



CARVER COUNTY

minnesota

Carver County Board of Commissioners
June 16, 2020
Regular Session

Under Minnesota Statute 13D.021 the County Board has made a determination that opening the Carver County Government Center is not practical or prudent because of a health pandemic and an emergency has been declared under chapter 12.

The physical meeting location (Board Room) is closed because it is not feasible to be open due to the health pandemic. Individuals who wish to provide public comments related to the meeting can do so by email at: admin-contact@co.carver.mn.us or by leaving a voicemail at (952) 361-1516.

**The meeting will be webcast live
at: <https://www.youtube.com/user/CarverCountyMN/live>**

All five Commissioners will be attending the meeting in person with appropriate social distancing.

- 4:00 p.m. 1. a) **CONVENE**
- b) **Pledge of allegiance**
- c) **Attendance Roll Call**
- d) **Public comments submitted via email/voice mail**
- 2. Agenda review and adoption
- 3. Approve minutes of June 9, 2020, Special Session..... 1-3
- 4. Community Announcements
- 4:05 p.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 Carver County Veterans' Treatment Court Grant Agreement FY21 4
- 5.2 Approve Submittal of Transportation Project Applications to MnDOT's Highway Safety Improvement Program Grant Solicitation..... 5-6
- Connections: Develop strong public partnerships and connect people to services*
- 5.3 Tobacco License 7-9

Culture: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government
 5.4 Request to Increase License Center staffing..... 10-11

Finances: Improve the County's financial health and economic profile
 5.5 State Performance Measurement Program (2020) 12-25
 5.6 Review/Social/Commissioners' Warrants..... NO ATT

- 4:05 p.m. **6. CONNECTIONS: Develop strong public partnerships and connect people to services**
 6.1 Farm Family of the Year 26
- 4:15 p.m. **7. COMMUNITIES: Create and maintain safe, healthy and livable communities**
 7.1 COVID 19 Phase II - In-Person Absentee Voting at the Chaska Government Center for the 2020 Primary Election..... 27-32
- 4:35 p.m. **8. CULTURE: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government**
 8.1 Attorney-Client Privileged Closed Session to Discuss Donald and Kara Amorosi v. Carver County..... 33
- 5:15 p.m. **ADJOURN REGULAR SESSION**

David Hemze
 County Administrator

UPCOMING MEETINGS

June 23, 2020	9:00 a.m. County Board of Equalization Meeting
June 30, 2020	No Meeting
July 7, 2020	9:00 a.m. Board Meeting
July 14, 2020	No Meeting

A Special Session of the Carver County Board of Commissioners was conducted via video teleconference due to COVID-19 concerns on June 9, 2020. Vice Chair Gayle Degler convened the session at 9:00 a.m.

Members present: Gayle Degler, Vice Chair, (present in County Board Room), James Ische, Randy Maluchnik and Tom Workman (present via video teleconference).

Members absent: Tim Lynch due to technical difficulties.

Vice Chair Degler explained the Government Center and Boardroom were currently closed. He stated he was speaking from the Boardroom but the other Board members would be videoconferencing in to ensure everyone's safety. He pointed out public comments related to this meeting could be submitted either through email or voice mail.

Under public comments, Vice Chair Degler acknowledged the receipt of comments from Karen Johnson Leuthner, 15735 38th Street, Mayer, regarding the 100,000 FM broadcasting communication tower.

Workman moved, Maluchnik seconded, to approve the agenda. On a roll call vote, Maluchnik Workman, Degler, Ische voted aye. Motion carried.

Ische moved, Maluchnik seconded, to approve the minutes of the June 2, 2020, Regular Session. On a roll call vote, Maluchnik, Workman, Degler, Ische voted aye. Motion carried.

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

Created a 60-day grace period by extending the penalty waiver for late payment of 2020 first half property taxes to July 15th.

Reviewed June 9, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$201,244.84.

On a roll call vote, Workman, Degler, Ische, Maluchnik voted aye. Motion carried.

Vice Chair Degler explained today they would be recognizing Bill Anderson who had been videotaping Board meetings since 2001. He explained Anderson had been serving as the man behind the screens since that time. Vice Chair Degler read a proclamation into the record thanking Anderson for his dedication and expertise.

Bill Anderson stated he initially retired after working 36 years at the Star Tribune and later found the help wanted ad to video record meetings. He pointed out the numerous changes in technology over the years and the current practice of videoconferencing due to Covid 19 which lead him to decide to retire again. He recognized there were some difficult subjects discussed at meetings and noted Commissioners have been patient listening to the citizens.

The Board concurred that Anderson did an excellent job for the County, was a pleasure to work with and opened up the meetings to the public. The Board expressed their sincere thanks and appreciation for Mr. Anderson's service and wished him well in the future.

Commissioner Lynch joined the videoconference meeting at 9:22 a.m.

Lyndon Robjent, Public Works, requested the Board award the contract for the TH Regional Trail Arboretum Connection project. He pointed out this was a very complex project but would be a very rewarding.

Marty Walsh, Parks, concurred this was a very challenging and exciting project. He referenced the initial 1.2M federal grant awarded in 2015 and Master Plan created in 2016. He reviewed the existing trail and future trails to be constructed and connected to other trail systems. He explained the agreements that were reached with the City of Chanhassen and the Arboretum. He stated cost participation would be 50% County and 25% each from the City and Arboretum. Walsh pointed out both Lifetime Fitness and the Arboretum donated easements at no additional cost.

He highlighted the trail through the Arboretum. He explained the complex permitting issue regarding the wetland and the need to work with multiple agencies that ended up with the boardwalk requirement. He noted the increased costs due to the boardwalk and underpass and the tight timelines to move forward in order to not lose federal funds. An aerial image of the TH 41 underpass and boardwalk was displayed. Walsh indicated the boardwalk was a substantial structure and would carry light maintenance equipment.

Walsh stated they did review options to reduce costs. He reviewed bid results and stated all were over the engineer's estimate. He suggested the overall engineer's cost undervalued the project and believed all three low bids were competitive.

Robjent stated they looked closely at the engineer's estimate and actual bids and identified items that were dramatically different. He pointed out cost savings they would be hoping for in the future. He reviewed project budget of 7.9M and project financing. He indicated the City agreed to the budget increase with the stipulation that the County help them out with the cash flow. He stated the Arboretum agreed to pay their share over ten years and the City asked the County if they would cash flow with a five-year payment. He indicated both would be interest free and noted the use of sales tax funds toward the project.

Walsh pointed out the significance of the trail and benefits of the project.

The Board recognized the Chanhassen City Mayor's request, submitted via email, for a ten year pay back. Robjent clarified the City voted on a five year pay back at their meeting last evening. The Board discussed the option to approve the action today to include a five year pay back from the City and the potential to extend that pay back to ten years after obtaining additional information.

Maluchnik moved, Workman seconded, to adopt a Resolution to award a contract to Veit & Company, Inc., in the amount of \$6,745,464.22 and to authorize the Board Chair and County Administrator to execute the contract upon receipt of concurrence from the City of Chanhassen and the Minnesota Landscape Arboretum, with a five year payback from the City of Chanhassen and direction to staff to come back to the Board with a ten year pay back option.

Resolution #47-20
Awarding of the Trunk Highway 5 Regional Trail Connection Project
(SP010-090-008) Carver County Contract (20-181)

On a roll call vote, Degler, Ische, Lynch, Maluchnik, Workman voted aye. Motion carried unanimously.

Dave Hemze, County Administrator, requested the Board approve updates to the strategic plan. He pointed out this as an important piece given what is going with Covid 19, the economy and civil unrest. Hemze noted the challenges and opportunities these times create and the potential for telecommuting to continue in the future to alleviate space issues as well as to leverage technology issues. He indicated the County's vision and mission remain the same and updates were added to the goals.

Workman moved, Maluchnik seconded, to adopt Carver County's 2020-2021 Strategic Plan. On a roll call vote, Ische, Maluchnik, Workman, Degler voted aye. Lynch absent for vote due to technical difficulties. Motion carried.

Hemze requested the Board adopt update #2 to the phase 1 reopening plan. He indicated they were nearing the end of phase 1 but it was difficult to predict when doors would be reopened. He stated they would rely on health data to guide decisions.

He referenced the Order issued by the Judicial Branch and proposed changes in the service counter at Court Administration. He stated they were working on protocols for jury trials. He clarified, in addition to the changes outlined, appointment only services would now include child protection family visitation and urinalysis appointments in HH&S. He stated they would also be coming back with more details for absentee voting. Hemze added they are also looking at getting all Board members back into the boardroom to meet and working on a lay out for physical distancing.

Ische moved, Lynch seconded, to adopt Covid-19 Phase 1 Reopening Update #2 with HH&S service appointments as outlined. On a roll call vote, Lynch, Maluchnik, Workman, Degler, Ische voted aye. Motion carried unanimously,

Workman moved, Lynch seconded, to adjourn the Regular Session at 10:35 a.m. On a roll call vote, Maluchnik, Workman, Degler, Ische, Lynch voted aye. 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:

Carver County Veterans' Treatment Court Grant Agreement FY21

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

This agreement, allocated to Carver County by the State Court, funds a 0.7 FTE Veterans' Court Coordinator, as well as expenses for drug testing, training, and supplies. This is the 2nd year of this biennial grant. The contract begins July 1, 2020 and extends through June 30, 2021.

ACTION REQUESTED:

Motion to approve the Carver County Veterans' Treatment Court Grant Agreement

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	\$0.00
State Grant	\$89,000.00
Total	\$89,000.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Budget program 259.

Office use only:

RBA 2020 - 6937

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approve Submittal of Transportation Project Applications to MnDOT's Highway Safety Improvement Program Grant Solicitation

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="6/16/2020"/>
Contact: <input type="text" value="Angie Stenson"/> Title: <input type="text" value="Sr. Transportation Planner"/>	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:

Every two years the Minnesota Department of Transportation (MnDOT) solicits funding applications for the Highway Safety Improvement Program (HSIP) to distribute federal transportation funds to locally initiated, safety projects in the Metro area. The purpose of HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. MnDOT estimates approximately \$23 million in federal transportation funding is available in the Metro area for Fiscal Years 2024 and 2025.

Staff considered eligible and relevant projects for this safety focused funding source and vetted projects against the program's qualifying and evaluation criteria. The objective of the HSIP is to identify, evaluate, and implement cost effective safety projects with the primary goal of funding projects that have the highest possibility of reducing the chance of fatal and serious injury crashes. The prioritization criteria include items such as crash reduction associated with the specific improvement and the presence of correctable crashes at the project location. The proposed project applications focus on proactive safety projects, meaning the focus is on an identified geometric or systemwide strategic improvement rather than based solely on crash history at a specific location.

The following four (4) project applications are recommended to be submitted and/or supported for the MnDOT HSIP solicitation for federal transportation funding:

- A. Highway 40 Shoulder Widening & Safety Improvement Project**
 - 1. This is a proactive safety project on Highway 40 from Highway 25 to Highway 52 in San Francisco Township. The project includes shoulder widening, signage, and enhanced pavement markings along the corridor.
- B. Highway 25/Highway 20 Intersection Improvement Project**
 - 1. This is a proactive safety project located at the intersection of Highway 25 and Highway 20 in Watertown Township. The project is a low-cost, high-benefit safety improvement to the existing skewed intersection including realignment of Highway 20 and turn lanes on Highway 25.
- C. Countywide Ground-in Wet Reflective Pavement Markings**
 - 1. This is a proactive safety project that recommends a Countywide strategic improvement for the transportation system. The proposed project is for implementation of an enhanced pavement marking called a ground-in wet reflective pavement marking, which will improve visibility for roadway users.
- D. Highway 10/Waconia Parkway N Intersection Safety Project (City-led application)**
 - 1. This is a proactive safety project located at the intersection of Highway 10 and Waconia Parkway N in the City of Waconia. The proposed intersection improvement is a roundabout. The County and City partnered on project concept development, and the City will submit the application.

Project applications must be submitted by July 1, 2020. A resolution is not required to submit applications for this grant solicitation.

ACTION REQUESTED:

Motion to authorize County Engineer to submit and support the transportation project applications identified above to the MnDOT Metro District for consideration in the Highway Safety Improvement Program grant funding solicitation.

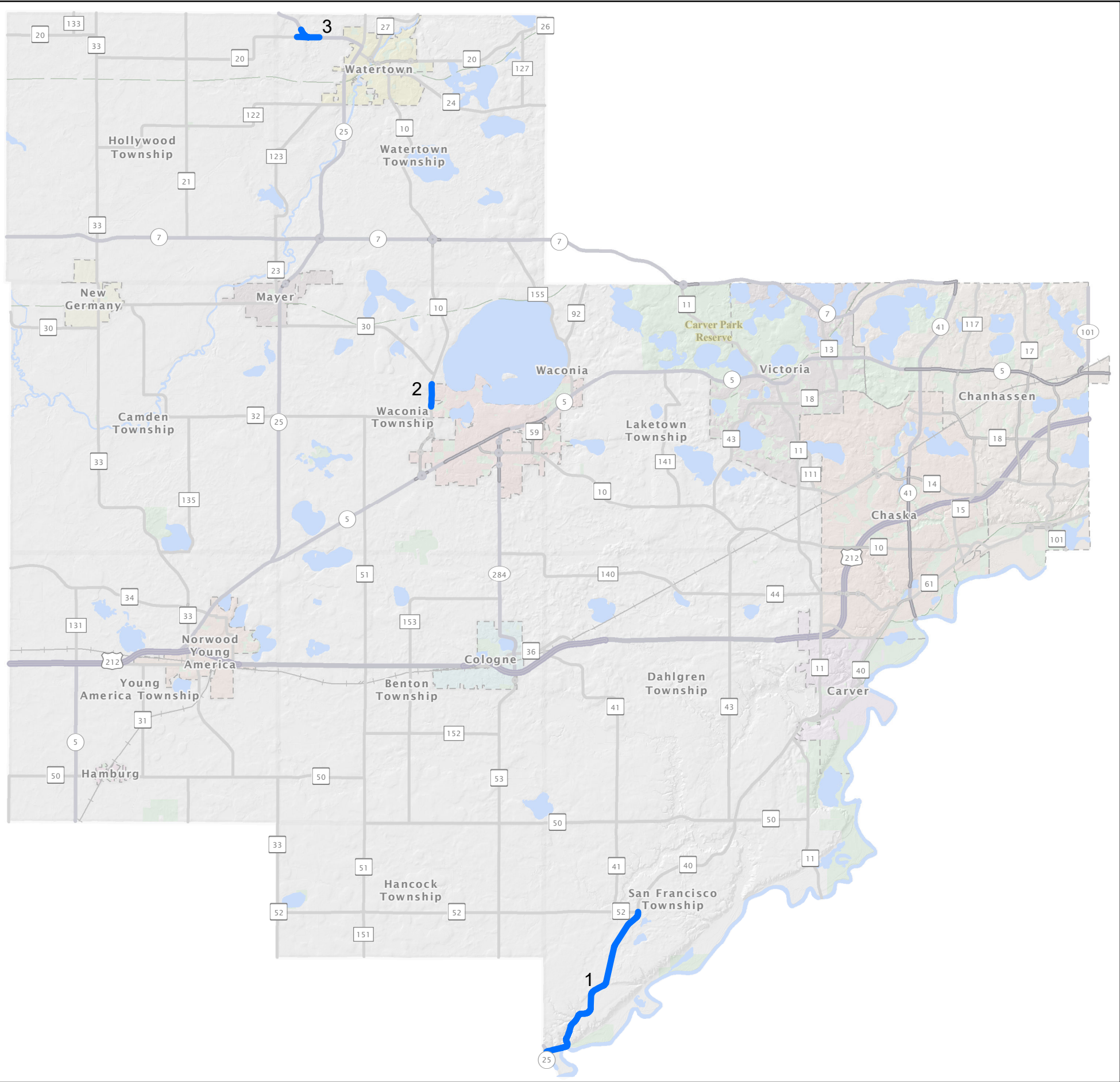
FISCAL IMPACT: <input type="text" value="None"/>	FUNDING
If "Other", specify: <input type="text" value=""/>	County Dollars = <input type="text" value=""/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value=""/> \$0.00
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

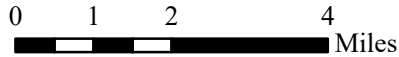
Project concepts and cost estimates are being developed for the application deadline of July 1, 2020. The County share and grant requests will be determined at that time.

Office use only:

2020 HSIP Funding Applications



Ref. #	HSIP Application List
1	CSAH 40 Shoulder Widening from Hwy 25 to CSAH 52
2	CSAH 10/Waconia Parkway N Intersection (City submittal)
3	Hwy 25/CSAH 20 Intersection
N/A	Countywide Ground-in Wet Reflective Pavement Markings



This map was created using a compilation of information and data from various City, County, State, and Federal offices. It is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



Public Works Division
 11360 Hwy 212, Suite 1
 Cologne, MN 55322
 (952) 466-5200
 Created: 6/4/2020

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Tobacco License

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Attached is a list of businesses that have applied for a tobacco license and are in compliance with the Carver County Tobacco Ordinance. The owners are requesting Carver County Board of Commissioners approval to sell tobacco products. These are all tobacco license renewals.

ACTION REQUESTED:

Approval of the County Board to issue tobacco licenses to the attached list of compliant businesses.

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 - 6941

Tobacco License Applications To Be Approved by County Board

<p>License #10-513 58-0140951 Good Time Liquors LLC Danielle L Butler, Owner 400 Faxon Road Norwood Young America, MN 55368</p>	<p>License # 10-515 25-8900010 Holiday Stationstores, LLC dba Holiday Stationstore #199 Kate Nolan, License Administrator 441 79th Street West Chanhassen, MN 55317-4505</p>
<p>License # 10-523 40.0140700, 40.1500010 Mid-County Coop dba Holiday Stationstore #3577 William F. Reimers, General Manager 409 Paul Avenue North Cologne, MN 55322</p>	<p>License # 10-526 58-6880230 R E Smith Oil & Tire Co., Inc. Russell E Smith, Owner 503 Faxon Road North Norwood Young America, MN 55368</p>
<p>License # 10-540 25.0260800, 25.0261300 & 25.0261400 Bluff Creek Golf Course Kelly R. Donovan, Clubhouse Manager 1025 Creekwood Drive Chaska, MN 55318</p>	<p>License # 10-566 20-0500390 Schoknecht, Inc dba Lisa's Place Lisa M Schoknecht, President 205 Broadway North Carver, MN 55315</p>
<p>License # 10-578 25-2860010 Kwik Trip, Inc dba Kwik Trip #402 Donald P. Zietlow, President 2201 West 78th Street Chanhassen, MN 55317</p>	<p>License # 10-594 65-2050010, 65.5100090 Holiday Stationstores, LLC dba Holiday Stationstore #360 Kate Nolan, License Administrator 1793 Arboretum Blvd. Victoria, MN 55386-7706</p>
<p>License # 10-596 25.4510010 Champlin 2005 LLC dba Cub Foods #1644(31564) Attn: Licensing 7900 Market Blvd. Chanhassen, MN 55317</p>	<p>License # 10-604 58.0145100 Holiday Stationstores, LLC dba Holiday Stationstore #371 Kate Nolan, License Administrator 502 North Faxon Road Norwood Young America, MN 55368-9734</p>
<p>License # 10-605 25.2520010 Walgreen Co dba Walgreens #09728 Alexander W Gourlay, President & CEO 600 West 79th Street Chanhassen, MN 55317</p>	<p>License # 10-606 20.0500430 Harvey's Bar & Grill Inc. Laura Niesche, President 220 North Broadway Carver, MN 55315</p>
<p>License # 10-611 58.0510380 Last Call Too dba Last Call Diane R. Henning, Owner 118 Main Street East NYA, MN 55397</p>	<p>License # 10-613 20.3500010 Casey's Retail Company dba Casey's General Store #2655 John C Soupene, President 300 County Road 40 East Carver, MN 55315</p>
<p>License # 10-619 65.4920030 B&B Hospitality dba HI-5 Market Deepinder S. Baveja, Owner 1510 Commercial Avenue Victoria, MN 55386</p>	<p>License # 10-624 25.4510010 - Tenant Kleinprintz Liquors, LLC dba MGM Liquor Warehouse Jason Kleinprintz, Managing Member 7856 Market Blvd., P.O. Box 412 Chanhassen, MN 55317</p>
<p>License # 10-627 25.2480010 Kwik Trip, Inc. dba Kwik Trip #492 Donald P. Zietlow, President 8921 Crossroads Blvd. Chanhassen, MN 55317</p>	<p>License # 10-628 25.7940010 Walgreen Co. dba Walgreens #12434 Alexander W Gourley, President & CEO 2499 Highway 7 Excelsior, MN 55331-9701</p>
<p>License # 10-633 25.7940030 Northern Tier Retail LLC dba SuperAmerica #4366 Attn: Marketing Services 2391 Highway 7 Excelsior, MN 55331</p>	<p>License # 10-634 40.0750010 - Tenant GMB Enterprise, LLC dba Inn Town Wine & Spirits Gary Bjurstrom, Owner 102 Lake Street West Cologne, MN 55322</p>

License # 10-637 20.2700020 Fleet Farm of Green Bay LLC dba Fleet Farm Fuel Jeffry L Meek / License Dept. 1921 Levi Griffin Road Carver, MN 55315	License # 10-638 58.8490020 Family Dollar Inc. dba Family DollarStore #26540 Attn: Tobacco 713 Faxon Road Norwood, MN 55397
License # 10-642 25.0690020 Chanhassen Stop, LLC Elias Saman, President - Heather Saman, Vice President 7755 Century Blvd Chanhassen MN 55317	License # 10-643 25.0760010 Northern Tier Retail, LLC dba SuperAmerica #5001 Attn: Marketing Services 2960 82nd Street Chaska MN 55318-2329
License # 10-646 25.2480020 MLNG LLC dba The Vintage Michael Clausen, Owner 8971 Crossroads Blvd., Suite 160 Chanhassen, MN 55317	License # 10-647 20.0500860 Huynh Inn LLC dba Carver Liquor Ngan Thi Bich Huyna 309 Broadway North Carver, MN 55315
License # 10-648 58.0143851 Kwik Trip, Inc dba Kwik Trip #854 Donald P Zietlow, President 520 Reform Street N NYA, MN 55368	License # 10-649 65.5100011 Churchills Quality Cigars & Gifts Derrick Smigiel, Owner/President 8000 Victoria Drive Victoria, MN 55386
License # 10-651 25.2480020 e-Cig Store of Shakopee, LLC Sean T Condon 8971 Crossroads Blvd., Suite 140 Chanhassen, MN 55317	License # 10-652 25.7650020 Minnesota Fine Wines & Spirits, LLC dba Total Wine & More Christy M Richards 510 Lake Dr Chanhassen, MN 55317
License # 10-654 20.2700010 Fleet Farm of Green Bay LLC dba Fleet Farm Jeffry L Meek/Licensing Dept 1935 Levi Griffin Rd Carver, MN 55315	License # 10-655 50.7000050 Casey's Retail Company dba Casey's General Store #3591 John C Soupene, President 313 Shimmcor St Mayer, MN 55360
License # 10-656 04.0150610 Big Stick's LLC Michele & Richard Imdieke 6940 Dahlgren Rd Chaska MN 55318	License # 10-657 25.4460010 Greenleaf Tobacco & E Cigs dba Greenleaf Tobacco Mohammad Mirib 600 Market St Unit 120 Chanhassen MN 55317
License # 10-658 07-116-22-33-0027 Yayin Gado I, LLC dba Top Ten Liquors Jonathan Halper 19900 W 78th St Chanhassen MN 55317	License # 10-660 20.0500840 Brian Charles Bar LLC DBA Dog House Bar Brian Chilman 313 N Broadway Carver MN 55315
License # 10-661 50.0500350 FILLMEUP LLC DBA FILLMEUP Ashvin K Patel 308 Ash Ave N Mayer MN 55360	License # 10-662 06.0331242 FILLMEUP LLC DBA FILLMEUP Ashvin K Patel 17535 Highway 7 New Germany MN 55367

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request to Increase License Center staffing

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

License Center management is requesting to eliminate a part-time Licensing Specialist position and create a full-time Licensing Specialist position in response to the significant backlog of customers needing services as a result of the Governor's order to close all DMV's across the State in response to the COVID-19 pandemic. The increased salary and benefit costs of \$36,000 to create the full-time Licensing Specialist position will be offset by additional license center revenue earned from the additional hours worked by a full-time employee.

ACTION REQUESTED:

Motion to convert a part-time position at the Chaska location to a full-time position

FISCAL IMPACT: ▼

If "Other", specify:

FTE IMPACT: ▼

FUNDING

County Dollars =	<input type="text"/>
License Center fees	\$36,000.00
<input type="text"/>	<input type="text"/>
Total	\$36,000.00

Insert additional funding source

Related Financial/FTE Comments:

The incremental cost to convert the part-time position to a full-time position will be funded by increased license center revenue.

Office use only:

RBA 2020 - 6925

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Request to Increase License Center staffing

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	01-040-55-1109.61XX	\$36,000.00
TOTAL		\$36,000.00

CREDIT		
Description of Accounts	Acct #	Amount
Drivers License	01-040-55-1109.5...	\$18,000.00
Deputy Registrar	01-040-55-1109.5...	\$18,000.00
TOTAL		\$36,000.00

Reason for Request:

Convert 0.50 FTE to 1.0 FTE, additional revenue generated by the position will cover the cost increase of the FTE change.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
State Performance Measurement Program (2020)

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="6/16/2020"/>
Contact: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Dire"/>	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="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

On 6/21/11, the Carver County Board approved the 2011 participation in the State's Performance Measurement program. On 6/26/12, the Board certified that it had adopted and implemented the 10 performance measures developed by the Council on Local Results and Innovation and that the County is implementing a local performance measurement system.

For 2020, the Carver County Board is asked to approve the 2020 participation in the State's Performance Measurement Program by certifying prior to or on July 1, 2020 that it has adopted and implemented at least 10 performance measures developed by the Council; implement a system to use this information to help plan, budget, manage, and evaluate programs and processes for optimal future outcomes; and continue to report the results of the performance measures to its residents.

ACTION REQUESTED:

Motion to approve the attached resolution and the Performance Measures- 2020 Report

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text" value=""/>	County Dollars = <input type="text" value=""/>
FTE IMPACT: <input type="text" value="None"/>	State Performance Aid (2) <input type="text" value="\$14,836.00"/>
	Total <input type="text" value="\$14,836.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in 2021 if levy limits are in effect. In 2019, the county received \$14,836 for participation in this program.

Office use only:

RBA 2020 - 6904



CARVER
COUNTY

Program Year 2020

Performance Measures

About This Program

The Minnesota State Legislature in 2010 created the Council on Local Results and Innovation to develop standard performance measures to aid residents, taxpayers, and state and local elected officials in determining the efficiency and effectiveness of counties and cities in providing services and measuring residents' opinion of those services. The Council released a standard set of 10 performance measures for counties and created a comprehensive performance measurement system for counties to implement.

Carver County voluntarily agreed to participate in the state's Performance Measurement Program in 2011 and has participated each year since that time. The County follows the guidelines sent out by the Council and receives Local Government Aid reimbursement for its participation in the program. Carver County is one of 26 counties in the state (30 percent of all counties) that participate in the Performance Measurement Program.

The Performance Measurement Program reinforces Carver County's work to achieve its vision, mission, and goals listed and described as follows:

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

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.

Goals and Outcome/Output Measures: Carver County's Strategic Plan outlines five goals designed to serve as the foundation for all future strategies, work, and priorities of the County. Each year, the County Board works with County staff to develop an Implementation Plan that outlines outcome/output measures that address the following five goals:

- **Communities Goal:** Create and maintain safe, healthy, and livable communities.
- **Connections Goal:** Develop strong public partnerships and connect people to services and information.
- **Finances Goal:** Improve the County's financial health and economic profile.
- **Growth Goal:** Manage the challenges and opportunities resulting from growth and development.
- **Culture Goal:** Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

Within this Performance Measurement and Indicators Report, the County's goal statements related to Communities, Connections, Finances, and Growth are listed with one or more performance measures or indicators listed under the goal. No performance measures or indicators for the Culture goal were included in this report since none of the state standards for performance measures align with the County's goal statement related to Culture.

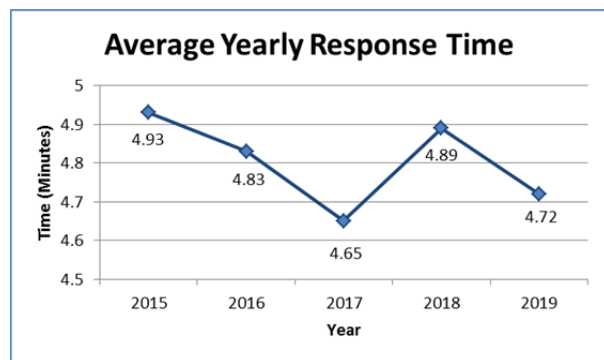
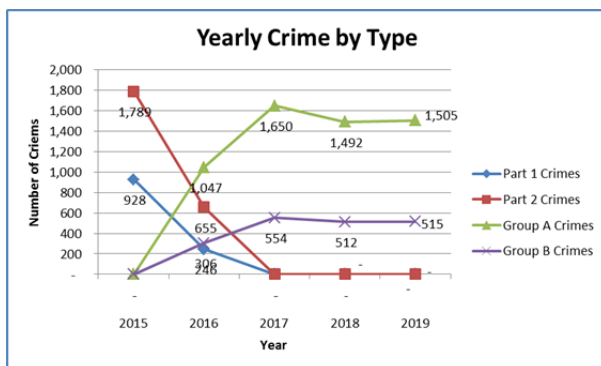
Communities Goal

Create and maintain safe, healthy, and livable communities.

Public Safety Standard Measures

Crime Rates and Response Times: One aspect of public safety is reflected in data submitted by the Minnesota Bureau of Criminal Apprehensions on Part I and Part II crimes committed in Carver County. Part 1 crimes include: homicide, rape, aggravated assault, burglary, robbery, auto theft, theft, and arson. Part II crimes include: other assaults, forgery, fraud, stolen property, vandalism, weapons, prostitution, other sex offenses, narcotics, gambling, family/children crime, driving under the influence (DUI), liquor laws, disorderly conduct, and other offenses. In 2016 a government mandated change in classification for crimes was released, Group A and Group B. Group A crimes include: animal cruelty, arson, assault, aggravated assault, bribery, burglary, counterfeiting/forgery, property damage, drugs, embezzlement, extortion/blackmail, fraud, gambling, homicide, human trafficking, kidnapping, theft/larceny, motor vehicle theft, pornography, prostitution, robbery, sex offenses (forcible and non-forcible), stolen property offenses, and weapons. Group B crimes include: bad checks, curfew/loitering, disorderly conduct, driving under the influence (DUI), drunkenness, family offenses (non-violent), liquor law violation, peeping tom, runaway, trespassing, ordinances, and all other offenses. The following table indicates Part I, Part II, Group A, and Group B crime rates for Carver County and the Carver County Deputy average response times for these types of crimes. The average response time is indicated in minutes from the time the call was dispatched to the first squad on the scene for a top-priority call for Part I, Part II, Group A, and Group B crimes:

Public Safety					
Year	Part I Crimes	Part II Crimes	Group A Crimes	Group B Crimes	Average Response Time In Minutes
2015	928	1,789	-	-	4.93
2016	246	655	1,047	306	4.83
2017	-	-	1,650	554	4.65
2018	-	-	1,492	512	4.89
2019	-	-	1,505	515	4.72



Adult Offenders with New Felony Convictions: The recidivism rate for felony offenders is another measure of public safety. Data from the Minnesota Sentencing Guidelines Commission is used to determine the percent of adult offenders with a new felony conviction within three years of discharge. Pre-trial supervision cases were excluded as these cases are not formal supervision, and different results are expected for cases placed on supervision post-adjudication.

Adult Offenders with New Felony Convictions Within 3 Years of Discharge	
Data Sample Analysis Year	Percent of Recidivism
2012-2013 Data Sample Analyzed in 2015	6.0% (1)
2013-2014 Data Sample Analyzed in 2016	4.0% (2)
2014-2015 Data Sample Analyzed in 2017	1.0% (3)
2015-2016 Data Sample Analyzed in 2018	5.0% (4)
2016-2017 Data Sample Analyzed in 2018	4.0% (5)

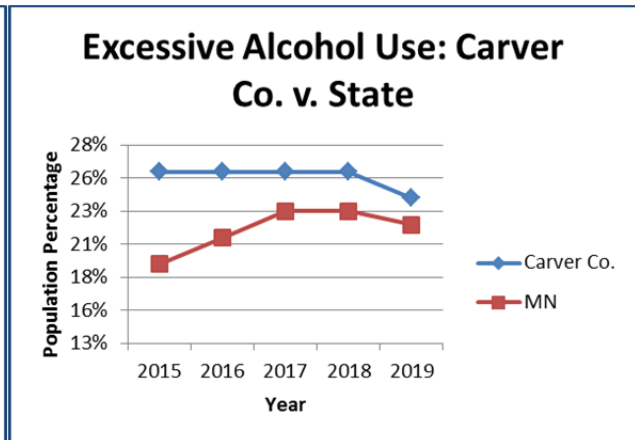
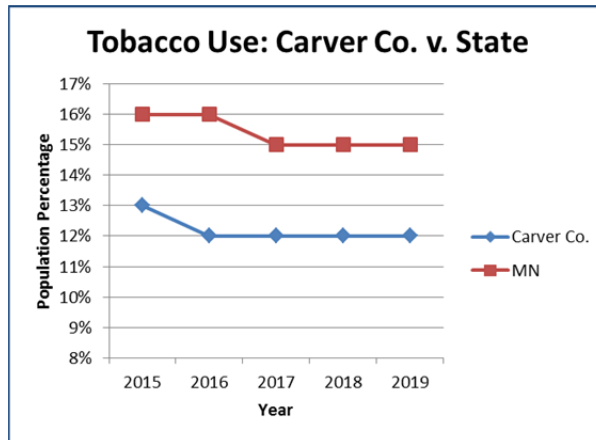
- (1) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from 6/1/12 to 6/1/13. Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 540 cases, random clients were selected to total a sample of 79 offenders, which is approximately a 15% sample. Recidivism was tracked on these cases. 5 offenders reoffended at a felony level.*
- (2) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from 6/1/13 to 6/1/14. Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 556 cases, random clients were selected to total a sample of 75 offenders, which is approximately a 13% sample. Recidivism was tracked on these cases. 3 offenders reoffended at a felony level.*
- (3) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from 6/1/14 to 6/1/15. Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 494 cases, random clients were selected to total a sample of 87 offenders, which is approximately a 18% sample. Recidivism was tracked on these cases. 1 offender reoffended at a felony level.*
- (4) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from 6/1/15 to 6/1/16. Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 504 cases, random clients were selected to total a sample of 100 offenders, which is approximately a 20% sample. Recidivism was tracked on these cases. 5 offenders reoffended at a felony level.*
- (5) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from 6/1/16 to 6/1/17. Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 466 cases, random clients were selected to total a sample of 93 offenders, which is approximately a 20% sample. Recidivism was tracked on these cases. 4 offenders reoffended at a felony level.*

Public Health/Social Services Standard Measures

Tobacco and Alcohol Use: In assessing the health of the County, areas of focus for the Public Health Department have included tobacco use and excessive alcohol use by County residents. The department uses the County Health Rankings to obtain information on tobacco and alcohol use by County residents.

The table below compares the percentage of County residents who use tobacco with the state average, and it compares the percentage of County residents who drink alcohol excessively with the state average.

Tobacco and Excessive Alcohol Use				
Year	Carver County Tobacco Use	Minnesota Tobacco Use	Carver County Excessive Alcohol Use	Minnesota Excessive Alcohol Use
2015	13%	16%	26%	19%
2016	12%	16%	26%	21%
2017	12%	15%	26%	23%
2018	12%	15%	26%	23%
2019	12%	15%	24%	22%



Low-Weight Births: Another measure of a healthy community is reflected in the percentage of low-weight births that occur each year. Data from the Minnesota Department of Health and the County Health Rankings provide information on the percentage of low-birth-weight babies born to County residents. As the table below indicates, the percentage of low-weight births in the County has remained consistently below the state average from 2015-2019.

Low-Weight Births		
Year	Carver County	Minnesota
2015	3.9%	4.9%
2016	3.1%	4.8%
2017	3.2%	4.9%
2018	4.2%	4.3%
2019	1.2%	1.7%

Maltreatment of Children: The safety of children in terms of the prevention of child abuse and neglect is also a measure of a community’s health and safety. County records are used to determine the percent of children where there is a recurrence of maltreatment following an intervention. The measures indicated in the table below follow federal measurement guidelines used to determine the percentage of children who were victims of substantiated or indicated child abuse and/or neglect during the reporting period that had another substantiated or indicated report within 12 months.

Maltreatment of Children Recurrence	
Year	Percent of Recurrence of Child Abuse and/or Neglect in 12-Month Period
2015	2.1%
2016	2.7%
2017	2.5%
2018	2.0%
2019	5.3%

Elections Standard Measures

Accuracy of Post-Election Audit: One measure of a livable community is participation in elections and confidence in the accuracy of election results. Minnesota counties perform a post-election audit of election results returned by the optical scan ballot counters used in state general elections. The review is a hand count of the ballots for each eligible election in the precinct compared with the results from the voting system used in the precinct. The following table indicates the percentage of accuracy for the past three state elections.

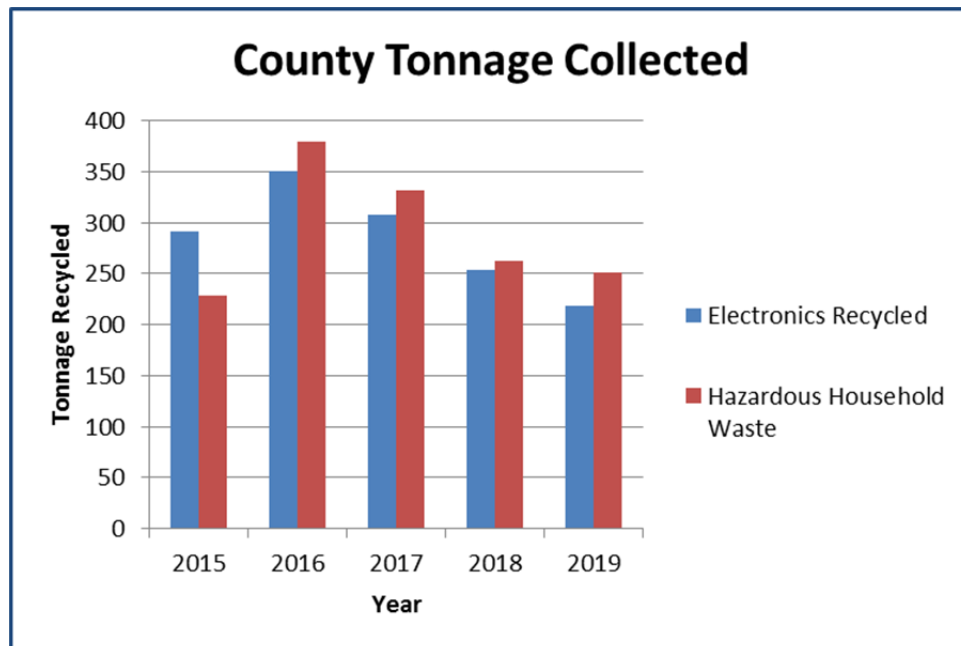
Election Results Accuracy Base on Post-Election Audit	
Year	Percentage of Accuracy
2012	100%
2014	100%
2016	100%
2018	100%

Environment Standard Measures

Collection of Hazardous Household Waste and Electronics: Hazardous waste can contaminate the soil and/or water supply if not disposed of properly, posing a threat to health and the environment. Recycling rates for hazardous household waste and electronic provide another measure of a healthy community.

The Carver County Environmental Center records the total tonnage of hazardous household waste and electronics collected for recycling. The following table lists the tonnage for electronics recycled in the County and the combined total for hazardous household waste and electronics.

Hazardous Household Waste and Electronics Collected			
Year	Electronics Recycled	Hazardous Household Waste	Total Hazardous Household Waste and Electronics Recycled
2015	292 tons	228 tons	520 tons
2016	350 tons	380 tons	730 tons
2017	308 tons	332 tons	640 tons
2018	254 tons	262 tons	516 tons
2019	219 tons	251 tons	470 tons



Connections Goal

Develop strong public partnerships and connect people to services and information.

Social Services Standard Measures

Workforce Participation Rates: The Minnesota Family Investment Program (MFIP) is the state’s welfare reform program for low-income families with children. It helps families work their way out of poverty by expecting, supporting, and rewarding work. Direct benefits include food support and cash assistance. MFIP clients also receive Medical Assistance (MA), child care help, and employment services. When most families first apply for cash assistance, they will participate in the Diversionary Work Program, or DWP. This is a four-month program that helps parents go immediately to work rather than receive welfare. Connecting MFIP/DWP participants to services and information so they can become self-sufficient through employment is one measure of strong public partnerships.

The table below reflects data from the Minnesota Department of Human Services on the percent of MFIP/DWP adult residents of the County who are working 30 or more hours per week or are off cash assistance three years after beginning the program.

Workforce Participation Rate for MFIP/DWP Participants	
Year	Percentage Working or Off Cash Assistance After Three Years
2015	48.1%
2016	45.2%
2017	48.1%
2018	40.3%
2019	39.0%

Library Standard Measures

Library Use: Another measure of the County’s efforts to connect people to services and information is reflected in the number of annual visits to County libraries. The County’s Library System consists of six public branch libraries in the communities of Chanhassen, Chaska, Norwood Young America, Victoria, Waconia and Watertown, a law library at the Government Center in Chaska, and four express library locations in Carver, Cologne, Mayer and Victoria.

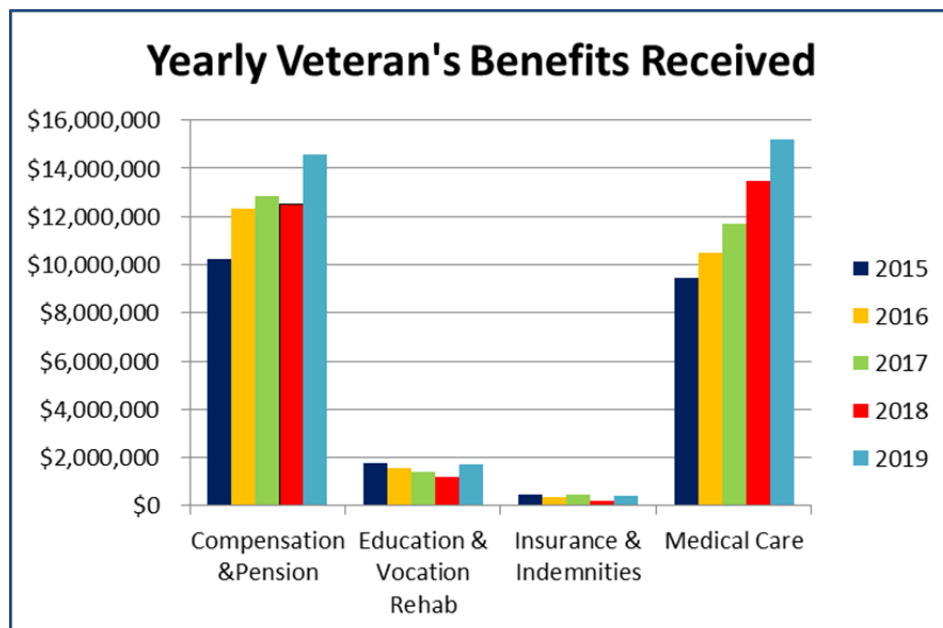
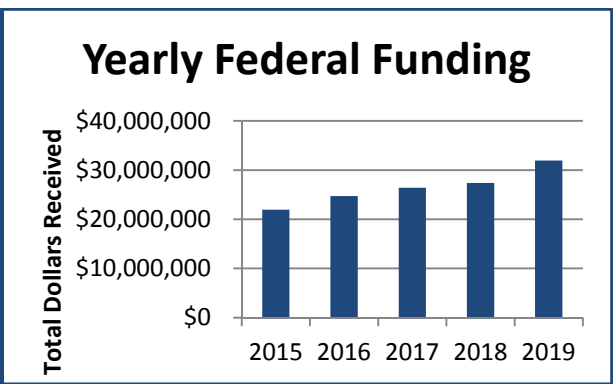
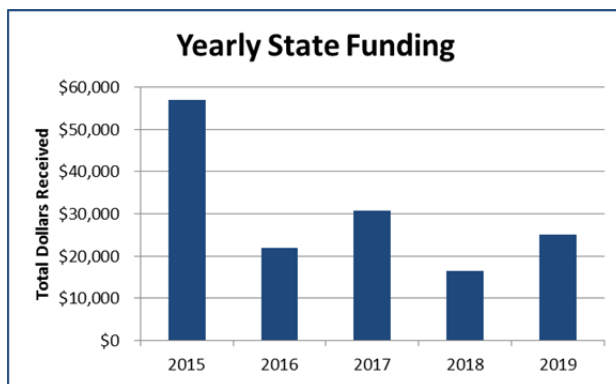
The following table reflects the number of Library visits using County records to compare the total population, total number of visits per year, and the number of visits per 1,000 residents.

Library Annual Visits			
Year	County Population	Total Library Visits	Visits per 1,000 Residents
2015	98,714	535,064	5.4
2016	100,262	525,656	5.2
2017	102,119	505,807	5.0
2018	103,551	482,482	4.7
2019	105,089	533,596	5.1

Veterans Services Standard Measures

Veterans Benefits: A main purpose of the County's Veterans Services Office is to connect veterans and their families with the benefits they are entitled to receive. One measure of the County's ability to connect veterans to the services and information they need is reflected in the total number of dollars brought into the County as benefits for veterans. The table below reflects the totals for federal and state programs.

Veterans Benefits					
Year	Federal: Compensation & Pension	Federal: Education & Vocation Rehab	Federal: Insurance & Indemnities	Federal: Medical Care	State: Soldiers Assistance
2015	\$10,251,000	\$1,783,000	\$458,000	\$9,457,000	\$57,069
2016	\$12,303,000	\$1,572,000	\$343,000	\$10,517,000	\$21,917
2017	\$12,841,505	\$1,425,000	\$449,000	\$11,695,000	\$30,661
2018	\$12,509,000	\$1,204,000	\$221,000	\$13,452,000	\$16,473
2019	\$14,578,000	\$1,734,000	\$431,000	\$15,208,000	\$25,032



Finances Goal

Improve the County’s financial health and economic profile.

Financial Standard Measures

Bond Ratings: One indication of a county’s financial health is its bond rating. Bond ratings are expressed as letters ranging from “AAA,” which is the highest grade, to “C,” also referred to as “Junk,” which is the lowest grade. An issuer that is rated AAA has an exceptional degree of creditworthiness and can easily meet its financial commitments.

Carver County’s ratings shown in the table below were issued by Standard and Poor’s (S&P) Rating Services. Carver County is one of six Minnesota counties that received an “AAA” rating. Carver County’s rating is also higher than Minnesota’s rating of AA+.

Bond Ratings	
Year	S&P Rating
2015	AAA
2016	AAA
2017	AAA
2018	AAA
2019	AAA

Growth Goal

Manage the challenges and opportunities resulting from growth and development.

Taxation Standard Measures

Level of Assessment Ratio: Carver County is among the fastest growing counties in the state. As the number of households in the County increases along with population growth, the challenge is to provide accurate property value assessments. The level of assessment ratio is an indication of the quality and accuracy of the County’s property value assessments. It is based on the difference between a property’s assessed value and the actual sale price of the property. If the ratio falls between 90% and 105%, the level of assessment is determined to be acceptable. The following table shows the level of assessment ratio for all property types.

Level of Assessment Ratio	
Year	Median Ratio Percent
2015	94.2%
2016	94.8%
2017	95.2%
2018	95.8%
2019	94.3%*

**Based on 2018 assessment for the sales during 2018, brought forward for 2019 assessment.*

Public Works Standard Measures

Snow Plowing: As the County’s population has increased, so has traffic on its County road system. One of the challenges the County faces is to meet the financial challenge associated with plowing 279 miles of roadway in a timely manner during snow events. The following table provides estimates of how much time it takes to plow all County roads each year.

Snow Plowing –Hours to Plow County Road System		
Year	Range	Average
2015	5.50 - 6.50 hours	5.45 hours
2016	5.50 - 6.50 hours	6.00 hours
2017*	4.50 - 6.00 hours	4.81 hours
2018	5.00 - 8.00 hours	6.31 hours
2019**	6.00 - 15.50 hours	9.03 hours

**2017 was an abnormally light winter*

***The department was short staffed by 2 FTE for the majority of 2019*

County Pavement Condition Rating: Another challenge brought about by increased use of the County’s road system is maintaining road pavement conditions. The Public Works Division uses a rating of the surface quality of the pavement known as the Pavement Condition Index (PCI). The PCI uses a scale of 0 to 100 in which a rating of 85+ is Excellent, 55-84 is Acceptable, and 0-55 is Failed. The table below shows that the pavement conditions for all County Roads for each year.

Average County PCI Rating	
Year	Pavement Condition Index Rating
2015	76.1
2016	75.0
2017*	75.0
2018	77.9
2019	76.4

**A major system upgrade took place in 2017.*

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE June 16th, 2020
MOTION BY COMMISSIONER _____

RESOLUTION NO. _____
SECONDED BY COMMISSIONER _____

Performance Measurement Program, 2020 Report

WHEREAS, Benefits to Carver County for participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, the Council on Local Results and Innovation developed a Performance Measurement Program that is voluntary for counties and cities to participate in; and

WHEREAS, Any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW, THEREFORE, BE IT RESOLVED, Carver County will continue to report the results of the performance measures to its citizenry by the end of the year through posting on the county’s website.

BE IT FINALLY RESOLVED, Carver County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

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 ___ of _____, 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:
Farm Family of the Year

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
 ▼

BACKGROUND/JUSTIFICATION:

The University of Minnesota Extension Farm Family Recognition Program has existed for over two decades and honors farm families from throughout Minnesota for their contributions to the agriculture industry and their local communities. All of the honored farm families have made significant contributions to Minnesota agriculture and their communities.

This year, the Carver County Extension Committee is honored to recognize the Tim and Amy Leonard Family. The Leonard farm has been in the family for 149 years and five generations. Tim and Amy purchased the farm from Amy's parents, Mark and Elaine Buesgens, in 1991. The Leonards milk 45 registered Holstein cows and raise their own replacement heifers. They raise corn, alfalfa wheat and soybeans on their 175 acres.

Tim and Amy have 4 children, sons Brian and David help on the farm when they can take time away from their fulltime jobs, daughter Emily is college student and a current Carver County Dairy Princess, daughter Christine represents the 6th generation on the farm as the herdsman, along with adding diversity to the farm with an Artisan Cheese platter business and developing ag tourism plans.

The Leonard family has shown cows at the Carver County Fair since 1966, are active in 4-H and take every opportunity to promote the dairy industry. Leonard family has earned many top producer awards through the Minnesota Dairy Herd Improvement Association and most recently were selected as the Carver County Soil and Water Conservation Districts, Outstanding Conservationist in 2018.

ACTION REQUESTED:

Welcome and congratulate the Leonard family.

FISCAL IMPACT: ▼
If "Other", specify:

FUNDING
County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

COVID 19 Phase II - In-Person Absentee Voting at the Chaska Government Center for the 2020 Primary Election

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services - Elections"/>	Meeting Date: <input type="text" value="6/16/2020"/>
Contact: <input type="text" value="Kendra Olson"/> Title: <input type="text" value="Elections & Licensing Interim M"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="David Frischmon/Kendra Olso"/> Title: <input type="text" value="Property & Financial Services Dir"/>	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:

Mn State election statutes require counties to provide in-person absentee voting for the 46 days prior to an election. Thus, for the 2020 Primary Election, the County will provide in-person absentee voting from June 26th - August 10th at the Chaska Government Center. County election staff believe it is not practical to follow COVID-19 Phase I protocols by requiring in-person absentee voting by appointment only. They are recommending that COVID-19 Phase II protocols be developed and implemented to allow in-person absentee voters to walk-in to the Chaska Government Center without an appointment. Employee Relations and Public Health staff will be consulted when developing and implementing Phase II protocols based on recommended COVID-19 mitigation strategies to minimize the spread of the COVID-19 virus between in-person voters, election workers, other county staff and the general public.

A updated COVID-19 Phase II plan is attached. The only other change is to provide up to 25 participants into various parks programs.

ACTION REQUESTED:

Motion to approve county election staffs' recommendation to develop and implement COVID-19 Phase II protocols to allow in-person absentee voting without an appointment.

FISCAL IMPACT: <input type="text" value="None"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 6942



COVID-19
Reopening Carver County – Phase II ~~Update #1~~ Update #2
Proposed June 16 ~~June 9~~, 2020

Reopening Carver County – Phase I recommendations are attached with a proposed implementation date of Monday, May 4. Recommended Phase I updates are also shown with a proposed implementation of Wednesday, June 3. The main objective of the phased plan is to keep our citizens and employees safe and healthy while gradually reopening County services. Related strategies include the following.

1. All buildings remain closed to general walk-in traffic during Reopening Phase I.
2. Service by appointment is offered for certain services that cannot be completed via other methods or are difficult to complete online due to lack of an electronic solution, complexity of transaction, or customer barrier to accessing the service online.
3. Electronic processing of documents and applications, and delivery of services via virtual methods are continued and increased where possible. Methods for effective virtual service delivery are refined. Innovations are continued into the future when appropriate.
4. Physical spaces are appropriately prepared (room arrangements to support social distancing, protective barriers installed, enhanced cleaning protocols continued, etc.).
5. Employees continue to telework where effective service delivery can be provided through remote work arrangements.

Protocols related to services that are reopened will be guided by the Center for Disease Control (CDC) and Minnesota Department of Health (MDH) recommendations. Reopening Carver County - Phase II and Phase III will be recommended to the Board later based upon health data and trends, with the goal of incrementally reopening all Carver County buildings and services.

Continuing to strategically enhance the County's ability to quickly convert to effective service delivery in the event of renewed social distancing or stay at home guidance will remain an ongoing area of focus. It is the County's goal to be prepared and responsive to current and future challenges, while maintaining employee and community health, safety, and wellbeing as top priorities.

COVID-19
Reopening Carver County –Phase II Update #2
Proposed June 16 June 9, 2020

Division	Services to Reopen	Services to Remain Closed/Other Notes
County Attorney	<u>Jury trials</u> : Scheduled to resume in July. Prosecutors and staff will be appearing in court, along with defense attorneys, witnesses and jurors. We are working with the Courts to implement appropriate safety protocols.	
Court Administration	<ol style="list-style-type: none"> 1. <u>Jury trials</u>: See above note. 2. <u>Service counters</u>: Open by appointment only beginning Monday, June 15. Services include criminal, traffic, juvenile, CHIPS, family, civil, and probate related cases. 3. <u>Law Library</u>: Space and computer terminals open by appointment only beginning Monday, June 15. 	
Employee Relations	N/A – All services fully operational remotely	Employee Relations is fully functional remotely and completing all services via available technology. Employee Relations will continue to deliver services remotely during Reopening Phase I.
Health and Human Services	<ol style="list-style-type: none"> 1. <u>CareerForce</u>: By appointment only for employment assistance and by reservation for job searches on computers. 2. <u>Accounting</u>: Receipt Child Support payments 3. <u>Adolescent Day Treatment</u>: Open two days per week (other days done thru telehealth) 4. <u>Immunization clinics</u>: By appointment only. 5. <u>Adult and Juvenile Probation</u>: By appointment only for high risk clients. 6. <u>Prep Adventure Summer Program</u>: Operating in a scaled back half day small group version. 7. <u>Child Protection</u>: Child Protection Family Visitation by appointment only and UA's (Urinalysis) by Appointment only 	<u>Child and Family services, Home and Community-Based Care services, and Financial Assistance</u> : All services have continued utilizing alternative communication methods during the building closure. Remote work and tele/video communication solutions will continue until further notice.

<p>Property and Finance</p>	<ol style="list-style-type: none"> 1. <u>Property Tax, Land Records, Assessing, License Centers, and Elections & Licensing</u>: By appointment only for certain services including driver’s licenses, County Commissioner candidate filing, land record plats, complicated property tax appeal, complicated property tax statement, delinquent property tax confession of judgements, etc. <u>In-person absentee voting from June 26th through August 10th at the Chaska Government Center.</u> 2. <u>Property tax payments</u>: Can be made via a drop off box in the Government Center parking lot, a drop off box at the Chanhassen License Center, the Chaska License Center drive-through, online payments via county website, or US mail. Property tax payments by appointment for other limited circumstances. 	<ol style="list-style-type: none"> 1. <u>Passports</u>: Currently unable to process due to State and Federal restrictions. Open by appointment only when made available by the federal government. 2. <u>License Center drive through windows</u>: Open for limited services such as tab renewals, title transfers and DNR licenses. 3. <u>Marriage licenses</u>: Can now be provided electronically.
<p>Public Services</p>	<ol style="list-style-type: none"> 1. <u>Complicated applications/permits</u>: By appointment for Veteran Services, Land Management/Environmental Services/Water Mgmt. 2. <u>Outdoor services</u>: Provide services that can be conducted outside such as AIS inspections, land management site visits, feedlot inspections, septic inspections, water management field work, etc. 3. <u>Rural recycling drop-off sites (Cologne, Mayer and NYA)</u>: Open during regular hours. 	<ol style="list-style-type: none"> 1. <u>Libraries</u>: Remain closed. Offering curbside pickup at all locations, Express Library at Mayer, Cologne, and Carver, and expanded online and social media-based services and programs. Open Chanhassen and Waconia computer access by appointment only on Wednesday, June 3. 2. <u>Environmental Center</u>: Open drive through on Wednesday, June 3. 3. <u>County Board and Advisory Committee Meetings</u>: Buildings remain closed for County Board, advisory committees, and other meetings which will be conducted via videoconference. Researching additional options for enhanced public input. 4. <u>Extension</u>: University of Minnesota has canceled in person Extension programs though the end of June.

<p>Public Works</p>	<ol style="list-style-type: none"> 1. <u>Park:</u> Parks and trails including playgrounds and restrooms are open. 2. <u>Campgrounds:</u> Baylor campground opened on June 1 with a modified model. 3. <u>Beaches:</u> Beaches will operate under a self-guided model. This will be monitored and adjusted as needed. Lifeguard service during peak times starts June 13th and ends August 24th. 4. <u>Parks recreation services:</u> Continues with development of new programs and service delivery models. Work continues to implement household size/members <u>up to 25 participants</u> into various programs, continue with virtual and self-guiding programming and marketing and outreach. Some seasonal instructors are utilized as needed. 5. <u>Right of way negotiations:</u> One-on-one meetings with property owners occurs as necessary. Physical distancing and PPE protocols in place. 	<p><u>Park amenities:</u> Large events continue to be cancelled including 4th of July Fireworks.</p> <p><u>Highway Operations:</u> Continue as is with staff split in 3 locations (Cologne, Hollywood, and Chaska) with 5-6 people in each. Crews separated except on larger projects that require more than 6 people, in which case they are split into small sub-groups and practice physical distancing. Seasonal staff added.</p> <p><u>Highway Construction:</u> Continues as planned. Field crews trained in prevention of infectious disease spread in highway work zones. Portable wash stations added.</p> <p><u>Parks Maintenance:</u> As workload increases, seasonal staff are added.</p>
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<p>Sheriff's Office</p>	<ol style="list-style-type: none"> 1. <u>Records requests</u>: Start allowing. 2. <u>Jail visitation</u>: Start allowing via WebEx, Zoom, or similar platform. 3. <u>Permit to carry</u>: Maintain by appointment but potentially expand days/hours. 4. <u>Permit to Purchase</u>: Continue to encourage receiving by mail and possibly add drop box. Place secure receptacle in the Lobby for receipt of permits to purchase for those who choose in-person delivery. 5. <u>Volunteer-led jail programs</u>: Resume some in-house programs (e.g., bible study) via WebEx, Zoom, or similar platform. 6. Resume admitting self-reports for in-custody sentences if the subject has been sentenced to 10 days or less. 	<p>Most Sheriff Office services have continued during suspension as they are essential.</p>
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Carver County Board of Commissioners Request for Board Action



Agenda Item:

Attorney-Client Privileged Closed Session to Discuss Donald and Kara Amorosi v. Carver County

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

On or about September 9, 2019, Carver County, the Carver County Sheriff's Office, the Carver County Attorney's Office, and Sheriff Jason Kamerud and County Attorney Mark Metz, in their official capacities, were sued for allegedly violating the data practices act by disclosing private data.

The parties have engaged in pre-trial motion practice and participated in court-ordered mediation on May 21, 2020.

Jason Hively, a Partner with the law firm of IVERSON REUVERS CONDON has been appointed by MCIT to represent the County, Sheriff Kamerud and County Attorney Metz in this matter. Mr. Hively will discuss attorney-client privileged information pertaining to the pending litigation, including the possibilities for resolution and settlement. There is a need for absolute confidentiality.

ACTION REQUESTED:

Motion to enter into attorney-client privileged closed session pursuant to Minn. Stat. Section 13D.05, Subd. 3(b) to have confidential discussions with legal counsel regarding the strengths, weaknesses and case strategies, including the potential risks and expenditures, of the pending litigation involving the case of *Donald and Kara Amorosi, individually and as parents, representatives, and co-trustees for the next-of-kin of A.T.A., decedent v. Carver County, Carver County Sheriff's Office, Jason Kamerud, in his official capacity as Carver County Sheriff, Carver County Attorney's Office, and Mark Metz, in his official capacity as Carver County Attorney.*

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 6939