



CARVER COUNTY

minnesota

Carver County Board of Commissioners
July 21, 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.

- 9:00 a.m. 1. a) **CONVENE**
- b) **Pledge of allegiance**
- c) **Public comments submitted via email/voice mail**
- 2. Agenda review and adoption
- 3. Approve minutes of July 7, 2020 Regular Session 1-5
- 4. Community Announcements
- 9:05 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 Professional Services Agmt. with Stonebrooke Engineering for 2020 Bridge Safety Inspections 6
- 5.2 Contract amendment with Department of Natural Resources 7
- 5.3 Request for approval of Joint Powers Agreement with the Department of Public Safety/MN BCA..... 8-9
- 5.4 Contract Amendment Number 3 with WSB & Associates Inc. for Engineering Services at Lake Waconia Regional Park 10

Connections: Develop strong public partnerships and connect people to services

5.5	Application for 1 Day to 4 Day Temporary On-Sale Liquor License for Augusta Ball Club, Inc.	11
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Culture: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government

5.9	Create a STOC Support Personnel position for the State's "MNDRIVE" Software Rollout	15-16
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Finances: Improve the County's financial health and economic profile

5.10	Donation Acceptance for 20 Cardiac Science AED's for Sheriff's Patrol Division.....	17
5.11	Review/Social/Commissioners' Warrants.....	NO ATT

9:10 a.m.

COMMUNITIES: Create and maintain safe, healthy and livable communities

6.1	Memorandum of understanding with Hennepin County Regional Railroad Authority	18
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9:35 a.m.

ADJOURN REGULAR SESSION

David Hemze
County Administrator

UPCOMING MEETINGS

July 28, 2020	Work Session Canceled
August 4, 2020	9:00 a.m. Board Meeting
August 11, 2020	No Board Meeting
August 18, 2020	9:00 a.m. Board Meeting
August 25, 2020	9:00 a.m. Board Work Session

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on July 7, 2020. The building remained closed due to the health pandemic but was webcast live. Chair James Ische convened the session at 9:00 a.m.

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

Members absent: None.

Chair Ische recognized all Board members were present but the building remained closed to the public due to the health pandemic. He explained public comments could be submitted via email or voice mail.

Under public comments, Chair Ische acknowledged the receipt of public comments from Kirstin Sersland, Governor Affairs Director with Century Link, regarding right of way permitting issues with Carver County. He stated they were aware of the situation and there was disagreement on right of way procedures which they hoped to get resolved.

Also, under public comments, Chair Ische recognized the receipt of several emails from Karen Johnson Leuthner, Hollywood Township, suggesting he hijacked her public comments from last week. He reviewed the public comments received related to the abuse of power and conflict of interest. Chair Ische summarized the issues raised by Ms. Johnson Leuthner in relation to the Hollywood Tower CUP.

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

Degler moved, Maluchnik seconded, to approve the minutes of the June 23, 2020, County Board of Appeal and Equalization and June 23, 2020, Special Session. On a roll call vote, Ische, Lynch, Maluchnik, Workman, Degler voted aye. Motion carried unanimously.

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

Resolution #49-20, Awarding of the Highway 50 Bridge Project, Carver County Contract 20-228 PR #148749.

Contract with SirsiDynix i-Tiva pending finalization of the contract review process.

Contract with SirsiDynix pending finalization of the contract review process.

Authorized the Sheriff's Office to contract with AT&T to install the in-building service enhancement solution.

Authorized the Sheriff's Office to contract with ANCOM for the purchase and installation of fiber equipment.

Authorized HH&S acceptance of donations received by the Child and Family Department.

Contract amendment with WSB & Associates, Inc., for \$104,446.00 for additional requested services in support of the Highway 11 Project-West Carver Area Phase I, pending finalization of the contract review process.

Purchase agreement for the acquisition of the property located at 13030 County Road 51 for an amount equal to the value expressed in the minimum damage assessment.

Adopted Findings of Act and issued Order #PZ20200021 for the issuance of a Conditional Use permit, Shawn and Jackie Dalchow, Hollywood Township.

Adopted Findings of Fact and issued Order #PZ20200020 for the issuance of an Interim Use Permit, Todd and Bridget Schulz, Watertown Township.

Adopted Findings of Fact and issued Order #PZ20200019 for the issuance of a Conditional Use Permit, Aaron and Amy Burkhart, Benton Township.

Resolution #50-20, Exhibit E for Grant Agreement to State Transportation Fund Local Road Improvement Road Grant Terms and Conditions SAP 010-701-004.

Resolution #51-20, Carver County Right of Way Plat No. 31.

Approved the deletion of a .8 FTE and the addition of a 1.0 FTE case aid position in the HHS Income Support Department and related budget amendment.

Approved the settlement agreement in the matter 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 and related budget amendment.

Authorized Public Works to add an impounded mower to the equipment roster.

Reviewed June 30, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$204,531.88 and July 7, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$266,694.45.

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

Eden Prairie Police Chief Greg Weber appeared before the Board to recognize the Carver County Sheriff's office. He explained during the recent civil unrest in Hennepin County, the Sheriff's Office allowed them to bring their in-custody arrests to the Carver County facility. Police Chief Weber read a letter of thanks for the aid provided to them during this difficult time.

Sheriff Kamerud appeared before the Board for an informational update on the policies and practices in the Sheriff's office. He recognized he had received inquiries on the use of force and wanted to review what they are doing. Sheriff reviewed violent and property crime rates and noted they have lower use of force incidents because the County's crime rate was lower. He pointed out the core

values shared in the organization. He stated their training builds on those core values. He identified training that is done and indicated a warrior mindset has been replaced with a guardian mindset approach. He acknowledged the officer's safety is still a critical piece and there will still be rare instances where force is necessary and they provide that training to make sure that they are prepared. Sheriff stated their use of force policy was more restrictive than the POST model policy and highlighted the policy. He reviewed their rules of conduct that covered both misconduct and neglect of duty provisions as well as the impartial policing/racial profiling policies.

Sheriff indicated their policy related to citizen complaints met all POST requirements and reviewed the handling of investigations. He pointed out health and wellness resources to assist employees.

He recognized body cameras were a necessary tool in the future and acknowledged they were expensive. He noted this has been included as a budget request. Sheriff indicated, because of contract policing, this needed to be discussed with the municipalities as costs are personnel driven. Sheriff identified future activities included developing an early warning system with Employee Relations, conversations with the community and continuing to leverage co-responders with Health & Human Services.

Chair Ische thanked Sheriff for the information and noted it was very timely and informative.

Dave Hemze, County Administrator, requested the Board approve CoVid-19 Phase II updates. He explained he was recommending a few more updates in re-opening and was relying on Minnesota data. He reviewed the number of CoVid cases in the County and while it is looking good, they are keeping an eye on data and trends.

He explained they asked the Library Board to consider reopening steps and they recommended opening up walk through services. He indicated they would only allow this at the Chanhassen and Waconia branches initially and make sure protocols were in place. Hemze also pointed out small changes in the areas of HH&S and Sheriff's Office.

Maluchnik moved, Lynch seconded to adopt the updated CoVid-19 Phase II plan as outlined. On a roll call vote, Maluchnik, Workman, Degler, Ische, Lynch voted aye. Motion carried unanimously.

David Frischmon, Property & Finance Director, appeared before the Board to provide a high-level CARES funding overview.

Dave Hemze, Administrator, clarified this was moving quickly and the County was to receive up to 12M in reimbursements in relation to the pandemic. He pointed out the lack of clarity and the deadline for the use of funds.

Frischmon explained the CARES act was passed by the federal government on March 27th with \$871M to Minnesota for counties, cities and townships. He stated the County received 12.8M and identified the guidelines on eligible uses. He highlighted proposed use of the funds and indicated, after talking with the County's Auditors, they were comfortable with the uses they were recommending. Frischmon recognized the need to document the use and spending to make sure it met all the requirements.

Hemze explained he was not asking for action today and they will continue to look for clarity. He stated he was hopeful this was a solid plan but things could change. Frischmon acknowledged the federal government could come up with new guidance.

Frischmon pointed out the 2M recommended for the CDA and possible uses for eviction prevention, small business grant program and non-profit grants.

Rod Franks, HH&S, stated they would use the funds to serve communities including emergency general assistance to help residents maintain their homes, food support, transportation, housing, child care assistance and covid testing.

Elise Durbin, representing CDA, highlighted programs they would focus on. Hemze explained the County would be working with CDA to develop a contract on how they would transfer this money.

Frischmon stated they would continue to look for additional opportunities and develop administrative strategies. He added they would come back before the Board as they planned for specific projects.

Lynch moved, Maluchnik seconded, to recess as the Carver County Board and convene as the Carver County Regional Rail Authority. On a roll call vote, Workman, Degler, Ische, Lynch, Maluchnik, voted aye. Motion carried unanimously.

Martin Walsh, Parks, requested the Rail Authority approve the license agreement with the Carver County Veterans Memorial Registry. He explained in 2017 the Rail Authority agreed to provide land to the Carver County Veterans Memory Registry to construct and maintain the veterans memorial. Walsh stated the CCVRM was now assigning all its obligations related to the memorial to the Veterans Memorial Registry, which is a 501c(3) entity.

Stan Heldt, President of the Veterans Memorial Registry, explained the reason for the change to receive tax deductible donations but the committee membership has not changed. He noted there was no border on who can be part of this memorial but they do have criteria. He reviewed the number of pavers currently. Heldt also noted the work being done on Highway 25 by the State. He indicated he asked the State about the possibility of adding a sidewalk near the site and requested the County's support for the sidewalk.

Lynch moved, Workman seconded, to consent to the license agreement between Carver County Veterans Memorial Registry and Veterans Memorial Registry for the veterans memorial in the City of Mayer pending finalization of the contract review process. On a roll call vote, Degler, Ische, Lynch, Maluchnik, Workman voted aye. Motion carried unanimously.

The Chair agreed to have the County Engineer contact the State in regard to the sidewalk request and move that forward.

Degler moved, Workman seconded, to adjourn as the Carver County Regional Rail Authority and reconvene as the County Board. On a roll call vote. Ische, Lynch, Maluchnik, Workman, Degler voted aye. Motion carried unanimously.

Matt Massman, MICA Executive Director, appeared before the Board for a 2020 legislative session overview. He stated everything that happened was unique with the session beginning February 11th. He reviewed the issues they began with and the March 13th Peacetime Emergency declared by the Governor that changed the focus. He stated the CoVid response and stay at home order meant significant adjustments for government operations with MICA staff groups offering frequent platforms for exchanging critical information. He explained MICA shifted focus from the established platform to what was needed to support the County's pandemic response and continuation of services. He indicated not a lot happened in regular session and as the May 18th adjournment date approached, the original session agenda items resurfaced. Ultimately, Massman indicated, nothing got passed during the regular or special session that followed.

He pointed out the 12.8M federal CARES Act distribution to the County and highlighted what the funds can be used for. He indicated they will continue to work with counties on the use of those funds.

Nancy Selisky, representing MICA, reviewed the HHS Policy bill and legislative changes in Public Health. Steve Novak, MICA, explained nothing occurred yet with transportation or bonding but they had high expectations for the second special session that begins next week. He indicated, as they went through the session, MICA had three transportation priorities. He reviewed the differences in the House and Senate proposals. Massman reviewed issues they would continue to push in the area of public safety and corrections.

Massman acknowledged it would be a tough road ahead considering the revised budget forecast. He anticipated in 2021-2023 there would be a very significant budget deficient. He also pointed out the revenue/balance projections in selected state dedicated funds and the definite challenges ahead.

Lynch moved, Degler seconded, to adjourn the Regular Sessions at 11:48 a.m. On a roll call vote, Lynch, Maluchnik, Workman, Degler, Ische 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:

Professional Services Agmt. with Stonebrooke Engineering for 2020 Bridge Safety Inspections

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
Consent ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

Carver County Public Works is the responsible agency for completing annual bridge inspections on bridges located on County, Township and City Streets (cities under 5000 population) throughout the County. The consultant engineer, Ron Benson of Stonebrooke Engineering, has completed these inspections since 2007 for the County and has been selected to provide this required bridge inspection service again in 2020. This agreement with Stonebrooke Engineering provides for completion of these annual bridge inspection services.

ACTION REQUESTED:

Motion to approve a professional services agreement with Stonebrooke Engineering in the amount of \$67,210 for the 2020 Bridge Safety Inspections, pending finalization of the contract review process.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 6978

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract Amendment with Department of Natural Resources (DNR)

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="7/21/2020"/>
Contact: <input type="text" value="Marty Walsh"/> Title: <input type="text" value="Parks Director"/>	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:

The State (DNR) has a contract with Carver County ("the Contractor") identified as CFMS Contract Number 159696 ("Original Contract") to cooperatively develop the new State administered Public Water Access to Lake Waconia, located within and adjacent to Lake Waconia Regional Park, a Carver County administered facility, both located along the south shore of Lake Waconia and within the boundaries of the City of Waconia. This cooperative effort has resulted in an efficient and cost effective approach to the final engineering, design and construction of the Regional Park and Public Water Access will assure that the two facilities are designed to be complementary.

This Amendment (Amendment #1) is requested to provide additional funding to the Original Contract resulting from project delays on state owned property. The costs associated with delays in construction and the remediation required to address the soft wet soils encountered require that the State's participation increase to \$1,075,000 from the current \$1,000,000 to fully fund the successful completion of the Public Water Access project as intended.

ACTION REQUESTED:

Motion to approve Amendment No. 1 with the State of Minnesota, Contract 159696, for construction of a Public Water Access to Lake Waconia pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="None"/>	FUNDING						
If "Other", specify: <input type="text" value=""/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td><input type="text" value=""/></td> </tr> <tr> <td>State of Minnesota</td> <td style="text-align: right;">\$1,075,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$1,075,000.00</td> </tr> </table>	County Dollars =	<input type="text" value=""/>	State of Minnesota	\$1,075,000.00	Total	\$1,075,000.00
County Dollars =	<input type="text" value=""/>						
State of Minnesota	\$1,075,000.00						
Total	\$1,075,000.00						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

The amendment increases the overall contract amounty by \$75,000.

Office use only:

RBA 2020 - 6988

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Request for approval of Joint Powers Agreement with the Department of Public Safety/MN BCA**Primary Originating Division/Dept: Sheriff Meeting Date: 7/21/2020 Contact: Michael Wollin Title: Commander Item Type:
Consent Amount of Time Requested: minutesPresenter: Title: Attachments: Yes No**Strategic Initiative:**Communities: Create and maintain safe, healthy, and livable communities **BACKGROUND/JUSTIFICATION:**

Like many communities, Carver County has not been immune to illicit opiod drug use. The Sheriff's Office has conducted investigations and continues to respond to opiod overdose and opiod overdose related death incidents. These investigations can be lengthy and time consuming to identify sources of opiod drug distribution that have resulted in death. These investigations are conducted to further the pursuit of justice for those affected and elimination of illicit drug activities in Carver County. The CCSO and BCA enter into this Agreement to provide overtime reimbursement to the CCSO for investigations into illicit activities related to the distribution of heroin, or unlawful distribution of prescription opioids or any opioid-related overdose death.

ACTION REQUESTED:

Approval of a Joint Powers Agreement with the Department of Public Safety/MN Bureau of Criminal Apprehension. Adopt resolution and JPA having been previously approved by legal, risk, and division director.

FISCAL IMPACT: None If "Other", specify: **FUNDING**County Dollars = **FTE IMPACT:** None **Total** \$0.00 Insert additional funding source**Related Financial/FTE Comments:**

Eligible for reimbursement of investigation overtime expenses.

Office use only:

RBA 2020 - 6989

RESOLUTION NO. _____

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENT WITH THE COUNTY OF CARVER ON BEHALF OF ITS SHERIFF'S OFFICE REGARDING THE ANTI-HEROIN TASK FORCE (AHTF) PROGRAM

WHEREAS, the County of Carver on behalf of its Sheriff's Office desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate illicit activities related to the distribution of heroin, or unlawful distribution of prescription opioids.

NOW, THEREFORE, BE IT RESOLVED by the County of Carver, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Carver on behalf of its Sheriff's Office, is hereby approved.
2. That the Sheriff, Jason Kamerud, or his or her successor, is designated the Authorized Representative for the Sheriff's Office. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's participation in the AHTF program.
3. That __James Ische_, the Board Chair for the County of Carver, and __Dave Hemze_, the County Administrator, are authorized to sign the State of Minnesota Joint Powers Agreement.

Passed and Adopted by the County Board on this ____ day of _____, _____.

COUNTY OF CARVER

By: James Ische
Its Board Chair

ATTEST: _____
By: Dave Hemze
Its County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract Amendment 3 with WSB & Associates Inc. for Engineering Services at Lake Waconia Regional Park

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

WSB is under contract to provide design engineering services for site design, grading, paving and utility plans for the Phase 1 Development of Lake Waconia Regional Park. The project is nearing completion.

Amendment Number 3, specifically addresses repayment to WSB for a frontend payment for wetland credits purchased related to this project at a value of \$62,914.20.

Original contract amount was \$82,500. Contract amendment #1 increased the contract amount by \$35,670 to \$118,170, Contract Amendment #2 increased the contract amount by \$204,000 for a total contract amount of \$322,170. Amendment #3 adds an additional \$62,914.20 to the value of the contract. Total value of the contract is now \$385,084.20

ACTION REQUESTED:

Motion to approve Amendment #3 to Contract 17-458 with WSB & Associates Inc. for Engineering Services at Lake Waconia Regional Park pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	\$0.00
DNR Cooperative Agreement	\$100,000.00
2019 Attach. E, Contingent	\$100,000.00
County Fund 34 Balance (\$122,170.00
SG-11286	\$62,914.20
Total	\$385,084.20

Insert additional funding source

Related Financial/FTE Comments:

Amendment #3 is for \$62,914.20

Carver County Fund 34 Balance Includes Funds From: County, Grant Funds, & Schedule E Funds for Lake Waconia Regional Park

Office use only:

RBA 2020 - 6997

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Application for 1 Day to 4 Day Temporary On-Sale Liquor License for Augusta Ball Club, Inc.

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Augusta Ball Club, Inc 5950 Hampshire Rd, Chaska, has applied for a 1 Day to 4 Day Temporary On-Sale Liquor License. They are planning an event for Saturday, October 3rd, 2020. The event will be held at the meeting house and pavillion. The officers are Charles Robert Wichterman (President); Chris Huffman (Vice-President); Trudy Vogel (Secretary) and Patricia Mary Eiden (Treasurer). There are no delinquent taxes owing on this property.

ACTION REQUESTED:

Motion to approve the 1 Day to 4 Day Temporary On-Sale Liquor License application for Augusta Ball Club, Inc. for Saturday, October 3, 2020.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

1 Day to 4 Day Temporary On-Sale Liquor License fee: \$100.00 per event.

Office use only:

RBA 2020 - 6987

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Charitable Gambling Application for Exempt Permit-Augusta Ball Club Inc

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

A Charitable Gambling application for Exempt Permit was received from the Augusta Ball Club Inc. They plan to hold a raffle on October 3, 2020 at the ball park located at 5950 Hampshire Rd, Chaska, MN 55318. This applicant has received this same type of license previously.

ACTION REQUESTED:

Approval to issue a Charitable Gambling License to the Augusta Ball Club Inc for a raffle to be held on October 3, 2020.

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 - 6995

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Request for approval to contract with Info-Tech Research Group

Primary Originating Division/Dept: <input type="text" value="Public Services - IT"/>	Meeting Date: <input type="text" value="7/21/2020"/>
Contact: <input type="text" value="Peter Henschel"/> Title: <input type="text" value="Chief Information Officer"/>	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 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:

Info-Tech Research Group provides services that improves and optimizes your core Information Technology (IT) processes through IT consulting in IT leadership, infrastructure, applications, security, service desk, project management, vendor consultation and more. They provide guided implementations on IT projects and initiatives through online resources and access to analysts in helping IT establish best practices based on research. Two examples IT will focus on in 2020 is their IT security diagnostic program, providing a security maturity assessment to evaluate and improve security governance, effectiveness and business satisfaction and Project Portfolio Management Diagnostic Program to help improve project management practices. This will be important as the County implements a project management software solution and redefines the IT project process following best practices.

Other services provided by Info-Tech include building a data-driven IT strategy aligning with business objectives, understanding IT's strengths and weaknesses and help train and develop the IT team. Help in selecting the right IT vendor for software review, drawing meaningful conclusions across vendors. Review IT contracts for cost savings, negotiations strategies and building of critical terms and conditions.

Most of the funding for Info-Tech will come from 2020 savings on reduced attendance of training and conferences by staff due to COVID-19. Info-Tech will provide alternative training and learning opportunities for the IT Department. The remaining funds will be from IT Professional Services.

ACTION REQUESTED:

Motion to contract with Info-Tech Research Group pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
<i>If "Other", specify:</i> <input type="text"/>	County Dollars = <input type="text" value="\$40,775.82"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$40,775.82"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

Office use only:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Encore Donation Approval Request

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 Adult Day Services received 1 donation during the April 1 - June 30 quarter in the amount of \$30. These funds will be used for participant enrichment as we pilot virtual services.

ACTION REQUESTED:

Approval of donation

FISCAL IMPACT: ▼
If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 6993

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Create a STOC Support Personnel position for the State's "MNDRIVE" Software Rollout

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="7/21/2020"/>
Contact: <input type="text" value="LeaAnn Novosad"/> Title: <input type="text" value="Department Managers"/>	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 type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

License Center management is strategically requesting to create a License Center STOC position to proactively increase License Center staffing during the State's "MNDRIVE" software rollout on November 1st to maintain customer service during the transition. Beginning in July, License Center staff will be required to do multiple hours of testing and training on the new software which means their ability to process customer transactions will be limited. The STOC position will be shared between both locations and will process customer transactions while staff are training and testing the new "MNDRIVE" software. The State's new "MNDRIVE" software will replace the MNLARS software and will shift more documenting and scanning work for each transaction to License Center staff similar to the new REAL ID/Enhanced Driver's License process. After the rollout and throughout the end of the year, the STOC position will provide additional staff support for both locations to offset the learning curve from the new software/processes as well as the new, incremental workload for each transaction. The one-time cost for this temporary position of \$24,000 will be offset by one-time levy savings identified in the Property and Financial Services Division's 2020 Budget.

ACTION REQUESTED:

Motion to create a STOC position to support License Center staff in both License Center locations during the required staff training from July to the November 1st "Go Live" and the subsequent months to assist with the additional workload from the State's "MNDRIVE" software rollout.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/>	FUNDING
<i>If "Other", specify:</i> <input type="text"/>	County Dollars =
FTE IMPACT: <input type="text" value="None"/>	<input type="text" value="PFS one time funds"/> \$24,000.00
	Total \$24,000.00
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

The one-time cost to create a STOC Support Personnel position will be funded by redirecting STOC budget previously allocated to elections that will be reimbursed by a State of Mn elections grant for the Presidential Primary.

Office use only:

RBA 2020 - 7001

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Create a "Limited Term"/temporary License Center position for the State's "MNDRIVE" Software Rollout

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
Chaska LC STOC	01-040-55-1109.61XX	\$24,000.00	Elections STOC	01.040.065.6119	\$24,000.00
TOTAL		\$24,000.00	TOTAL		\$24,000.00

Reason for Request:

To support License Center staff during the State of MN MNDRIVE software rollout, redirecting elections STOC budget to fund a License Center STOC 1.0 FTE.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Donation Acceptance for 20 Cardiac Science AED's for Sheriff's Patrol Division

Primary Originating Division/Dept: Sheriff

Meeting Date: 7/21/2020

Contact: George Pufahl Title: Lieutenant

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Sheriff's Office patrol division is in need of new cardiac AED's. Our current cardiac AED's have reached its end of life for many. We have received donations for \$26,900.00 and will use the funds for 20 new AED's.

ACTION REQUESTED:

County Board to accept the donations from Firehouse Subs Public Safety Foundation

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
Donation	\$26,900.00
Total	\$26,900.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

Donation

Office use only:

RBA 2020 - 6990

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Memorandum of understanding with Hennepin County Regional Railroad Authority

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>7/21/2020</u>
Contact: <u>Connie Keller</u> Title: <u>Parks Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Martin Walsh</u> Title: <u>Parks and Recreation Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Hennepin County Regional Railroad Authority (HCRRRA) acquired about 15 miles of a railroad corridor from Chicago and Northwestern Transportation Company almost 40 years ago. The corridor currently contains a limestone recreational trail, and is more commonly known as the Lake Minnetonka Regional Trail (LMRT). About 3 miles of the LMRT is located within the City of Victoria and Carver County (Property).

The conveyance of the Property from HCRRRA to Carver County, and subsequently from Carver County to the Carver County Regional Railroad Authority, advances the public interests of those governmental agencies, and furthers their common goals with respect to transportation, parks and recreation, and efficient real property management.

The MOU provides the terms and conditions under which Carver County agrees to acquire the Property. The MOU provides Carver County with the time it needs to perform due diligence work related to the Property, such as conducting a physical inspection of the Property to determine if any repairs are needed; identifying and understanding any encumbrances impacting the Property; seeking and obtaining external funding for any needed repairs; and making the needed repairs prior to acquisition.

The MOU does not obligate Carver County to purchase the Property if: 1) the Property needs repairs; 2) Carver County is dissatisfied with the record of title; 3) the Property is not free and clear of encumbrances; 3) the Carver County Board of Commissioners does not approve of the acquisition; 4) the Carver County Board of Commissioners does not approve of the Purchase Agreement. However, the MOU provides a suitable timeline for Carver County to acquire the information it needs to move forward toward an acquisition. If the conditions of the MOU are satisfied, then the purchase agreement would be executed by December 31, 2021 and acquisition of the property would occur by December 31, 2022.

ACTION REQUESTED:

Motion for Carver County to enter into a memorandum of understanding with HCRRRA pending finalization of the contract review process and review of legal description by the County Surveyor.

FISCAL IMPACT: None

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

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Total

\$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2020- 6996