



**CARVER  
COUNTY**

*minnesota*

Carver County Board of Commissioners  
January 7, 2020  
Organizational Session  
County Board Room  
Carver County Government Center  
Human Services Building  
Chaska, Minnesota

- 9:00 a.m. 1. a) **Pledge of allegiance**  
b) **CALL TO ORDER BY THE COUNTY ADMINISTRATOR**  
c) **Nomination and election of Chair for 2020**  
d) **Nomination and election of Vice Chair for 2020**  
e) **Public comments** – *Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.*  
f) **Community announcements**
2. Agenda review and adoption
3. 2020 Board Operating Rules ..... 1-14
4. Adopt schedule of Regular Board meetings for the year 2020..... 15-17
5. Committee appointments and assignments..... 18-20
6. Appointments to advisory committees ..... 21-25
7. Approve minutes of December 17, 2019, Regular Session ..... 26-33
- 9:40 a.m. 8. **CONSENT AGENDA**
- Growth: Manage the challenges and opportunities resulting from growth and development*
- 8.1 Right of Way Acquisition Offers for the Highway 18/43 Project ..... 34-37
- 8.2 Request for approval to contract with Alternative Business Furniture..... 38
- 8.3 Settlements of Right of Way for the Highway 32 Bridge Project..... 39-42
- 8.4 Settlements for Right of Way for the Highway 50 Project-Bevens Creek Area and Highway 50 Bridge Project..... 43-47
- Communities: Create and maintain safe, healthy and livable communities*
- 8.5 Adding 0.8 FTE Public Health Nurse for Family Home Visiting ..... 48-49
- 8.6 Approve the 2020 City of Mayer policing contract and the .21 increase in the full-time equivalent deputy ..... 50
- 8.7 Approve the 2020-2021 City of Watertown policing contract and contract increase in their full-time equivalent deputy ..... 51-52
- 8.8 Approve the 2020 City of Carver policing contract and the .35 increase in FTE deputy ..... 53

8.9	Professional services agreement with Bolton And Menk Inc for the Highway 11 Project - West Carver Area Phase 1.....	54
8.10	2020 State Highway 5 Detour Agreement.....	55-56
8.11	2020-2021 Feedlot Grant Agreement .....	57

*Connections: Develop strong public partnerships and connect people to services*

8.12	Encore Donation Received .....	58
8.13	Encore Donation Received .....	59
8.14	Resolution Approving Carver County's Application for Funding from the Voting Equipment Grant Account.....	60-61

*Finances: Improve the County's financial health and economic profile*

8.15	Review/Social/Commissioners' Warrants.....	NO ATT
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9:30 a.m.	<b>9. COMMUNITIES: Create and maintain safe, healthy and livable communities</b>	
	9.1 Carver County Drug Court Grant .....	62-63
	9.2 Carver County emergency shelter program .....	64-65

10:00 a.m. **ADJOURN REGULAR SESSION AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY**

10:00 a.m.	<b>10. CONNECTIONS: Develop strong public partnerships and connect people to services</b>	
	10.1 Appointment of Chair, Vice Chair and Secretary/Treasurer.....	66

**ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY**

10:05 a.m.	<b>BOARD REPORTS</b>	
	1. Chair	
	2. Board Members	
	3. Administrator	
	4. Adjourn	

David Hemze  
County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**2020 Board Operating Rules**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/7/2020

Contact: Dave Hemze  Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 5  minutes

Attachments:  Yes  No

Presenter: Dave Hemze  Title: County Administrator

Strategic Initiative:  
Connections: Develop strong public partnerships and connect people to services and information

### BACKGROUND/JUSTIFICATION:

During the statutory meeting, the County Board is required to review, amend if necessary, and adopt operating rules for the year. Administration is recommending no changes for 2020.

### ACTION REQUESTED:

Motion to adopt 2020 Board Operating Rules.

FISCAL IMPACT: None

If "Other", specify:

### FUNDING

County Dollars =

FTE IMPACT: None

Total  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 6517



CARVER  
COUNTY

**Board of Commissioners**  
**Board Operating Rules**

Proposed  
January 7, 2020

# 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 Strategic Plan.

### I. Vision

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

### II. Mission

To meet the 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 protect our history while planning for a dynamic future.

### III. Goals - Summarized

To help define each goal statement, there is a distinctive and characteristic word which summarizes each goal. These five goals are designed to serve as the foundation for all future strategies, work and priorities of the County.

**I. Communities:** Create and maintain safe, healthy, and livable communities.

**II. Culture:** Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

**III. Connections:** Develop strong public partnerships and connect people to services and information.

**IV. Finances:** Improve the County's financial health and economic profile.

**V. Growth:** Manage the challenges and opportunities resulting from growth and development.

## 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 90 days after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not less than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term (Minn. Stat. §375.101).

If the vacancy occurs less than 60 days before the general election preceding the end of the term, the vacancy shall be filled by the person elected at the general election for the ensuing term. That person shall take office immediately after receiving the certificate of election, filing the bond and taking the oath of office (Minn. Stat. §375.101).

## **E. Officers**

The County Board, at its statutory meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair. The Chair presides at the County Board meetings, decides on questions of order, subject to vote of the County Board, and signs all documents requiring signature of the County Board. The Chair's signature, attested to by the County Administrator or designee, is binding as the signature of the County Board.

The County Board elects from its membership a Vice-Chair at the same time and place and in the same manner as provided for the election of the chair. The Vice-Chair performs the duties of the chair when the chair is unable to perform those duties.

If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the Clerk to the Board (Minn. Stat. §375.13).

At the statutory meeting (and if applicable during the year), the Chair of the County Board shall have the authority to recommend committee chairs and appoint members of the County Board to standing committees and other County Board-member appointed committees, organizations and groups, subject to approval by the County Board.

## **F. Compensation**

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010; Jan 4, 2011; March 22, 2011, Jan 3, 2012; Jan 8, 2013; Jan 7, 2014, Jan 6, 2015, Jan 5, 2016, Jan 3, 2017, Jan 2, 2018; Jan 8, 2019

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 Financial Policy and Administrative Policy Manuals' reimbursement guidelines. This would include reimbursement for actual costs while performing duties of the office of County Commissioner.

In addition, all overnight expenses associated with conferences, seminars, and meetings are costs eligible for reimbursement. Each Commissioner shall be allocated an annual conference and training budget with an amount to be determined according to the annual budget process. Conference and training funds not used by an individual Commissioner during each respective budgetary year may be used by another Commissioner within that budget year upon mutual agreement between the Commissioner requesting the funds and the Commissioner providing the funds. Any out of state travel must meet the requirements outlined in the Elected Officials Out of State Travel policy included in the Carver County Administrative Policy Manual.

Cell phone expenses are costs eligible for reimbursement

according to County Financial Policy and Administrative Policy Manuals' reimbursement guidelines. In addition, remote computer access expenses are eligible for cost reimbursement.

## H. County Board Budget

The County Board is allocated an annual budget which includes salary and benefits and general operating expenses (office supplies and other miscellaneous expenses).

# IV. County Board Meetings

## A. Regular Meetings

Members of the County Board are entitled to ten days' notice of regular Board meetings (Minn. Stat. §375.07). At the annual statutory meeting, the County Board shall adopt a schedule of regular board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by general consensus or a vote if necessary of the County Board. Evening meetings may be added to the Board's schedule as is necessary to ensure adequate public participation and input on specific agenda items.

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. Adminstrate oath of office (if required);
2. Elect officers;
3. Appoint commissioners to commissions committees and boards;
4. Appoint voting members to AMC;
5. Appoint members to Metropolitan Counties Computer Consortium;
6. Appoint advisory committee members.

## C. Open Meeting Law

All meetings of the Carver County Board of Commissioners and other Committees and Boards and Commissions are subject to the Open Meeting Law (Minn. Stat. Chap. 13D).

## D. Closed Meetings

The County Board may by motion convene in closed session for the purposes of transacting business. Business which may be considered in closed session are as follows.

- In accordance with the attorney/client privilege;
- To consider strategy for labor negotiations;
- To consider real estate negotiations;
- To consider security measures;
- Or as otherwise required or permitted by the Minnesota Open Meeting Law.

## E. Special/Emergency Meetings

The Carver County Board may establish a special or emergency meeting. Procedures to schedule a special or emergency meeting shall be in accordance with Minn. Stat. Chap. 13D.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicity specified by the Board prior to adjourning the meeting in which the time, date and place are established.

The County Board may schedule work sessions, retreats, forums or additional meetings. A schedule of such meetings shall be maintained in the County Administration Office. Work sessions and other informal meetings of the Board, not regularly held, shall be subject to the same notice requirements of the Minnesota Open Meeting Law.

A joint meeting with the County Board and any other political subdivision may be held within the boundaries of either subdivision and will be specified in the meeting notice.

Meetings of the County Board may also be conducted by interactive TV according to Minn. Stat. §13D.02.

## F. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration.

The order of business for public hearings generally follows this procedure:

1. Presiding officer opens the hearing and states the purpose;
2. Brief description of issue by County staff or other appropriate persons;
3. Presentation, if applicable, by affected or interested persons;
4. Public hearing closed by the Board;
5. Decision of the County Board.

At any time during the process, the County Board may address questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits for speakers individually or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is denied their right to free speech.

All comments by proponents, opponents, or members of the public shall be made at the microphones and individuals making comments shall first give their name and address. This is required for an official record of the public hearing.

## **G. Meeting Conduct**

The following meeting conduct rules shall apply for all Board meetings:

1. Respect the dignity of each individual.
2. Respect one another's facts, opinions and right to speak.
3. We realize that our thinking processes are shaped by our backgrounds. None of us can be completely objective as a result. We all have our natural biases that we may not even be aware of. We must respect that in one another. Backgrounds are neither right nor wrong; they

just are. Diversity, differences, conflict are all inevitable.

4. We choose to deal with conflict in a healthy manner. Therefore there will be no name calling and putdowns of individuals or ideas. This does not mean you can't openly disagree and support your ideas, opinions and facts.
5. Listen respectfully - no interruptions.
6. In the interest of time, time limits may be established.
7. Questions may be asked of the presenters during the time allotted.

## **H. Cable casting**

All regular meetings of the Carver County Board of Commissioners are videotaped from calling to order of the meeting to the adjournment of the meeting's regular session. Regional Rail Authority, Ditch Authority and Public Health Board meetings are also videotaped from calling to order to adjournment of the meeting. In the event that a meeting cannot be videotaped (i.e. technical malfunction, etc.), best efforts will be made to record the meeting with another recording device for future reference.

These DVDs 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.

DVDs are available for check-out through the Carver County library system and are available for viewing on the County's website. DVDs are also available for purchase by the general public through the County Administrator's Office. The cost of DVDs 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 DVD 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. Call for a meeting recess without a vote if necessary
3. Preserve order and decide questions raised by members subject to appeal to the Board.
4. Require the vote on all questions regularly moved and to announce the result.
5. Review and comment on the draft agenda for each regular and special meeting of the Board.
6. 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 Administrative Assistant alphabetically (from A-Z) by last name, 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. Introduction of New Employees
4. Public Comments
5. Approval of Agenda
6. Approval of Minutes
7. Community Announcements
8. Consent Agenda
9. Regular Agenda
10. Adjourn Regular Session (end of cablecast)
11. Board Reports

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any member of the Board or the County Administrator subject to County Board consensus.

### **C. Consent Agenda**

The Consent Agenda will consist of routine agenda items which are not likely to require additional debate and discussion. Examples of consent agenda items include, but in no circumstances are limited to, tax abatements (penalty and interest claims), minor budget amendments, personnel actions, tax forfeiture actions, and miscellaneous contract approvals and renewals.

The Consent Agenda shall be considered as one item of business. The Board may approve all items on the consent agenda by adopting one motion. In the minutes

of the meeting, the items passed in the Consent Agenda shall be recorded individually.

Prior to approval of the Consent Agenda, any member can remove an item on the Consent Agenda for further discussion and/or for the purposes of separate consideration. The Chair shall determine the location on the agenda for the item of business which will subsequently be considered.

### **D. Regular Agenda**

The Regular Agenda will consist of items which are likely to and/or require additional discussion and review. Items of business within the Regular Agenda shall be considered individually and in the order of business as noted on the agenda.

### **E. Official Records**

The County Administrator or designee shall prepare the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statutes in order to provide an accurate record of County Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions (Minn. Stat. §331A.01).

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board Meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minn. Stat. §375.12). The

Official Board Proceedings are distributed to staff and interested parties and are also available on the Carver County website at [www.co.carver.mn.us](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 AND OTHER STATUTORY APPOINTMENTS**

### **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.

### **B. Advisory Committees**

Advisory Committees or Boards do not establish county or department policy, determine budget or resource allocations, or direct the operations of the department. These remain the sole responsibility of the County Board. Advisory Committees perform their duties and responsibilities as delegated by the County Board, they report to the County Board, and are under the County Board's jurisdiction.

A list of advisory committees includes, but is not limited to:

1. Arts Committee
2. Board of Adjustment
3. Library Board
4. Mental Health Advisory Committee
5. Minnesota Extension Committee
6. Park Commission
7. Personnel Board of Appeals
8. Planning Commission
9. Water Management Organization

### **C. Appointments to other Public Bodies**

The County Board also makes appointments to entities that are created by special act and which, upon their establishment, are public bodies, corporate and politic, with all the powers, duties and authority as provided for

in statute.

Term lengths, term limits and other operational procedures of these public bodies are governed by Minnesota Statute and/or the entity's by-laws.

A list of these public bodies includes, but is not limited to:

1. Community Development Agency
2. Lower Minnesota River Watershed District
3. Minnehaha Creek Watershed District
4. Riley-Purgatory-Bluff Creek Watershed

#### **D. 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.

#### **E. 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.

#### **F. Appointments**

Unless mandated statutorily, 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.

#### **G. 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.

#### **H. Residency Requirement**

Applicants are not always restricted to Carver County residents.

#### **I. 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.

#### **J. 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. The Board's Township appointment to the Planning Commission shall serve after the expiration of his/her term until a successor is appointed and qualified.

#### **K. Appointment of Chairs**

Chairs of various committees are selected according to committee bylaws.

#### **L. Reporting Requirements**

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010; Jan 4, 2011; March 22, 2011, Jan 3, 2012; Jan 8, 2013; Jan 7, 2014, Jan 6, 2015, Jan 5, 2016, Jan 3, 2017, Jan 2, 2018; Jan 8, 2019

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. A person desiring to speak on an item on the agenda, after being recognized by the Chair, shall come to the podium, and state his/her name and address. Comments will be limited to five minutes and limited to the specific topic on the agenda. The Board will not address other specific requests not related to the agenda item. On unrelated issues, the Board will consult with staff administration and/or the County Attorney and address them at a later date.

For citizens who desire to discuss issues which are not on the agenda, every regular Board meeting has a Public Comments 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 and if they are being respectful and civil. 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, nor answer specific questions, during the Public Comments section of the agenda. Board members will listen to learn and understand, not to argue debate or discuss during the public comments portion. 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 or County Attorney to do so after they have had time to gather the facts, follow up on any legal issues if necessary and review the matter thoroughly.

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.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Adopt schedule of regular Board meetings for the year 2020**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/7/2020

Contact: Dave Hemze  Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 5  minutes

Attachments:  Yes  No

Presenter: Dave Hemze  Title: County Administrator

**Strategic Initiative:**

Connections: Develop strong public partnerships and connect people to services and information

**BACKGROUND/JUSTIFICATION:**

At the annual statutory meeting, the County Board adopts a schedule of regular Board meeting for the upcoming year.

Administration is recommending County Board meetings as follows.

- Regular session: First Tuesday of the month at 9:00 a.m.
- Regular session: Third Tuesday of the month at 4:00 p.m.
- Work session: Fourth Tuesday of the month at 9:00 a.m.

Minor change to the above schedule is noted in the attached calendar.

The Board's Operating Rules provide for additional meetings to be added to the Board's schedule as is necessary to ensure adequate public participation and input on specific agenda items.

**ACTION REQUESTED:**

Motion to adopt attached meeting schedule for 2020 as presented.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 6516

## 2020 BOARD MEETINGS

(Generally 1<sup>st</sup> Tuesday of the month at 9:00 a.m.; 3<sup>rd</sup> Tuesday of the month at 4:00 p.m.;  
4<sup>th</sup> Tuesday of the month work session at 9:00 a.m. - *\*Denotes change in schedule*)

Tuesday	January 7, 2020	9:00 a.m.	Organizational Session
Tuesday	January 14, 2020		No Board Meeting
Tuesday	January 21, 2020	4:00 p.m.	Board Meeting
Tuesday	January 28, 2020	9:00 a.m.	Board Work Session

Tuesday	February 4, 2020	9:00 a.m.	Board Meeting
Tuesday	February 11, 2020		No Board Meeting
Tuesday	February 18, 2020	4:00 p.m.	Board Meeting
Tuesday	February 25, 2020	9:00 a.m.	Board Work Session

Tuesday	March 3, 2020	9:00 a.m.	Board Meeting
Tuesday	March 10, 2020		No Board Meeting
Tuesday	March 17, 2020	4:00 p.m.	Board Meeting
Tuesday	March 24, 2020		No Board Meeting*
Tuesday	March 31, 2020	9:00 a.m.	Board Work Session*

Tuesday	April 7, 2020	9:00 a.m.	Board Meeting
Tuesday	April 14, 2020		No Board Meeting
Tuesday	April 21, 2020	4:00 p.m.	Board Meeting
Tuesday	April 28, 2020	9:00 a.m.	Board Work Session

Tuesday	May 5, 2020	9:00 a.m.	Board Meeting
Tuesday	May 12, 2020		No Board Meeting
Tuesday	May 19, 2020	4:00 p.m.	Board Meeting
Tuesday	May 26, 2020	9:00 a.m.	Board Work Session

Tuesday	June 2, 2020	9:00 a.m.	Board Meeting
Tuesday	June 9, 2020		No Board Meeting
Tuesday	June 16, 2020	4:00 p.m.	Board Meeting
Tuesday	June 23, 2020	9:00 a.m.	County Board of Equalization*
Thursday	June 25, 2020	9:00 a.m.	County Board of Equalization (if needed)*
Tuesday	June 30, 2020		No Board Meeting

Tuesday	July 7, 2020	9:00 a.m.	Board Meeting
Tuesday	July 14, 2020		No Board Meeting
Tuesday	July 21, 2020	4:00 p.m.	Board Meeting
Tuesday	July 28, 2020	9:00 a.m.	Board Work Session

Tuesday	August 4, 2020	9:00 a.m.	Board Meeting
Tuesday	August 11, 2020		No Board Meeting
Tuesday	August 18, 2020	4:00 p.m.	Board Meeting
Tuesday	August 25, 2020	9:00 a.m.	Board Work Session

Tuesday	September 1, 2020	9:00 a.m.	Board Meeting
Tuesday	September 8, 2020		No Board Meeting
Tuesday	September 15, 2020	4:00 p.m.	Board Meeting
Tuesday	September 22, 2020	9:00 a.m.	Board Work Session
Tuesday	September 29, 2020		No Board Meeting

Tuesday	October 6, 2020	9:00 a.m.	Board Meeting
Tuesday	October 13, 2020		No Board Meeting
Tuesday	October 20, 2020	4:00 p.m.	Board Meeting
Tuesday	October 27, 2020	9:00 a.m.	Board Work Session

Tuesday	November 3, 2020	9:00 a.m.	Board Meeting
Tuesday	November 10, 2020		No Board Meeting
Tuesday	November 17, 2020	4:00 p.m.	Board Meeting
Tuesday	November 24, 2020	9:00 a.m.	Board Work Session

Tuesday	December 1, 2020	9:00 a.m.	Board Meeting
Tuesday	December 8, 2020	AMC Conference	No Board Meeting
Tuesday	December 15, 2020	4:00 p.m.	Board Meeting
Tuesday	December 22, 2020	9:00 a.m.	Board Work Session
Tuesday	December 29, 2020		No Board Meeting

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Committee Appointments and Assignments**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/7/2020

Contact: Dave Hemze Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 20 minutes

Attachments:  Yes  No

Presenter: Board Chair Title:

**Strategic Initiative:**

Connections: Develop strong public partnerships and connect people to services and information

**BACKGROUND/JUSTIFICATION:**

Administration is requesting that the Board make committee appointments and assignments for 2020. A list identifying the appointments and assignments to be made is attached.

**ACTION REQUESTED:**

Motion appointing Board members to various commissions, committees and boards.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 6523

## Committee Appointments and Assignments

<b>Committee</b>	<b>2019 Appointee</b>	<b>2020 Appointee</b>
Area Agency on Aging	Maluchnik	
Association of Minnesota Counties Board of Directors	Ische, Alt. 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	
AMC Voting Delegates	Degler, Ische, Lynch, Maluchnik, Workman, Dave Hemze, Lyndon Robjent, Rod Franks	
CAP Agency Board of Directors	Degler	
Carver County Arts Committee	Maluchnik and Workman	
Carver County CDA	Maluchnik, Liaison, Alt. Workman	
Carver County Leaders	Maluchnik & Lynch	
Community Leaders (Eastern)	Degler, Maluchnik, Workman	
Courts Committee	Ische & Degler, Alt. Lynch	
County's Strategic National Stockpile (SNS) Requestor	Degler, Hemze, Richard Scott	
CROW Joint Powers Board	Lynch, Alt. Ische	No longer meeting
County and Union Leaders Group	Maluchnik & Lynch	
Fair Board	Ische, Liaison, Alt. Lynch	
Greater MSP Partner Advisory Council	Julie Frick (public) Deborah Everson (private)	
Historical Society Committee	Maluchnik, Alt. Lynch	
Insurance Advisory Committee	Maluchnik	
Joint Ditches:  Joint Ditch #1 Joint Ditch #2 Joint Ditch #3A Joint Ditch #4 Joint Ditch #5 Joint Ditch #21 Joint Ditch #22 Joint Ditch #24 Joint Ditch #28	Ische, Lynch Degler Ische Degler Ische Ische, Lynch, Workman Ische, Lynch, Maluchnik Ische Lynch, Workman, Degler Ische, Lynch, Maluchnik Ische, Lynch Degler Ische	
Law Library Board	Degler	
Legislative Committee	Maluchnik & Workman	

Library Board	Degler, Liaison, Alt. Workman	
Lower Minnesota River Watershed	Maluchnik & Degler, Liaisons	
MCIT Voting Delegates	Hemze, Alt. Sonja Wolter	Hemze, Alt Sonja Wolter
MELSA	Degler, Alt. Workman	
Mental Health Advisory Committee	Maluchnik, Alt. Workman	
Mental Wellness Facility Advisory Committee (Steiner Kelting)	Maluchnik, Alt. Workman	
Metro Alliance for Healthy Families Joint Powers Board	Workman	
Metro GIS Policy Board	Maluchnik, Alt. Peter Henschel	_____, Alt Peter Henschel
Metropolitan Emergency Services Board	Ische & Degler	
Metropolitan Emergency Services Executive Board	Ische, Alt. Degler	
Metropolitan Emergency Services Radio Technical Operations Committee	Tim Walsh Alt. Shane Sheets	Susan Bowler Alt. Deb Paige
Metropolitan Emergency Services 911 Technical Operations	Tim Walsh Alt. Susan Bowler	Susan Bowler Alt. Deb Paige
Minnesota Inter-County Association	Degler & Maluchnik	
Minnehaha Creek Watershed District	Maluchnik & Workman, Liaisons	
Minnesota Extension Committee	Degler & Lynch	
Minnesota Counties Computer Consortium:	Peter Henschel, Alt Dave Frischmon, Mary Kaye Wahl	Peter Henschel, Alt Dave Frischmon, Mary Kay Wahl
Minnesota Transportation Alliance	Maluchnik	
Minnesota Valley Regional Rail Authority	Workman, Alt. Maluchnik	
Mobility Management Board (SmartLink)	Ische	
Mosquito Control District	Ische & Workman	
Park Commission	Lynch, Liaison	
Planning Commission	Ische, Alt. Lynch, Maluchnik	
Regional Hauler Licensing Board	Workman, Alt Maluchnik	
Riley-Purgatory-Bluff Creek Watershed	Workman & Degler, Liaisons	
Southwest Corridor Transportation Coalition	Workman & Maluchnik, Alt. Degler	
State CHS Advisory Committee (SCHSAC)	Richard Scott Alt. Maluchnik	Richard Scott, Alt. _____
Suburban County Representatives	Maluchnik & Workman	
Transportation Advisory Board – TAB	Maluchnik, Alt. Workman	
Water Management Organization	Lynch, Alt. Ische	

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Appointments to Advisory Committees**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/7/2020

Contact: Dave Hemze  Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 30  minutes

Attachments:  Yes  No

Presenter: Board Chair  Title:

Strategic Initiative:  
Connections: Develop strong public partnerships and connect people to services and information

**BACKGROUND/JUSTIFICATION:**

Each year the Board is asked to make appointments to their various advisory committees. Those individuals that were eligible to reapply were sent an application. A list of applicants that have applied is attached.

The Board has the option to make appointments today or hold until such time as they find an applicant.

**ACTION REQUESTED:**

Motion appointing applicants to advisory committees.

**FISCAL IMPACT:** Included in current budget   
If "Other", specify:

**FUNDING**

<b>County Dollars =</b>	<input type="text"/>
<b>Total</b>	<input type="text"/> \$0.00

**FTE IMPACT:** None

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 6518

**CARVER COUNTY CITIZEN ADVISORY  
COMMITTEE VACANCIES AND APPLICATIONS**

**ARTS COMMITTEE (3-year terms)**

Current member:

Gerald Bruner-Commissioner District 4

Current vacancy: 1 at large

**Applicants:** None

**BOARD OF ADJUSTMENT (3-year terms)**

Current members:

Richard Kvitek, Commissioner District 1

Robin Bielefeldt, Commissioner District 3

Current vacancies 4: Commissioner Districts 2, 4, 5 and at large

**Applicants:**

Virgil Stender – Has been serving as “at large” appointment

Douglas Weber - Commissioner District 5

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

**Current members:**

Greg Anderson – Represents Commissioner District 2 (resides in District 1)

Molly Kouyumaki - Commissioner District 3

Darrel Sudheimer – Commissioner District 4

John Fahey - Commissioner District 5

**Current vacancies 1: Commissioner District 1**

**Applicant:**

Sarah Carlson – Commissioner District 1



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

**Current members:**

Gwen Kuhrt – Represents Commissioner District 2 (resides in District 1)

Frank Foss – Commissioner District 4

Donna Stacken – Commissioner District 5

**Current vacancies 2: Commissioner District 1 and 3**

**Applicants:**

Matthew Udermann – Commissioner District 3

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

**Current Members:**

Dr. Edward Tipton – Commissioner District 1

Lindsey Konchar – Commissioner District 1

Susan Kunitz – Commissioner District 2

Sandra Menzel – Commissioner District 4

Virginia Wright – Commissioner District 5

Robert Schultz – Commissioner District 5

Vacancies: Committee can be composed of up to 14 members, nine of which are mandated.

**Applicants:**

Mary Myss – Commissioner District 1

Sophia Wood – Commissioner District 1

Cliona Archer - Commissioner District 4

**MINNESOTA EXTENSION COMMITTEE**

**Current Members:**

Georgiann Keport – Commissioner District 1

Kathryn Watson – Commissioner District 4

Rick Carlson – Commissioner District 5

**Current Vacancies: (3), Commissioner Districts 2, 3 and one “at large”**

**Applicants:**

Kris Vipond – Resides Commissioner District 1 (has been representing District 3)

Mark Williams-Commissioner District 5

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

**Current members:**

Curt Kobilarcsik - Commissioner District 1

Scott Weltaert – Commissioner District 3

Paul Modeen – Commissioner District 5

Mark Lagergren – Commissioner District 5 (has been serving as “at large” appointment on Park Commission)

**Current Vacancies 3: Commissioner District 2, 4 and one “at large”**

**Applicants:**

Jim Boettcher - Commissioner District 2 (has been serving “at large”)

Gerald Burner - Commissioner District 4

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

**Current members:**

Gino Businaro - Commissioner District 3

Gerald Bruner - Commissioner District 4

**Current vacancies: 1**

**Applicants:**

None

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

**Current members:**

Gabrielle Theis – Commissioner District 1

Scott Smith – Commissioner District 3

Jim Burns - Commissioner District 4

**Current vacancies 2: Commissioner District 2 and 5 and Township Representative Appointment (*Township Assn will appoint at their January meeting*)**

**Applicants:**

Frank Mendez – Commissioner District 2

John Fahey – Commissioner District 5

**WATER MANAGEMENT ORGANIZATION (3-year terms)**

**Commissioner District Appointments:**

Thomas Welch – Commissioner District 2

Michael Lynch – Commissioner District 4

Lori Cox – Commissioner District 5

Doug Kammerer – Crow River Watershed

Mary Strother – Bevens Creek Watershed

Carroll Aasen – E/W Carver Creek

**Vacancies 3: Commissioner Districts 1, 3, Carver Creek Watershed**

**Applicants:**

Jim Boettcher – Resides Commissioner District 2, (has been representing Commissioner District 1)

Rob McKenna – Commissioner District 3

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 17, 2019. Chair Randy Maluchnik convened the session at 4:00 p.m.

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

Members absent: None.

Under public participation, Karen Johnson Leuthner, 15735 38<sup>th</sup> Street, Mayer, stated she was a relevant public watchdog and suggested there had been twenty years of cover-up for the Hollywood Township tower. She stated she became involved due to health concerns and believed she was ignored. Johnson Leuthner indicated she would be contacting Senator Klobuchar and will continue to pursue. She referenced a newspaper article and the Board's vote at that time to not investigate concerns regarding the tower.

Sam Cook, 6044 Elliot Avenue North, Minneapolis, stated he was here to talk to the people of Carver County. He referenced his past experience with broadcasting and his business relationship with Mr. Linder. He questioned why the tower was in allowed that location. He stated the issues were never disclosed to him and he was asking citizens to call the Board to resolve this issue. He stressed they need to look at this and bring closure to this.

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

Degler moved, Ische seconded, to approve the minutes of the December 3, 2019, Regular Session and December 5, 2019, budget public hearing. Motion carried unanimously.

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

Approved professional services agreement with American Engineering Testing, Inc., for the Highway 41/18 project, pending finalization of the contract review process.

Resolution #92-19, Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for Highway 32 Bridge Project.

Resolution #93-19, To Approve the Local Water Management Plan for the City of Norwood Young America.

Authorized Chair to sign contract with Northland Excavating, Inc., pending the contract review process.

Approved amendment to the professional services agreement with Bolton & Menk, Inc., for the Highway 41 Project-Jonathan Area pending finalization of the contract review process.

Approved LRDG agreement amendment with the Minnesota Pollution Control Agency and delegated the Assistant County Administrator the authority to sign the amendment on behalf of the County and related Public Services budget amendment.

Authorized Public Works-Parks acceptance of \$2,000 donation for two memorialized benches in the parks and trail areas.

Approve contract with Minnesota Monitoring for drug testing services.

Approved the joint powers agreement with SWCD for continued participation in and administration of group insurance benefits

Approved the joint powers agreement with CDA for continued participation in and administration of group insurance benefits.

Authorized HH&S acceptance of donation to Encore.

Approved His House Foundation Food Rescue grant agreement and related Public Services budget amendment.

Approved purchase of IT Security Log Correlation software and approved allocating part of the proceeds from the sale of the Chaska Public Works property to cover the cost and related IT budget amendment.

Resolution #94-19 Defining 2020 Non-Bargaining Compensation.

Approved increasing the 2019 salary ranges by 2.50% for non-bargaining employees and for bargaining units participating in pay-for-performance in 2020, to be effective January 6, 2020.

Approved the following abatements:

75.3230050	Mari Anne Van Eerden, Kevin Dibbley
30.2170100	Paul & Erin Schmidt
75.2970210	Raymond H & LeAnne K Rindahl
65.3990020	Rodman & Cynthia L Kern (2018, 2019)
30.1410070	Kelly Jo Nord
25.6390120	Sergey & Viktoriya Romochka
75.4410190	Jennifer L & Mark D Tregarthen
25.8480250	Holli Glendenning
25.5610120	Henry & Sharon Graef
25.2990320	David A & Jackelyn R Viljaste
30.9520029	Osveldo Romero
30.9510391	Unoccupied Pad
30.9510503	Unoccupied Pad
06.0260440	Michael Froman

06.0260430	Michael Froman
85.5310290	Paul J & Bethanie R L Hinton (2018, 2019)
50.0500130	Brian & Jennifer L Garrison
85.0501451	Linda Mckinney

Reviewed December 10, 2019, Community Social Services' actions/Commissioners' warrants in the amount of \$126,170.79 and reviewed December 17, 2019, Community Social Services' actions/Commissioners' warrants in the amount of \$ \$607,919.24.

Motion carried unanimously.

Dan Tengwall, Veterans Services, appeared before the Board to recognize Flags & Honor of Minnesota. He explained this was fairly new organization that assists veterans in the community. He indicated the group has offered to fix vehicles, provide rental assistance and their partnership with the veteran's office was important. Scott Bradley, representing the organization, identified a list of projects they have been able to assist with and indicated they have tried to come to the rescue every time they receive a call from the VSO office. He noted they are a volunteer organization and 98% of their donations go back to the veterans.

Chair Maluchnik thanked them for their leadership and expressed appreciation for what they are able to accomplish.

Ische offered the following Resolution, seconded by Lynch:

Resolution #95-19  
Honoring Flags & Honor of Minnesota in their Efforts in  
Supporting Veterans in Carver County

On vote taken, all voted aye.

Jason Mielke, Planning, appeared before the Board regarding Mueller & Sons IUP request for an aggregate mining operation. He stated the request was on the December 3<sup>rd</sup> agenda and the decision was moved to today's meeting to allow staff to prepare the Findings and an Order with the modifications that were discussed. He pointed out the additional letters that were received and available in the room. Mielke noted the concept screening plan from the applicant that was also submitted to help with screening.

He explained the applicant has been operating from the site for the past 16 years and upon issuance of the IUP the current CUP would be terminated. The applicant would follow the new permit and conditions attached. He stated the applicant would be purchasing 103 acres but not all acres would be mined due to setback requirements.

Mielke referenced the Order that was attached that included the proposed modifications. He pointed out the revised language under general requirements related to termination that would be added.

Mielke stated the applicant was willing to include a date certain with the permit to terminate after 30 years. He reviewed additional or revised language that would also be added. He displayed the concept plan for the proposed screening. He explained based on the Board's direction the Findings of Fact were put together for the Board's approval and indicated the IUP would include language relating to the 30-year termination.

Roger Falkenstein, 15255 Halsey Avenue, stated they were concerned about the noise from the crusher occurring during the summer when they are outdoors. He pointed out the increased truck traffic and their quality of life will be impacted. He stated the conditions placed will not alleviate the adverse effects and the operation will impact their property values. He believed the property values related to mining operations established many years ago was not a fair comparison to this operation and does not address the impacts to their property values. Falkenstein raised the issue of the termination date and indicated other counties have included termination dates of five to ten years to allow the governing unit to maintain control. He believed the 30-year timeframe was too long and did not feel it was appropriate for the area.

David Zoll, Esq., stated he represented Mr. Falkenstein and other neighbors. He raised the issue of the termination date required for an IUP and while it did not mitigate the adverse impacts, it provides assurance that the impacts will be temporary. He stated the project is located in the transition overlay district and anticipates development likely to occur within 20 years. He indicated including a specific termination date retains the County's ability to plan for the area. He suggested the mining could be completed within a 20-year time frame consistent with the development in the comp plan. He recognized the uncertainty with the aggregate market and development and suggested the County approve a shorter time frame than the 30 years. He stated that shorter time frame could be extended if needed at a later date. Zoll suggested that the Board adopt a shorter time frame period recognizing that is consistent with the comp plan and the timeline in the applicant's plan.

Adam Falkenstein, 15085 Halsey Avenue, believed the process was not working and recalled the notifications and approvals that have occurred to date. He referenced the citizen participation at the Planning Commission hearing, the signed petition they submitted and quick unanimous approval by the Planning Commission. He questioned why the neighbors were not engaged until the eleventh hour noting another County encourages open and early dialogue with the neighbors. He suggested adding language to the permitting process so issues can be addressed and impacts minimized.

Jon West, 14975 Halsey Avenue, stated he would not have paid top dollar for a home to raise his family in this area. He indicated at the last meeting there was no mention of what people are paying for the homes around the mining operations in other areas and people are buying them for less. He pointed out the noise he will have during the summer as well as increased truck traffic. West stated his home was in close proximity to the operation, his quality of life will diminish, and the County did not recognize the hardships placed on the neighbors.

Larry Harris, Esq., representing the applicant, referenced the requirements of the County code and three events that would terminate the permit. He pointed out, in response to the neighbor's concerns, the applicants were willing to include a 30-year cap. He stated the applicant has been

straight forward, that there was uncertainty on the timing but were willing to agree to a 30-year completion date.

Ische moved, Lynch seconded, to adopt Findings of Fact and issue Order PZ20190043 for the issuance of the Interim Use Permit, Wm. Mueller & Sons, Inc. that includes the 30-year language. Motion carried unanimously.

Jim Klein, representing the Carver County Fair Board, reviewed their financial assistance request to construct a new building at the fairgrounds. He pointed out the prior work session with the Board to discuss the new building and reviewed updates to that plan. He indicated they were asking for support for one half of the building cost. He noted the groups that use the building and fairgrounds.

Ische moved, Lynch seconded, to approve a \$250,000 grant allocation to the Fair Board to assist with a new County Fair Building, to roll over \$330,000 remaining in the 2019 Commissioner Contingency Fund to 2020 to be allocated at a later date and to approve related budget amendment. Motion carried unanimously.

Kerie Anderka, Employee Relations, requested the Board set the 2020 County Attorney and Sheriff compensation. She explained the Board has authority to set the compensation and law requires the Board set the salaries with regard for the responsibilities of the office, as well as the experience, qualifications and performance.

She noted the 2020 pay for performance and general adjustment increases included in collective bargaining agreements. Anderka reviewed recommended salary increases to maintain competitive salaries in relation to those provided by comparable counties.

Workman offered the following Resolution, seconded by Lynch:

Resolution #96-10  
Setting 2020 County Attorney and County Sheriff Compensation

On vote taken, all voted aye.

Anderka requested the Board adopt a Resolution setting 2020 County Commissioner compensation. She explained the factors to be considered including market area data. She suggested the County could consider following an approach similar to countywide employee salary adjustments. She indicated the proposed Resolution includes cafeteria benefits at the same rate as other employees and a monthly expense allowance for the Board.

Ische offered the following Resolution, seconded by Degler:

Resolution #97-19  
2020 County Commissioner Compensation and Benefits



On vote taken, all voted aye.

Dave Hemze, County Administrator, requested the Board approve the 2020 property tax levy and budget. He stated the County is in the service business and provides high quality, efficient public services. He indicated it takes people to provide these services and three quarters of the levy is personnel. Hemze explained they also saw one-time funding reductions. He indicated he was recommending the 4.99% levy impact resulting in a 3.34% tax impact. He highlighted County tax dollar spent on the services provided.

David Frischmon, Finance, summarized the budget gap over the last four years. He pointed out the main driver was salary and benefits and the County wide adjustments that were made. He noted changes to projected vacancy savings, the reduction in commissioner's contingency and revised amounts in county program aid.

He identified Division levy adjustments and recommended 2020 staff changes. He stated the overall tax base increased 8.2% and reviewed average value increase to homes, business and ag land. Frischmon indicated they were recommending a 2.8 million levy increase and identified the tax impact to an average value home. He highlighted capital projects that included roads and bridges, parks, facilities and one-time projects. Frischmon identified 2020 construction projects for roads throughout the County. The use of the funds in the year end savings account and projected December 2019, balance was explained.

Frischmon reviewed the long-term financial plan. He indicated this was a planning tool to allow the Board to look into the future and included future costs for roads, bridges, buildings, parks and operations. He pointed out the 2020 budget schedule began in May with a workshop with the Board, followed by budget hearings and additional workshops with the Board.

Ische offered the following Resolutions, seconded, by Degler:

Resolution #98-19  
Certifying 2020 Property Tax Levy  
And

Resolution #99-19  
Adoption of the 2020 Budget  
For Carver County

On vote taken, all voted aye.

Degler offered the following Resolution, seconded by Workman:

Resolution #100-19  
Adoption of the 2021 Long Term Financial Plan  
For Carver County

On vote taken, all vote aye.

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

Frischmon requested the Rail Authority adopt the 2020 Rail Authority levy and budget. The Board recognized the levy was primarily due to the anticipated increase in stewardship costs related to the MN River Bluffs Regional Trail.

Lynch offered the following Resolution, seconded, by Ische:

CCRRA #01-2019  
Certifying 2020 Property Tax Levy  
and  
Adoption of 2020 Budget

On vote taken, all vote aye.

Degler moved, Lynch seconded, to adjourn as the Rail Authority and reconvene as the Carver County Board. Motion carried unanimously.

Chair Maluchnik presented the 2019 highlights. He pointed out road construction projects completed, as well as the progress made on Lake Waconia Regional Park and development of Coney Island. He noted the collaboration between community partners to purchase and renovate housing units for veterans experiencing homelessness and the new veteran's assistance program. He indicated passport services were now available at the Government Center and online appointments can be made for licenses and motor vehicle services. He pointed out the transition of Workforce Services to Career Force to bring multiple parents under a single, unified brand. Public Health completed an expansive community health assessment and the County Attorney was awarded a federal grant to start a drug treatment court to begin next year.

He stated Sheriff added a co-responder crisis therapist to work out of the Sheriff's office as well as bringing in crisis call takers to be co-located in the 911 center. Maluchnik indicated the libraries continue to be of the most utilized and valuable assets in our communities and earned national recognition this year for their STEM program. In addition, he pointed out the groundbreaking for the new Mental Health and Wellness Facility to be opened in 2020.

He highlighted the County's rankings in being the happiest county in the United States and eight healthiest County in the country.

Chair Maluchnik thanked the Board for their support over the past year and expressed his appreciation for their friendship and assistance.

Degler moved, Workman seconded, to adjourn the Regular Session at 6:20 p.m. Motion carried unanimously.

David Hemze  
County Administrator

(These proceedings contain summaries of resolutions/claims reviewed. The full text of the resolutions and claims reviewed are available for public inspection in the office of the county administrator.)

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Right of Way Acquisition Offers for the Highway 18/43 Project**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="1/7/2020"/>
Contact: <input type="text" value="Zach Mahan"/> Title: <input type="text" value="Right of Way Agent"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

The 2020 construction season includes the Highway 18/43 Project which is the addition of traffic signal improvements for the intersection of Highways 11, 18 and 43 in the City of Victoria. Additional right-of-way is needed to complete the project. The Carver County Right-of-Way Agent has completed Minimum Damage Assessments in order to establish fair market value for the permanent roadway easements within the project areas.

**ACTION REQUESTED:**

Motion to adopt a resolution to authorize written offers of compensation for right-of-way acquisitions for the Highway 18/43 Project.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>				
If "Other", specify: <input type="text"/>	<b>County Dollars =</b>				
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CSAH Regular Funds</td> <td style="width: 30%; text-align: right;">\$11,047.25</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$11,047.25</b></td> </tr> </table>	CSAH Regular Funds	\$11,047.25	<b>Total</b>	<b>\$11,047.25</b>
CSAH Regular Funds	\$11,047.25				
<b>Total</b>	<b>\$11,047.25</b>				
<input checked="" type="checkbox"/> Insert additional funding source					

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 6583

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

Date: 01/07/2020  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

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**Resolution Authorizing Offers of Just Compensation to Owners for Acquisition of Real Property Interests Needed for The Highway 18/43 Project, (Project #178822)**

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for traffic signal improvement as part of the Highway 18/43 Project (“Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests described in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owners submit to the County the information necessary for reimbursement.

NOW, THEREFORE, BE IT RESOLVED that County’s acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements of traffic signal improvements as part of the Highway 18/43 Project constitute a valid public use or public purpose; and



**Exhibit A**  
**to**  
**Resolution Authorizing Offers of Just Compensation to Owners for Acquisition of Real Property Interests for the**  
**Highway 18/43 Project**

**Carver County Public Works No. 178822**

**Property Tax Identification No. 65.0132400**

Fee Owners: Dale R & Rose M Carroll

Property Address: 8398 Victoria Dr, Victoria MN 55386

Permanent Easement contains: 1,648 sqft

**Property Tax Identification No. 65.0135000**

Fee Owners: Ryan Holzum & Karissa Houser

Property Address: 8400 Victoria Dr, Victoria MN 55386

Permanent Easement contains: 1,535 sqft

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
Request for approval to contract with ALTERNATIVE BUSINESS FURNITURE

Primary Originating Division/Dept: <input type="text" value="Public Services"/>	Meeting Date: <input type="text" value="1/7/2020"/>
Contact: <input type="text" value="Jim Kuchelmeister"/> Title: <input type="text" value="Facility Services Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

Carver County Facilities has been working with the Assessor's Office on reconfiguring their office furniture. Currently, they have an employee working in a makeshift workstation because they do not have the space to accommodate and their existing workstations are oversized and dated.

This project would replace their existing furniture with workstations that match what we have installed in other areas around the County. This new layout would solve their existing space needs and allow for one additional workstation for the future.

Facilities received a quote from Alternative Business Furniture who provided pricing based on a state contract for furniture.

**ACTION REQUESTED:**

Motion to contract with ALTERNATIVE BUSINESS FURNITURE pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>						
<i>If "Other", specify:</i> <input type="text"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;"><b>\$57,057.10</b></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$57,057.10</b></td> </tr> </table>	County Dollars =	<b>\$57,057.10</b>			<b>Total</b>	<b>\$57,057.10</b>
County Dollars =	<b>\$57,057.10</b>						
<b>Total</b>	<b>\$57,057.10</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

**Related Financial/FTE Comments:**

Facilities has this project planned in the 2020 budget.

*Office use only:*

RBA 2020 - 6608



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Settlements of Right of Way for the Highway 32 Bridge Project**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="1/7/2020"/>
Contact: <input type="text" value="Zach Mahan"/> Title: <input type="text" value="Right of Way Agent"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The 2020 construction season includes the Highway 32 Bridge Replacement Project. In order to complete the project, additional right of way is needed. Minimum damage assessments by Carver County Right-of-Way Agent were completed and the County Board approved the making of offers based on the appraised values at its July 2, 2019 regular board meeting. The Public Works Director, or agents under his supervision, made offers to the affected property owners based on the Minimum Damage Assessments and negotiations then commenced. A settlement with the property owner located at PID # 02.0150710 has been reached.

**ACTION REQUESTED:**

Motion to adopt resolution to approve the settlement for right of way acquisitions for the Highway 32 Bridge Project.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>				
If "Other", specify: <input type="text" value=""/>	<b>County Dollars =</b>				
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">CSAH Reg. Const. Funds</td> <td style="width: 30%; text-align: right;">\$2,166.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$2,166.00</b></td> </tr> </table>	CSAH Reg. Const. Funds	\$2,166.00	<b>Total</b>	<b>\$2,166.00</b>
CSAH Reg. Const. Funds	\$2,166.00				
<b>Total</b>	<b>\$2,166.00</b>				
<input checked="" type="checkbox"/> Insert additional funding source					

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 6611

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

Date: January 7<sup>th</sup>, 2020

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

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**Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for the Highway 32 Bridge Project**

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for a bridge replacement as part of the Highway 32 Bridge Project, (“Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owner submits to County the information necessary for reimbursement; and

WHEREAS, the Carver County Board of Commissioners authorized the Public Works Division Director or agents under his supervision, to make initial written offers of just compensation to the Owners within the Project from whom property interests are required; and



**Exhibit A**  
**to**  
**Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property**  
**Interests**

Carver County Public Works No. 148744

**Property Tax Identification No. 02.0150710**

Fee Owners: Daniel A. Boll

Property Address: Vacant Land, CSAH No. 32, Camden Township, Carver County

Temporary Construction Easement contains **4,998 sq. ft.**, more or less;

Settlement Amount: **\$2,166.00**

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Settlements for Right of Way for the Highway 50 Project-Bevens Creek Area and Highway 50 Bridge Project**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="1/7/2020"/>
Contact: <input type="text" value="Zach Mahan"/> Title: <input type="text" value="Right-of-Way Agent"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The 2020 construction season includes the Highway 50 Project-Bevens Creek Area and the Highway 50 Bridge Project from County Highway 41 on the west to Highway 40 on the east. In order to complete the project, additional right of way is needed. Appraisals by a certified appraiser were completed and the County Board approved the making of offers based on the appraised values at its September 3, 2019 regular session. The Public Works Director, or agents under his supervision, made offers to the affected property owners based on the appraisals and negotiations then commenced. Settlements with several property owners located at PID #'s 04.0320810, 08.0050100 and 04.0320811 have been reached.

**ACTION REQUESTED:**

Motion to adopt a resolution to approve settlements for right of way acquisitions for the Highway 50 Project-Bevens Creek Area and the Highway 50 Bridge Project.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>
If "Other", specify: <input type="text"/>	<b>County Dollars =</b>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	CSAH Reg. Const. Funds <input type="text" value="\$40,950.00"/>
	<b>Total</b> <input type="text" value="\$40,950.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 6612

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

Date: January 7<sup>th</sup>, 2020

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

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**Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for the Highway 50-Bevens Creek Area Project and Highway 50 Bridge Project**

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for shoulder widening and bridge reconstruction as part of the Highway 50-Bevens Creek Area Project (“Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owner submits to County the information necessary for reimbursement; and

WHEREAS, the Carver County Board of Commissioners authorized the Public Works Division Director or agents under his supervision, to make initial written offers of just compensation to the Owners within the Project from whom property interests are required; and

WHEREAS, the Public Works Division Director or agents under his supervision, have negotiated settlement(s) with the Owners impacted by the Project as described in said Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that County's acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements of shoulder widening and bridge reconstruction as part of the Highway 50-Bevens Creek Area Project constitute a valid public use or public purpose; and

BE IT FURTHER RESOLVED that based upon the estimate of damages from the County's proposed acquisitions of the real property interests described in said Exhibit A which the County obtained either from an appraisal(s) or a minimum damage acquisition report(s) and the negotiations between said Owner(s) and the Public Works Division Director or agents under his supervision, County shall make a payment of compensation to the Owners within the Project from whom the County must acquire needed real property interests, in the amounts as described in said Exhibit A; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Stipulation of Settlement Agreement with said property owner(s), in the name of the County of Carver for the Project.

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave 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 January 7<sup>th</sup>, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 7th day of January 2020.

\_\_\_\_\_  
Dave Hemze

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

**EXHIBIT A**

**to**

**Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests**

**Highway 50 Project-Bevens Creek Area and Highway 50 Bridge Project**

Carver County Public Works No. 188845

**Property Tax Identification No. 04.0320810**

**Parcel Number(s): 49**

Fee Owners: Gerald R. Buetow Trust and Denise M. Buetow Trust

Property Address: 8150 County Road 50, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **4,949 sq. ft.**, more or less;

Settlement Amount: **\$15,000.00**

**Property Tax Identification No. 08.0050100**

**Parcel Number(s): 3**

Fee Owners: Earl J. and Inez M. Buetow Family Trust and Gerald R. Buetow Trust

Property Address: Vacant Lane County Road 50, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **86,933 sq. ft.**, more or less;

Temporary easement for public right-of-way purposes contains **52,161 sq. ft.**, more or less;

Settlement Amount: **\$14,925.00**



**Property Tax Identification No. 04.0320811**

**Parcel Number(s): 48**

Fee Owners: Buetow Farms, Inc

Property Address: Kirby Avenue & County Road 50, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **17,500 sq. ft.**, more or less;

Settlement Amount: **\$11,025.00**

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Adding 0.8 FTE Public Health Nurse for Family Home Visiting**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

Carver County Public Health has seen an increase in referrals from partners and families to have public health nurses do home visiting with families having newly given birth in our community. We currently do not have enough staff to adequately meet this increased need, especially for longer term, evidence based home visiting. An additional 0.8 FTE Public Health Nurse is necessary to meet service needs.

This position is funded entirely by the elimination of an unfilled 1.0 FTE Community Health Worker (CHW). this position has gone unfilled for over one year. The current CHW we do have on staff is sufficient to meet service need in this area.

The cost of 0.8 FTE Public Health Nurse is \$91,954.86. The savings realized by eliminating 1.0 FTE CHW is \$92,019.00 which is sufficient to cover the cost of the requested new Public Health Nurse position with no additional County Levy dollars.

**ACTION REQUESTED:**

Motion to approve the elimination of 1.0 FTE Community Health Worker and the addition of 0.8 FTE Public Health Nurse.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

This position will be entirely covered by the elimination of an unfilled 1.0 FTE Community Health Worker. No additional levy dollars are required.

Office use only:

RBA 2020 - 6577

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Adding 0.8 FTE Public Health Nurse for Family Home Visiting

Department:

Meeting Date:

Fund:

- 01 - General
- 02 - Reserve
- 03 - Public Works
- 11 - CSS
- 15 - CCRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails
- 35 - Debt Service

Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Salaries-PT	11-460.6112	\$61,318.00	Salaries-FT	11-460.6111	\$61,318.00
<b>TOTAL</b>		\$61,318.00	<b>TOTAL</b>		\$61,318.00

Reason for Request:

The only piece that needs budget adjusted is between FT and PT, the remaining budget stays the same.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve the 2020 City of Mayer policing contract and the 0.21 increase in the full time equivalent deputy**

Primary Originating Division/Dept: Sheriff

Meeting Date: 1/7/2020

Contact: Michael Wollin  Title: Commander

Item Type:  
Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

The City of Mayer currently contracts with the Carver County Sheriff's Office for 0.67 of an FTE for police services. The City has agreed to increase their contract FTE from 0.67 to 0.88 FTE licensed deputy position commencing on January 1, 2020. The cost of this increase will be paid by the contracting community. Approving this contract will allow for the continued partnership of providing police services to the city of Mayer to continue.

**ACTION REQUESTED:**

Approve the 2020 police services contract and 0.21 increase of an FTE in the Carver County Sheriff's Office

**FISCAL IMPACT:** Included in current budget

If "Other", specify:

**FTE IMPACT:** Increase budgeted staff

**FUNDING**

County Dollars =	<b>\$0.00</b>
Contracting entity	\$121,620.00
<b>Total</b>	<b>\$121,620.00</b>

Insert additional funding source

**Related Financial/FTE Comments:**

This is included in the 2020 Budget.

*Office use only:*

RBA 2020 - 6615

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve the 2020-2021 City of Watertown policing contract and contract increase in their full time equivalent deputy**

Primary Originating Division/Dept: Sheriff

Meeting Date: 1/7/2020

Contact: Michael Wollin Title: Commander

Item Type:  
Consent

Amount of Time Requested: minutes

Attachments:  Yes  No

Presenter: Title:

**Strategic Initiative:**

Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

The city of Watertown currently contracts with the Carver County Sheriff's Office for police services. The city of Watertown wishes to add a 1.0 FTE licensed deputy position to their respective contract commencing on or about July 1, 2020. The cost of this additional FTE will be paid by the contracting community. Approving this contract will allow for the continued partnership of providing police services to the city of Watertown to continue.

**ACTION REQUESTED:**

Approve the 2020-2021 police services contract and increase in 2020 of an additional 1.0 FTE in the Carver County Sheriff's Office.

**FISCAL IMPACT:** Budget amendment request form

If "Other", specify: Cost paid through contract

**FUNDING**

<b>County Dollars =</b>	<b>\$0.00</b>
Contract entity 2020	\$298,106.00
<b>Total</b>	<b>\$298,106.00</b>

**FTE IMPACT:** Increase budgeted staff

Insert additional funding source

**Related Financial/FTE Comments:**

The cost of increasing 1.0 FTE will be paid by the contracting community. The 2020 increased FTE revenue expense is \$58,798.00 for July 1st- December 31, 2020.

Office use only:

RBA 2020 - 6617

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Approve the 2020-2021 City of Watertown policing contract and contract increase in their full time equivalent

Agenda Item: deputy

Department:

Meeting Date: 1/7/2020

Fund:

- 01 - General
- 02 - Reserve
- 03 - Public Works
- 11 - CSS
- 15 - CCRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails
- 35 - Debt Service

Requested By: Mike Wollin

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Salaries	01-201-236.6111	\$58,798.00	Contract Revenue	01-201-236.5574	\$58,798.00
<b>TOTAL</b>		\$58,798.00	<b>TOTAL</b>		\$58,798.00

Reason for Request:

Budget for increased 1.0 FTE from July- Dec 2020.  
2021 budgeted FTE and revenue will be for the full year.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve the 2020 City of Carver policing contract and the 0.35 increase in FTE deputy**

Primary Originating Division/Dept: Sheriff

Meeting Date: 1/7/2020

Contact: Michael Wollin Title: Commander

Item Type:  
Consent

Amount of Time Requested: minutes

Attachments:  Yes  No

Presenter: Title:

**Strategic Initiative:**

Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

The city of Carver currently contracts with the Carver County Sheriff's Office for 1.65 FTE for police services. The city has agreed to increase their contract FTE from 1.65 to 2 FTE licensed deputy positions commencing on January 1, 2020. The cost of this increase will be paid by the contracting community. Approving this contract will allow for the continued partnership of providing police services to the city of Carver to continue.

**ACTION REQUESTED:**

Approve the 2020 police services contract and 0.35 increase of FTE in the Carver County Sheriff's Office.

**FISCAL IMPACT:** Included in current budget

If "Other", specify:

**FUNDING**

County Dollars =	<b>\$0.00</b>
Contracting entity	\$239,308.00
<b>Total</b>	<b>\$239,308.00</b>

**FTE IMPACT:** Increase budgeted staff

Insert additional funding source

**Related Financial/FTE Comments:**

This is included in the 2020 Budget.

Office use only:

RBA 2020 - 6629

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreement with BOLTON AND MENK INC for the Highway 11 Project Public Communications**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="1/7/2020"/>
Contact: <input type="text" value="Scott Smith"/> Title: <input type="text" value="Design Engineer"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

**BACKGROUND/JUSTIFICATION:**

Carver County is the lead agency for the Highway 11 Project - West Carver Area Phase 1, which includes approximately 2.5 miles of Highway 11 (Jonathan Carver Parkway) located in the City of Carver and is responsible for leading the project development and construction of the project. The project is located on Highway 11 from approximately 4th Street West to Highway 61 (Chaska Boulevard). Carver County plans to reconstruct and expand the highway to a four-lane urban highway for a majority of the project area. The portion of Highway 11 from the the Highway 212 bridge overpass to Highway 61 will only include signal improvements, lane adjustments and median additions, with no full reconstruction of the highway in this area of the project.

To assist in the public communication effort, Carver County made a request for proposals from two communications consultants. Once the proposals were received and reviewed Bolton & Menk, Inc. (BMI) was found to be the best value for this project. BMI has provided a scope of work and a corresponding cost estimate for this project. After review of the BMI communications proposal, the services to be provided and corresponding costs for those services are reasonable. The communications work will include public outreach to the emergency services, local businesses, schools and residents through different methods such as: direct mailings, maintaining a project website, social media postings, detour graphic support for businesses and project informational products to display to the public.

The City of Carver will be reimbursing Carver County for this service in accordance with the joint powers agreement between Carver County and the City of Carver, which is anticipated to be approved in the near future.

**ACTION REQUESTED:**

Motion to approve a professional services agreement with BOLTON AND MENK, INC. for the Highway 11 Project - West Carver Area Phase 1, pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>								
If "Other", specify: <input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>County Dollars =</b></td> <td style="width: 30%;"></td> </tr> <tr> <td>CSAH Municipal</td> <td style="text-align: right;">\$52,154.00</td> </tr> <tr> <td>City of Carver</td> <td style="text-align: right;">\$13,038.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$65,192.00</b></td> </tr> </table>	<b>County Dollars =</b>		CSAH Municipal	\$52,154.00	City of Carver	\$13,038.00	<b>Total</b>	<b>\$65,192.00</b>
<b>County Dollars =</b>									
CSAH Municipal	\$52,154.00								
City of Carver	\$13,038.00								
<b>Total</b>	<b>\$65,192.00</b>								
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source								

**Related Financial/FTE Comments:**

Funding splits shown are approximate pending completion of the joint powers agreement between the County and the City of Carver



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**2020 State Highway 5 Detour Agreement**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:  
 ▼

**BACKGROUND/JUSTIFICATION:**

MnDOT will be performing grading, cold in-place recycle, mill and bituminous overlay, reclamation, and lighting construction upon, along, and adjacent to Highway 5 from 5th Street in the City of Green Isle to Highway 212 under State Project No. 7201-119 (TH 5=025). MnDOT requires a detour to carry Highway 5 traffic on Highway 53 from Highway 25 to Highway 212 during the construction in the summer of 2020.

**ACTION REQUESTED:**

Adopt a resolution entering into an agreement with the State of Minnesota for compensation of road life consumed by the Highway 5 detour, pending finalization of the contract review process.

**FISCAL IMPACT:**  ▼

*If "Other", specify:*

**FUNDING**

**County Dollars =**

MnDOT Funds

**Total**

Insert additional funding source

**FTE IMPACT:**  ▼

Related Financial/FTE Comments:

MnDOT will reimburse Carver County for the actual road life consumed by the anticipated detoured traffic onto Highway 53 as described in the agreement. The \$35,000 amount is only a top end estimate and will likely be around \$15,000 in total.

*Office use only:*

RBA 2020 - 6622

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

Date: January 7, 2020  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

---

**AGREEMENT  
BETWEEN  
CARVER COUNTY AND THE STATE OF MINNESOTA**

IT IS RESOLVED that Carver County enter into Mn/DOT Agreement No. 1035948 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 53 to be used as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 5 from 5<sup>th</sup> Street in Green Isle to TH 212 under State Project No. 7201-119 (TH 5=025).

IT IS FURTHER RESOLVED that the County Board Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

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 7<sup>th</sup> day of January, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 7<sup>th</sup> day of January, 2020.

\_\_\_\_\_  
David Hemze                      County Administrator

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2020.

Notary Public \_\_\_\_\_

My Commissions expires \_\_\_\_\_.

Notary Stamp

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**2020-2021 Feedlot Grant Agreement**

Primary Originating Division/Dept: <input type="text" value="Public Services - Environ. Svc."/>	Meeting Date: <input type="text" value="1/7/2020"/>
Contact: <input type="text" value="Brad Hanzel"/> Title: <input type="text" value="Environmental Services - Gover"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Carver County has been delegated by the Minnesota Pollution Control Agency to operate the feedlot inspection and enforcement program since 1978. Beginning in 2000, the MPCA provided funds to assist the County with duties such as inspections, permitting, education, and enforcement. The amount of funding depends on the number of feedlots in the County and a "Performance Credit" that provides additional funds based on level of effort. The County must provide matching funds to the base grant funding. These funds are included in the Environmental Services 2020 budget recommendation.

The total obligation of the State for all compensation and reimbursements to the County under this grant agreement will not exceed \$46,862.00 (\$23,431.00 annually). The County's match under this agreement will not exceed \$29,230.00 (\$14,615.00 annually).

On December 3, 2019, the Carver County Board approved our 2020-2021 Feedlot Delegation Agreement Work Plan, with RBA-6539, that described strategies and goals for administration and implementation of the Carver County Feedlot Program. Today's grant agreement outlines funding that will be available for our on-going feedlot inspection and enforcement program.

The County Attorney and Risk Manager have reviewed and approved the grant agreement.

**ACTION REQUESTED:**

Motion to approve the 2020-2021 Feedlot Grant Agreement with the Minnesota Pollution Control Agency, and delegate the Assistant County Administrator the authority to sign the grant agreement on behalf of the County.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>						
If "Other", specify: <input type="text"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;"><b>\$29,230.00</b></td> </tr> <tr> <td>Grant Revenue</td> <td style="text-align: right;">\$46,862.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$76,092.00</b></td> </tr> </table>	County Dollars =	<b>\$29,230.00</b>	Grant Revenue	\$46,862.00	<b>Total</b>	<b>\$76,092.00</b>
County Dollars =	<b>\$29,230.00</b>						
Grant Revenue	\$46,862.00						
<b>Total</b>	<b>\$76,092.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

**Related Financial/FTE Comments:**

This is revenue for 2 years. The MPCA provides Carver County with funds to operate the Feedlot Program as per this agreement. An estimate for the grant has been included in the 2020 budget recommendation and will also be recommended for the 2021 budget.

Office use only:

RBA 2020 - 6628

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**Encore Donation Received**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes  
Presenter:  Title:

Attachments:  Yes  No

Strategic Initiative:  
 ▼

**BACKGROUND/JUSTIFICATION:**

Encore is honored to have received an electronic donation from United Way on 12/23/2019 in the amount of \$1,237.24. These funds will be used to help enhance the Encore program.

**ACTION REQUESTED:**

Approval of donation received.

**FISCAL IMPACT:**  ▼  
*If "Other", specify:*

**FUNDING**  
County Dollars =   
  
**Total**

**FTE IMPACT:**  ▼

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 6635

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**Encore Donation Received**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:  
 ▼

**BACKGROUND/JUSTIFICATION:**

Encore received a cash donation in the amount of \$100 from a current Encore participant and their family. They are impressed with Encore's services and wanted to contribute to the program. Funds will be used for program enhancement.

**ACTION REQUESTED:**

Approve receipt of donation.

**FISCAL IMPACT:**  ▼  
*If "Other", specify:*

**FUNDING**  
County Dollars =

**FTE IMPACT:**  ▼

**Total**  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 6618

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution Approving Carver County's Application for Funding from the Voting Equipment Grant Account**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

- Minnesota counties are responsible for administering elections which includes the purchase and maintenance of election equipment including accessible voting equipment;
- Carver County's assistive voting devices (AutoMarks) were purchased in 2006 and are approaching the end of their 10 to 15 year lifespan. Carver County plans to purchase new assistive voting devices to replace the AutoMarks after the 2020 election cycle;
- In 2019, Minnesota's Legislature authorized an additional \$2,000,000 for the Voting Equipment Grant Account to assist counties, cities, towns and school districts with the purchase of voting equipment;
- To receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State by 1/31/20;
- All county applications for grant funds must include a resolution from the county board of commissioners approving the application for grant funds.

**ACTION REQUESTED:**

Adopt the attached resolution approving Carver County's application for funding from the Voting Equipment Grant Account

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

The County's actual grant award will be determined based on several factors but is currently expected to be around \$20,000. The eventual replacement of the AutoMarks was approved by the County Board as part of the 2018 Budget.

*Office use only:*

RBA 2020 - 6636



BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA

Date: January 7, 2020

Resolution No.:

Motion by Commissioner:

Seconded by Commissioner:

A RESOLUTION APPROVING CARVER COUNTY'S APPLICATION FOR FUNDING FROM THE VOTING EQUIPMENT GRANT ACCOUNT

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment, including accessible voting equipment; and,

WHEREAS, Carver County's assistive voting devices (AutoMarks) were purchased in 2006, are approaching the end of their lifespan, and Carver County plans to purchase new assistive voting devices to replace the AutoMarks after the 2020 election cycle; and,

WHEREAS, it is essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and,

WHEREAS, Minnesota's Legislature authorized an additional \$2 million for the Voting Equipment Grant Account to assist counties, cities, towns and school districts with the purchase of voting equipment; and,

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before January 31, 2020; and

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners approves and authorizes Carver County's application for funding from the Voting Equipment Grant Account; and,

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby certifies that any funds awarded from the Voting Equipment Grant Account will be used only to purchase assistive voting technology, an electronic roster system, an electronic voting system, any individual component of an electronic voting system, or any other equipment or technology approved by the Secretary of State.

Table with 3 columns: YES, ABSENT, NO. Each column contains five horizontal lines for signature entry.

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 7th day of January, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Drug Court Grant**

Primary Originating Division/Dept: <input type="text" value="Court Services"/>	Meeting Date: <input type="text" value="1/7/2020"/>
Contact: <input type="text" value="Eric D Johnson"/> Title: <input type="text" value="Court Services Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="15"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value="Mark Metz"/> Title: <input type="text" value="Carver County Attorney"/>	
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

For the past year, the Carver County Drug Court Team has been planning the implementation of a drug court in Carver County. The team consists of representatives from the Judiciary, County Attorney, Sheriff, Court Services, Public Defender, MN Dept. of Corrections, and a local treatment provider, North Star Regional. First, drug court training was needed, and a grant was secured for this purpose. Our team was trained in April, 2019, on drug court implementation and evidence-based practices. Subsequently, an application was made for an implementation grant, and was ultimately awarded to Carver County on 10/1/19. This Bureau of Justice Administration grant was secured in the amount of \$500,000 over four years, including funds for staff, training, drug testing, and evaluation of the program. The responsibility of Drug Court implementation is that of the team, with assistance from two new positions (Probation Agent through the MN Dept. of Corrections and a Treatment Court Coordinator through Court Services). Both positions will be hired and/or activated upon approval of this grant and salaries/benefits will be covered by the grant through 2022. The Drug Court Team is very excited about an anticipated launch of Carver County Drug Court on 1/13/20.

**ACTION REQUESTED:**

Motion to approve the Carver County Drug Court Grant Agreement

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/>	<b>FUNDING</b>				
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>				
<b>FTE IMPACT:</b> <input type="text" value="Increase budgeted staff"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">Grant funds</td> <td style="width: 30%; text-align: right;">\$500,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$500,000.00</b></td> </tr> </table>	Grant funds	\$500,000.00	<b>Total</b>	<b>\$500,000.00</b>
Grant funds	\$500,000.00				
<b>Total</b>	<b>\$500,000.00</b>				
<input checked="" type="checkbox"/> Insert additional funding source					

**Related Financial/FTE Comments:**

The budget for this program will be within Court Services.

Based on projected costs and funding streams: the first 3 years of the program will be covered by the grant, not until 2023 would there be a proposed County levy impact.

The anticipated levy impact will be around \$98,000 in years 2023-2026 and \$173,000 starting 2027, this is based on receiving a second grant of \$219,000 in 2024 and no grant in 2027.

Office use only:



# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Carver County Drug Court Grant

Department:

Meeting Date:

Fund:

- 01 - General
- 02 - Reserve
- 03 - Public Works
- 11 - CSS
- 15 - CCRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails
- 35 - Debt Service

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Salaries	01-252-260.6111	\$246,918.00
Cafeteria Contributions	01-252-260.6121	\$59,820.00
Medicare	01-252-260.6155	\$2,995.00
FICA	01-252-260.6172	\$12,792.00
PERA	01-252-260.6162	\$15,475.00
Professional services	01-252-260.6260	\$144,000.00
Travel	01-252-260.6332	\$18,000.00
<b>TOTAL</b>		<b>\$500,000.00</b>

CREDIT		
Description of Accounts	Acct #	Amount
Drug Court Discretionary Grant	01-252-260.5466	\$500,000.00
<b>TOTAL</b>		<b>\$500,000.00</b>

Reason for Request:

Budgeted for the full grant.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County emergency shelter program**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

▼

**BACKGROUND/JUSTIFICATION:**

Each year there are residents of Carver County are facing homelessness. This can be dangerously difficult in the winter months when weather conditions can be severe. People facing emergency shelter issues include families, single adults and veterans. We are currently seeing an increase in homelessness among our elderly population who are particularly vulnerable to more extreme weather conditions. Current emergency shelter options lack the capacity to serve those in need during the winter months.

The Carver County Housing Program has developed a cost effective solution to address this immediate need. We have negotiated a special rate for six(6) rooms at the Chaska Super 8 Hotel, at \$50.00 per room per night. Unused Infrastructure Grant funds were used to cover the cost of these rooms in December 2019, but no funds are available in the HHS budget to continue the program into 2020.

While the County is able to be reimbursed for a small portion of the cost through the state Supportive Housing program, it will require funding of \$25,000.00 to cover costs through 2020. We are requesting a one time contribution from the 2020 Commissioners Contingency Fund in the amount of \$25,000.00 to continue this needed program.

This program has been shared with the Commissioner of Housing and the Lieutenant Governor, and has received praise for its simplicity and partnership with the local community. It has also received their support in engaging the philanthropic community to assist in securing funding for additional services. We are leveraging this \$25,000.00 investment to request \$65,000.00 from the Schulze Family Foundation. This foundation funding would be used to fund 9 winter emergency shelter beds. The Carver County funds would then be used to fund 3 beds for all of the non winter months, providing for year round shelter support for our residents.

**ACTION REQUESTED:**

Motion to approve \$25,000.00 from the Commissioners Contingency Fund for Carver County Emergency Shelter Program.

**FISCAL IMPACT:**  ▼

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**  ▼

**Total**

Insert additional funding source

Related Financial/FTE Comments:

# Commissioner Contingency Request Form



Submit AFTER RBA submittal

Agenda Item: Carver County emergency shelter program

Department:

Meeting Date:

Requested By:

Fund:

Description of Revenue Accounts	Acct #	Increase/ (Decrease) Amount	Description of Expenditure Accounts	Acct #	Increase/ (Decrease) Amount
Local Funding- Emergency Hotel Rooms	11-480-754.6040	\$25,000.00	Commissioner Contingency	01-001.6829	(\$25,000.00)
<b>TOTAL</b>		\$25,000.00	<b>TOTAL</b>		(\$25,000.00)

**Reason for Request:**

While the County is able to be reimbursed for a small portion of the cost through the state Supportive Housing program, It will require funding of \$25,000 to cover costs through 2020. We are requesting a one time contribution from the 2020 Commissioners Contingency Fund in the amount of \$25,000 to continue this needed program.

**Financial Impact***(to be filled out by Finance Director)*

Commissioner Contingency Beginning of the Year Balance	<b>\$100,000.00</b>
Commissioner Contingency Current Adjustment	<b>(\$25,000.00)</b>
Commissioner Contingency Previous Adjustment	<b>330,000.00</b>
Remaining Balance After Adjustment	<b>\$405,000.00</b>

**County Board Decision:**

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Regional Rail Authority**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/7/2020

Contact: Dave Hemze  Title:

Item Type:  
Ditch/Rail Authority

Amount of Time Requested: 5  minutes

Attachments:  Yes  No

Presenter: Dave Hemze  Title: County Administrator

**Strategic Initiative:**

Connections: Develop strong public partnerships and connect people to services and information

**BACKGROUND/JUSTIFICATION:**

In 1987, the Carver County Regional Rail Authority was established. The Regional Rail Authority needs to appoint a Chair, Vice Chair and Secretary/Treasurer for the Rail Authority for 2020

**ACTION REQUESTED:**

Motion appointing Chair, Vice Chair and Secretary/Treasurer.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 6524