



# CARVER COUNTY *minnesota*

Carver County Board of Commissioners  
August 18, 2020  
Work Session and 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](mailto: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.**

## WORK SESSION

- 8:00 a.m. A. **FINANCES: Improve the County’s financial health and economic profile**
  - 1. 2021 CDA Budget Work Session ..... 1-9

## REGULAR SESSION

- 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 August 4, 2020 Regular Session..... 10-12
- 4. Community Announcements
- 9:05 a.m. 5. **CONSENT AGENDA**
  - Communities: Create and maintain safe, healthy and livable communities*
  - 5.1 Request approval to delete 1.0 FTE and .8 FTE and add 1.0 FTE in the HHS Child and Family Department ..... 13-14
  - 5.2 Local Bridge Replacement Program (LBRP) Grant Agreement for Highway 33 Bridge Project..... 15-16
  - 5.3 Supplemental Agreement 34 for the Flying Cloud Drive Reconstruction Project ..... 17

5.4	Local Bridge Replacement Program (LBRP) Grant Agreement for Highway 50 Bridge Project.....	18-19
5.5	Local Bridge Replacement Program (LBRP) Grant Agreement for Highway 44 Bridge Project.....	20-21
5.6	Permit Request By ISD 108, NYA Central Schools, HS Cross Country Running Meets At Baylor Regional Park.....	22

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

5.7	Tobacco License-Down South Bar.....	23
5.8	Tobacco License-Tobacco and Vapes.....	24

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

5.9	Settlements for Right of Way Acquisition for the US 212 Project - Dahlgren Township.....	25-28
5.10	Settlement Agreement for Parcels 16A and 16B of CSAH 18/ Lyman Boulevard Reconstruction Project - Phase 3.....	29-32

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

5.11	Veteran Services Enhancement Grant from Minnesota Department of Veteran Affairs (FY2021).....	33-34
5.12	Abatement Request to Write-off of Penalty and Interest from Delinquent Property Taxes for parcels 25.4480020 & 25.4520020.....	35
5.13	Review/Social/Commissioners' Warrants.....	NO ATT

9:10 a.m.

**COMMUNITIES: Create and maintain safe, healthy and livable communities**

6.1	Resolution Extending the Declaration of a Local Emergency.....	36-37
6.2	Acceptance of \$12.8M CARES Act Funding and allocation for IT and Facilities COVID-19 Projects.....	38-42

9:40 a.m.

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

7.1	COVID-19 Phase II Reopening.....	43-48
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9:55 a.m.

**ADJOURN REGULAR SESSION**

David Hemze  
County Administrator

**UPCOMING MEETINGS**

August 25, 2020	9:00 a.m. Board Work Session
September 1, 2020	9:00 a.m. Board Meeting
September 8, 2020	No Board Meeting
September 15, 2020	9:00 a.m. Board Meeting
September 22, 2020	9:00 a.m. Board Work Session
September 29, 2020	No Board Meeting

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**2021 CDA Budget Work Session**

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 Carver County Community Development Agency (CDA) provides affordable housing opportunities and fosters community economic development in the County. The CDA's special benefit tax levy is distributed upon all taxable property within Carver County and is completely separate from the County's property tax levy. The CDA staff will present information on the 2021 budget and levy at the work session. On September 15, the CDA will present the 2021 levy and budget for the County Board's consideration.

**ACTION REQUESTED:**

Provide comments on the CDA's 2021 levy and budget.

**FISCAL IMPACT:**  ▼

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**  ▼

**Total**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7028

# Carver County Community Development Agency

## CDA Board of Commissioners

Sarah Carlson - Chair  
Molly Koivumaki - Vice Chair  
John Fahey- Secretary/Treasurer  
Darrel Sudheimer – Commissioner  
Greg Anderson - Commissioner

### **Mission Statement:**

The Carver County Community Development Agency provides affordable housing opportunities and fosters Community and Economic Development in Carver County.

### **Vision:**

To be an innovative leader in creating housing and economic opportunities to create Communities for a Lifetime in Carver County.

### **Values:**

#### **Commitment to Quality Results**

Providing quality housing and private development assistance activities will be the hallmark of the Carver County CDA.

#### **Quality Customer Service**

As the Carver County CDA communities continue to develop, we are committed to meeting our customers' needs.

#### **Commitment to Our Employees**

To promote a challenging, fulfilling and safe work environment that recognizes employee commitment to excellence.

#### **Partnering**

The CDA will achieve its mission through actively seeking partnerships and collaborative efforts with Carver County, its communities and with other agencies.

#### **Integrity**

In undertaking our duties, we are committed to the values of honesty, fairness and trust.

## **2020 BUDGET NARRATIVE**

For the 2021 budget, the Carver County Community Development Agency (CDA) is requesting a levy of \$2,892,300, which is a \$212,868 or about 7.94% increase from the 2020 levy. The impact on a \$368,000 valued home is \$3.92 for a total of \$61.14.

### **Tenant Based Rental Assistance Programs**

#### **Bridges/Bridges RTC Program**

MN Housing funded program to provide a housing subsidy for persons with serious mental illness.

#### **Housing Trust Fund**

A rental assistance program through MN Housing for High Priority Homeless households.

#### **Permanent Supportive Housing Program**

A federally funded program as part of the HEARTH Act for persons that are homeless and disabled.

#### **Coordinated Entry System**

The CDA is a point of entry for the Coordinated Entry process for single adults and families that are experiencing homelessness in Carver County. This process is a HUD mandate to connect the homeless with housing program resources.

#### **Rental Housing Opportunities**

The CDA provides and manages affordable housing opportunities for working families and seniors throughout Carver County.

- Bluff Creek – Carver
- Brickyard – Chaska
- Carver County Homes-Scattered site throughout Carver County
- Centennial – Chanhassen
- Crossings – Waconia
- Lake Grace-Chaska
- Oak Grove-NYA
- Waybury – Chaska
- Windstone – Chaska

## Project-Based Vouchers:

144 units have Project Based Vouchers.

Of that total:

- 9 are designated for homeless
- 3 are designated for homeless veterans
- 21 are designated for mainstream (between the ages of 18 and 61 and disabled)
- 4 newly awarded vouchers are designated for our partnership with Beyond New Beginnings
- 10 are designated for homeless families within the school districts

## **Community and Economic Development Programs**

### **Economic Development Strategy**

In January 2020, the CDA adopted an Economic Development Strategy, which set a roadmap of goals, objectives, and actions steps to guide the CDA on economic development activities. The six strategic directions include: business retention, expansion, and attraction; marketing; partnerships; tourism; resources; and livability. The Economic Development Strategy will be reviewed this fall to determine what updates should be made to set goals for 2021.

### **Growth Partnership Initiative**

The Community Growth Partnership Initiative was created and funded by the CDA in January 2016. The goals of the program are to increase the tax base and improve the quality of life in Carver County through three specific strategies: affordable housing development, job creation and redevelopment/community development; through direct grants to Carver County cities.

Since its inception, the Initiative has achieved the following:

#### Predevelopment Grants:

- Nine grants have been awarded to help cities prepare for future development
- Grants have been awarded to the cities of Carver, Watertown, Norwood Young America, New Germany, Victoria and Laketown Township
- Project examples include site specific redevelopment plans, wastewater facility plans, a downtown redevelopment plan, and a parking study

#### Community Development Grants:

- Eleven grants have been awarded to assist cities with redevelopment projects
- Over 200 jobs have been created or retained, leveraging over \$48 million in other funding
- Grants have been awarded to the cities of Chanhassen, Chaska, Carver, Victoria, Waconia and Watertown
- Project examples include business expansion and site improvements to facilitate redevelopment

## **Tourism**

In August 2020, the CDA launched the “Visit Carver County” website to promote tourism in Carver County. Throughout the remainder of 2020 and 2021, we will continue to build out the site with more content and work on a partnership with Explore Minnesota.

## **CARES Coronavirus Relief Funds**

In coordination with Carver County, the CDA will be distributing \$2M of federal Coronavirus Relief Funds to residents, businesses, and non-profits affected by the COVID-19 pandemic. These programs, which will be launched in August 2020 and concluded by November, are expected to serve several hundred residents and businesses.

## **Housing Counseling**

The CDA is a HUD-certified housing counseling agency that provides the following services to Carver County residents:

- **Foreclosure Prevention Assistance**-The CDA assists Carver County homeowners who are delinquent or may become delinquent on their mortgage.
- **Financial Fitness Counseling**– The CDA assists residents with budgets, credit repair, negative rental reference report responses.
- **Pre-Purchase Counseling & Education**- County residents and potential homebuyers can meet with the CDA to determine if they would qualify for a mortgage to buy a home. The CDA will set up a plan of action with the client to help them overcome any barriers they may have to achieving homeownership. Potential homebuyers can attend our education workshop (HomeStretch). First-time homebuyer mortgage and down payment assistance programs require education certificates.
- **Post Purchase Counseling**- Carver County residents can meet with counselors to discuss refinance options or budgeting questions to ensure successful home ownership and maintenance questions.
- **Rental Assistance Counseling**– The CDA provides assistance in finding rentals in Carver County, reviewing the rental history reports and assisting with the explanation of barriers.
- **Homeless Counseling** – Counselors assist homeless clients in understanding the coordinated entry system and shelter program and make appropriate referrals as needed.

## **Carver County Community Land Trust Program**

The CDA administers a Community Land Trust (CLT) program, which provides access to home ownership opportunities for moderate income households who might not otherwise afford homes in the community. The CLT ensures permanent affordability by retaining ownership of the land and removing it from the real estate purchase. Homebuyers must be at or below 80% AMI and mortgage ready. Currently, there are 33 land trust homes located throughout Carver County within Chaska, Victoria, Waconia, and Watertown. Since its inception, the land trust has served 61 families. There is currently an open grant which will allow the CLT to expand in Carver County. We anticipate adding eight (8) additional homes to the portfolio.

## **Small Cities Development Program**

The CDA administers this program for cities in Carver County that receive SCDP funding from the Department of Employment and Economic Development (DEED) through a competitive process. The program can fund single-family, rental and commercial rehabilitation; public facilities; and homebuyer programs. The CDA is currently administering two SCDP awards:

- The City of Watertown, in 2017, received funding of \$511,750 for commercial rehabilitation and single-family owner-occupied rehabilitation within a targeted area. For the commercial rehabilitation, six projects are complete and two are in process. For the single-family rehabilitation, three projects are complete and four are in process.
- In May 2019, the City of Norwood Young America was notified of a \$556,600 award for rental housing and commercial property rehabilitation. Applications are being processed and work will begin in mid-August. Currently, there are six commercial, three mixed-use and two multi-family rental applications approved.

## **Other CDA Programs**

### **Watertown EDA rehab fund**

The CDA administers a home ownership rehabilitation fund on behalf of the Watertown EDA for households in the city at or below 100% AMI. At this time, three loans have been executed and two applications are in process.

### **MN Housing Rehab**

The CDA administers the Minnesota Housing Rehabilitation Loan/Emergency and Accessibility Loan Programs (RLP/ELP) throughout Carver County. The program provides deferred loan financing to eligible low-income homeowners who are unable to secure home improvement financing in the private sector. Funds may be used for basic home improvements that directly affect the home's safety, habitability or energy efficiency. To date, one loan has been executed and two are pending.

### **Septic/Well Replacement Loan**

The CDA partners with Carver County Environmental Services to provide residents with a low-interest loan for improvements to failing septic systems or wells. The CDA is responsible for program administration and has coordinated 15 loans so far in 2020.

### **Single Family Mortgage Program**

The CDA administers the Minnesota City Participation Program (MCPP) offered through the MN Housing. The MCPP program is designed to assist first-time homebuyers in Carver County obtain affordable financing to purchase a home. The 2020 MCPP program year was a resounding success to date.

MCPP results for 2019:

- Carver County 201 Allocation Amount: \$1,673,106
- Committed Loans: 24



- Committed Amount: \$4,946,874 (296% usage rate)
- Carver County Non-MCPP Committed Loans: \$7,427,262 (32 loans)
- Overallotment for Carver County: \$12,354,488 (738% usage rate)
- Downpayment and closing cost assistance: \$502,920 (89% of loans received DP assistance)

MCPP results as of 6/30/2020:

- Carver County 2020 Allocation Amount: \$1,475,350
- Committed Loans: 25
- Committed Amount: \$5,101,603 (346% usage rate)
- Carver County Non-MCPP Committed Loans: \$5,611,486 (22 loans)
- Overallotment for Carver County: \$10,713,089 (726% usage rate)
- Downpayment and closing cost assistance: \$502,900 (104% of loans received DP assistance)

### **Metropolitan Consortium of Community Developers (MCCD) Open to Business Program**

In late 2012, the Carver County CDA contracted with the Metropolitan Consortium of Community Developers to provide the Open to Business program in the county. Since its inception, the program has:

- Served over 350 Carver County residents and/or business owners
- Delivered over 4200 hours of technical assistance
- Provided \$2.3 million in direct funds
- Leveraged over \$12 million in private financing
- Had residents or businesses of 10 of the 11 cities in Carver County utilize the services

Most referrals to the Open to Business program come from the cities and banks; however, other entrepreneurs also provide a large number of referrals validating confidence in the program by the small business community.

### **Ongoing Initiatives:**

- Develop workforce, senior, and affordable housing in Carver County so workers can live and work here in Carver County, which will support economic development and business throughout the county.
- Promote redevelopment within the cities of Carver County through new mixed-use projects which promote downtown living and shopping.
- Provide marketing, technical assistance to cities and business finance resources to industrial and business park developments in the county.
- Establish and maintain high quality service with interested stakeholders to build a collegial working relationship that contributes to CDA initiatives.
- Participate in the Greater MSP Economic Development Partnership; represent Carver County as the Public-Sector Representative on the Greater MSP Advisory Group.
- Work towards attracting new sources of capital and investment to Carver County.
- Continuation of existing programs for entrepreneurs and new programs directed to high growth companies.
- Enhanced partnerships with Carver County and GIS applications.
- Promotion of tourism in Carver County

The CDA actively looks for opportunities in the County to further senior and affordable workforce rental housing to preserve the “Naturally Occurring Affordable Housing” in Carver County. The CDA is in the process of purchasing 42 units of housing in Mayer and Watertown that will preserve affordable units.

The CDA submitted four applications to MN Housing during the 2020 RFP. The projects consisted of a 43-unit senior and 60-unit general occupancy in Carver and a 60-unit senior and 60-unit general occupancy in Waconia.

The CDA continues to look at options for the 25 acres the CDA currently owns in the City of Watertown.

The CDA purchased a fourplex in Chaska and will be working with Beyond New Beginnings to house young mothers and mothers-to-be.

The CDA will continue to grow the tourism website by adding content and engaging partners in the process.

As the residents and businesses of Carver County continue to be impacted by COVID-19, the CDA will help to provide housing counseling services to residents and look for additional programs to help stabilize businesses.

The CDA submitted three land trust expansion grants this year. One for a partnership with Habitat for Humanity which would add 4 twin-homes, for a total of 8 units. These homes would have 4 bedrooms and target large lower-income families. Additionally, two applications were submitted in conjunction with the City of Chaska. These applications would allow the CLT program to acquire and rehab the Ernst house in downtown Chaska and also build 3 townhomes on the adjacent vacant lot.

		2020 Budget	2021 Requested Budget	Change
<b>REVENUES</b>				
Administrative Revenues		114,890	97,160	(17,730.00)
Pass-Through Grant Funds		638,333	607,692	(30,641.00)
Operating Revenues		1,793,200	1,886,940	93,740.00
Carver Homes		907,780	1,118,500	210,720.00
Housing Revenues		6,500,881	6,630,900	130,019.00
Tax Levy		2,679,432	2,892,300	212,868.00
<b>TOTAL REVENUES</b>		<b>12,634,516</b>	<b>13,233,492</b>	<b>598,976.00</b>
<b>EXPENDITURES</b>				
Administrative & Operating Expenses		3,330,522	3,358,300	27,778.00
Carver Homes (formerly PH)		907,780	1,118,500	210,720.00
Carver Homes Capital Improvements		41,000	42,100	1,100.00
Pass-Through Grant Funds		638,333	607,692	(30,641.00)
Bond Expenditures		276,000	276,000	0.00
Community/Economic Development		940,000	1,200,000	260,000.00
Housing Expenditures		6,500,881	6,630,900	130,019.00
<b>TOTAL EXPENDITURES</b>		<b>12,634,516</b>	<b>13,233,492</b>	<b>598,976.00</b>
<b>TOTAL CDA DIFFERENCE BETWEEN REVENUES &amp; EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>0</b>

Administrative Revenues - decrease due to the expiration of the SCDP Watertown grant and reduced funding of counseling grants.

Pass-Through Grant Funds - decrease due to the expiration of the SCDP Watertown grant.

Operating Revenues – increase due to management fees and enterprise revenue from additional housing units

#### EXPENDITURES

Administrative & Operating Expenses - increase due to health insurance costs and additional funds budgeted for IT support

Carver Homes Capital Improvements – HUD mandated replacement reserve requirement increase

Community/Economic Development – additional funds budgeted for COVID related assistance and support of Carver County businesses

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on August 4, 2020. The building remained closed due to the health pandemic but was webcast live. Chair James Ische convened the session at 9:02 a.m.

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

Members absent: None.

No public comments were received.

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

Workman moved, Maluchnik seconded, to approve the minutes of the July 21, 2020, Regular Session. Motion carried unanimously.

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

Resolution #53-20, Minnesota GreenCrops Temporary Staff Member Resolution of Support.

Approved the deletion of the 1.0 FTE social worker position in the Home and Community Based Care Department approved as part of the 2020 budget and related HH&S budget amendment,

Approved professional services agreement with Granite Ledge Electrical in the amount of \$36,800 for the Highway 13/LMRT Safety Improvement Project, pending finalization of the contract review process.

Approved the one day to four day temporary on-sale liquor license application for the Justin Kukowski Foundation for October 3, 2020.

Adopted the Findings of Fact and issued Order #PZ20200027 for the issuance of a conditional use permit, Barfnecht Farm LLC, Hollywood Township.

Adopted Findings of Fact and issued Order #PZ20200029 for the issuance of a conditional use permit, Watertown Township.

Adopted the Findings of Fact and issued Order #PZ20200016 for the approval of the Conditional Use Permit, SolarClub 33, LLC, Dahlgren Township.

Resolution #54-20, Approving the Preliminary Plat of Miller Farm.

Approved official comment letter on the Metropolitan Council's 2040 Transportation Policy Plan Update.

Created two STOC support personnel positions in Land Records to assist with the additional workload and related Property and Financial Services budget amendment.

Approved the addition of 1.0 FTE Behavioral Health Manager to be partially funded over a four-year period of time by \$250,000 of unobligated one-time funds and related budget amendment.

Approved Sheriff's office acceptance of \$200 money donation in appreciation of continued service.

Reviewed July 28, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$384,369.31 and reviewed August 4, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$298,269.30.

Motion carried unanimously.

Nick Koktavy, Assistant Administrator, appeared before the Board to request approval for CDA COVID-19 economic support programs. He pointed out the discussions held previously on the recommended CDA allocation and the guidance that must be followed on the use of the funds. He stated the funds must be used by December 31<sup>st</sup> and any funds not used by the CDA by November 1st would be returned to the County.

He explained Carver County would enter into an agreement with the CDA to provide two million to establish and manage economic support programs. He stated the County would have monitoring responsibilities and the CDA would provide monthly updates.

Elise Durbin, CDA, explained the proposed economic assistance programs that included a housing stability program, small business administration emergency assistance fund and non-profit emergency assistance program. She reviewed the funding breakdown for each program. Durbin indicated they would be asking for some flexibility to move funds as needed to best serve the residents. Durbin indicated they are also discussing partnerships with cities related to the business program. She reviewed their anticipated timeline to begin accepting applications for the three programs.

Koktavy clarified the deadline for the use of the funds. He added they anticipated high demand for the business assistance program.

Maluchnik moved, Workman seconded, to approve grant agreement between the Carver County Community Development Agency and Carver County for the economic support programs pending attorney and risk approval and to approve the presented programs as necessary in response to the COVID-19 public health emergency. Motion carried unanimously.

Rod Franks, Health & Human Services, requested the Board approve CARES Act funded COVID-19 economic support programs. He pointed out the collaboration with CDA on their programs. He noted the other economic assistance programs that are also typically provided by HH&S. He stated the amounts they currently have are inadequate and they are asking to add to these funds. He explained the programs and additional dollars that would be allocated to seven different programs.

Workman moved, Degler seconded, to approve CARES Act funding for the economic support programs as outlined in the amount of \$596,660 as a necessary response to the COVID-19 public health emergency. Motion carried unanimously.

Chair Ische explained the Board would be going into a closed session regarding PID 25.0230500, related to settlement agreements.

Lynch moved, Degler seconded, enter into closed session pursuant to Minnesota Statute Section 13D.05, subd. 3(b), the attorney-client privilege exception to the Minnesota Open Meeting Law, for the Board to confidentially discuss the pending litigation with its attorney, including but not limited to evaluating the reasonableness of the tentative settlement agreement in light of the strengths and weaknesses of the County's litigation strategy. Motion carried unanimously.

The Board adjourned the closed and Regular Session at 10:10 a.m. and held a work session regarding the Arboretum Area Transportation Plan.

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:**

**Request approval to delete 1.0 FTE and .8 FTE and add 1.0 FTE in the HHS Child and Family Department**

Primary Originating Division/Dept: <u>Health &amp; Human Services</u>	Meeting Date: <u>8/18/2020</u>
Contact: <u>Heather A. Goodwin</u> Title: <u>Deputy Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

On 05/19/2020, the Board approved the addition of 1.0 FTE to the HHS Child & Family Department for a Relative Search position using the Family Finding model. The plan, approved by MN DHS, was to utilize Opioid Epidemic Response funds from the Department of Pharmacy, issued to counties by MN DHS to fund that position. The goal of that position was to reduce the amount time children spend in out-of-home placement. At that time, Carver County believed based on MN DHS communication that there would be adequate Opioid Allocation dollars (\$116,218 per CY) to fund a 1.0 FTE. Upon learning that the Board of Pharmacy miscalculated the amounts, MN DHS communicated in early July 2020, that allocations to counties were cut by 63%. Therefore, we are now requesting that the Board approve the deletion of the 1.0 FTE and we request approval to reallocate the Opioid funds in the amount of \$21,365 in 2020 and \$31,574 per CY ongoing to delete a .8 FTE and add a 1.0 FTE in our Child Protection Assessment Unit.

January 2012, the Board approved reducing this Child Protection Assessment social worker position from a 1.0 FTE to a .8 FTE. In the past four years, Carver County has steadily experienced an increase in the number and complexity of Child Protection assessments; many directly related to parental drug use. There is a business need based on increased caseload size for social workers in the Intake & Assessment unit that is consistently above the State of MN guidelines.

The 2020 annual cost of the increase from .8 FTE to 1.0 FTE is \$15,686.84 per year. We request that this deletion of .8 FTE and addition of 1.0 FTE be in effect on or after September 1, 2020. The cost difference will be made up by utilizing the Opioid Allocation received for the second half of 2020 and by ongoing yearly Opioid Allocation funds. This added 1.0 FTE will have no impact on local tax levy. We will receive the first allocation from the Opiate Epidemic Response Account for the period of July 2020 – December 2020 in the amount of \$21,365.

**ACTION REQUESTED:**

Motion to approve the deletion 1.0 FTE (Relative Search position) plus the deletion of a .8 FTE and the addition of a 1.0 FTE Child Protection Assessment social work position in the HHS Child and Family Department.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$0.00</b>
Opioid Allocation	\$15,686.84
<b>Total</b>	<b>\$15,686.84</b>

**FTE IMPACT:** Increase budgeted staff

**Related Financial/FTE Comments:**

No local tax levy dollars are being requested to fulfill this FTE deletion/addition.

*Office use only:*

RBA 2020- 7018

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Request approval to delete .8 FTE and add 1.0 FTE in the HHS Child and Family Department

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	11-422-700-0000-6111	\$15,687.84
opioid allocation	11-423-710.5340	\$106,552.00
<b>TOTAL</b>		\$122,239.84

CREDIT		
Description of Accounts	Acct #	Amount
Opioid Allocation	11-423-710-0000-...	\$15,686.84
salaries	11-422-700.611	\$106,552.00
<b>TOTAL</b>		\$122,238.84

Reason for Request:

Utilization of the revised Opioid Allocation to increase a .8 social work FTE to a 1.0 Social work FTE. Eliminate the 1.0 SW position that was initially approved on 5/19/20 due to allocations being cut by 63%.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Local Bridge Replacement Program (LBRP) Grant Agreement for Highway 33 Bridge Project**

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 Local Bridge Replacement Program (LBRP) grant is for the construction of Bridge No. 10J47 on Highway 33, 0.2 miles south of the junction of Highway 50 in Young America Township, which is almost complete. The grant covers half of the bridge construction costs. A total of \$152,401.20 of LBRP funding was approved for this project to replace the existing timber bridge with a new bridge/culvert, which is a double line concrete box culvert.

Upon the receipt of the signed MnDOT Agreement No. 1035716 with all the necessary attachments, that includes a signed resolution by Carver County agreeing to the terms stated in the agreement, the money will be distributed.

**ACTION REQUESTED:**

Motion to adopt a resolution approving Agreement No. 1035716 with the Minnesota Department of Transportation in the amount of \$152,401.20, pending finalization of the contract review process.

**FISCAL IMPACT:**

*If "Other", specify:*

**FTE IMPACT:**

**FUNDING**

**County Dollars =**

CSAH Regular	\$258,761.80
LBRP Grant	\$152,401.20
<b>Total</b>	<b>\$411,163.00</b>

Insert additional funding source

**Related Financial/FTE Comments:**

This grant covers 50% of the bridge construction costs.

*Office use only:*

RBA 2020 - 7030

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: 8/18/2020

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

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

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

WHEREAS, Carver County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.10J47; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$152,401.20 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Carver County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

YES	ABSENT	NO

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18<sup>th</sup> day of August, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18<sup>th</sup> day of August, 2020.

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

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Supplemental Agreement 34 for the Flying Cloud Drive Reconstruction Project**

Primary Originating Division/Dept: <u>Public Works - Program Delivery</u>	Meeting Date: <u>8/18/2020</u>
Contact: <u>Shelby Sovell</u> Title: <u>Construction Supervisor</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Flying Cloud Drive Reconstruction Project is primarily a Hennepin County led project with the westerly 4,212 ft of the project in Carver County. Hennepin County is acting as the lead Agency and holds the construction contract with Ames Construction, Inc..

Supplemental Agreement #34 was created by Hennepin County, with our staff input and consent to modify the construction plans and direct the contractor to install a new driveway access to the Paws, Claws and Hooves (PCH) property. The PCH property had a driveway access that was required to be relocated due to the Highway 101 Project - Bluff Area. It was determined that the driveway access shall be relocated to Flying Cloud Drive and it made the most sense to be constructed as part of the Flying Cloud Drive Reconstruction Project. The total cost of constructing the new driveway access was \$16,219.87

In the JPA between Carver County and Hennepin County for this project, the county board authorized the County Engineer to sign change orders and supplemental agreements up to \$100,000.00 per occurrence and with a project aggregate total of \$1,000,000.00, which has been exceeded. To date, the change order and supplemental agreement total is up to \$1,607,439.25. The County Engineer is requesting that the county board authorize the County Engineer, or his designee, to approve of supplemental agreement #34 for the Flying Cloud Drive Reconstruction Project. Supplemental Agreement #34 will change the total change order and supplemental agreement amount to \$1,623,659.12.

**ACTION REQUESTED:**

Motion to authorize the Carver County Engineer, or his designee, to approve Supplemental Agreement 34 for \$16,219.87 for the Flying Cloud Drive Reconstruction Project.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<input style="width: 100%;" type="text"/>
County Turnback Fundi...	\$16,219.87
<b>Total</b>	<b>\$16,219.87</b>

**Related Financial/FTE Comments:**

Carver County Public Works will be requesting County Turnback Funds for this supplemental agreement from MnDOT.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Local Bridge Replacement Program (LBRP) Grant Agreement for Highway 50 Bridge Project**

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 Local Bridge Replacement Program (LBRP) grant is for the construction of Bridge No. 10554 on Highway 50, 1 mile west of the junction of Highway 43 in Dahlgren Township which is currently under construction. The grant covers half of the bridge construction costs. A total of \$583,598.63 of LBRP funding was approved for this project to replace the existing double line box culvert with a new single span precast concrete beam bridge.

Upon the receipt of the signed MnDOT Agreement No. 1035782 with all the necessary attachments, that includes a signed resolution by Carver County agreeing to the terms stated in the agreement, the money will be distributed.

**ACTION REQUESTED:**

Motion to adopt a resolution approving Agreement No. 1035782 with the Minnesota Department of Transportation in the amount of \$583,598.63, pending finalization of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FTE IMPACT:**

**FUNDING**

<b>County Dollars =</b>	<b>\$650,000.00</b>
LBRP	\$583,598.63
CSAH Regular	\$1,234,953.23
<b>Total</b>	<b>\$2,468,551.86</b>

Insert additional funding source

**Related Financial/FTE Comments:**

This grant covers 50% of the bridge construction costs. County dollars are from 2020 Attachment E (one time) funding.

Office use only:

RBA 2020 - 7037

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: 8/18/2020

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

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

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

WHEREAS, Carver County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.10554; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$583,598.63 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Carver County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18<sup>th</sup> day of August, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18<sup>th</sup> day of August, 2020.

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

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Local Bridge Replacement Program (LBRP) Grant Agreement for Highway 44 Bridge Project**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="8/18/2020"/>
Contact: <input type="text" value="Andrew Engel"/> Title: <input type="text" value="Engineering Supervisor"/>	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:**

This Local Bridge Replacement Program (LBRP) grant is for the construction of Bridge No. 10J34 on Highway 44, 0.3 mile west of the junction of Highway 11 in Dahlgren Township which was constructed this summer. The grant covers half of the bridge construction costs. A total of \$102,893.90 of LBRP funding was approved for this project to replace the existing metal culvert with a new single line box culvert.

Upon the receipt of the signed MnDOT Agreement No. 1032882 with all the necessary attachments, that includes a signed resolution by Carver County agreeing to the terms stated in the agreement, the money will be distributed.

**ACTION REQUESTED:**

Motion to adopt a resolution approving Agreement No. 1032882 with the Minnesota Department of Transportation in the amount of \$102,893.90 , pending finalization of the contract review

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>								
If "Other", specify: <input type="text" value=""/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>County Dollars =</b></td> <td style="text-align: right;"><b>\$277,670.35</b></td> </tr> <tr> <td>LBRP</td> <td style="text-align: right;">\$102,893.90</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$380,564.25</b></td> </tr> </table>	<b>County Dollars =</b>	<b>\$277,670.35</b>	LBRP	\$102,893.90			<b>Total</b>	<b>\$380,564.25</b>
<b>County Dollars =</b>	<b>\$277,670.35</b>								
LBRP	\$102,893.90								
<b>Total</b>	<b>\$380,564.25</b>								
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source								

**Related Financial/FTE Comments:**

The county dollars are from 2019 Attachment E (One Time) Funds.

*Office use only:*

RBA 2020 - 7039

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

Date: 8/18/2020

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

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

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

WHEREAS, Carver County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.10J34; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$102,893.90 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Carver County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18<sup>th</sup> day of August, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18<sup>th</sup> day of August, 2020.

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

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Permit Request By ISD 108, NYA Central Schools, HS Cross Country Running Meets At Baylor Regional Park**

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="8/18/2020"/>
Contact: <input type="text" value="Sam Pertz"/> Title: <input type="text" value="Parks Supervisor"/>	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="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Independent School District (ISD) 108, Central Schools of Norwood Young America, has requested a special use permit for upcoming cross country running meets planned for September 3 & 17 and October 1 & 13 to be held at Baylor Regional Park.

By County Ordinance, Chapter 91; special events require issuance of a use permit.

The four planned meets are consistent with State Executive Order(s) and Minnesota State High School League (MSHSL) guidelines for how high school cross country athletics are to be performed under COVID19 guidelines. The permittee has prepared and submitted a preparedness plan specific to team operations (including daily practice and meets) as well as site details for when County park property is used for meets.

In past years, these events have attracted 1000's of people (athletes, faculty, spectators). Under the guidelines and review and comment from the State, MSHSL and County Public Health & Attorney's Office, each event is limited in total to two hundred and Fifty (250) people, where at no time can groups congregate greater than twenty five (25) in one area (i.e. start and finish areas, team areas etc.).

The meets are organized and facilitated by athletic faculty of ISD 108 in coordination with their athletic conference. Appropriate insurance certificates and other permit requirements have been provided to the County by ISD 108.

These events have a long history of being very successfully organized by the permittee on County park property. With approval, these would be the first special use/event occurrences on County Park property since the COVID19 pandemic.

The Park Commission is expected to recommend approval of the request for board action on August 12, 2020.

Staff of ISD 108 is aware that should COVID19 guidelines and requirements change, corresponding changes to the permit may also apply.

**ACTION REQUESTED:**

Motion to approve the special use permit for cross country running meets coordinated by ISD 108, NYA Central Schools, for the 2020 season.

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



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Tobacco License-Down South Bar**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

▼

**BACKGROUND/JUSTIFICATION:**

Blackhart Enterprises LLC DBA Downs South is requesting a Tobacco License. This establishment is located at 360 Broadway St E. This location has had tobacco license before under Down South Bar and Grill. The new LLC is requesting Board approval of a tobacco license for this location. There are no delinquent taxes.

**ACTION REQUESTED:**

Approval of the County Board to issue a Tobacco license to Blackhart Enterprises dba Down South.

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

**FUNDING**

County Dollars =   
  
**Total**

**FTE IMPACT:**  ▼

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7035

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Tobacco License-Tobacco and Vapes**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Tobacco and Vapes is a new business located at 578 W 78th St in Chanhassen. They are requesting a Tobacco license. The space is being leased from Chanhassen Retail LTD PRTSHP. The owners of Tobacco and Vapes are requesting Board approval of a Tobacco license for this location.

**ACTION REQUESTED:**

Approval of the County Board to issue a Tobacco License to Tobacco and Vapes.

**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 - 7043

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Settlements for Right of Way Acquisition for the US 212 Project - Dahlgren Township**

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 2021 construction season includes the US 212 Project - Dahlgren Township which is the expansion of Highway 212 to a four lane highway. Additional right-of-way is needed to complete this project. Appraisals were completed by Kelly Lindstrom and DKJ Appraisals and the County Board approved the making of offers based on the appraised values at its June 2, 2020 regular session. The Public Works Director, or agents under his supervision, made offers to the affected property owners based on the appraisals and negotiations then commenced. Settlements with the property owners located at PID #04.0080900 and 04.0120900 have been reached.

**ACTION REQUESTED:**

Motion to adopt a resolution for settlements for right-of-way acquisitions for the US 212 Project - Dahlgren Township.

**FISCAL IMPACT:**  ▼

*If "Other", specify:*

**FTE IMPACT:**  ▼

**FUNDING**

<b>County Dollars =</b>	<input type="text"/>
MnDOT Funding	\$504,000.00
Trans. Sales Tax	\$504,000.00
<b>Total</b>	<b>\$1,008,000.00</b>

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7010

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

Date: August 18<sup>th</sup>, 2020

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

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

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

---

**Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for US 212 Project – Dahlgren Township**

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

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

WHEREAS, the County proposes to construct highway and related improvements in Carver County for expansion to a four lane highway as part of the US 212 Project – Dahlgren Township (“Project”); and

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that County's acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements of Expanding the roadway to 4 lanes as part of the US 212 Project - Dahlgren Township constitute a valid public use or public purpose; and

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

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

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

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on August 18<sup>th</sup>, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18<sup>th</sup> day of August 2020

\_\_\_\_\_  
Dave Hemze County Administrator

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

**US 212 Project – Dahlgren Township**

Carver County Public Works No. 178825

**Property Tax Identification No. 04.0080900**

Fee Owners: Bradley Gestach, Married

Property Address: 12404 Kelly Ave, Cologne MN 55322

The impact of TH 212 on the property warranted the need for a total take of the homestead. This settlement includes the total take of approximately 37.78-acre homestead improved by a 1,440 sq. ft. two story home. The new TH 212 will be in the front lawn of the existing house causing significant damages to the property. The settlement includes the costs of housing differential for relocation purposes. The housing differential allows the homeowner to find and purchase similar housing to their current situation.

Settlement Amount: \$999,000.00

**Property Tax Identification No. 04.0120900**

Fee Owners: Stephan Virgil Gestach

Property Address: Vacant Land, Dahlgren Township, MN 55318

Settlement Amount: \$9,000.00

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Settlement Agreement for Parcels 16A and 16B of CSAH 18/ Lyman Boulevard Reconstruction Project - Phase 3**

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 2014 road construction season included Phase 3 of the CSAH 18 / Lyman Boulevard Project from approximately Audubon Road to Powers Boulevard in Chanhassen. Carver County needed to acquire real property interests for that project from Parcels 16A and 16B (PID 25.0230500). That property is located at the intersection of Lyman and Powers Boulevards, and was owned by Chanhassen 212, LP. After seeking and obtaining Board approval, agents under the supervision of the Public Works Director obtained an appraisal, and made settlement offers based upon that appraisal to Chanhassen 212, LP for the County's acquisitions. The parties did not reach a settlement agreement. The Court-Appointed Commissioners held a Condemnation Hearing and issued an Award of damages based upon the evidence presented at the hearing. Chanhassen 212, LP timely appealed the Commissioner's Award to District Court for a jury trial. The jury trial is pending. The Court mandated that mediation be held before trial. The parties held a second mediation on July 21, 2020, and reached a tentative settlement agreement that is contingent upon Board approval.

**ACTION REQUESTED:**

Motion to approve a settlement agreement in District Court File Number 10-CV-17-641, Chanhassen 212, LP vs. County of Carver.

**FISCAL IMPACT:**

If "Other", specify:

**FTE IMPACT:**

**FUNDING**

<b>County Dollars =</b>	<input type="text"/>
City of Chanhassen	\$190,000.00
CSAH Reg. Const. Funds	\$190,000.00
<b>Total</b>	<b>\$380,000.00</b>

Insert additional funding source

**Related Financial/FTE Comments:**

\$167,800 has been paid through the quick take process. \$212,200 is the net amount owed to the property owner.

Office use only:

RBA 2020 - 7051

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

Date: August 18th, 2020

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

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

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

---

**Resolution Authorizing Settlement in District Court File Number: 10-CV-17-641,  
*Chanhassen 212, LP vs. County of Carver, a political subdivision of the State of Minnesota***

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

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

WHEREAS, the County needed to construct highway and related improvements in Carver County as part of the CSAH 18/ Lyman Boulevard Reconstruction- Phase 3 Project (“Project”); and

WHEREAS, to complete the Project, which is a valid public purpose, the County needed to acquire and did acquire real property interests from the property identified by Tax PID Number 25.0230500; which is located at the intersections of Lyman and Powers Boulevards and which is owned by Chanhassen 212, LP; and which is further described in Exhibit A, attached hereto and incorporated herein (“Property”); and

WHEREAS, the County obtained an appraisal from a licensed real estate appraiser to estimate damages caused by said acquisitions; and

WHEREAS, after following statutory procedures, the County and Chanhassen 212, LP were unable to negotiate a settlement agreement for the direct purchase of the real property interests that the County needed to acquire and did acquire from the Property; and

WHEREAS, three Court-appointed Commissioners held a Commissioner’s Hearing to determine damages from said acquisitions, and issued an Award afterwards reflecting the evidence presented at that hearing; and

WHEREAS, Chanhassen 212, LP timely appealed the Commissioner’s Award to District Court; and

WHEREAS, a Jury Trial is pending in District Court File Number 10-CV-17-641, *Chanhassen 212, LP vs. County of Carver, a political subdivision of the State of Minnesota*; and

WHEREAS, the District Court required the parties in Court File 10-CV-17-641 to mediate before trial; and

WHEREAS, the parties in Court File 10-CV-17-641 mediated on July 21, 2020, and reached a tentative settlement agreement that is contingent upon Board approval.



NOW, THEREFORE, BE IT RESOLVED that all of the terms that the parties in District Court File 10-CV-17-641 negotiated on July 21, 2020 to settle all disputes, claims, costs and fees in said file and case, are reasonable and in the best interest of Carver County; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to approve of the Settlement Agreement in District Court File Number 10-CV-17-641, *Chanhassen 212, LP vs. County of Carver, a political subdivision of the State of Minnesota*, in the name of the County of Carver.

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

---

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on August 18<sup>th</sup>, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18<sup>th</sup> day of August 2020.

---

Dave Hemze County Administrator

**EXHIBIT A**

to

**Resolution Authorizing Settlement in District Court File Number: 10-CV-17-641,  
*Chanhassen 212, LP vs. County of Carver, a political subdivision of the State of Minnesota***

CSAH 18 - Lyman Blvd Reconstruction - Phase 3 Project

Carver County Public Works Project Number: 108667

Property Tax Identification Number: 25.0230500

Fee Owners: Chanhassen 212, LP

Address: 1551 Lyman Blvd, Chanhassen, MN 55317

Settlement Amount: \$380,000.00

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Veteran Services Enhancement Grant from Minnesota Department of Veteran Affairs (FY2021)**

Primary Originating Division/Dept: <input type="text" value="Public Services - Veterans"/>	Meeting Date: <input type="text" value="8/18/2020"/>
Contact: <input type="text" value="Dan Tengwall"/> Title: <input type="text" value="VSO"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

**BACKGROUND/JUSTIFICATION:**

The Minnesota Department of Veterans Affairs (MDVA) annually offers a County Veteran Services Office (CVSO) Operational Grant program in which each county applying receives a base grant of \$7,500. In addition to the base grant, each county is eligible to receive additional funds based on the county's veteran population. The formula awarding grant funds is based on veteran population estimate, as of September 30, 2019, produced by the United States Department of Veteran Affairs Office of the Actuary. According to the US Dept. of Veterans Affairs Office of the Actuary, Carver County's veteran population is 4,421 (down 89 veterans from last year). This state fiscal year (2020-21), Carver County is eligible for an additional amount of \$5,000, yielding a total grant of \$12,500.

Carver County Veteran Services proposes to use this grant for continued development of a new customer relationship management (CRM) software which will enable the department to better serve veterans, become more efficient in work processes, and collect better data/performance measures of work completed. Due to COVID-19, the timeline / order of this grant will be slightly adjusted. The contract with MDVA for the enhancement grant is pending the review of the County Attorney's Office and the County's Risk Management Office. The general terms of the contract will be that Carver County Veteran Services will receive funds (\$12,500) from MDVA to spend toward training, technology, or other ways to benefit veterans in our county. The funds will be expended by June 30, 2021, at which time the grant will be closed and the next state fiscal year CVSO Operational Grant will be applied for.

The approval of this board action and resolution would greatly benefit Carver County's veterans, military families, and the operations of Carver County Veteran Services.

**ACTION REQUESTED:**

Motion to approve the resolution to enter into a MDVA / CVSO Operational Grant contract in the amount of \$12,500, and that Dan Tengwall, the Carver County Veterans Service Officer, be authorized to execute the grant on behalf of Carver County.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>						
If "Other", specify: <input type="text"/>	<table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td>MDVA Funds (Grant)</td> <td style="text-align: right;">\$12,500.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$12,500.00</b></td> </tr> </table>	<b>County Dollars =</b>	<b>\$0.00</b>	MDVA Funds (Grant)	\$12,500.00	<b>Total</b>	<b>\$12,500.00</b>
<b>County Dollars =</b>	<b>\$0.00</b>						
MDVA Funds (Grant)	\$12,500.00						
<b>Total</b>	<b>\$12,500.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

**Related Financial/FTE Comments:**

The CVSO Operarational Grant sends \$12,500 to Carver County.



# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: August 18, 2020

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

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

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

## RESOLUTION OF CARVER COUNTY

BE IT RESOLVED by the Carver County Board of Commissioners that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veteran Services Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the County's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veteran services office, as specified in Minnesota Laws 2019, Chapter 10 Article 1, Section 37, Subdivision 2 . This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Carver County Board of Commissioners that Dan Tengwall, the Carver County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at the Carver County Board Meeting in Chaska, Minnesota this eighteenth day of August 2020.

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 eighteenth day of August 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:**

Abatement Request to Write-off of Penalty and Interest from Delinquent Property Taxes for parcels 25.4480020 & 25.4520020

Primary Originating Division/Dept: <span style="border: 1px solid black; padding: 2px;">Property &amp; Financial Services - Property Taxation</span>	Meeting Date: <span style="border: 1px solid black; padding: 2px;">8/18/2020</span>
Contact: <span style="border: 1px solid black; padding: 2px;">Crystal Campos</span> Title: <span style="border: 1px solid black; padding: 2px;">County Auditor</span>	Item Type: <span style="border: 1px solid black; padding: 2px;">Consent</span>
Amount of Time Requested: <span style="border: 1px solid black; padding: 2px;"> </span> minutes Presenter: <span style="border: 1px solid black; padding: 2px;"> </span> Title: <span style="border: 1px solid black; padding: 2px;"> </span>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <span style="border: 1px solid black; padding: 2px;">Finances: Improve the County's financial health and economic profile</span>	

**BACKGROUND/JUSTIFICATION:**

The County Board's Property Tax Penalty Waiver Policy requires County Board approval to abate (i.e. waive) statutory penalties and interest on delinquent property taxes.

Two Chanhassen parcels owned by Love 4 One Another Charities (Prince's charitable foundation) are scheduled to tax forfeit to the County on 8/31/2020. Since Prince's passing in April of 2016, the 2016 - 2020 taxes have not paid for either parcel. Delinquent taxes, penalties and interest from 2016-2019 must be paid by 8/31/2020 to avoid losing the property.

An attorney for the charity recently contacted County staff to request either a full or partial abatement of penalty and interest on the delinquent property taxes. He explained that the charitable foundation is a distinct legal entity that is completely unrelated to the disposition of Prince's personal assets and estate. The charity struggled after Prince's death so this attorney has been brought in to get everything back up and running. He said they now have a new board that is very engaged and has planned community projects to help under privileged kids. They have a pending sale on the two parcels but closing will not occur until early next year.

Here is a breakdown of the 2016-2019 tax, penalty and interest for each parcel prior to any abatement.

Parcel	DLQ Tax	Penalty	Interest & Fee
25.4480020	\$129,956.00	\$17,227.09	\$32,149.38
25.4520020	<u>297,580.00</u>	<u>39,427.94</u>	<u>73,279.20</u>
<b>Total Due</b>	\$427,536.00	\$56,655.03	\$105,428.58

State Statutes limit abatements for penalty and interest for delinquent tax payments to two years. The County Auditor and Treasurer recommend an abatement of \$32,864.37 for penalty and interest for 2018 for both parcels due to Prince's death which is consistent with the County Board's Property Tax Abatement Policy which allows the County Auditor and Treasurer to abate penalties for late payment of current year property taxes due to a hardship.

**ACTION REQUESTED:**

Motion to abate \$32,864.37 for penalty and interest from 2018 for parcels 25.4480020 & 25.4520020 due to Prince's death in 2016.

<b>FISCAL IMPACT:</b> <span style="border: 1px solid black; padding: 2px;">Other</span> If "Other", specify: <span style="border: 1px solid black; padding: 2px;">see comments below</span>	<b>FUNDING</b> County Dollars = <span style="border: 1px solid black; padding: 2px;">\$13,145.75</span> Other Taxing Authorities <span style="border: 1px solid black; padding: 2px;">\$19,718.62</span> <b>Total</b> <span style="border: 1px solid black; padding: 2px;">\$32,864.37</span> <input checked="" type="checkbox"/> Insert additional funding source
<b>FTE IMPACT:</b> <span style="border: 1px solid black; padding: 2px;">None</span>	

**Related Financial/FTE Comments:**

Abating one year of penalty and interest for 2018 delinquent taxes due to the hardship on the foundation from Prince's passing is consistent with the County Auditor and Treasurer's past practice to abate one year of penalty for late tax payments in the current year due to a hardship like the death of a spouse.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution Extending the Declaration of a Local Emergency**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 8/18/2020

Contact: David Hemze Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 15 minutes

Attachments:  Yes  No

Presenter: Title:

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

**BACKGROUND/JUSTIFICATION:**

On March 17, 2020 the County Board of Commissioners signed a Declaration of Local Emergency in Carver County valid until September 1, 2020. The Carver County Administrator's Office, Health and Human Services Division, and Department of Emergency Management recommends the County Board extend the Local State of Emergency in Carver County to December 31, 2020. This declaration is for current and potential impacts to county, communities, individuals, businesses etc. due to COVID-19.

**ACTION REQUESTED:**

Motion to adopt attached Resolution.

**FISCAL IMPACT:** None   
If "Other", specify:

**FUNDING**

County Dollars =  
  
Total \$0.00

**FTE IMPACT:** None

Insert additional funding source

**Related Financial/FTE Comments:**

Fiscal impacts to be presented to the Board at a later date.

Office use only:

RBA 2020 - 7044



# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

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

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

## Resolution Extending the Declaration of a Local Emergency

WHEREAS, Carver County continues to experience the COVID-19 pandemic; and

WHEREAS, response and support to affected individuals, communities, medical systems, businesses and government has caused significant impact to the county as a whole; and

WHEREAS, on March 17, 2020 the County Board of Commissioners signed a Declaration of Local Emergency in Carver County valid until September 1, 2020, unless otherwise terminated or extended; and

WHEREAS, Minnesota Statutes Chapter 12.29 authorizes the County Board of Commissioners to extend the Declaration of Local Emergency in Carver County; and

WHEREAS, a declaration of local state of emergency invokes Carver County's powers to quickly provide emergency aid, pursuant to Minn. Stat. § 12.37; and

WHEREAS, response and support to affected individuals, communities, medical systems, businesses and government has caused significant impact to the county as a whole; and

WHEREAS, the Carver County Administrator's Office, Health and Human Services Division, and Department of Emergency Management recommends the Carver County Board of Commissioners extends the Local State of Emergency exists in Carver Count for COVID-19 until December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Carver County Board of Commissioners extends the Local State of Emergency effective March 17, 2020 until December 31, 2020 unless otherwise terminated or extended due to the ongoing and expected response to and recovery from COVID-19 and direct the County Administrator, Deputy Division Director of Health Services, and Emergency Management Director to coordinate such actions and request such state and/or federal assistance as needed to protect lives, businesses, and public and private property in Carver County for the response and recovery of the county from the impacts of COVID-19 to the extent practicable and allowed by law, ordinance, and charter.

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 18<sup>th</sup> day of August, 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:

### Acceptance of \$12.8M CARES Act Funding and allocation for IT and Facilities COVID-19 Projects

Primary Originating Division/Dept: Administration (County)

Meeting Date: 8/18/2020

Contact: Dave Hemze & David Frischmon Title:

Item Type:  
Regular Session

Amount of Time Requested: 15 minutes

Presenter: Dave Frischmon Title: Property & Financial Services ...

Attachments:  Yes  No

#### Strategic Initiative:

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

#### BACKGROUND/JUSTIFICATION:

The federal government has provided funding to address the coronavirus pandemic through the Coronavirus Aid, Relief and Economic Security (CARES) Act. Of the \$2 trillion package, a total of \$150 billion was provided nationwide through the Coronavirus Relief Fund (CRF) to state and local governments. The CARES Act provided direct funding to the State of Minnesota and to Hennepin and Ramsey Counties. Through executive action, the Governor has released funding for the other 85 Minnesota counties, and all cities and townships based on a formula for distribution that was agreed to during a special session but did not become law.

Carver County received \$12.8 million in CRF funding from the State that can be utilized for any of the purposes established in the Federal CARES Act. The CARES act requires that CRF funding be used to cover expenses that:

1. Are necessary expenditures incurred in response to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the County's budget as of March 27, 2020 (the date of enactment of the CARES Act) and
3. Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. (The State of Mn requires counties to spend CRF funds by Dec 1, 2020 and return any unspent County funds to the State by December 10, 2020.)

The US Treasury Department has provided guidance on the allowable uses which specifically states CRF funding can not be used to replace local governments lost revenue due to the coronavirus pandemic.

County staff presented a CARES Funding Overview to the Board at its July 7th Board meeting to discuss potential uses for the CRF funding including providing economic support to county residents, businesses and non-profits.

County staff recommend using CRF funding for the following projects:

1. \$871,000 - Purchase and install IT equipment to create and enhance telework capabilities for county employees to comply with public health precautions, address IT security concerns and maintain staff efficiencies which are necessary to continue delivering services to the public during the COVID-19 public health emergency.
2. \$392,300 - Upgrade County facilities to improve ventilation, sanitation/disinfection, and related public safety measures which are necessary to protect county employees and the public in response to the COVID-19 public health emergency.

\$1,263,300 Projects Total



**ACTION REQUESTED:**

Motion to approve the attached CARES Act Resolution to accept \$12.8 million in CRF funding and to approve the above IT and Facilities projects as necessary responses to the COVID-19 public health emergency.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

[Redacted]

**FUNDING**

County Dollars =	[Redacted]
CARES Act- Coronaviru...	\$12,851,792.00
<b>Total</b>	<b>\$12,851,792.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

- \$ 871,000 IT Projects- recommended for approval 8/18/20 Board Meeting
- 392,300 Facilities Projects - recommended for approval 8/18/20 Board Meeting
- 2,000,000 Community Development Agency economic support programs- approved 8/4/20 Board Meeting
- 596,660 Health and Human Services Division economic support programs - approved 8/4/20 Board Meeting
- 8,991,832 Unallocated - County staff are developing recomendations that will be presented at future Board meetings.
- \$12,851,792 Total CARES Act Funds

*Office use only:*

RBA 2020 - 7027

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Acceptance of \$12.8M CARES Act Funding and allocation for IT and Facilities COVID-19 Projects

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
CDA- economic support	02-045.6260	\$2,000,000.00
HHS-economic support	02-045-011.62xx	\$596,660.00
IT- COVID-19 projects	02-045-049.6414	\$871,000.00
Facilities-COVID-19 projects	02-045-110.6260	\$392,300.00
TBD	02-045-XXX.XXXX	\$8,991,832.00
<b>TOTAL</b>		\$12,851,792....

CREDIT		
Description of Accounts	Acct #	Amount
Coronavirus Relief Funds	02-045.1118.5420	\$12,851,792.00
<b>TOTAL</b>		\$12,851,792.00

Reason for Request:

Budget for CRF funded projects that are necessary responses to the COVID-19 public health emergency.

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

Date: August 18, 2020

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

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

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

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**Resolution Accepting Coronavirus Relief Funds**

WHEREAS, on March 11, 2020, the World Health Organization (WHO) deemed the outbreak of a respiratory illness called coronavirus disease 2019 (COVID-19) a pandemic; and

WHEREAS, public health authorities at the federal, state and local levels recognized the public health threat that COVID-19 poses; and

WHEREAS, on March 13, 2020, President Donald Trump declared a Presidential National Emergency; and on the same day Governor Tim Walz declared a Peacetime State of Emergency in Minnesota; and

WHEREAS, on March 17, the County Board of Commissioners of Carver County signed a Declaration of Local Emergency in Carver County to respond to the impacts of the COVID-19 pandemic; and

WHEREAS, the county continues to respond to the COVID-19 emergency through the provision of direct services to county residents, the purchase of materials and supplies needed to keep county employees, residents, and customers safe, the transition of a large part of the county workforce to remote working, the support and coordination of efforts to ensure food security for all residents, the provision of housing assistance to those who may be at risk of contracting the disease, and many other county directed services; and

NOW THEREFORE, be it resolved that Carver County Board of Commissioners does hereby accept the funding as provided by the Governor’s Executive Action of federal CRF funds in the amount of \$12,851,792 and directs the funds to be utilized as necessary responses to the COVID-19 pandemic by reimbursing the county for expenses and providing assistance to county residents, businesses and non-profits as allowed by the law and federal guidance.

YES

ABSENT

NO

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I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of August, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of August, 2020.

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Dave Hemze

County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**COVID-19 Phase II Reopening Updates**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 8/18/2020

Contact: Dave Hemze Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 15 minutes

Attachments:  Yes  No

Presenter: Dave Hemze Title: County Administrator

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

An updated COVID-19 Phase II reopening plan is attached. County Administration is recommending the below services are added to the list.

1. Mandated court related services including those related to jury trials and Health & Human Services related duties.
2. One-on-one transportation services for Carver County veterans to and from medical appointments.
3. Parks shelters open according to State guidelines and large events considered on a case-by-case basis.

**ACTION REQUESTED:**

Motion to adopt the attached updated COVID-19 Phase II plan.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7042



## COVID-19

### Reopening Carver County – Phase II

~~Adopted July 21~~ Proposed August 18, 2020

Reopening Carver County – Phase II recommendations adopted as of July 21, 2020 are attached. 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 and during the initial stages of Phase II.
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. Additional Phase II and Phase III recommendations will be provided 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**  
 Adopted July 21 Proposed August 18, 2020

Division	Services to Reopen	Services to Remain Closed/Other Notes
<b>County Attorney</b>	<p><del>Jury trials: 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. Jury trials have resumed for the most serious cases being prosecuted. Prosecutors and staff continue to appear in court along with defense attorneys, witnesses, and jurors. Most court hearings continue to be held remotely. We are continuing working with the courts to continue implementing appropriate safety protocols.</del></p>	<p><u>The County Attorney’s Office remains closed to walk-in services. The majority of employees in the County Attorney’s Office are working remotely and providing all services via available technology.</u></p>
<b>Court Administration</b>	<ol style="list-style-type: none"> <li>1. <u>Jury trials:</u> See above note.</li> <li>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.</li> <li>3. <u>Law Library:</u> Space and computer terminals open by appointment only beginning Monday, June 15.</li> </ol>	
<b>Employee Relations</b>	<p>N/A – All services fully operational remotely</p>	<p>Employee Relations is fully functional remotely and completing all services via available technology. Employee Relations will continue to deliver services remotely.</p>
<b>Health and Human Services</b>	<ol style="list-style-type: none"> <li>1. <u>CareerForce:</u> By appointment only for employment assistance and by reservation for job searches on computers.</li> <li>2. <u>Accounting:</u> Receipt Child Support payments</li> </ol>	<p><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</p>

	<ol style="list-style-type: none"> <li>3. <u>Adolescent Day Treatment</u>: Open two days per week (other days done thru telehealth)</li> <li>4. <u>Immunization clinics</u>: By appointment only.</li> <li>5. <u>Adult and Juvenile Probation</u>: By appointment only for all clients. Remote work and virtual appointments continue. In-person supervision as needed. <u>Post-court intake packets available at Court Services door with drop box or online for submission.</u></li> <li>6. <u>Prep Adventure Summer Program</u>: Operating in a scaled back half day small group version.</li> <li>7. <u>Child Protection</u>: Child Protection Family Visitation by appointment only and UA's (Urinalysis) by Appointment only.</li> <li>8. <u>Child &amp; Family</u>: By appointment only for the provision of services tied to a case plan with supervisor approval. <u>Attend court as required by Judge that will include any case related planning associated with court such as transporting clients, doing UAs, and other requirements per the Court.</u></li> <li>9. <u>Child Support</u>: In-person court hearings. By appointment only, meetings with residents to address barriers contributing to the wellness of the children.</li> </ol>	<p>communication solutions will continue until further notice.</p>
<p><b>Property and Finance</b></p>	<ol style="list-style-type: none"> <li>1. <u>Property Tax, Land Records, Assessing, License Centers, and Elections &amp; 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. In-person absentee voting from June 26<sup>th</sup> through August 10<sup>th</sup> at the Chaska Government Center.</li> <li>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</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. <u>License Center drive through windows</u>: Open for limited services such as tab renewals, title transfers and DNR licenses.</li> <li>3. <u>Marriage licenses</u>: Can now be provided electronically.</li> </ol>



	mail. Property tax payments by appointment for other limited circumstances.	
<b>Public Services</b>	<ol style="list-style-type: none"> <li>1. <u>Complicated applications/permits:</u> By appointment for Veteran Services, Land Management/Environmental Services/Water Mgmt.</li> <li>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.</li> <li>3. <u>Rural recycling drop-off sites (Cologne, Mayer and NYA):</u> Open during regular hours.</li> <li>4. <u>Environmental Center: Open for drive through drop off.</u></li> <li>5. <u>Libraries:</u> Starting the third week in July, libraries will start to open for “walk through” services. Chanhassen and Waconia libraries will be the first to open for walk through and then others will open as resources allow. Curbside will be offered in at least one location. Computer access will be available. Express libraries are open. Expanded online and social media-based services and programs.</li> <li>6. <u>Veterans Transportation: By appointment, provide one-on-one transportation service of Carver County veterans to and from medical appointments. Protection measures such as PPE and physical distancing of staff/riders will be enacted. Through pre-screening means, the drivers will not be able to transport those experiencing COVID-19 related symptoms.</u></li> </ol>	<ol style="list-style-type: none"> <li>1. <u>County Board and Advisory Committee Meetings:</u> Buildings remain closed for County Board, advisory committees, and other meetings. Board meetings are live streamed and offer email and voicemail public comments. Advisory committee meetings conducted via videoconference.</li> <li>2. <u>Extension:</u> The University of Minnesota is taking the lead on when and how they open programs and services that they offer locally. Our local Extension Office remains closed for walk up services.</li> </ol>
<b>Public Works</b>	<ol style="list-style-type: none"> <li>1. <u>Parks:</u> Parks and trails including playgrounds, restrooms and day-use picnic shelters are open and available State guidelines of (25) and (10) people have been implemented for outdoor &amp; indoor facilities respectfully.</li> <li>2. <u>Campgrounds:</u> Baylor campground opened on June 1 with a modified operational model. <u>The last night of camping is Saturday October 17</u></li> <li>3. <u>Beaches:</u> <u>The Lake Minnewashta RP beach will continue to operate with lifeguard service through August 23. Baylor</u></li> </ol>	<p><u>Park amenities:</u> Large events are being considered on a case by case basis, requiring preparedness plans in addition to typical County permitting requirements and processes. <u>Additional comment and review is conducted by Public Health.</u></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</p>

	<p><u>Park beach remains open and unguarded . Lake Waconia RP beach remains closed due to park construction. Labor Day will be the end of beach season.</u></p> <p>4. <u>Parks recreation services:</u> Continues with development of new programs and service delivery models. Work continues to implement up to 25 participants into various programs (primarily water sports and archery), continue with virtual and self-guiding programming and marketing and outreach. Some seasonal instructors continue to be utilized. <u>Early Fall programming has focus on Coney Island and further offerings at Lake Minnewashta RP with water equipment.</u></p> <p>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>	<p>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>
<p><b>Sheriff's Office</b></p>	<p>1. <u>Records requests:</u> Allowing.</p> <p>2. <u>Jail visitation:</u> Allowing via WebEx, Zoom, or similar platform. Resume in-person by appointment only with video visitation encouraged.</p> <p>3. <u>Permit to carry:</u> Maintain by appointment but potentially expand days/hours.</p> <p>4. <u>Permit to Purchase:</u> Continue to encourage receiving by mail and added drop box in the lobby for those who choose in-person delivery.</p> <p>5. <u>Volunteer-led jail programs:</u> Allowing some in-house programs (e.g., bible study) via WebEx, Zoom, or similar platform. In-person options available July 1</p> <p>6. <u>In-Custody Sentences:</u> Admitting self-reports for in-custody sentences if the subject has been sentenced to 10 days or less.</p> <p>7. <u>Volunteer Support Services:</u> In-person training and operations starting July 1.</p> <p>8. <u>Warrant arrests:</u> Resumed week of June 22.</p>	<p>Most Sheriff Office services have continued during suspension as they are essential.</p>