrough~~.

Motion to amend 2008 Board Operating Rules with revisions noted.

### 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: 12/28/07

# **Board of Commissioners**



**CARVER  
COUNTY**

## **Board Operating Rules Proposed**

**January 8, 2008**

## 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 basic service requirements and special needs of our residents in a fiscally responsible and caring way. We will plan the county's growth to preserve its uniqueness and will encourage rural and urban compatibility. We will further endeavor to protect our historic past while planning for a dynamic future.

#### *Vision Statement*

Where the future embraces the past in keeping Carver County a great place to live, work and play for a lifetime.

### 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 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. §375.01).

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. §375.01).

## **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 vote~~ 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.

## **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 official 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 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](http://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. ~~Senior Services Advisory Committee~~
10. 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](http://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 2008

Originating Division: Administration

Meeting Date: 1/8/08

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:** 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 2008.

**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: 12/21/07

## 2008 BOARD CALENDAR

*Updated 12/27/08*

Tuesday	January 8, 2008	9:15 a.m.	Organizational Session
Tuesday	January 15, 2008	4:00 p.m.	Work Session
Tuesday	January 22, 2008	9:15 a.m.	Board Meeting
Tuesday	January 29, 2008	9:15 a.m.	Work Session

Tuesday	February 5, 2008	9:15 a.m.	Board Meeting
Tuesday	February 12, 2008	9:15 a.m.	Board Meeting
Tuesday	February 19, 2008	4:00 p.m.	Work Session
Tuesday	February 26, 2008	9:15 a.m.	Board Meeting

Tuesday	March 4, 2008	9:15 a.m.	Board Meeting
Tuesday	March 11, 2008	9:15 a.m.	Board Meeting
Tuesday	March 18, 2008	4:00 p.m.	Work Session
Tuesday	March 25, 2008	9:15 a.m.	Board Meeting

Tuesday	April 1, 2008	9:15 a.m.	Board Meeting
Tuesday	April 8, 2008	9:15 a.m.	Board Meeting
Tuesday	April 15, 2008	4:00 p.m.	Work Session
Tuesday	April 22, 2008	9:15 a.m.	Board Meeting
Tuesday	April 29, 2008	9:15 a.m.	Work Session

Tuesday	May 6, 2008	9:15 a.m.	Board Meeting
Tuesday	May 13, 2008	9:15 a.m.	Board Meeting
Tuesday	May 20, 2008	4:00 p.m.	Work Session
Tuesday	May 27, 2008	9:15 a.m.	Board Meeting

Tuesday	June 3, 2008	9:15 a.m.	Board Meeting
Tuesday	June 10, 2008	9:15 a.m.	Board Meeting
Tuesday	June 17, 2008	4:00 p.m.	Work Session
Tuesday	June 24, 2008	9:15 a.m.	Board Meeting

Tuesday	July 1, 2008	9:15 a.m.	Board Meeting
Tuesday	July 8, 2008	9:15 a.m.	Board Meeting
Tuesday	July 15, 2008	4:00 p.m.	Work Session
Tuesday	July 22, 2008	9:15 a.m.	Board Meeting
Tuesday	July 29, 2008		<i>No Board Meeting (fifth Tuesday of the month)</i>

Tuesday	August 5, 2008	9:15 a.m.	Board Meeting
Tuesday	August 12, 2008	9:15 a.m.	Board Meeting
Tuesday	August 19, 2008	4:00 p.m.	Work Session
Tuesday	August 26, 2008	9:15 a.m.	Board Meeting

Tuesday	September 2, 2008	9:15 a.m.	Board Meeting
Tuesday	September 9, 2008	9:15 a.m.	Board Meeting
Tuesday	September 16, 2008	4:00 p.m.	Work Session
Tuesday	September 23, 2008	9:15 a.m.	Board Meeting

Tuesday	October 7, 2008	9:15 a.m.	Board Meeting
Tuesday	October 14, 2008	9:15 a.m.	Board Meeting
Tuesday	October 21, 2008	4:00 p.m.	Work Session
Tuesday	October 28, 2008	9:15 a.m.	Board Meeting

Tuesday	November 4, 2008	9:15 a.m.	Board Meeting
Tuesday	November 11, 2008		<b>No Meeting - Veteran's Day Government Center Closed</b>
Tuesday	November 18, 2008	4:00 p.m.	Work Session
Tuesday	November 25, 2008	9:15 a.m.	Board Meeting

Tuesday	December 2, 2008	9:15 a.m.	Board Meeting
Tuesday	December 9, 2008		<b>No Meeting-AMC Conference</b>
Tuesday	December 16, 2008	9:15 a.m.	Board Meeting
Tuesday	December 23, 2008	9:15 a.m.	Board Meeting
Tuesday	December 30, 2008		<i>No Board Meeting (fifth Tuesday of the month)</i>



# 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: 1/8/08

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 2008 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 appointment 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: 12/27/07

## 2008 Commissioner Committee Assignments

Committee	2007 Appointee	2008 Appointee
Area Agency on Aging	Degler	
Association of Minnesota Counties Board of Directors	Ische, Alt. Workman	
AMC Legislative Steering Committee	Degler	
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	
Carver County Health Partnership Board of Directors	New Committee for 2008	
Community Leaders (Eastern)	Degler & Maluchnik	
Courts Committee	Ische & Degler	
CROW Joint Powers Board	Lynch, Alt. Ische	
Emergency Medical Services Committee	Ische, Alt. Lynch	
Fair Board	Ische, Alt. Lynch	
Historical Society Committee	Maluchnik, Alt. Lynch	
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	Workman, Alt Maluchnik	
Metro Transitways Development Board	Workman, Alt Maluchnik	
Metropolitan Emergency Services Board	Ische & Degler	
Metropolitan Emergency Services Executive Board	Ische	
Metropolitan Emergency Services Cost Allocation Committee	Ische	
Metropolitan Emergency Services Finance Committee	Degler	
Metropolitan Emergency Services Radio Technical Operations Committee	Peter Sauter, Alt Steve Schoenbauer	
Metropolitan Emergency Services 911 Technical Operations	Nanci 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 & Workman	
Minnesota Valley Regional Rail Authority	Workman, Alt. Degler	
Mosquito Control District	Ische & Workman	

Office of the Aging Advisory Board (meetings start in June)	New Committee for 2008	
Park Commission	Lynch	
Planning Commission	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	Ische, Alt. Del Hurt	
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

Appointment of voting members to Association of Minnesota Counties:

Gayle Degler           Randy Maluchnik           James Ische  
Tim Lynch               Tom Workman               Roger Gustafson  
David Hemze            Gary Bork

Appointments to Minnesota Counties Computer Consortium:

Rhonda Lynch                           Laurie Engelen  
Alt - Nathan Reinhardt                Alt - Doris Krogman

Appointment as County's Strategic National Stockpile (SNS) Requestor

Gayle Degler  
David Hemze  
Del Hurt



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Appointments to advisory committees

Originating Division: Administration

Meeting Date: 1/8/08

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:

Each year the Board makes appointments to various advisory committees. A news release was sent to the local newspapers encouraging interested residents to apply if they are interested in serving on an advisory committee.

A list of applicants that have applied is attached.

The Board has the option to make appointments today, hold until such time as they find another applicant or re-advertise the vacancies.

### 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: 12/26/07



**CARVER COUNTY CITIZEN ADVISORY  
COMMITTEE APPOINTMENTS FOR 2008**

**BOARD OF ADJUSTMENT**

**Current Members:**

Richard Vogel-resides Commissioner District 1  
Frank Mendez-resides Commissioner District 2  
Robert DeMaris-resides Commissioner District 3

**Current vacancies: 3**

**Applications received to date:**

Tom Radde – resides Commissioner District 4  
Lothar Wolter, Jr. – resides Commissioner District 5  
Ken Essig – resides Commissioner District 5  
Ann McCabe-resides Commissioner District 4  
Arthur Borer-resides Commissioner District 4

**COMMUNITY DEVELOPMENT AGENCY (formerly HRA) (5-year terms)**

**Current members:**

Sarah Carlson - resides Commissioner District 1  
Michael Schachterle – resides Commissioner District 2  
Norman Bauer - resides Commissioner District 4  
Bob Lano-resides Commissioner District 5

**Current vacancies: 1**

**Applications received to-date:**

Cindy Monroe-resides Commissioner District 3

**LIBRARY BOARD (3-year terms)**

**Current members:**

Richard Kvitek – resides Commissioner District 1  
Mark Peterson-resides Commissioner District 2  
James Dodson – resides Commissioner District 4  
Joanne Johnson – resides Commissioner District 5

**Current vacancies: 1**

**Applications received:**

Donna Thayer-resides Commissioner District 3 (also applied for Extension Committee)  
David Daubert-resides Commissioner District 4

**MENTAL HEALTH ADVISORY COMMITTEE (3-year terms)**

*All appointments are mandated.*

**Current members:**

Lorie Reller-resides Commissioner District 2  
June Henning – resides Commissioner District 3  
Kathleen Donohue – resides Commissioner District 3  
Kim Wolf – resides Commissioner District 5  
Christine Dondlinger – resides Commissioner District 5  
Rita Brand-resides Commissioner District 5  
Christine Ullom – mandated position

**Current vacancies: 2 mandated positions (an individual who works in schools and minority position)**

**Applications received:**

Cris Leiendeckr (works in schools)

**(UNIVERSITY OF MINNESOTA) MINNESOTA EXTENSION COMMITTEE**

**Current Members:**

Larry Enter-resides Commissioner District 4  
Christine Boerner-resides Commissioner District 4

**Current vacancies: 4 (Commissioner District 3 has an unexpired term)**

**Applications received:**

Peter Moe-resides Commissioner District 2  
Jessica Boevers-resides Commissioner District 2  
Ted Beise-resides Commissioner District 3  
Donna Thayer-resides Commissioner District 3 (also applied for Library Board)  
Cliff Johnson-resides Commissioner District 5  
Susan Honebrink-resides Commissioner District 5

**PARK COMMISSION (3-year terms) -**

**Current members:**

Neil Wingert – resides Commissioner District 1  
Florence Olson – resides Commissioner District 3  
Jerald Moja-resides Commissioner District 3  
Thomas Herrmann - resides Commissioner District 5  
Gail VonBargen – resides Commissioner District 5

**Current vacancies: 2**

**Applications received to-date:**

Jeff Conkling-resides Commissioner District 1 (also applied for Planning Commission)

**PERSONNEL BOARD OF APPEALS (3-year terms)**

**Current members:**

Gino Businaro - resides Commissioner District 3  
Gary Boyle-resides Commissioner District 3

**Current vacancies: 1**

**Applications received to-date:**

None.

**PLANNING COMMISSION (3-year terms) - Current members:**

Ted Beise – representing Commissioner District 1  
Robert Lamkin-representing Commissioner District 2  
Greg Boe - resides Commissioner District 3  
Si Tesch – resides Commissioner District 4

**Current vacancies: 2 (one township appointment)**

**Applications received to-date:**

Jeff Conkling-resides Commissioner District 1 (also applied for Park Commission)  
John P. Fahey-resides Commissioner District 5  
Donna Franz-resides Commissioner District 5  
Tom Williams (as township appointment)

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

**Current Commissioner District Appointments:**

Mary Hershberger Thun – representing Commissioner District 3

Daniel Palmer – representing Commissioner District 4

Curtis Wolter-representing Commissioner District 5

**Current Commissioner District Vacancies – 2**

**Applications Received to date:**

James Aiken-resides Commissioner District 1 and E/W Chaska Creek Watershed

Scott Hoese-resides Commissioner District 4 and Crow River Watershed

Chris Bonick-resides Commissioner District 4 and Carver Creek Watershed

Mark McMullen-resides Commissioner District 5 and Carver Creek Watershed

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

**Current members:**

Wayne Jacobson – resides Crow River Watershed

**Current Vacancies: 3 (representing Carver Creek, Bevens Creek and unexpired term in E/W Chaska Creek)**

**Applications received to date:**

Eric Evensen-resides in Carver Creek watershed

Gail VonBargen – resides in Bevens Creek watershed

**Current City and Township Representative Appointments:**

Bill Monk - City of Chaska

Lori Hack - City of Chanhassen

David Poggi - City of Waconia

Luayn Murphy - City of Mayer

Vern Richter – Watertown Township

Virgil Stender – Camden Township

Current Vacancies: None.

A truth-in-taxation meeting was held at the Government Center in Chaska on December 6, 2007. Chair Degler convened the meeting at 7:00 p.m.

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

Commissioners absent: None.

The Board members and County staff present introduced themselves. Chair Degler clarified the purpose of the meeting was to discuss the County's proposed 2008 budget and levy. He stated if members of the public had concerns related to their market value the Assessor's Office was available to discuss valuation increases.

Ische moved, Lynch seconded, to open the public hearing. Motion carried unanimously.

Mark Lundgren, Taxpayer Services, explained the valuation error that occurred on the property located in Waconia. He pointed out the dollar impact to the City of Waconia residents, School District #110 and the County.

Lundgren indicated tax base revisions were supplied to the school district and City to update their budget situations. He stated revised statements were sent out today and notices to residents that are a part of School District #110, but live in Hennepin County, would go out tomorrow. Lundgren stated the Assessor's Office has reviewed their proofing procedures, has taken steps to correct and has a new process in place. He indicated the City of Waconia and School District will be holding meetings next week to gather input.

David Frischmon, Financial Services, reviewed the 2% decrease in tax capacity. He explained the preliminary levy increase was initially 9.9% and since that time has been revised to 7.6%.

He pointed out the adjustments that were needed to get to the lower tax levy. Frischmon stated the overall increase to general services was 2 ½% with the majority of increases for buildings and roads and bridges. He highlighted funding sources for roads and building capital projects and future projects waiting for funding.

Frischmon pointed out the Regional Rail Authority levy of \$80,000 that would be used to provide a local match for a federal grant.

He noted the special meeting that would be held on December 11<sup>th</sup> to discuss the tax base correction and indicated, at that time, he would be asking the Board to adopt the levy and budget.

Public testimony was received from Jeff Larson and Joseph B. Neisen.

TRUTH IN TAXATION MEETING

December 6, 2007

Maluchnik moved, Workman seconded, to close the truth in taxation public hearing and adjourn at 7:42 p.m. Motion carried unanimously.

David Hemze  
County Administrator

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 11, 2007. Chair Gayle Degler convened the session at 9:15 a.m.

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

Members absent: None.

The following amendment was made to the agenda:

Add: 12.0 Year end review.

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

Maluchnik moved, Workman seconded, to approve the minutes of the November 27, 2007, Regular Session Motion carried unanimously.

Chair Degler pointed out the County had received a County Achievement Award at the recent AMC Conference for creating an Office of the Aging to support "Communities for a Lifetime."

Del Hurt, Public Health, explained the projected increases in the older population within the County. He highlighted the Board's adoption of the "Communities for a Lifetime" vision statement that lead to creating an Office of Aging that will provide coordination of services and planning for older adults.

Community announcements were made by the Board.

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

Payment of emergency claims in the amount of \$231 and \$1,117.

Memorandum of Understanding between Carver County and the University of Minnesota from January 1, through December 31, 2008.

Amendment to contract 07-175 with Daleiden Painting and Prefinishing in the amount of \$5,000.

Contract for snow removal services with Kusske Construction.

Re-appointed John Freemyer as the County Surveyor for a four year term commencing January 1, 2008.

Approved the second amendment of the joint powers agreement for procurement of morgue services and medical examiner support services extending it to December 31, 2010.

Health Partners letter of agreement.

Professional services contract with Verified Credentials, Inc., to conduct background checks, social security verification, driver's license verification, criminal and credit checks for newly hired employees for the period December 2007-December 2008.

Prosecution contracts for 2008.

Resolution #113-07, Approving City of New Germany Surface Water Management Plan.

Authorized the Chair to sign the amended contract with Veolia ES Technical Solutions for the operation of the Environmental Center.

Authorized Chair to sign the contract between the State of Minnesota and the County of Carver for the operation of a household hazardous waste management program.

Authorized the Chair to sign the contract with RW Farms for recyclable material collection and delivery for the Environmental Center.

Authorized Chair to sign the contract with Waste Management for recyclable material collection and delivery for the recycling drop off sites.

Authorized the Chair to sign the 2008 MPCA Feedlot Program Work Plan.

Adopted the Findings of Fact and to issue Order #PZ20070024 for the issuance of Conditional Use Permit #PZ20070024, Donna Frantz, Laketown Township.

Resolution #114-07, Approving the Final Plat of North Shore Farm.

Adopted the Findings of Fact and to issue Order #PZ20070050 for the issuance of Conditional Use Permit #PZ20070050, Jesse Olson, Watertown Township.

Adopted the Findings of Fact and to issue Order #PZ200070053 for the issuance of Conditional Use Permit #PZ20070053, Carver County, Laketown Township.

Resolution #115-07, Approving the Preliminary Plat, Stoney Ridge.

Approved upgrade of Land Records software and authorized the use of \$170,000 from the Records technology funds to be used to purchase necessary software, hardware and maintenance for electronic recording of documents.

Approved the following abatements:

65-2450190	Rodney & Betty Vacek (2006, 2007)
25-5550230	Walter Kotch (2005, 2006, 2007)



Contract with the Carver-Scott Educational Cooperative to increase the capacity of First Step.

Approved senior health promotion consultant contract with the Scott-Carver-Dakota CAP Agency, Inc. to coordinate and carryout educational efforts for the grant funded Healthy Living Education Series for seniors January 1-December 31, 2008.

Contract with Emergency Preparedness Resource Group, LLC.

Approved the 2008 Assurance and agreements as part of the Local Public Health Act.

Resolution #116-07, Amendment No. 1, Caretakers Agreement for Baylor Regional Park.

Authorized the Sheriff's Office to enter into an agreement with the State to purchase Livescan fingerprint equipment.

Joint powers agreement between the Sheriff's Office and the Southwest Metro Drug Task Force for the period January 1-December 31, 2008.

Scott County juvenile detention bed space contract.

Sheriff's Office NICE systems maintenance contract.

Approved grant with Central Minnesota Jobs and Training Services for \$135,250 to serve a minimum of 35 former Young America Corporation employees and related Social Services budget amendment increasing grant revenue \$48,500 and increasing employment services \$48,500.

Amendment to contract with Rebound Group in the amount of \$2,542.40.

Separation agreement for \$100 to accompany the worker's compensation settlement negotiated with MCIT.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Maluchnik moved, Ische seconded, to open the public hearing on proposed changes to the fee for service schedule. Motion carried unanimously.

David Frischmon, Financial Services, noted Statutes allows the County to charge fees to cover its costs. He explained there were a few minor changes made but primarily changes related to State Statutes.

No public testimony was received.

Ische moved, Lynch seconded, to close the public hearing. Motion carried unanimously.

Maluchnik moved, Ische, seconded, to approve revisions to Ordinance #48, Carver County Fee for Service Schedule. Motion carried unanimously.

Ische moved, Lynch seconded, to open the public hearing to amend the Carver County Code of Ordinances, Chapter 150, Building Regulations and Chapter 54, Feedlot Regulations. Motion carried unanimously.

David Drealan, Land and Water Services, explained the amendments reflected the changes to the State Building Code adopted by the State; clarified references in the feedlot provisions and also repealed requiring the filing of surveys as that requirement was obsolete and had been replaced by GIS.

No public testimony was received.

Lynch moved, Ische seconded, to close the public hearing. Motion carried unanimously.

Ische moved, Workman seconded, to adopt Ordinance No. 62-2007, Amending the Carver County Code of Ordinance Chapter 150, Building Regulations and Chapter 54, Feedlot Regulations. Motion carried unanimously.

David Hemze, County Administrator, requested the Board adopt 2008 legislative priorities. He noted the previous work sessions that identified the priorities. He pointed out the six priorities selected focused specifically on Carver County.

He highlighted the issues and the importance to Carver County. Hemze stated they would work with the County's legislative delegation to enact and he would bring the issues back if he needed to clarify Board direction.

Ische moved, Maluchnik seconded, to adopt Carver County's 2008 legislative priorities as outlined. Motion carried unanimously.

Steve Taylor, Administrative Services, requested the Board approve an audit for an energy performance contract. He stated, as part of the Service Delivery Master Plan, the County examined critical areas and identified infrastructure items in need of replacement. He indicated they became aware of Statutes that allows public entities to enter into a contract with energy services companies to reduce energy or operating costs.

He stated an RFQ was sent out and three proposals were received. Taylor indicated they were recommending Siemens Building Technologies as they had a better understanding of the existing system. He stated Siemens would be looking for grants and other incentives.

Taylor indicated the cost was \$12,500 and the County would pay that amount if they decided not to go forward with the program, otherwise it could be rolled into the savings program. He stated, after the audit is completed, Siemens would establish the guaranteed savings.

Ische moved, Maluchnik seconded, to approve the contract with Siemens to provide an audit for an energy performance contract. Motion carried unanimously.

Doris Krogman, Employee Relations, requested the Board approve 2008 rate increases for seasonal, temporary and on call positions.

Workman moved, Ische seconded, to approve the seasonal, temporary and on call rates for 2008 as outlined. Motion carried unanimously.

Krogman requested the Board adopt a Resolution setting 2008 non-bargaining employee compensation. She noted the 3% increase over 2007 rates.

Lynch offered the following Resolution, seconded by Ische:

Resolution #117-07  
Setting 2008 Non-Bargaining Employee Compensation

On vote taken, all voted aye.

Krogman requested the Board adopt a Resolution setting the 2008 salaries for the County Attorney and County Sheriff. She stated both positions were evaluated by the compensation consultant and she was asking the Board to approve setting the salary at \$114,521 for the County Attorney and \$119,675, plus a \$5,400 automobile allowance for the Sheriff.

Workman offered the following Resolution, seconded by Ische:

Resolution #118-07  
Setting 2008 Elected Official Compensation

On vote taken, all voted aye.

Krogman requested the Board adopt a Resolution setting 2008 Commissioner compensation. She stated this also included a 3% increase along with a monthly expense allowance.

Maluchnik offered the following Resolution, seconded by Ische:

Resolution #119-07  
Setting 2008 Commissioner Compensation

On vote taken, all voted aye.

Lynch moved, Workman seconded, to recess as the County Board and convene as the Carver County Ditch Board.

Ische moved, Lynch seconded, to approve the \$15,000 assessment for County Ditch #4 and \$5,000 assessment for County Ditch #10. Motion carried unanimously.

Ische moved, Maluchnik seconded, to adjourn as the Carver County Ditch Board. Motion carried unanimously.

Ische moved, Lynch seconded, to convene as the Joint Ditch #1 Board. Motion carried unanimously.

Lynch moved, Ische seconded, to approve the \$8,000 assessment for Joint Ditch #1 and adjourn as Joint Ditch #1 Board. Motion carried unanimously.

Lynch moved, Ische seconded, to convene as Joint Ditch #4 Board. Motion carried unanimously.

Ische moved, Workman seconded, to approve the \$35,000 assessment for Joint Ditch #4 and adjourn as the Joint Ditch #4 Board. Motion carried unanimously.

Ische moved, Maluchnik seconded, to reconvene as the Carver County Board. Motion carried unanimously.

Chair Degler reflected on the accomplishments within the County over the last twelve months. He noted the changes in the County Attorney's office, 212 opening, the improvements to County Road 10, and the increased focus on Highway 5. Degler pointed out the creation of the off leash dog park at Lake Minnewashta, the adoption of the Dakota Trail Master Plan and the new sledding hill at Lake Waconia.

He stated much of the year was devoted to planning for the future beginning with the adoption of the Service Delivery Master Plan Assumptions and Guiding Principals. He noted the subsequent hiring of a construction management firm and architect to begin planning for the Justice Center basement build out, as well as the expansion of the Chaska License Center and new Chanhassen License Center. Other noteworthy events included the Carver County Day at the Arboretum and the ribbon cutting ceremony for the new storage facility at the Public Works Headquarters.

Degler stated the Board also recognized the contributions of Wendelin Grimm, the perseverance of Jordan Dahlke and the Waconia Lions for making it possible for County WWII vets to visit the

WWII Memorial in Washington. He stated he hoped they increased public awareness with the work sessions and public hearings they held related to the social host ordinance.

He stated he also hoped they could build on the progress that was made over the last year and thanked the staff for what they have done to keep the County moving forward.

Workman moved, Lynch seconded, to adjourn the Regular Session at 10:10 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.)

A special meeting of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 11, 2007. Chair Degler convened the special meeting at 7:00 p.m.

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

Members absent: None.

Chair Degler explained Taxpayer Services would be reviewing the 2008 tax base correction, followed by a review of the budget and long term financial plan. After that, members of the public in attendance would be given an opportunity to voice their comments.

He clarified if members of the public were attending the meeting related to a market value increase, staff from the Assessor's Office was available to meet with them.

Mark Lundgren, Taxpayer Services, explained the problem occurred when an incorrect value was placed on a parcel of property in Waconia. He stated this affected the City of Waconia, School District #110 and the County. He described how the error occurred and steps taken to correct it.

He pointed out the meeting that was held with the City and School District to discuss the problem, the press release that was issued and revised notices that were sent to the residents affected. Lundgren indicated the proofing process did not catch the error but that process has now been revised. He stated they went back to the first of the year to ensure there were no other problems. Lundgren stated each entity now has the revised number and will need to decide whether to reduce their levy.

David Frischmon, Finance Director, reviewed the tax capacity adjustment that occurred and the revised estimated market value. He indicated the property tax levy was originally 9.9% and has now, based on the revised tax capacity, been reduced to 7.6%.

He summarized the proposed budget increases from 2007 to 2008 and the adjustments he was recommending. He indicated he was recommending 23 new full time equivalents with eleven of those positions funded with non property tax dollars.

Frischmon stated he was recommending \$2.9 million in increased spending in the area of capital equipment, \$9.4 million in roads and \$13 million in buildings. He reviewed funding sources, including the issuance of bonds and the use of the year end savings account. He noted the policy shift to get more aggressive in revenue projections and the one time use of recorders fees.

He pointed out the \$80,000 proposed levy of the Regional Rail Authority to be used to provide a match for a federal grant.

Public testimony was received from Michelle Downs, Don Dahl, Jim Pehringer, Roger Hubbard, Mark Schiffman, Steve (?) from Waconia, Patrick Kiel and Tom (?) from New Germany.

Lundgren clarified the mistake made on the Waconia parcel had no bearing on a taxpayer's assessed value.

The Board discussed the time period when assessed values are determined by the Assessor's office and the lag from today's market. They recognized the minimal increase in spending in operations and increased spending in the areas of roads and buildings that are needed now.

The Board encouraged residents to contact the Assessor's office if they had questions related to market value increases.

Ische offered the following Resolution, seconded by Maluchnik:

Resolution #120-07  
Certifying 2008 Property Tax Levy

On vote taken, all voted aye.

Ische offered the following Resolution, seconded by Workman:

Resolution #121-07  
County Board Adoption of the  
2008 Operating Budget and Long Term Financial Plan  
for Carver County

On vote taken, all voted aye.

The Board thanked those attending for taking the time to express their concerns and again encouraged those attending who had concerns related to market values to contact the Assessor's office.

Lynch moved, Maluchnik seconded, to adjourn as the County Board and convene as the Carver County Regional Rail Authority. Motion carried unanimously.

Workman offered the following Resolutions, seconded by Lynch:

CCRRA #04-07  
Certifying 2008 Property Tax Levy and

CCRRA #05-07  
Carver County Regional Rail Authority  
Board Adoption of 2008 Operating Budget

On vote taken, all voted aye.

Lynch moved, Maluchnik seconded, to adjourn as the Carver County Regional Rail Authority at 8:20 p.m. Motion carried unanimously.

David Hemze  
County Administrator





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

274675

12/6/07

### 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: El Paso County Combined Courts  
ACCOUNT: 6261  
AMOUNT: \$39.50  
REASON: Certified records for upcoming trial  
Department Head Signature: A. O. Keeler (for James Keeler)

Chairman of County Board

Gayle Degler

County Administrator

David Hemze

County Attorney

James W. Keeler, Jr.

Date: 12/6/2007.



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : 2007 - 2009 AFSCME Local 2789 Assistant County Attorney Unit Collective Bargaining Agreement (CBA)

Originating Division: Employee Relations

Meeting Date: January 8, 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:

Carver County and AFSCME Local 2789 Assistant County Attorney Unit have concluded negotiations for the Collective Bargaining Agreement (CBA) and associated Appendices and Memoranda of Understanding for the period January 2007 through December 2009. The highlights of the changes of the terms are:

Wage increases of 3% effective January 1 of 2007, 2008 and 2009 with an additional 0.5% on July 1 of 2009. There are also two market adjustments: another 4.5% step at the top of the grade 16 wage for Assistant County Attorney III employees who are at the top of the salary range, and an additional \$500.00 cash for all members of the unit to be paid shortly after ratification, early in 2008.

All other terms and conditions mirror the other AFSCME CBAs approved in 2007. Wage re-opener in 2009 to negotiate the implementation of a compensation study to be completed in 2008.

Beginning in 2008, a new health insurance design, Plan C, offering reduced cost and some risk sharing between the county and employees who elect it. In 2008 employees electing single Plan C receive an incentive of \$30.00 per month in the Medical Pool Health Reimbursement Arrangement. In 2009, the employer will provide single Plan C at no cost to the employees; and single Plan A and B will be 95% employer paid and 5% employee paid.

Severance compensation for employees working for the county on or before December 31, 2006, and having over 20 years of service includes 60% of unused sick leave and 50% of compensatory time and vacation paid into a post retirement health care savings plan (PRHCSP) beginning in 2009.

Written reprimands may be removed from an employee's personnel file at the request of the employees provided there has been no subsequent discipline.

Other minor clarification and language changes.

### ACTION REQUESTED:

Motion to approve the 2007 - 2009 AFSCME Local 2789 Assistant County Attorneys Unit CBA

#### FUNDING

County Dollars = \$ 85,000

Other Sources & Amounts =

= \$

**TOTAL** = \$ 85,000

#### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

### Related Financial Comments:

The amount listed above includes the increases in wages and associated county contributions to retirement plans, etc. in 2007 and 2008. The 2007 and 2008 budgets as approved include the necessary funds to provide the terms of the CBA.

Reviewed by Division Director

Date: 12/24/07

Doris M. Krogman



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Change in FTE – Employee Relations**

Originating Division: Employee Relations

Meeting Date: 1/8/08

Amount of Time Requested: minutes

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

Employee Relations has had a vacant Grade 11 Employee Relations Technician position since June of 2007.

The Division had requested an additional professional level position (Grade 14) in the 2008 budget process and it was neither recommended nor approved by the Board.

This request is to increase the hours of a part-time, Grade 6 Administrative Assistant to help address the work that had been done by the Employee Relations Technician. It is a minimal cost solution to address immediate needs.

**ACTION REQUESTED:**

Motion to approve increasing the part-time, Grade 6 Administrative Assistant in Employee Relations from 0.5 FTE to 0.7 FTE.

**FUNDING**

County Dollars = \$ 8,000.00

Other Sources &amp; Amounts =

= \$

**TOTAL** = \$ 8,000.00**FISCAL IMPACT** None Included in current budget Budget amendment requested Other:*Related Financial Comments:*

Funds are available in the 2008 Employee Relations Budget to cover these costs.

Reviewed by Division Director  
Doris M. Krogman, Employee Relations

Date: 12/27/07



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : MN Counties Insurance Trust Drug and Alcohol Program**

Originating Division: Select One

Meeting Date: 1/8/08

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:**

Carver County has been a participant in the MCIT consortium since 1993 and on 9/20/05 the Board approved the current participation agreement with FirstLab as the program administrator. Please note that no changes have been made to this contract and the attached fee increase notice serves as a contract amendment.

(The 9/20/05, 9/26/06, and 5/8/07 board actions are available for reference in Employee Relations.)

**ACTION REQUESTED:**

Motion to approve the attached fee increase.

**FUNDING**

County Dollars = \$1,500

Other Sources & Amounts =

= \$

**TOTAL** = \$1,500

**FISCAL IMPACT**

None

Included in current budget

Budget amendment requested

Other:

**Related Financial Comments:**

Amount listed was approved in previous Board Actions. Amount varies due to number of tests performed each year.

Reviewed by Division Director

Date: Dec. 28, 2007



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Coroner Appointment**

Originating Division: Employee Relations

Meeting Date: 1/8/08

Amount of Time Requested: minutes

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

On December 11, 2007, the Board approved the continuation of a Joint Powers Agreement to provide Coroner services through Regina Medical Center for Carver County in 2008. The attached resolution renews the appointment of Dr. Lindsey C. Thomas, M.D., as Coroner.

The Joint Powers Agreement continues to be administered by Dakota County.

**ACTION REQUESTED:**

Motion to approve the Resolution appointing Dr. Lindsey Thomas, M.D., as Carver County Coroner 2008 - 2010.

**FUNDING**

County Dollars = \$

Other Sources &amp; Amounts =

= \$

**TOTAL** = \$**FISCAL IMPACT**NoneIncluded in current budgetBudget amendment requestedOther:**Related Financial Comments:**

Funds are available in the 2008 Coroner Budget coordinated by Risk & Emergency Management to cover the associated costs, which were approved through the amended joint powers agreement.

Reviewed by Division Director  
Doris M. Krogman, Employee Relations

Date: 1/2/08

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE \_\_\_\_\_ RESOLUTION NO. \_\_\_\_\_  
 MOTION BY COMMISSIONER \_\_\_\_\_ SECONDED BY COMMISSIONER \_\_\_\_\_

---

## Coroner Appointment

WHEREAS, the Carver County has statutory obligations pursuant to Minnesota Statutes Chapter 390 to provide and equip a public morgue and to allow the reasonable and necessary expenses of the coroner or deputies incurred for their official business; and

WHEREAS, the County has approved a contract to purchase the services to meet these statutory obligations in the most efficient and cost-effective means possible by way of a joint powers agreement with other counties from Regina Medical Center; and

WHEREAS, the County is obliged to have an elected or appointed coroner, and

WHEREAS, Dr. Lindsay Thomas has requested reappointment as Carver County Coroner for an additional term of three years, ending December 31, 2010.

NOW, THEREFORE BE IT RESOLVED, That pursuant to MN. Stat. 390.005, the Carver County Board of Commissioners reappoints Dr. Lindsay Thomas as the Carver County Coroner for a three-year term for the period of January 1, 2008 through December 31, 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 January, 2008, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of January, 2008.

\_\_\_\_\_  
 County Administrator Date



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Andrew Stuewe – Ag Use on Less Than 20 acres**

Originating Division: Land & Water Services

Meeting Date: January 8, 2008

Amount of Time Requested: None

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:**

File #PZ20070055. The Planning Commission recommended approval of the Conditional Use Permit (CUP) for Andrew and Jodene Stuewe. The Stuewe's own a 10.05 acre farmstead located in Section 33, Young America Township. The property is improved with a home and several agricultural structures, which are utilized as part of their existing dairy farm operation. The CUP request is to declare their dairy operation as a farm pursuant to Section 152.076 (A) of the Carver County Zoning Code. On parcels less than 20 acres in size, a property owner is not allowed to apply for agricultural building permits without a CUP. There is a substantial agricultural operation (State registered Feedlot Permit #019-64220) being conducted and sufficient need for agricultural structures to justify the classification of this parcel as a farm for zoning purposes. The Young America Town Board also recommends approval of the request.

**ACTION REQUESTED:**

A motion to adopt the Findings of Fact and to issue Order #PZ20070055 for the Conditional Use Permit.

**FUNDING**

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

**FISCAL IMPACT**

None  
 Included in current budget  
 Budget amendment requested  
 Other:

Related Financial Comments:

Reviewed by Division Director

Date: 20 Dec 07

COUNTY OF CARVER  
**PLANNING COMMISSION RESOLUTION**

**COPY**

**FILE #: PZ20070055**

**RESOLUTION #: 07-30**

**WHEREAS**, the following application for a Conditional Use Permit has been submitted and accepted:

**FILE #:** PZ20070055

**APPLICANT:** Andrew Stuewe

**OWNER:** Andrew & Jodene Stuewe

**SITE ADDRESS:** 15335 Martha St. Hamburg

**PERMIT TYPE:** Ag use on less than 20 acres

**PURSUANT TO:** County Code, Chapter 152, Section 152.076 (A)

**LEGAL DESCRIPTION:** See attached Exhibit "A"

**PARCEL #:** 11-033-0300

**WHEREAS**, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of December 18, 2007; and,

**WHEREAS**, the Carver County Planning Commission finds as follows:

1. Mr. & Mrs. Stuewe own a 10.05 acre farmstead located in Section 33 of Young America Township. The property is improved with a house/garage and several agricultural structures, which are utilized as part of the existing dairy farm operation. It's located in the Agriculture Zoning District and the CCWRMA (Bevens Creek).
2. The applicant is requesting a Conditional Use Permit (CUP) in order to declare their existing 10.05 acre dairy operation as a farm pursuant to Section 152.076 A of the Carver County Zoning Code.
3. The applicant purchased the approximate 10 acre building site from his parents in April 2006. Prior to the applicants' purchase of the building site, the Stuewe family operated the current dairy setup. Andrew and his wife, operate a 75 head dairy (registered feedlot) and raise approximately 100 young stock from the site. They also rent approximately 300 acres from David & Joyce Stuewe (parents), and other neighboring property owners.
4. The applicants note they were both raised on dairy farms and feel that the construction of the a hay shed would eliminate wasted feed. It would also provide for better quality feed and enhance the cosmetic look of their farm, and "would allow them to keep their dairy farm alive". They point out that they take pride in the operation and want to show the community that dairy farming is a great way of life. Their future plans are also to purchase the adjacent 96± acres of tillable land from Andrew's parents (David & Joyce Stuewe).
5. On parcels less than 20 acres in size, a property owner is not allowed to apply for agricultural building permits. All structures are reviewed as personal accessory structures, which means the County Building Official must review and approve structural plans. In order for the applicant to construct the proposed hay shed, a Conditional Use Permit must be granted by the Carver County Board of Commissioners. If the applicant were to purchase an additional 10 acres from the adjacent parcel, the subject parcel would consist of more than 20 acres and no Conditional Use Permit would be needed (i.e. an ag bldg permit could be granted). However, at the time this is not a viable option for the Stuewe family. Therefore, they are requesting a Conditional Use Permit to classify the parcel as a farm.



6. There is a substantial agricultural operation (State registered Feedlot Permit #019-64220) being conducted and sufficient need for agricultural structures to justify the classification of this parcel as a farm for zoning purposes.
7. The Young America Town Board has reviewed and recommended approved of the request at their November 13, 2007, Town Board meeting.

**THEREFORE, BE IT RESOLVED, THAT** The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit (#PZ20070055) for an agricultural use on less than 20 acres on the land described in Exhibit "A" of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

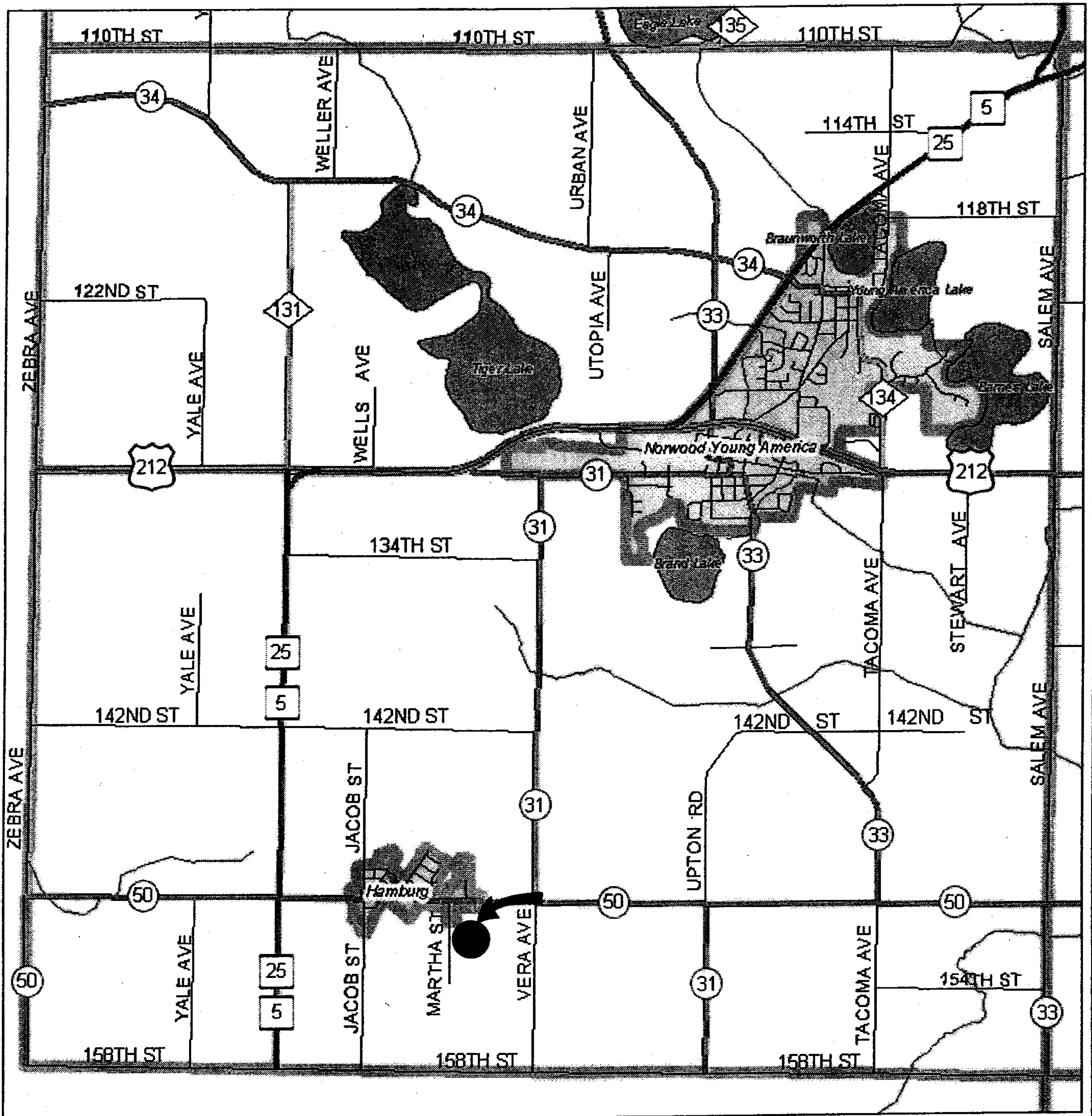
1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. An Agricultural Building Permit shall be applied for and issued prior to the construction of any agricultural structures.
3. This permit shall only be in effect as long as the subject parcel is used for active farming of an additional 40 acres or more. If the operation fails to meet this standard, or if additional land is attached to meet the minimum agricultural parcel size requirements, this permit shall be terminated and the standard provisions of the Zoning Code would apply.

**ADOPTED** by the Carver County Planning Commission this 18<sup>th</sup> day of December, 2007.

---

Gene Miller  
Planning Commission Chair

# Young America Township



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



Map Created by Carter County GIS  
Apr 21, 2005



# REQUEST FOR BOARD ACTION

**AGENDA ITEM: Information Services – GIS Pictometry**

Originating Division: Administrative Services

Meeting Date: 1/8/2008

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:** Information Services – The attached agreement between Pictometry and Carver County is for Aerial/Oblique photography fly over for Carver County. The last aerial photography was done in 2005 with the intent to be on a two or three rotation update schedule.

**Details of Project**

The proposed Aerial/Oblique digital photography will give 6” and 45 degree angle viewing. Benefactors of this project include; Assessor, Sheriff, Fire Departments, Risk Management, Public Health, County Cities and townships.

This is a coordinated effort with Dakota and Scott County also participating. Each County will receive a 20% discount or savings of \$15,710 for Carver County from our first quote.

Two vendors responded to the RFP; Pictometry and Multi-Vision. Pictometry has more experience with Aerial/Oblique work and the desktop application product provides more features and appears to be a more stable product.

The cost of the project for Caver County is \$64,290 with 40% reimbursement form cities and townships over a two year period.

City	Sector Tiles	Year 1	Year 2	Total
Chaska	28	\$2,537.50	\$2,537.50	\$5,075.00
Chanhassen	36	\$3,262.50	\$3,262.50	\$6,525.00
Carver	12	\$1,087.50	\$1,087.50	\$2,175.00
Hamburg	0	\$0.00	\$0.00	\$0.00
Mayer	8	\$725.00	\$725.00	\$1,450.00
New Germany	0	\$0.00	\$0.00	\$0.00
Watertown	12	\$1,087.50	\$1,087.50	\$2,175.00
NYA	10	\$906.25	\$906.25	\$1,812.50
Waconia	20	\$1,812.50	\$1,812.50	\$3,625.00
Victoria	19	\$1,721.88	\$1,721.88	\$3,443.75
Cologne	4	\$362.50	\$362.50	\$725.00
	<b>149</b>	<b>\$13,503</b>	<b>\$13,503</b>	<b>\$27,006</b>

**ACTION REQUESTED:** Motion for approval of agreement between Pictometry and Carver County for Aerial/Oblique photography.

**FUNDING**

County Dollars = \$ 64,290

Other Sources & Amounts =  
= \$

**TOTAL** = \$ 64,290

**FISCAL IMPACT**

None  
Included in current budget  
Budget amendment requested  
 Other:

*Related Financial Comments: Part of approved 2008 budget.*

Reviewed by Division Director  
Report Date: December 18, 2007

Date: 11/7/2007



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Agreement with Southwest Newspapers

Originating Division: Administrative Services

Meeting Date: 1/8/08

Amount of Time Requested: N/A

Attachments for packet:  Yes  No

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

### BACKGROUND/EXPLANATION OF AGENDA ITEM:

In 2007 six issues of the County's *Citizen* newsletter were produced. The intent of the publication is to serve as an important communication tool for residents regarding services, activities, events and programs the County provides. Over 44,000 copies of each issue are printed and delivered. Staff has received positive feedback from residents regarding articles, events and seasonal activities.

For 2008, staff recommends continuing the production of six issues (February, April, June, August, October and December) in a similar format. The costs for 2008, after taking into account expected postage, paper, and labor increases is estimated to be \$6,405.26 per issue or \$38,431.56 for the six issues. The increase from 2007 to 2008 is \$225 per issue. It is also requested that \$2,000 be approved to cover miscellaneous expenses. Staff will closely monitor and evaluate any expenses should they exceed \$38,431.56.

In addition to the six issues, Land and Water places an insert in two issues. The cost to provide these two inserts is approximately \$6,252.26. The insert is funded through grant dollars and therefore has no impact upon the budgeted amount or the tax levy.

It is recommended that we enter into a similar contractual agreement with Southwest Newspapers to assist staff in newsletter development and distribution. Lisa Steinbauer, editor and manager of Southwest Suburban, would serve as our resource and contact person. Ms. Steinbauer has worked at Southwest Suburban since 2004 and is the project manager for several government publications, including *Chaska Today*, *City of Chanhassen Maple Leaf*, and *Eden Prairie's Life on the Prairie*. Prior to her current position, she was the marketing and communications manager for Ridgeview Medical Center and was responsible for their advertising, public relations, marketing, writing, editing and publication coordination. Ms. Steinbauer is a former member of the Cologne City Council and Cologne Planning Commission.

In 2007 the County entered into a one year contract with Southwest Newspapers with an option to renew for one year. A contract amendment is being requested to renew the contract for 2008.

**ACTION REQUESTED:** Motion to approve a contract amendment with Southwest Newspapers.

#### FUNDING

County Dollars =	\$40,431.56
Other Sources & Amounts =	
Grants =	\$6,252.26
<b>TOTAL</b>	<b>= \$46,683.82</b>

#### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:* As mentioned above, the cost for the six issues will be approximately \$40,431.56. The special inserts for Land and Water are funded by a grant and the anticipated cost for the two inserts is \$6,252.26.

Reviewed by Division Director

Date: 12/26/07



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Facilities Services/Maintenance Experts/Refurbish restrooms in Government Center**

Originating Division: Administrative Services

Meeting Date: January 8, 2008

Amount of Time Requested: 0

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** Wax buildup, dirt and uric acid are a health concern in our restrooms. Facilities wishes to contract with Maintenance Experts to refurbish the tile floors in the following Government Center Restrooms (These will include both the men and women's bathrooms for each location): Upper level West Administration Building; CSS Lower Level Public Restrooms; CSS upper level restrooms (next to Board Room).

A variety of products have been tested on these floors in the past, with minimal results. Maintenance Experts is the first system that has been able to restore the tiles to "like new" appearance.

Facilities also wishes to contract with Maintenance Experts to provide a yearly treatment that will include: machine scrub with SaniGlaze Rejuvenator, re-glaze any area needed and re-shield the floors to keep them looking like new. The cost for this service agreement is \$1,228.86 per year.

The total cost for this portion of the project is \$11,503.45.

**ACTION REQUESTED:** Motion to approve contract in the amount of \$10,274.59 with Maintenance Experts

Motion to approve Corresponding Service Agreement, in the amount of \$1,228.86 per year.

**FUNDING**

County Dollars = \$ 11,503.45

Other Sources &amp; Amounts =

= \$

**TOTAL**

= \$ 11,503.45

**FISCAL IMPACT** None Included in current budget Budget amendment requested Other:

*Related Financial Comments:* Contract portion for refurbishing in the amount of \$10,274.59 to be paid from Facilities Account 01-110-000-0000-6310/Repair and Maintenance.

Service Agreement in the amount of \$1,228.86 to be paid from 01-110-000-0000-6346 Service Agreements.

 Reviewed by Division Director

Date:



# REQUEST FOR BOARD ACTION

**AGENDA ITEM :** Facilities Services/Alternative Business Furniture, Inc.

Originating Division: Administrative Services

Meeting Date: 1-8-08

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:** Alternative Business Furniture holds a State Purchasing Contract for Re-Furnished Herman Miller Furniture. Prices are generally 20% less than new product, yet are refaced, repainted, and function like new.

Facilities wishes to contract with Alternative Business Furniture, Inc., for the design and installation of furniture purchased under State Contract. The Contract will be for a variety of projects starting the end of December 2007 and running through December 2008. The cost of the contract will be a not to exceed cost of \$25,000.00. The first project is a proposal for Carver County Public Works area, Room 113 in the amount of \$5,102.41.

The fund for the above purchase is through the Sheriff's Department, for a larger Patrol office at PWHQ.

**ACTION REQUESTED:** Motion to approve contract with Alternative Business Furniture, Inc., in the amount of \$25,000.00.

Motion to approve First purchase in the amount of \$5,102.41 for the Sheriff's Department Patrol Office at PWHQ.

**FUNDING**

County Dollars = \$25,000.00

Other Sources & Amounts =

= \$

**TOTAL**

= \$25,000.00

**FISCAL IMPACT**

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments:* Purchase for Sheriff's Dept. Patrol Office, in the amount of \$5,102.41, to be paid from Sheriff's Dept. Account.

Reviewed by Division Director

Date: 12/19/07



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Encore Cleaning/Richard Neubarth & Facility Services

Originating Division: Administrative Services

Meeting Date: 1-8-08

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:** Carver County Facility Services wishes to contract with Richard Neubarth to clean the Encore Building in Waconia, and be available for extra cleaning projects in the Historical Center and First Street Center Buildings. Richard was originally contracted to clean the Adult Day Care Facility in N/YA, and when the facility moved to Waconia, Richard continued to provide cleaning at the new Encore Building. This will be a one year contract with a 3% increase from the previous contract. The cost per month will be \$824.00, with a not to exceed cost for the year of \$10,300.00.

**ACTION REQUESTED:** Motion to approve contract in the amount of \$10,300.00 with Richard Neubarth.

### FUNDING

County Dollars =	\$10,300.00
Other Sources & Amounts =	= \$
<b>TOTAL</b>	= \$10,300.00

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:* To be paid from Facilities account 01-110-000-0000-6260 professional and technical fees for service.

Reviewed by Division Director

Date: 12/19/07



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Replenishment of funds in statutory contingency account

Originating Division: Attorney

Meeting Date: 1/08/08

Amount of Time Requested: 5 minutes

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** The County Attorney's contingency account is a statutory account used to pay unexpected fees such as expert witness testimony on court cases. The initial budget amount for this account is \$7,500.00. To date we have used \$2,500.00 from this fund leaving \$5,000.00.

The Minnesota Security Hospital is attempting to transfer a Mentally Ill and Dangerous patient to a less restrictive facility. The Carver County Attorney, believing that public safety is not adequately protected by this transfer, has retained a psychiatrist to evaluate the patient and testify at the Minnesota Supreme Court Panel hearing. Because of the complexity of the case and the fact that hospital staff is supporting the transfer, the examination of the patient, review of his medical records, and time spent testifying and preparing to testify require many hours of the psychiatrist's time resulting in an unanticipated and unbudgeted expense. We have received two invoices regarding this case; one in the amount of \$9,525.00 and the second in the amount of \$1,950.00. These invoices result in a need for additional funds in the amount of \$6,475.00.

**ACTION REQUESTED:** Motion approving an additional \$6,475.00 to account 01-090-000-0000-6822, County Attorney Contingency.

### FUNDING

County Dollars =	\$6,475.00
Other Sources & Amounts =	= \$
<b>TOTAL</b>	<b>= \$6,475.00</b>

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

Related Financial Comments:

Report Date: January 3, 2008

Reviewed by Division Director

Date: 01/03/08



# BUDGET AMENDMENT REQUEST FORM

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

**DEPARTMENT: County Attorney's Office**

**DATE: 01/08/08**

**Fund# 01**

Description of Account funds are to be transferred from:	Amount	Description of Account funds are to be transferred to:	Amount
Board Contingency	\$ 6,475	County Attorney Contingency	\$ 6,475
<b>TOTAL:</b>	<b>\$ 6,475</b>	<b>TOTAL:</b>	<b>\$ 6,475</b>

**A. Reason for Request:**                      See Board Action.

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

**C. 2007 Contingency Acct. Beginning Bal.:**                      \$ 300,000

**D. 2007 Contingency Acct. Current Bal.:**                      \$ 106,475

**E. 2007 Current Balance After Adj.:**                      \$ 193,525

**F. Requested By:**                      Attorney's Office

**G. Recommend Approval:**                      Finance Director

**H. County Board Decision:**                      Approval/Disapproval



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Delegation of Donations and Off-Duty Contracts

Originating Division: Sheriff

Meeting Date: 1-8-08

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:** Each year the Sheriff's Office accepts donations for books, magazines and newspapers for the jail library. These donations are received weekly by jail staff. They are used items with little monetary value. The Sheriff also uses a county approved off-duty contracting request form to fulfill contracts with private residents and vendors throughout the year. This board action is a request to accept the donations and off-duty contracts of this nature for 2008.

### ACTION REQUESTED:

Motion to approve delegation of authority for approval of donations and authority to sign Off-Duty contracts to the County Administrator or his designee.

### 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:



# REQUEST FOR BOARD ACTION

**AGENDA ITEM:** Information Services – Contract for Fiber Service Equipment Maintenance – City of Chaska

Originating Division: Administrative Services

Meeting Date: 1/8/2008

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:** Information Services requests approval of an agreement with City of Chaska for fiber equipment maintenance.

Background – The Chanhassen Library has fiber connectivity to the Chaska Government Center; part of this fiber service is with Chaska.Net for the patrons using library service.

The attached contract provides for fiber switch equipment maintenance from January 1, 2008 – December 31, 2010.

The cost of fiber switch maintenance is \$167 a month or \$6,012 for the length of contract. The maintenance cost for 2008 is part of the approved Information Services Budget operating budget. Appropriate recurring maintenance cost will be incorporated into future operating budget for the life of this contract.

**ACTION REQUESTED:** Motion for County Chair to sign Fiber Service equipment maintenance contract with the City of Chaska.

**FUNDING**

County Dollars = \$6,012

Other Sources & Amounts =  
= \$

**TOTAL** = \$6,012

**FISCAL IMPACT**

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

*Related Financial Comments:* Part of 2008 budget.

Reviewed by Division Director

Date: 12/14/2007



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Renewal of Charitable Gambling License for Hollywood Booster Club**

Originating Division: Property Records Taxpayer Services

Meeting Date: 01/08/2008

Amount of Time Requested: 0 Minutes

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** An application has been received from Hollywood Booster Club for a renewal of a Charitable Gambling License. The Hollywood Booster Club sells pull-tabs at the the Hollywood Sports Complex, 15950 County Road 122, Watertown, MN and also at the Hollywood Ranch House, 5475 County Road 33, New Germany, MN. Both places are located in Hollywood Township. This license is for a 2 year period.

**ACTION REQUESTED:** See Attached Resolution.**FUNDING**

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

**FISCAL IMPACT**

None  
 Included in current budget  
 Budget amendment requested  
 Other:

*Related Financial Comments:* Reviewed by Taxpayer Services Manager

Date:

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

Date: \_\_\_\_\_ Resolution No. \_\_\_\_\_  
Motion by Commissioner: \_\_\_\_\_ Seconded by Commissioner: \_\_\_\_\_

---

**CARVER COUNTY, MINNESOTA**

WHEREAS, the Hollywood Booster Club, Inc. seeks approval of a renewal for a Lawful Gambling License; and

WHEREAS, the Hollywood Booster Club, Inc. will sell pull-tabs at the Hollywood Sports Complex, 15950 County Road 122, Watertown, MN and also at the Hollywood Ranch House, 5475 County Road 33, New Germany, MN. Both are located in Hollywood Township; and

WHEREAS, the Minnesota Gambling Control Board requires the County Board of Commissioners to specifically approve or deny a resolution for each applicant each two year period of time.

NOW, THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners does approve the new license upon compliance with Code of Ordinance, Title XI, Chapter 112, and Section 112.02.

Adopted on 2003.

Attest:

\_\_\_\_\_

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 \_\_\_\_\_, 2007, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2007.



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Ratification of Emergency Repairs & Budget Tranfers

Originating Division: Administrative Services

Meeting Date: January 8, 2008

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: 2007 Budget Resolution 114-06 requires the Board to ratify emergency building repairs.**

<u>4<sup>th</sup> Quarter Building Repairs</u>	<u>Amount</u>	<u>Account</u>
2 <sup>nd</sup> Floor West Administration – Ceiling Tile Removal (Pinnacle, Twin City Acoustics, Waste Management)	\$ 7,500	110-6640-07 to 110-6310
Restroom Floor Uric Acid Removal/Seal (Maintenance Experts)	\$ 6,944	110-6640-52 (Avail Bal)
Accessible Furnishings @ County Attorney	\$ 5,860	110-6480 to 110-6600
West Administration: Air Compressor	\$ 2,825	110-6480 to 110-6640-07
<b>TOTAL:</b>	<b>\$ 23,129</b>	

**ACTION REQUESTED:** Motion to ratify the repair expenditures in the amount of \$23,129 and approve the budget adjustments or transfers from capital accounts to 110-6640-02 emergency building repairs.

### FUNDING

County Dollars = \$23,129

Other Sources & Amounts =

= \$

**TOTAL**

= \$23,129

### FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

*Related Financial Comments: Budget Resolution 114-06 Emergency Building Repairs.* Money has been/or will be transferred from Facilities CIP Account 01-110-000-0000-6640 into applicable accounts to pay for the emergency repairs listed above.

Reviewed by Division Director

Date:



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Delegation of Approve Standard and Renewing Social Services Contracts

Originating Division: Community Social Services

Meeting Date: 1/8/2008

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:** On January 2, 2007 the County Board approved the delegation to execute purchase of services and subcontractor contracts to the County Administrator or designee. The Division is requesting that the delegation be continued for 2008. The delegation would include the following types of contracts:

1. Current Purchase of Service's Contracts - Contracts renewed on an annual basis with vendors where the significant adjustment is in the rate.
2. Medical Assistance Waiver Contracts - Contracts with the County required by the state, that allow vendors to bill for services provided to clients on Medical Assistance Waivers. Includes both new and renewal contracts.
3. Subcontractor contracts - these are usually contracts with Hennepin County, where Hennepin County contracts with the state and passes on Carver County's share of the revenue for Employment and Training clients.
4. Contracts renewed annually where there is substantially no change in the provisions of the contract except the contract is updated to reflect the current rate and financial terms.

New contracts or existing contracts that include new services or significant changes in the relationship with the County will continue to be brought before the Board for approval. The County Administration will be addressing this issue later in the year and will be requesting that the contracts be executed by the "County Administrator or his/her designee."

**ACTION REQUESTED:** Motion to delegate to the County Administrator or his/her designee for 2008 the authority to execute contracts that are renewed on an annual basis following completion of the Contract Review Process.

### 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: 12/28/2007



# REQUEST FOR BOARD ACTION

## AGENDA ITEM: Delegate Commissioner Claims and Social Service Client Claims Approval

Originating Division: Administration

Meeting Date: 1/8/08

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 Board will be setting their 2008 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 2008 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 2008 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: 12/27/07





# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Elected Officials Out of State Travel Policy Annual Review

Originating Division: Administration

Meeting Date: 1/08/08

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:

On January 24, 2006, the County Board adopted a Resolution establishing an elected official out of state travel policy as required by Minnesota Statutes 471.661. Statutes require that the County Board review the policy on an annual basis and that any changes be adopted by a recorded vote. A copy of the policy is attached.

Administration is recommending no changes to the current policy.

### ACTION REQUESTED:

*Review and approval of Elected Officials Out of State Travel Policy.*

#### 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: 12/21/07

## **ELECTED OFFICIALS OUT-OF-STATE TRAVEL POLICY**

### **POLICY:**

It is the policy of Carver County to establish guidelines for out-of-state travel requested by elected officials.

### **PUBLIC PURPOSE:**

Travel by elected officials benefits the County through improvements to the operation of the County; enhanced communication with federal, state, and local governmental jurisdictions; and strengthened cooperation with other government jurisdictions.

### **PROCEDURE:**

- A) This policy applies only to elected officials of Carver County.
- B) The County Board will approve the out-of-state travel request when it is of benefit to the County.
- C) The procedures described in existing County policies with regard to travel reimbursement shall be applied to elected officials.
- D) All out-of-state travel requests will be presented to the County Board of Commissioners for approval prior to the planned date(s) of travel or within 30 days after travel.
- E) The County Board will consider each request and evaluate the appropriateness of travel using the following guidelines:
  - 1) The cost of the conference, institute, training program, and related travel must be within the annual travel expense budget approved by the County Board. Exceptions may be made with the approval of the County Board through an amended budget. The County Board will set any applicable expense limits.
  - 2) The contacts made or the information obtained must be to the benefit of the County. Benefits to the County may include, but are not limited to, improvements to the operation of the County and the respective department; communication with state and federal offices; cooperation or communication with other local government jurisdictions; meetings requiring the presence of an elected official; representation of the County on national, state, or inter-jurisdictional committees; and professional development.
- F) This policy will be reviewed annually by the County Board at the first meeting of each year as part of the Board Operating Rules.



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : 2008 Carver County Official Newspaper

Originating Division: Administration

Meeting Date: 1/8/08

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 2008

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-\$2.39 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, \$7.27 per column inch, provided the copy to be published in the Chanhassen Villager is submitted electronically, emailed and submitted in a generic text forma or as a Microsoft Word document. For the second publication of the financial statement, the Chanhassen Villager submitted a bid of \$3.39 per column inch.

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

The 2007 bid for the official 2007 County newspapers was awarded to the Chaska Herald in the amount of \$2.46 per column inch and the second publication of the financial statement was awarded to the Chanhassen Villager in the mount of \$3.13 per column inch.

### ACTION REQUESTED:

Motion to award bid for official 2008 Carver County newspaper to the Chaska Herald in the amount of \$2.39 per column inch and award bid for second publication of the financial statement to the Chanhassen Villager in the amount of \$3.39 per column inch.

### 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: 12/14/07



# REQUEST FOR BOARD ACTION

## AGENDA ITEM: Snowmobile Grant - State Grant

Originating Division: Sheriff

Meeting Date: January 8, 2008

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:** A State of Minnesota Snowmobile Enforcement Grant for the 2008 and 2009 snow seasons has been awarded to the Sheriff's Office. The grant is in the amount of \$16,058.00 and is split evenly for both the 2008 and 2009 snow seasons. For 2008 we will receive reimbursement up to \$8029.00. For 2009 we will receive reimbursement up to \$8029.00. The grant money helps fund our snowmobile enforcement activities which include youth education, equipment and proactive patrol and enforcement of the trails and lakes through out Carver County. This grant does not require matching funds. This is a reimbursement grant that is paid upon completion of each snow season. It should be noted that this is an increase in the projected budget amount. The budgeted amount was \$4000.00 therefore this is an increase of \$4029.00 for the total of \$8029.00.

**ACTION REQUESTED:** request that the County Board approves the acceptance of the State of Minnesota Snowmobile Enforcement Grant in the amount of \$8029.00 for the 2008 snow season.

### FUNDING

County Dollars = \$  
Other Sources & Amounts =  
= \$8029.00  
**TOTAL** = \$8029.00

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

**Related Financial Comments:** Reimbursement grant that does not require matching funds. For 2008 budget revenue account number 01-201-231-1652-5320 should be increased by 4029.00. Increase expenditure account number 01-201-231-1652-6112 by \$3054.00. Increase expenditure account number 01-201-231-6310 by \$500.00. Increase expenditure account number 01-201-231-6560 by \$475.00

Report Date: January 3, 2008

Reviewed by Division Director

Date: 12-3-2008

# BUDGET AMENDMENT REQUEST FORM

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

**DEPARTMENT: Sheriff's Office**

**Date of County Board Session: 01/08/08**

**Fund: 01**

Description of Revenue Account funds are to Increased/(Decreased):	Amount	Description of Expenditure Account funds are to Increased/(Decreased):	Amount
Snowmobile Enforcement Grant	\$ 4,029	Salaries and Wages	\$ 3,054
		Repairs and Maintenance	\$ 500
		Supplies	\$ 475
<b>TOTAL:</b>	<b>\$ 4,029</b>	<b>TOTAL:</b>	<b>\$ 4,029</b>

**A. Reason for Request:** See accompanying Board Action.

**B. Financial Impact: (To be filled out by Finance Director)**

**C. Contingency Acct. Beginning Bal.:** \$ 300,000

**D. Contingency Acct. Current Bal.:** \$ -

**E. Current Balance After Adj.:** \$ 300,000

**F. Prepared/Requested By:** Derek Lee

**G. Recommend Approval:** Finance

**H. County Board Decision:** Approval/Disapproval

S:\Excel\SHELLS\Budget Amendment Forms.xls]Revenue Form



# REQUEST FOR BOARD ACTION

## AGENDA ITEM : Veterans Service Office, MNDVA Enhancement Grant

Originating Division: Administrative Services

Meeting Date: January 8, 2008

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:

The Carver County Veterans Office applied for two Enhancement Grants on October 15, 2007, in the amount of \$35,000 from the Minnesota Department of Veterans Affairs (MNDVA). The County received notice of funding for both grants for a total of \$25,000.

The first grant is for \$10,000 and will provide short term emergency housing for the period of December 3, 2007 through December 3, 2009. The purpose of this grant is to subsidize the cost of short term emergency accommodations and subsistence for homeless veterans or veterans in danger of becoming homeless, within Carver County until more permanent and/or alternative program assistance can be secured. The Carver County Veterans Office has found a significant increase in homeless veterans since October 2006. This grant will help fill an area of relatively few resources within Carver County by assisting veterans to reestablish their self sufficiency as a member of this community.

The second grant is for \$15,000 and will provide advertising in the south metro. The purpose of this grant is for outreach. The Carver County Veterans Office advertising goal is to increase the number of veterans seen during the period of December 3, 2007 through December 3, 2009. Because Carver County is considered one of the top growing counties in the SW Metro area the veteran community continues to expand. It is critical to promote news as quickly and efficiently as possible. Through advertisements and articles in the local media we will be able to enhance our purpose and increase utilization of the many benefits available to veterans and their families. These ads will also reach those veterans that may be housebound, in nursing homes and in assisted living centers.

### ACTION REQUESTED:

Motion to accept the Minnesota Department of Veterans Affairs Enhancement Grants in the amount of \$25,000.00. Of which, \$10,000 will be utilized for short term emergency housing and subsistence assistance and \$15,000 will be utilized for advertising and outreach.

### FUNDING

County Dollars =	\$0.00
Other Sources & Amounts =	
MNDVA	= \$25,000.00
<b>TOTAL</b>	<b>= \$25,000.00</b>

### FISCAL IMPACT

None  
 Included in current budget  
 Budget amendment requested  
 Other:

Related Financial Comments: Grants are for FY 2008.

Reviewed by Division Director

Date: 12/14/07

# BUDGET AMENDMENT REQUEST FORM

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

**DEPARTMENT: Veterans Service Office**

**Date of County Board Session: 01/08/08**

**Fund: 01**

Description of Revenue Account funds are to Increased/(Decreased):	Amount	Description of Expenditure Account funds are to Increased/(Decreased):	Amount
Veteran Affairs Enhancement Grant	\$ 25,000	Emergency Housing & Subsistence	\$ 10,000
		Advertising and Outreach	\$ 15,000
<b>TOTAL:</b>	<b>\$ 25,000</b>	<b>TOTAL:</b>	<b>\$ 25,000</b>

**A. Reason for Request:** See accompanying Board Action.

**B. Financial Impact: (To be filled out by Finance Director)**

**C. Contingency Acct. Beginning Bal.:** \$ 300,000

**D. Contingency Acct. Current Bal.:** \$ -

**E. Current Balance After Adj.:** \$ 300,000

**F. Prepared/Requested By:** David Priem+C72

**G. Recommend Approval:** Finance

**H. County Board Decision:** Approval/Disapproval

S:\Excel\SHELLS\Budget Amendment Forms.xls]Revenue Form



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Presentation by CROW Joint Powers Board on Crow River Water management Activities**

Originating Division: Land Water Services

Meeting Date: January 8, 2008

Amount of Time Requested: 25 minutes

Attachments for packet:  Yes  No

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

**BACKGROUND/EXPLANATION OF AGENDA ITEM:** In 1999 the 10 counties in the Crow River watershed formed a joint powers board to address water quality across the entire Crow River Watershed. Since that time the Board has received a number of grants from State and Federal agencies to implement studies and programs with the goal of improving water quality in the Crow River. Diane Sander, CROW Watershed Coordinator, will be making a presentation to the Board outlining recent CROW activities, accomplishments, and future plans.

**ACTION REQUESTED:** None

**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: 27 Dec 2007





# REQUEST FOR BOARD ACTION

**AGENDA ITEM : AMC's 2008 Legislative Priorities**

Originating Division: Administration

Meeting Date: 1/8/08

Amount of Time Requested: 20 minutes

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

Patricia Coldwell, AMC Health and Human Services Policy Analyst, has requested time to visit with the County Board to discuss AMC's 2008 Legislative Priorities.

**ACTION REQUESTED:** No action requested, information only.**FUNDING**

County Dollars = \$

Other Sources &amp; Amounts = \$

= \$

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

Date: 12/27/07



# REQUEST FOR BOARD ACTION

**AGENDA ITEM : Semi annual meeting of the Carver County Regional Rail Authority**

Originating Division: Administration

Meeting Date: 1/8/08

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

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 2008.

### ACTION REQUESTED:

Motion appointing Chair, Vice Chair and Secretary/Treasurer for 2008.

#### 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: 12/20/07