



# CARVER COUNTY

# minnesota

Carver County Board of Commissioners  
December 15, 2020  
Regular Session

**Under Minnesota Statute 13D.021 the County Board has made a determination that an in-person meeting 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. This meeting will be conducted via video teleconference due to COVID-19 concerns. 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>**

9:00 a.m.	1.	a) <b>CONVENE</b> b) <b>Pledge of allegiance</b> c) <b>Attendance Roll Call</b> d) <b>Public comments submitted via email/voice mail</b>	
	2.	Agenda review and adoption	
	3.	Approve minutes of December 1, 2020, Regular Session and December 3, 2020 Budget Public Meeting .....	1-5
	4.	Community Announcements	
9:05 a.m.	5.	<b>CONSENT AGENDA</b>	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
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		5.2 Resolution Extending the Declaration of a Local Emergency .....	8-10
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*Growth: Manage the challenges and opportunities resulting from growth and development*

5.9	Amendment 2 to Professional Services Agmt. for Hwy 11 Project with WSB & Associates Inc.....	18
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*CULTURE: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government*

5.18	Resolution for Outgoing County Commissioner Prorated 2021 Compensation .....	36-37
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*Finances: Improve the County’s financial health and economic profile*

5.20	Review/Social/Commissioners’ Warrants.....	NO ATT
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9:10 a.m.	<b>6. CONNECTIONS: Develop strong public partnerships and connect people to services</b>	
	6.1 County, city, tribal and state Health and Human Services Worker Day .....	39-40

9:15 a.m.	<b>7. GROWTH: Manage the challenges and opportunities resulting from growth and development</b>	
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9:40 a.m.	<b>8. COMMUNITIES: Create and maintain safe, healthy and livable communities</b>	
	8.1 Allocate Funds to CDA For Business Assistance Programs.....	49-51
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**RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY COMMUNITY HEALTH BOARD**

8.3	Semi-Annual Report to the County Health Board.....	54
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**ADJOURN AS COMMUNITY HEALTH BOARD AND RECONVENE AS CARVER COUNTY BOARD**

10:20 a.m.	<b>9. FINANCES: Improve the County’s financial health and economic profile</b>	
	9.1 Creating a COVID19 Budget Stabilization Account.....	55-56
	9.2 2021 Property Tax Levy and Budget.....	57-78
	9.3 2022 Long Term Financial Plan .....	79-85
	9.4 Fair Board Financial Request to Complete Carver County Commons.....	86-88

- 10:45 a.m.           **RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY**
- 9.5     2021 Regional Rail Authority Property Tax Levy and Budget..... 89-92
- 10:50 a.m.           **ADJOURN AS REGIONAL RAIL AUTHORITY AND RECONVENE AS CARVER COUNTY BOARD**
- 10:50 a.m. 10.     **CULTURE: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government**
- 10.1    Resolution Setting 2021 County Commissioner Compensation ..... 93-96
- 10.2    Resolution Setting 2021 County Attorney and County Sheriff Compensation ..... 97-101
- 10.3    County Administrator’s 2020 Annual Performance Evaluation Summary..... 102
- 11:20 a.m.           **ADJOURN REGULAR SESSION**

David Hemze  
County Administrator

**UPCOMING MEETINGS**

- |                   |  |
|-------------------|--|
| December 22, 2020 | 7:30 a.m. WebEx Meeting With Legislators |
| December 22, 2020 | 9:00 a.m. Board Meeting                  |
| December 29, 2020 | No Board Meeting                         |
| January 5, 2021   | 9:00 a.m. Organizational Session         |

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 1, 2020. The building remained closed due to the health pandemic but was webcast live. Chair James Ische convened the session at 9:00 a.m.

Members present: James Ische, Chair, Gayle Degler, Vice Chair and Tim Lynch (present in Boardroom) Randy Maluchnik and Tom Workman (present via WebEx).

Members absent: None.

Under public comments, Chair Ische acknowledged the receipt of an email received from Karen Johnson Leuthner. She questioned the handling of her public comments by the Board in the past and the lack of a full presentation on the CUP solar request. Johnson Leuthner believed CUPs should be handled with a more professional process. She referenced the County's request for State bond funds and County funds to construct site buildings and amenities for Lake Waconia Regional Park. She stated she would not quit being concerned or question the actions of the County Board.

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

Workman moved, Maluchnik seconded, to approve the minutes of the November 17, 2020, Regular Session. On a roll call vote, Maluchnik, Workman, Lynch, Ische, Degler voted aye. Motion carried unanimously.

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

Contract with Prairie Restorations, Inc. pending finalization of the contract review process.

Approved the re-appropriation of already approved HHS Income Support CARES Act: CRF dollars as necessary in response to the COVID-19 public health emergency.

Approved issuing a tobacco license for Kwik Trip Store #1095.

Contract with Stoneridge Software pending finalization of the contract review process.

Approved joint powers agreement with the City of Carver for the Jonathan Carver Parkway Project, pending finalization of the contract review process.

Adopted the Findings of Fact and issued Order #PZ20200049 for the issuance of a Conditional Use permit, Eldon Young, Waconia Township.

Professional services agreement with SRF Consulting Group, Inc., for \$858,372.81 for preliminary design services for the US 212 Project-Benton Township, pending finalization of the contract review process.

Resolution #84-20, Approving the Final Plat of Kindred Prairie.

Resolution #85-20, Cooperative Construction Agreement No. 1045024 with the State of Minnesota.



Contract with Siemens Industry, Inc., pending finalization of the contract review process.

Resolution #86-20, Authorizing Execution of Agreement and the Grant Agreement, Office of Justice Program Pathway to Policing Reimbursement Grant 2020 and related Sheriff's budget amendment.

Reviewed November 24, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$585,862.94 and reviewed December 1, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$236,977.15.

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

Motion carried unanimously.

Degler moved, Lynch seconded, to open the public hearing to consider changes to the County's fee schedule. On a roll call vote, Lynch, Ische, Degler, Maluchnik, Workman voted aye. Motion carried unanimously.

David Frischmon, Finance Director, explained the fees were driven by State Statute or set to cover costs associated with providing the service. He noted public comments were allowed to be submitted through email or voice mail.

The Board agreed to recess for ten minutes to allow the public to submit email comments or voice mail during the WebEx meeting.

Following the recess, the Board inquired on the firearm surrender and destruction fees. Sheriff Kamerud explained this was allowed under Statute and reviewed when the fee would be assessed. Sheriff clarified they adjusted their policy to go along with Statutes, but it was up to the Board if they wanted to adopt the firearm fees.

Chair Ische clarified no public comments were received either through email or voice mail.

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

Lynch offered the following Resolution, seconded by Workman, approving the 2021 fee schedule with the deletion of the temporary fireman transfer fee; temporary firearm storage fee, permanent firearm transfer fee and permanent firearm destruction fee:

Resolution #87-21  
Adopting Ordinance 87-2021  
The 2021 Carver County Fee Schedule

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

Elise Durbin, CDA, appeared before the Board to review proposed business assistance programs with the Board. She highlighted the number of businesses that participated in the CARES Act Small Business Emergency Assistance program and the number they were able to fund. She noted the largest proportion of applications were received from the restaurant/food industries. Durbin

reviewed County business data related to unemployment, impacts to businesses and business types with the most employees.

She explained the new business assistance programs they were proposing and proposed grant amounts of up to \$15,000 or \$20,000. She reviewed business eligibility guidelines and funding priority. She highlighted the proposed shop local promotional campaign and indicated they would like to build on the program they already started.

Durbin indicated they were proposing two million for the business assistance program and \$50,000 for the shop local campaign. She indicated they could quickly develop program guidelines and anticipate launching by the end of the year.

Dave Hemze, Administrator, recognized the dramatic need given the latest executive order and recommended the higher grant amount. Chair Ische voiced support for moving forward with the higher grant amount. Hemze clarified a formal agreement would be developed and they would return to the Board for approval.

Hemze requested the Board adopt their 2021 Legislative Platform. He stated they have developed these for a number of years but there were many other items they were concerned about and have been working with AMC and MICA.

He highlighted each of the County's eleven priorities and clarified they were not in priority order.

Maluchnik moved, Degler seconded, to adopt the County's 2021 Legislative Platform as presented. On a roll call vote, Degler, Maluchnik, Workman, Lynch, Ische voted aye. Motion carried unanimously.

Lynch moved, Degler seconded, to go into closed session at 10:23 a.m. to discuss Administrator Hemze's annual performance evaluation. On a roll call vote, Maluchnik, Lynch, Workman, Ische, Degler voted aye. Motion carried unanimously.

The Board adjourned and closed and Regular Session.

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.)

BUDGET PUBLIC HEARING  
December 3, 2020

A public hearing on the proposed 2021 budget was held at the Government Center in Chaska on December 3, 2020. The building remained closed due to the health pandemic but was webcast live. Chair James Ische convened the public hearing at 6:00 p.m.

Members present James Ische, Chair and Gayle Degler, Vice Chair (present in Boardroom) Randy Maluchnik and Tom Workman (present via WebEx).

Commissioners absent: Tim Lynch.

Chair Ische explained the purpose of the meeting was to take public comments on the proposed 2021 budget and not market values. He suggested market value questions be directed to the Assessor's office. He clarified following the Administrator's presentation on the proposed budget, the Board would recess for ten minutes to allow members of the public to make comments or ask questions related to the budget by emailing [admin-contact@co.mail](mailto:admin-contact@co.mail) or by leaving a voice email at 952-361-1516.

Degler moved, Maluchnik seconded, to open the public hearing. On a roll call vote, Ische, Degler, Maluchnik, Workman voted aye. Motion carried unanimously.

David Hemze, County Administrator, explained he would be giving an executive summary of the proposed budget. He pointed out the Board's goals and direction through the budget process. He identified the timeline for setting property taxes. Hemze reviewed future budget concerns related to the continued impacts of COVID-10, the direction of the economy and the State's budget.

He outlined key services provided by the County and a breakdown of dollars spent on those services.

David Frischmon, Finance, provided a four year summary of tax levy increases and levy adjustments. He pointed out projected vacancy savings, anticipated State CPA and 2021 Division levy adjustments. He explained the tax base increase due to new construction and average value increases to homes, commercial and ag properties. Frischmon recognized the Board's direction for a no impact 2021 levy to an average value home.

He highlighted 2021 capital projects, equipment replacement schedule and proposed one-time projects. He reviewed the 2021 budget schedule and indicated the final budget would be adopted December 15<sup>th</sup>.

Chair Ische asked for public comments. Ben McQuillan, joining via WebEx, stated he was participating for information at this point.

Chair Ische directed a ten minute recess to allow additional public comments to be emailed and to receive voice mails. The Board reconvened at 6:50 pm.

Dan Mohs who had earlier requested to join the WebEx meeting, was unable to call in. Keith Kern, Assessor, participating via WebEx, explained he had spoken to Mr. Mohs earlier in the day. Kern noted Mr. Mohs concerns related to market value and indicated the Assessor's office agreed to review his property for the following assessment. Kern explained Mr. Mohs also had expressed concerns over taxes increasing each year while it appeared services provided are being cut; roads are not maintained and Sheriff's contracts were increasing. Kern indicated, Mr. Mohs, speaking oA

BUDGET PUBLIC HEARING  
December 3, 2020

behalf of the Waconia Township, would also like to see a stronger partnership between the township and the County to work on the issues these Townships are going through.

No additional comments were received via email or voice mail.

Workman moved, Degler seconded, to close the public hearing. On a roll call vote, Degler, Maluchnik, Workman, Ische voted aye. Motion carried unanimously.

Maluchnik , Degler seconded, to adjourn the 2021 budget public hearing. On a roll call vote, Maluchnik, Workman, Ische, Degler voted aye. Motion carried unanimously.

David Hemze  
County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Donations to and from Environmental Services**

Primary Originating Division/Dept: <input type="text" value="Public Services - Environ. Svc."/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Greg Boe"/> Title: <input type="text" value="ES Dept Mgr"/>	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="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The Environmental Services Department anticipates receiving and disbursing several small donations over the coming months, to benefit Carver County residents and communities (please see the attached memo for additional details).

- Each year the Minnesota Department of Health (MDH) gives free short-term radon test kits to county environmental programs throughout our state to increase radon awareness. Our 2021 allotment of kits will then be given to Carver County residents at no charge.
- The Minnesota Community Awareness Emergency Response (MN CAER) gave a donation to Carver County Environmental Services this year, which will be used to expand recycling and organics collection efforts throughout Carver County.
- The Carver County Environmental Center collects a large volume and variety of items and materials each year. We have been approached by a school in our region who would like to re-use a few of the old bicycles we recycle as scrap metal.

Environmental Services requests approval of the above-mentioned donations.

**ACTION REQUESTED:**

Motion to approve receipt and disbursement of various donations.

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>County Dollars =</b></td> </tr> <tr> <td>MN CAER</td> <td style="text-align: right;">\$1,000.00</td> </tr> <tr> <td>MDH</td> <td style="text-align: right;">\$800.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$1,800.00</b></td> </tr> </table>	<b>County Dollars =</b>		MN CAER	\$1,000.00	MDH	\$800.00	<b>Total</b>	<b>\$1,800.00</b>
<b>County Dollars =</b>									
MN CAER	\$1,000.00								
MDH	\$800.00								
<b>Total</b>	<b>\$1,800.00</b>								
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source								

**Related Financial/FTE Comments:**

MN CAER donation amount is \$1,000 and the estimated value of the Radon test kits from MDH is \$800. Scrap metal values are currently low enough that no significant value is lost with this requested donation of old bicycles.

*Office use only:*

RBA 2020 - 7215

## MEMORANDUM

TO: Carver County Board of Commissioners, David Hemze, Nick Koktavay

FROM: Greg Boe, Environmental Services Dept Manager

SUBJECT: Carver County Environmental Services -2021 donations

- 1) Each year the MN Department of Health (MDH) gives free short-term radon test kits to county environmental health programs throughout the state of Minnesota. This allows all 87 counties to work together to promote radon awareness by giving away limited numbers of short-term radon test kits to residents. We have been allocated 100 free test kits by MDH for 2021 (which will have a total retail value of \$800). Carver County residents have always appreciated the availability of radon test kits at no charge. The distribution of these free test kits (while supplies last) will allow interested residents to discover what their actual radon exposure levels are within their home. Additionally, two to four of those radon test kits will be given away to local residents through the Chaska Fire Department, as part of a prize drawing held during their annual ice fishing contest in February. That partnership is part of a long-standing collaborative relationship with the City of Chaska.
- 2) MN CAER (Minnesota Community Awareness Emergency Response) donated \$1,000 to Carver County Environmental Services in the latter weeks of 2020. MN CAER holds Pipeline Safety training events throughout Minnesota, which are designed to train local environmental, public safety, and emergency response professionals and agencies so they are familiar with the many pipelines located and operating within our communities. Each year, MN CAER awards six \$1,000 checks throughout the state to randomly selected agencies that attend their safety training program, actively participate in that training, and submit a Capabilities Survey and Questionnaire. They do this in order to encourage continued participation in the MN CAER annual Pipeline Safety & Awareness Program. Earlier this year, Greg Boe's name was randomly selected from names of participants attending a 2020 MN CAER training event. Carver County Environmental Services has been designated to receive that donation. MN CAER does not dictate how the dollars must be spent within our Environmental Services budget. We plan to expand our recycling and organics collection and composting efforts in Carver County.
- 3) The Carver County Environmental Center collects many items for recycling, including old bicycles. In the past, we have partnered with outside entities to have those bicycles refurbished and given away to families that are struggling financially. Currently the bikes we receive are all recycled as low-value scrap metal, due to a lack of potential RE-USE partners. However, we were recently approached by a school in our region who asked if we would share with them some of the bicycles that we collect for recycling. Patrick Henry High School will refurbish the donated bikes, thereby allowing more students to participate in mountain bike racing (either by donating the refurbished bikes to families who cannot afford to buy one, or by selling other refurbished bikes and using the money to provide scholarships for students). It is impossible to know how many bicycles we might accumulate in 2021, but we normally collect between 25-30 bikes per year, all in various stages of disrepair. It should be noted that the Minnesota Pollution Control values RE-USE over Recycling, so this partnership will help us meet the goals contained within our current Solid Waste Master Plan.

# 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: 12/15/2020

Contact: David Hemze Title: County Administrator

Item Type:  
Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

On March 17, 2020 the County Board of Commissioners signed a Declaration of Local Emergency in Carver County valid until September 1, 2020. Subsequently, on August 18, 2020, the Board approved a Resolution extending the Local State of Emergency to December 31, 2020. The Carver County Administrator's Office recommends the County Board extend the Local State of Emergency in Carver County to March 31, 2021. This declaration is for current and potential impacts to county, communities, individuals, businesses etc. due to COVID-19.

The Resolution also authorizes the Carver County Community Health Services Administrator to sign grant agreements and amendments from the MN Department of Health pertaining to the COVID-19 response throughout the duration of Local State of Emergency.

**ACTION REQUESTED:**

Motion to adopt attached Resolution.

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

**FUNDING**

<b>County Dollars =</b>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text" value="\$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 - 7295



# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: December 15, 2020

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

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

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

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## **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, on August 18, 2020, the Board extended the Local State of Emergency to December 31, 2020; 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 extend the Local State of Emergency in Carver County for COVID-19 until March 31, 2021.

WHEREAS, the Carver County Board of Commissioners authorizes Richard Scott, Carver County Community Health Services Administrator, and statutorily authorized agent of the local Community Health Board (MN Statute 145A, Subd. 2), to sign Grant Agreements and Amendments from the Minnesota Department of Health pertaining to the COVID-19 response throughout the duration of Local State of Emergency.

NOW, THEREFORE, BE IT RESOLVED, that the Carver County Board of Commissioners extends the Local State of Emergency effective March 17, 2020; and subsequently extended to December 31, 2020, to March 31, 2021, 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

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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 15<sup>th</sup> day of December, 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:**

**Memorandum of Understanding for Operational Management of Mobile Medical Support Trailer**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Carver County residents are in need of accessible COVID-19 related services to provide mobile testing, points of distribution for a vaccine, as well as other necessary clinic support to meet the health related COVID-19 needs in the county. This Memorandum of Understanding between Ridgeview Medical Center and Carver County Health & Human Services outlines expectations, roles and responsibilities associated with the operational management of the mobile trailer purchased with CARES Act funding approved with RBA-7117 and RBA-7180.

**ACTION REQUESTED:**

Motion to approve Memorandum of Understanding (contract) 20-459 pending Risk Management and County Attorney approval.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

County Dollars =  **\$0.00**

**FTE IMPACT:**

**Total**  **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7314

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**COVID-19 Vaccine Grant**

Primary Originating Division/Dept: Health & Human Services - Public Health

Meeting Date: 12/15/2020

Contact: Richard Scott Title: Deputy Division Director

Item Type:  
Consent

Amount of Time Requested: minutes

Attachments:  Yes  No

Presenter: Title:

Strategic Initiative:  
Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

**BACKGROUND/JUSTIFICATION:**

Pandemic vaccination planning is a combined state and local responsibility that requires close collaboration between public health, health care, external agencies, and community partners. This grant will provide financial support to Carver County Public Health in the development of its COVID-19 vaccination plan, partner outreach and coordination, establishment of a COVID-19 Vaccine Adviosr, associated training, and the provision of COVID-19 vaccine to prioritized groups based on jurisdictional priorities and CDC and MDH guidance.

**ACTION REQUESTED:**

Motion to approve the Minnesota Department of Health COVID-19 Vaccine Grant not to exceed \$31,466 for vaccine planning, distribution and other duties associated with the administration of the COVID-19 vaccine to prioritized groups pending approval of Risk Management and County Attorney.

**FISCAL IMPACT:** Budget amendment request form

**FUNDING**

If "Other", specify:

County Dollars = \$0.00

**FTE IMPACT:** None

\$31,466.00

**Total** \$31,466.00

Insert additional funding source

**Related Financial/FTE Comments:**

Eligible purchases include, but are not limited to: staff salary and fringe benefits as needed to complete grant duties; purchases to transport and store vaccines in the field and to increase the efficiency and safety of vaccinating (vaccine transportation coolers, ancillary supplies, etc.), administration of vaccine, and purchase and maintenance of a vaccination scheduling solution or other IT solution. Subcontracting under this agreement is allowed.

Office use only:

RBA 2020 - 7315

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: COVID-19 Vaccine Grant

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
COVID-19 Vaccine Grant- Prof/Tech Fees	11-460-460-2334-6260	\$31,466.00
<b>TOTAL</b>		\$31,466.00

CREDIT		
Description of Accounts	Acct #	Amount
COVID-19 Vaccination Grant	11-460-460-2334-...	\$31,466.00
<b>TOTAL</b>		\$31,466.00

Reason for Request:

To address new grant from MDH for vaccine planning, distribution, administration and associated activities. Subcontracting with this funds is permitted.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Application for Tobacco License for Carver Liquor Inc dba Carver Liquor**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Carver Liquor Inc dba Carver Liquor has applied for a Tobacco License in Carver County and is in compliance with the Carver County Tobacco Ordinance. The owner is requesting the Carver County Board of Commissioners approval to sell tobacco products. This business has not received a tobacco license in Carver County before. This is a new owner at a previous location that has had a tobacco license. The address of the business is 309 Broadway St, Carver MN 55315.

**ACTION REQUESTED:**

Approval of the Carver County Board to issue a tobacco license to Carver Liquor Inc dba Carver Liquor.

**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 - 7288

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**Request for approval to contract with SkyNorth Software**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes  
Presenter:  Title:

Attachments:  Yes  No

Strategic Initiative:  
 ▼

**BACKGROUND/JUSTIFICATION:**

This project is to migrate the County's Mobile Device Management (MDM) software AirWatch to Microsoft Intune. The MDM manages the County's mobile fleet of iPads and smartphones. As part of the project, the County will integrate Apple Business Manager with Microsoft Intune to streamline the setup and management of the mobile devices.

Carver County IT staff will work with the vendor to ensure Apple Business Manager and Microsoft Intune are configured according to industry best practices and determine base requirements for mobile devices. Those base requirements will be utilized in the ongoing management of mobile devices across the County, including group/department segmentation for device management and application deployment. In addition, increased security measures will be applied through leveraging conditional access policies to help control information protection and data loss prevention. There are cost savings moving to Microsoft Intune, as it is already part of the County's Microsoft Enterprise Licensing Agreement, eliminating the per user license for AirWatch. Microsoft Intune is Cloud hosted, which removes data center costs for servers and staff time for maintenance.

**ACTION REQUESTED:**

Motion to contract with SkyNorth Software pending finalization of the contract review process.

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

FUNDING	
County Dollars =	<b>\$31,560.00</b>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>\$31,560.00</b>

**FTE IMPACT:**  ▼

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7289

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request to Renew Software Enterprise License Agreement (ELA) with Microsoft through SHI International Corp.**

Primary Originating Division/Dept: <input type="text" value="Public Services - IT"/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Lisa Songle"/> Title: <input type="text" value="IT Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

**BACKGROUND/JUSTIFICATION:**

Every 3 years, the county enters into a new Enterprise Agreement ("EA") with Microsoft (sold through a software vendor). Our current Enterprise Agreement expires on 12/31/2020. Each 3-year agreement permits the usage of all specified Microsoft software products currently in use by the county at the time of the agreement. The total amount due to use the software is divided equally over 3 annual payments. In years 2 and 3, we complete what is designated by Microsoft as a "True Up" where products and license counts are adjusted to reflect actual usage of Microsoft products for that year. Rather than ordering licensing ad hoc and sporadically over time, the agreement allows the county to legally deploy and stay current on all core Microsoft technologies including: Client Access Licensing to Windows Server, SharePoint Server, Microsoft Office 365 including all email hosting, functionality, and storage, as well as Windows Client Operating System, Office Professional Plus, SharePoint Server, SQL Server Enterprise, Power Apps, Power BI, Windows Server OS (Data Center) and Development Network licensing. Pricing also includes "Software Assurance" so no additional costs are incurred as new versions of the software are released. This agreement provides a predictable, consistent budgetary figure with greatly enhanced flexibility and functionality for key core software services. This agreement is a 3-year contract with 3 equal annual payments. The county will again enlist the services of SHI International Corp. (SHI) for the Microsoft Enterprise Agreement renewal. IT compared SHI pricing against other resellers and determined that SHI's pricing was competitive and slightly better. We ask the board to approve this request and allow IT to execute the Enterprise Agreement renewal, purchase order and any other related paperwork with Microsoft and SHI for this next 3-year Enterprise Agreement with Microsoft for the period January 1, 2021 through December 31, 2023.

**ACTION REQUESTED:**

Motion to renew Microsoft Enterprise Agreement for the period 2021-2023 with SHI pending completion of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/>	<b>FUNDING</b>
Expenses to be included in annual budgets for 2021-2023	County Dollars = <input type="text" value="\$1,021,151.70"/>
If "Other", specify: <input type="text" value=""/>	<input type="text" value=""/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input type="text" value=""/>
	<b>Total</b> <input type="text" value="\$1,021,151.70"/>
	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

\$340,383.90 annual license cost.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Replace Accessible Election Equipment**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

- Minnesota counties are responsible for administering elections which includes the purchase and maintenance of election equipment including accessible voting equipment;
- Carver County's accessible voting equipment (AutoMark's) was purchased in 2006 with Federal funding and is at the end of its expected 10 to 15 year life;
- The County Board approved \$500,000 in the 2018 budget for the purchase of new election equipment;
- In 2018, the County Board approved as follows:
  - Purchase of (35) DS200 Precinct County vote tabulators for the 2018 election cycle
  - Purchase after the 2018 election cycle (35) ExpressVote Assistive Ballot Marking machines
  - Rental of DS450 Central County Tabulator for the 2018 election cycle
  - Purchase of (130) PollPad electronic pollbooks for the 2018 election cycle
- In 2019, the County Board approved the purchase of a DS450 Central Count vote tabulator;
- The ExpressVote Assistive Ballot Marking machines have not yet been certified for use in Minnesota;
- The OmniBallot Tablet accessible voting equipment is certified for use in Minnesota and is compatible with all other Carver County election equipment/systems.

The Elections and Licensing Department is recommending a \$148K purchase of OmniBallot Tablet accessible voting equipment to replace the AutoMark's currently being used throughout the County funded by the remaining balance from the Board's originally approved budget of \$500,000 in 2018.

**ACTION REQUESTED:**

Approval of the purchase of OmniBallot accessible voting equipment.

This approval is subject to required approvals through the Carver County Contract process.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

<b>County Dollars =</b>	<b>\$113,506.51</b>
2020 State Grant	\$34,696.49
<b>Total</b>	<b>\$148,203.00</b>

**FTE IMPACT:**

Insert additional funding source

**Related Financial/FTE Comments:**

Approximately \$175K is remaining from the \$500,000 2018 Budget the Board approved to replace the County's election equipment.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Amendment 2 to Professional Services Agmt. for Hwy 11 Project with WSB & Associates Inc.**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Shelby Sovell"/> Title: <input type="text" value="Construction 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 type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

WSB & Associates Inc. (WSB) has completed the preliminary and final design of the Highway 11 Project – West Carver Phase 1. WSB has prepared 100% project plans and specifications to be used to bid the project for construction. These plans are in accordance with the County's and City's needs and past discussions that have occurred as part of the project.

This contract with WSB is being amended to include construction administration support during construction in which WSB will review of Critical Path Method (CPM) schedules, review submittals, provide design support, answer requests for information, attend meetings and prepare plan revisions as deemed necessary by the County. Expanding WSB's services to include supporting the County's construction administration team will add expertise and efficiency to this process. The City of Carver agrees with the scope amendment as proposed. The professional services costs will be split in accordance with a joint powers agreement that will be made between the County and the City of Carver for the project.

**ACTION REQUESTED:**

Motion to approve an amendment with WSB & Associates Inc. for \$55,618.00 for additional requested services in support of the Highway 11 Project - West Carver Area Phase 1, pending finalization of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>						
If "Other", specify: <input type="text" value=""/>	<b>County Dollars =</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">City of Carver</td> <td style="width: 30%; text-align: right;">\$16,841.13</td> </tr> <tr> <td>CSAH Reg./Muni. Const.</td> <td style="text-align: right;">\$38,776.87</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$55,618.00</b></td> </tr> </table>	City of Carver	\$16,841.13	CSAH Reg./Muni. Const.	\$38,776.87	<b>Total</b>	<b>\$55,618.00</b>
City of Carver	\$16,841.13						
CSAH Reg./Muni. Const.	\$38,776.87						
<b>Total</b>	<b>\$55,618.00</b>						
<input checked="" type="checkbox"/> Insert additional funding source							

**Related Financial/FTE Comments:**

Cost splits are estimates at this time based on the proposed joint powers agreement between the City of Carver and Carver County.

Office use only:

RBA 2020 - 7274

# 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 2021-2023 construction seasons include the reconstruction of US 212 between just east of Cologne to just west of Carver into a 4-lane divided highway. Additional right-of-way is needed to complete the project. Appraisals were obtained by certified appraisers 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 #'s 04.0080300 and 04.011020 have been reached.

**ACTION REQUESTED:**

Motion to adopt a resolution approving the settlements for right-of-way acquisition for the US 212 Project-Dahlgren Township for the properties located at PID #'s 04.0080300 and 04.011020

**FISCAL IMPACT:**

If "Other", specify:

**FTE IMPACT:**

**FUNDING**

County Dollars =

Trans. Sales Tax	\$150,000.00
MNDOT Funding	\$150,000.00
<b>Total</b>	<b>\$300,000.00</b>

Insert additional funding source

**Related Financial/FTE Comments:**

Acquisition costs are split evenly between MnDOT and Carver County in accordance with an agreement between the agencies for this project.

Office use only:

RBA 2020-7279

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

Date: December 15, 2020

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

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

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

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**Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for 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 December 15th, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 15th day of December 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. 04.0110200**

Fee Owners: Henry G & Kimberly J Hammers

Property Address: 5730 Highway 212, Chaska MN 55318

Settlement Amount: \$275,000.00

**Property Tax Identification No. 04.0080300**

Fee Owners: Dawn K Thostenson Revocable Trust, Dawn K Thostenson, Trustee

Property Address: 8572 Highway 212, Chaska MN 55318

Settlement Amount: \$25,000.00

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Capital Predictor Enterprise Software Professional Services Agreement with Dude Solutions Inc.**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

This contract includes professional services for the implementation of Capital Predictor Enterprise software for asset management budgeting and forecasting. This will add advanced capabilities which will support the Public Works Asset and Performance Management program. Being able to run complex what-if scenarios is important to asset management success and this implementation will save staff time, make results repeatable, advance the use of data driven decisions, and create many other improvements over traditional budgeting methods.

**ACTION REQUESTED:**

Motion to approve a Professional Services Agreement with Dude Solutions Inc for asset management implementation in the amount of \$29,000.00, pending finalization of the contract review process.

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

<b>FUNDING</b>	
County Dollars =	<b>\$29,000.00</b>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>\$29,000.00</b>

**FTE IMPACT:**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7283

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Purchase of Carver County Equipment - Parks work boat**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes  
Presenter:  Title:

Attachments:  Yes  No

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

As Coney Island development continues and is open for park users, the Parks department needs a large reliable watercraft to service the maintenance needs of the island. This work boat was designed to service the majority of the needs staff could come up with. Public Works discussed the options with the County Board at a previous work session and the proposed purchase meets the direction given at the meeting.

Kann Manufacturing and RecTech inc. both quoted the customed build and Kann Manufacturing was the lower price bid at \$102,363.00. \$100,000.00 of the cost was approved in the 2020 budget using one time funding (Attachment E). The remaining money will come from the equipment fund.

**ACTION REQUESTED:**

Approve the purchase of the Parks work boat from Kann Manufacturing.

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

**FUNDING**

County Dollars =	<b>\$102,363.00</b>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>\$102,363.00</b>

**FTE IMPACT:**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7284

**Carver County Public Works Parks**

**Custom Build barge**

*May-19*

Brand	Dealer		Local Dealer	State pricing		Trade Value	
<b>Custom Build</b>	Kann Mfg		No	\$0.00		\$102,363.00	
<b>Custom Build</b>	RecTech		No	\$0.00		\$158,526.00	

Low Quote

**Kann Manufacturing Inc.**

210 Regent Street  
Guttenberg, IA 52052  
563-252-2035

Low Quote of \$



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Landfill Certificate of Need - County Board Letter Request**

Primary Originating Division/Dept: <input type="text" value="Public Services - Environ. Svc."/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Brad Hanzel"/> Title: <input type="text" value="Environmental Services GC Su..."/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

Minnesota law states that no new land disposal capacity for municipal solid waste (MSW) shall be permitted in the Twin Cities Metropolitan Area (TCMA) without a certificate of need (CON) issued by the Minnesota Pollution Control Agency (MPCA) indicating that additional disposal capacity is needed.

The MPCA released a notice of intent to accept CON requests on July 22, 2020. TCMA landfills seeking additional MSW disposal capacity approval must submit requests to the MPCA within 180 days of this notice (a deadline of January 22, 2021). These requests must include a letter from each county board, of the county generating the waste, indicating the best estimate of the MSW that will be available for management at the facility in question.

Requests for letters have been received by all seven metropolitan counties. Carver County received three requests for letters, from Dem-Con Companies (prospective new MSW landfill at their waste campus in Shakopee), Republic Services (Pine Bend Landfill), and Waste Management (Burnsville Sanitary Landfill).

In 2019, Carver County generated 52,070 tons of MSW. A majority of the waste was landfilled at Burnsville Sanitary Landfill (Burnsville), Pine Bend Landfill (Inver Grove Heights), and Spruce Ridge Landfill (Glencoe). Less than one percent was delivered to Seven Mile Creek Landfill (Eau Claire, WI) and Great River Energy (Elk River). MSW Transfer stations are often utilized by local waste haulers due to their geographic proximity to Carver County. These transfer stations consolidate waste into semi-trailers for delivery to the final disposal site. Transfer stations used by Carver County haulers include Dem-Con Companies (Shakopee), Republic Flying Cloud (Eden Prairie), and Randy's Environmental Services (Delano).

From 2010-2019, 503,556 tons of MSW was generated in Carver County and managed through land disposal or resource recovery. The MPCA has forecast that Carver County will generate and landfill approximately 566,121 tons of MSW from 2021-2030. County staff utilized these forecasts, as well as historical trends (based on hauler and facility reporting), to estimate the amount of MSW available to be managed at each facility from 2021-2030.

Carver County is committed to protecting and improving the environment and the quality of life within the County through the implementation of the 2018-2038 Carver County Solid Waste Management Master Plan (Master Plan). The overall objective of the Master Plan is to manage MSW consistent with the waste management hierarchy, which identifies waste reduction, recycling, and the processing of waste as preferred methods over land disposal. County staff continue to implement and develop programs designed to reduce MSW generation and minimize the need for land disposal.

If new or additional MSW waste-to-energy capacity serving the Metropolitan Area becomes available, the County maintains that the management of MSW generated in the County should follow the waste management hierarchy and applicable restrictions on disposal whenever possible.

Response letters to Dem-Con Companies, Republic Services, and Waste Management have been prepared by Environmental Services, and staff recommends the Board authorize signatures by the Carver County Board Chair.

**ACTION REQUESTED:**

Motion to authorize Board Chair signature of the three response letters.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/>	<b>FUNDING</b>
<i>If "Other", specify:</i> <input type="text" value=""/>	County Dollars = <input type="text" value=""/>
<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:

*Office use only:*

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution considering criteria for the Metropolitan Agricultural Preserves Program Early Termination**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

During the February 25, 2020, Carver County Board of Commissioners Work Session, County staff presented an overview of the legislative change in the Metropolitan Agricultural Preserves Program (i.e. State Statute 473H) pertaining to early terminations upon a request by the landowner and provided options for administering the program with said change.

The Board's direction was to consider an "Approval of Authority" request by majority vote (i.e. Board Resolution) for those properties located within an identified Transition Area based on the approved County Comprehensive Plan. A written request and statement of support would need to be submitted by the city in which the property would be annexed.

Pursuant to the direction from the County Board, staff provided an overview to all ten Townships and contacted all seven Cities which have an identified Transition Overlay District explaining the County's preferred direction for considering an "Approval of Authority" and seeking comment. The overall township feedback was positive, and the two cities which responded (i.e. Victoria and Carver) support the Board's direction.

A memo is attached with more background as well as the County Board Resolution for the Board's consideration.

**ACTION REQUESTED:**

Motion to adopt a resolution approving criteria for Metropolitan Agricultural Preserves Program Early Termination.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7303



**PUBLIC SERVICES DIVISION**  
**Department of Land Management**  
**Carver County Government Center**  
**600 East 4th Street**  
**Chaska, Minnesota**  
**(952) 361-1820**

**TO:** CARVER COUNTY BOARD OF COMMISSIONERS  
**FROM:** JASON MIELKE, LAND USE MANAGER  
**SUBJECT:** METROPOLITAN AGRICULTURAL PRESERVES EARLY TERMINATION  
**DATE:** DECEMBER 4, 2020

The Metropolitan Agricultural Preserve Act was passed in 1980 in order to protect farmland from premature conversion to non-agricultural uses within the seven-county metropolitan area. Carver County is the designated "Authority" to administer the Metropolitan Agricultural Preserves policy pursuant to Minnesota Statute. More specifically, the County Land Management Department administers the program as the unit of government exercising planning & zoning authority for the unincorporated areas of the county. The unincorporated area of Carver County cover approximately 195,581 acres. Within this total area, approximately 98,000 acres (deeded) are currently in the ag preserve program. Carver County has more acreage enrolled into the program than any of the other seven counties able to participate. Parcels enrolled in the program by the property owner receive a special assessment rate that excludes the additional value associated with non-agricultural uses, lowering the total amount of property taxes owed for the parcel. The program is available for parcels zoned agriculture, planned for long term agricultural land and are at least 40 acres, a complete quarter-quarter section, adjacent parcels of at least 10 acres that amount to a total of 40 acres, or a parcel of at least 20 acres that meet special criteria. There was a recent state statute change (i.e. Minnesota Legislative Session 2019) to the agricultural preserve program regarding early termination which could have a significant impact on Carver County due to the amount of land within the county that is enrolled in the program.

Under previous state statutes (i.e. prior to May 31, 2019), property owners were only able to terminate their enrollment eight years from the date of notice. Carver County also had the ability to begin the eight-year waiting period for termination. Early termination without waiting for the eight-year period after notice, under the previous legislation, was only permitted through a public emergency or death of an owner where a qualifying person can request termination within 365 days of the death.

The updated statute language now allows for a third option for Early Termination (see attached language on Page 3). Under the new statute guidelines, a property owner can request to terminate enrollment eight years after commencement (i.e. the enrollment) of the preserve. A property owner can seek termination through a form provided by the Commissioner of Agriculture. The completed form would be submitted to the county requesting termination which can only be approved by a majority vote of the County Board.

The new legislation does not define specific reasons or criteria that the County can use to evaluate requests. The board could use existing guidelines in place for current and future land uses such as the Carver County Comprehensive Plan to inform decisions on early termination. Approval of early termination requests could have impacts on the future land uses in the county. Property owners could have the ability to apply for additional density options, essential services (i.e. energy production uses), commercial kennels, retail nurseries, contractor's

yards, airports, golf courses and recreational, institutional or agri-tourism activities. These uses are currently prohibited due to the enrollment in order to maintain the agricultural land. A proactive approach to creating a process for taking in requests for early termination by approval of authority would allow for efficient and consistent decisions while also maintaining the intended land uses.

During the February 25, 2020, Carver County Board of Commissioners Work Session, County staff presented an overview of the legislative change in the program, discussed the need to determine how to proceed with future requests as they occur, and provided options for administering the program with said change.

The Board was provided four (4) potential options for consideration for an “Approval of Authority”:

1. Approve all eligible requests.
2. Deny all eligible requests.
3. Approve or deny requests on a case by case basis using policies developed by the County that are consistent with the Carver County Comprehensive Plan and Zoning Code. (input from city and township required)
4. Approve all eligible requests located within an identified Transition Area based on the approved Comprehensive Plan, and at the request of the city for orderly development. (input from city required and township requested)

The Board’s direction (i.e. Option 4) would be to consider an “Approval of Authority” request by majority vote (i.e. Board Resolution) for those properties located within an identified Transition Area based on the approved County Comprehensive Plan, and at the request of the applicable city for orderly development. A written statement of support would need to be submitted by the city in which property would be annexed, and township input may be requested.

The draft County Board resolution approving criteria for certain ag preserves early termination eligibility follows the Board’s recommendation.

The Minnesota Statute language with regard to Early Termination options, **read as follows:**

#### **473H.09 EARLY TERMINATION.**

Subd. 1. **Public emergency.** Termination of an agricultural preserve earlier than a date derived through application of section [473H.08](#) may be permitted in the event of a public emergency upon petition from the owner or authority to the governor. The determination of a public emergency shall be by the governor through executive order pursuant to sections [4.035](#) and [12.01](#) to [12.46](#). The executive order shall identify the preserve, the reasons requiring the action and the date of termination.

Subd. 2. **Death of owner.** (a) Within 365 days of the death of an owner, an owner's spouse, or other qualifying person, the surviving owner may elect to terminate the agricultural preserve and the covenant allowing the land to be enrolled as an agricultural preserve by notifying the authority on a form provided by the commissioner of agriculture. Termination of a covenant under this subdivision must be executed and acknowledged in the manner required by law to execute and acknowledge a deed.

(b) For purposes of this subdivision, the following definitions apply:

- (1) "qualifying person" includes a partner, shareholder, trustee for a trust that the decedent was the settlor or a beneficiary of, or member of an entity permitted to own agricultural land and engage in farming under section [500.24](#) that owned the agricultural preserve; and
- (2) "surviving owner" includes the executor of the estate of the decedent, trustee for a trust that the decedent was the settlor or a beneficiary of, or an entity permitted to own farm land under section [500.24](#) of which the decedent was a partner, shareholder, or member.
- (c) When an agricultural preserve is terminated under this subdivision, the property is subject to additional taxes in an amount equal to 50 percent of the taxes actually levied against the property for the current taxes payable year. The additional taxes are extended against the property on the tax list for taxes payable in the current year. The additional taxes must be distributed among the jurisdictions levying taxes on the property in proportion to the current year's taxes.

Subd. 3. **Approval of authority.** Termination of an agricultural preserve earlier than the date derived through the application in section [473H.08](#) may be requested by the owner eight years after commencement of the preserve. An owner seeking termination under this subdivision must provide notice to the authority exercising planning and zoning authority for the land on a form provided by the commissioner of agriculture. The notice must describe the property for which termination is desired and the date of termination. Termination of the agricultural preserve and covenant pursuant to this subdivision shall become effective only upon approval by a majority vote of the authority.

**History:** [1980 c 566 s 9](#); [1Sp2017 c 1 art 2 s 38](#); [1Sp2019 c 6 art 4 s 30](#)

As you can see, the statute language for Approval of Authority is not well defined. Our authoritative interpretation of the language is as follows:

- A. *Land enrolled under 8-year program:*
  1. *Each application (enrollment w/expiration) is a new enrollment and they would need to finish the eight year program.*
- B. *Land enrolled in program indefinitely:*
  1. *Under new Amendment, could leave the program anytime after the initial 8 years.*
  2. *Reminder – past practice is they could only leave the program 8 years after expiration.*



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

**A RESOLUTION SETTING CRITERIA FOR THE METROPOLITAN AGRICULTURAL PRESERVES  
“APPROVAL OF AUTHORITY” EARLY TERMINATION**

Date: December 15, 2020

Resolution #

Motion by Commissioner:

Seconded by Commissioner:

=====

WHEREAS, M.S. Chapter 473H.01 Subd. 2, *“It is the policy of the state to encourage the use and improvement of its agricultural lands for the production of food and other agricultural products. It is the purpose of sections [473H.02](#) to [473H.17](#) to provide an orderly means by which lands in the metropolitan area designated for long-term agricultural use through the local and regional planning processes will be taxed in an equitable manner reflecting the long-term singular use of the property, protected from unreasonably restrictive local and state regulation of normal farm practices, protected from indiscriminate and disruptive taking of farmlands through eminent domain actions, protected from the imposition of unnecessary special assessments, and given such additional protection and benefits as are needed to maintain viable productive farm operations in the metropolitan area.”*, and;

WHEREAS, M.S. Chapter 473H.02, designates the **“Authority”** by definition as, *“the unit of government exercising planning and zoning authority for the land specified in an application as provided under section [473H.05](#) and pursuant to sections [394.21](#) to [394.37](#), [462.351](#) to [462.364](#), or [366.10](#) to [366.181](#).”*, and;

WHEREAS, M.S. Chapter 473H.09 Subd. 3. **Approval of authority**, states the *“Termination of an agricultural preserve earlier than the date derived through the application in section [473H.08](#) may be requested by the owner eight years after commencement of the preserve. An owner seeking termination under this subdivision must provide notice to the authority exercising planning and zoning authority for the land on a form provided by the commissioner of agriculture. The notice must describe the property for which termination is desired and the date of termination. Termination of the agricultural preserve and covenant pursuant to this subdivision shall become effective only upon approval by a majority vote of the authority.”*, and;

WHEREAS, M.S. Chapter 473H.09 Subd 3., further designates the Carver County Board of Commissioners as the body to authorize the determination of an early termination. Said subdivision lists general criteria, but leaves the application and interpretation of the general criteria to the planning and zoning authority, and;

THEREFORE BE IT RESOLVED, the Carver County Board of Commissioners which functions as the “Authority” for all the townships in Carver County hereby adopts the following policy as a guide for determining the eligibility of agricultural parcels early termination under Subd 3. **Approval of authority** and within the townships of Carver County:

1. Termination of an agricultural preserve earlier than the date derived through the application in section [473H.08](#) may be requested by the owner eight years after commencement of the preserve.
2. The termination shall only be allowed for identified agricultural parcels located within an identified Transition Overlay Area based on the approved County Comprehensive Plan.
3. A written statement of support must be submitted by the city in which the property would be annexed, identifying the need for orderly development.

=====

**YES**

**NO**

**ABSENT**

=====

I, Dave Hemze, 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 December 15, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 15<sup>th</sup> day of December 2020.

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract for Building Removal for 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:**

Carver County is the lead agency of the US 212 Project – Dahlgren Township in partnership with the Minnesota Department of Transportation and Dahlgren Township. Carver County solicited quotes for building removals in preparation for the US 212 Project – Dahlgren Township that is planned to start in May of 2021. The building demolition is for the building site currently owned by Maxine Buckentine that Carver County is acquiring in order to complete the project. The building demolition needs to occur during the winter months due to the northern long eared bat to minimize the risk of impacting this species. The northern long eared bat is an threatened and endangered species that required an environmental commitment to only remove buildings between November 1 and March 31 due to the federal funding on this project. The buildings will be removed sometime in February to March of 2021, prior to and in preparation for the larger construction project.

Carver County Public Works staff requested and received 3 quotes for this work by the deadline of November 25, 2020. The quote results are as follows:

- Wickenhauser Demolition and Excavating - \$42,113.00
- Veit - \$58,674.00
- Kamish Excavating - \$87,678.00

Wickenhauser Excavating was the low responsible quote with a total bid of \$42,113, and staff is recommending award of the project.

**ACTION REQUESTED:**

Motion to award a construction contract to Wickenhauser Excavating for building removals for the US 212 Project - Dahlgren Township for a total amount of \$42,113.00, pending finalization of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

Transportation Sales Tax

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7307



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract for Tree Clearing for Highway 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:**

Carver County is the lead agency of the US 212 Project – Dahlgren Township in partnership with the Minnesota Department of Transportation and Dahlgren Township. Carver County solicited quotes for tree clearing in preparation for the US 212 Project – Dahlgren Township that is planned to start in May of 2021. The tree clearing is for the entire project construction area including existing highway right of way and land that Carver County is acquiring in order to complete the project. The tree clearing needs to occur during the winter months due to the northern long eared bat to minimize the risk of impacting this species. The northern long eared bat is a threatened and endangered species that required an environmental commitment to only cut down trees between November 1 and March 31 due to the federal funding on this project. The tree clearing will occur mid-January 2021 through March of 2021, prior to and in preparation for the larger construction project.

Carver County Public Works staff requested and received 2 quotes for this work by the deadline of November 25, 2020. The quote results are as follows:

- Tree Top Farms - \$47,688.00
- Castle Rock Contracting & Tree Service - \$110,800.00

Tree Top Farms was the low responsible quote with a total bid of \$47,688, and staff is recommending award of the project.

**ACTION REQUESTED:**

Motion to award a construction contract to Tree Top Farms, LLC for tree clearing for the US 212 Project - Dahlgren Township for a total amount of \$47,688.00, pending finalization of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

Transportation Sales Tax	\$47,688.00
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**FTE IMPACT:**

<b>Total</b>	<b>\$47,688.00</b>
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Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7308

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request to Contract with NEOGOV to Implement SAAS HRIS and Receive Bundled Pricing**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:  
Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The purpose of this contract is to purchase the updated Software as a Service (SAAS) version of HRIS and Payroll product from NEOGOV and establish bundled pricing for all NEOGOV products/modules in use by the County. Carver County currently utilizes the Personality version of HRIS through NEOGOV. This was previously a High Line product at the time of Carver County's original implementation, and it has since been acquired by NEOGOV. Future NEOGOV investment and support is anticipated to focus on the SAAS version of the HRIS product line. Based on analysis of product version options, Employee Relations, Finance, and Information Technology recommend the County move forward with the SAAS version of the HRIS product. The HRIS SAAS model will provide a centralized location for Employee Relations and Payroll data that integrates with additional NEOGOV product modules already used by the County including the applicant tracking system and performance management modules.

This purchase will allow for more advantageous bundled pricing of the additional NEOGOV products that the County currently uses. Without HRIS, Employee Relations and Finance are required to perform more manual processes and dual entry of employee, pay, and benefits data because of the lack of integration. The integration of data will increase efficiency and communications between departments. Additionally, the SAAS version of HRIS will provide the County with greater system integration efficiencies.

**ACTION REQUESTED:**

Motion to contract with NEOGOV to implement SAAS HRIS and receive bundled pricing pending satisfactory completion of the County's contracting process requirements.

**FISCAL IMPACT:**

**FUNDING**

If "Other", specify:

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

The cost to purchase the updated Software as a Service (SAAS) version of HRIS and Payroll product from NEOGOV is \$86,489.00. The amount listed, \$150,427.97, is the bundled pricing which includes HRIS and the NEOGOV products/modules that the County has already purchased (Insight, Perform, eForms, OnBoard, and Learn). Total costs for this contract are covered by funds previously allocated for HRIS/Payroll systems and the additional technology system products that have previously been purchased separately.

*Office use only:*

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**Resolution for Outgoing County Commissioner Prorated 2021 Compensation**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	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="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

The County Board has the authority to set compensation, including salary and benefits, for elected County officials, including County Commissioners. Outgoing Commissioner James Ische and outgoing Commissioner Randy Maluchnik will continue to serve as County Commissioners during the 5 days in January 2021 until their successors take office on January 5, 2021. The attached resolution outlines prorated salary and benefits to be provided to the outgoing County Commissioners, for time served in 2021.

**ACTION REQUESTED:**

Motion to adopt the Resolution outlining 2021 compensation and benefits for the outgoing County Commissioners, prorated for days served as Commissioners in 2021 to complete their terms in office.

<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%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;"><b>\$2,780.80</b></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$2,780.80</b></td> </tr> </table>	County Dollars =	<b>\$2,780.80</b>			<b>Total</b>	<b>\$2,780.80</b>
County Dollars =	<b>\$2,780.80</b>						
<b>Total</b>	<b>\$2,780.80</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						
Related Financial/FTE Comments:							

Office use only:

RBA 2020 - 7270

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

**Resolution for Outgoing County Commissioner Prorated 2021 Compensation & Benefits**

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

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**WHEREAS**, the Carver County Board of Commissioners has authority to establish and revise compensation (salary and benefits) for elected staff; and

**WHEREAS**, the Carver County Board of Commissioners intends to provide compensation for County Commissioner James Ische and County Commissioner Randy Maluchnik, for time served in 2021 prior to their successors taking office on January 5, 2021; and

**WHEREAS**, the Carver County Board of Commissioners intends to provide insurance benefits in the same manner as would be applied for non-bargaining County employees serving in 2021 and separating effective January 5, 2021; and

**THEREFORE, BE IT RESOLVED**, Carver County shall provide outgoing County Commissioners James Ische and Randy Maluchnik the following:

- A. County Commissioner James Ische and County Commissioner Randy Maluchnik shall receive a proration of their 2020 salary amount which was set at \$72,294.00, prorated and paid for the five days served in 2021.
- B. County Commissioner James Ische and County Commissioner Randy Maluchnik shall be provided insurance benefits in the same manner as would be applied for non-bargaining County employees serving in 2021 and separating effective January 5, 2021.

**BE IT FURTHER RESOLVED**, that the County reserves the right to make additional adjustments to elected official compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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

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STATE OF MINNESOTA  
COUNTY OF CARVER

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

Dated this \_\_\_\_\_ day of December 2020

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Closure of Non-24/7 County Facilities on December 24, 2020**

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>12/15/2020</u>
Contact: <u>Kerie Anderka</u> Title: <u>Employee Relations 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:**

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

**BACKGROUND/JUSTIFICATION:**

The County Board has the authority to set business hours for County services and operations. This year Christmas Eve occurs on Thursday, December 24, 2020. Historically, the Board has considered and authorized reduced business hours on December 24 to allow employees greater opportunity to meet family, community, and religious commitments. In the past, when the County Board has approved reducing business hours on December 24, employees were allowed to use PTO, compensatory time, flex time or voluntary unpaid leave to fill the day; and in specific situations, flexibility of work hours within the same work week was provided to accommodate the reduction of regular business hours on Christmas Eve.

In recognition of and appreciation for the hard work, and dedication to serving the community, shown by employees during 2020 throughout the pandemic, Employee Relations is recommending that the Board consider closing non-24/7 facilities on December 24, 2020, and provide full-time employees with a one-time straight-time payment of eight hours, pro-rated based on designated FTE for part-time employees, to be provided for December 24, 2020. Employees who work in 24/7 operations and who are scheduled to work would receive eight hours of one-time straight-time premium pay, pro-rated based on designated FTE for part-time employees, to be provided for December 24, 2020.

**ACTION REQUESTED:**

Close non-24/7 County facilities on December 24, 2020; and in recognition of the hard work and dedication of County employees serving during the pandemic throughout 2020, provide full-time employees with eight (8) hours of one-time straight-time pay, pro-rated based on designated FTE for part-time employees, to be provided for December 24, 2020. Authorize Employee Relations to define and establish, and the County Administrator to execute, agreements with County bargaining units for participation in this special 2020 provision.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

Use vacancy savings for unbudgeted costs

**FUNDING**

County Dollars =	<b>\$230,000.00</b>
<b>Total</b>	<b>\$230,000.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

Budgeted cost for a day of wages countywide is approximately \$230,000. Where current budgeted salaries and benefits do not cover costs, vacancy savings will be utilized for this one-time occurrence.

*Office use only:*

RBA 2020- 7297

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**County, city, tribal and state Health and Human Services Worker Day**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

▼

**BACKGROUND/JUSTIFICATION:**

Governor Tim Walz has proclaimed Wednesday, December 9th, 2020, as county, city, tribal, and state Health and Human Services Worker Day. The vision statement for Carver County HHS states that "Carver County be a caring place where communities and individuals are safe, healthy, and secure." Carver County Health and Human Services employees are dedicated staff who work diligently each day to make the vision of Carver County Health and Human Services a reality for the residents of the county. Staff work in seven different Departments within HHS, performing a wide variety of services. The impact of the important work these employees perform has become even more evident during the COVID-19 pandemic.

**ACTION REQUESTED:**

Motion to accept the Governors proclamation that Wednesday December 9th, 2020, be proclaimed County, city, tribal, and state Health and Human Services Worker Day.

**FISCAL IMPACT:**  ▼

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**  ▼

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7310



STATE of MINNESOTA

Proclamation

WHEREAS: County, city, tribal, and state health and human services workers are dedicated to improving health, protecting vulnerable people, and providing outstanding public services to the people of Minnesota through their prevention efforts, administration of programs, and provision of services; and

WHEREAS: County, city, tribal, and state health and human services workers are responsible for the prudent expenditure of millions of dollars annually and must meet the highest standards of job performance in program and services delivery; and

WHEREAS: The nature of federal and state legislation necessitates that county, city, tribal, and state health and human services workers continually expand their knowledge, skills, and expertise related to their professions and the needs of the communities they serve; and

WHEREAS: The State of Minnesota recognizes the valuable public services that county, city, tribal, and state health and human services workers perform each and every day for the health, prevention, and protection of Minnesotans.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim Wednesday, December 9, 2020, as:

COUNTY, CITY, TRIBAL AND STATE HEALTH AND HUMAN SERVICES WORKER DAY

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 1st day of December.

[Handwritten signature of Tim Walz]

GOVERNOR

[Handwritten signature of Steve Simon]

SECRETARY OF STATE

Filed on December 1, 2020
Office of the Minnesota Secretary of State, Steve Simon



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Petition for School District Realignment**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

▼

**BACKGROUND/JUSTIFICATION:**

Chan Three Development Inc recorded The Bluffs at Lake Lucy plat on November 13, 2020 which created 16 new lots in Eastern Carver County SD 112, 15 new lots in Minnetonka SD 276 and two outlots. 6 of the new lots are split into the two different school districts.

*M.S. 123A.455 allows the owner of a split residential property parcel to petition the auditor of the county where the split parcel is located to transfer that part into the adjoining school district so the entire property will be located in the same school district.*

As shown in the attached GIS maps, Craig Allen, President of Chan Three Development Inc has submitted a Petition for Realignment of School District Boundary so the homes on the same street attend the same school district. The 2 outlots have been transferred to the City of Chanhassen and can remain as assigned to their respective School District.

The County Auditor recommends that the County Board approve the petition request to realign the School District Boundary for the 6 lots as shown in the attached GIS maps.

Upon County Board approval, the Land Records Manager will notify the Commissioner of Education, the affected school districts, City of Chanhassen, Carver County GIS and other necessary county departments of the school district boundary realignment. In accordance with Statute, school district boundary realignment petitions granted *on or before July 1 will be effective for taxes payable in the following year.*

**ACTION REQUESTED:**

Motion to approve the School District boundary reassignment petition for the 6 lots in the Bluffs at Lake Lucy as requested by the property owner and recommended by the County Auditor.

**FISCAL IMPACT:**  ▼

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**  ▼

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

School boundary realignment has no tax base impact on the County as both school districts are in Carver County. The net estimated market value of the portions of the 6 lots that is being transferred from SD 112 to School District 276 is approximately \$200,000. School Board approval is not required for school district boundary realignment petitions.





**Petition for Realignment of School District Boundary**

*(That has created a split residential parcel)*

Pursuant to Minnesota Statutes, Section 123A.455

**Property Owner(s):** Chan Three Development, Inc.

**Mailing Address:** 10850 Old County Road 15, Suite 200  
Plymouth, MN 55441

**Parcel Number:** See Attached

**School District Name & Number:** See Attached

**Parcel Number:** See Attached

**School District Name & Number:** See Attached

**REQUEST FOR REALIGNMENT OF SCHOOL DISTRICT BOUNDARY:**  
(To be filled in by Property Owner) – This will result in a combination of tax parcels

**Transfer Parcel Number:** See Attached

**From:** (School District Name) \_\_\_\_\_ (School District Number) \_\_\_\_\_

**To:** (School District Name) \_\_\_\_\_ (School District Number) \_\_\_\_\_

[Signature] 11/18/20  
(Signature of Property Owner) (Date)

\_\_\_\_\_  
(Signature of Property Owner) (Date)

(Property Owners Data Source: Carver County Pay 2020 Property Tax File)

**I/We request that NO school district boundary changes be made to our split residential properties at this time.**

\_\_\_\_\_  
(Signature of Property Owner) (Date)

\_\_\_\_\_  
(Signature of Property Owner) (Date)

**This section to be completed by Carver County Land Records Department**

Petition Received by Carver County Land Records Department: 11/18/2020

Realignment Effective for Tax Payable Year: 2022

Authorization Granted by: [Signature] 12/3/2020  
Kathleen Smith, Land Records Manager (Date)

[Signature] 12/3/2020  
Crystal Campos, Carver County Auditor (Date)



**Petition for Realignment of School District Boundary**  
 (That has created a split residential parcel)  
 Pursuant to Minnesota Statutes, Section 123A.455

Parcel Information						
NEW PLAT NAME		THE BLUFFS AT LAKE LUCY				
Legal Description		PIDs	Address	Existing SD	Proposed SD	Students currently residing on the property
LOT	BLOCK					
1	1	25.1310010	1982 Della Drive	112	112	No
1	1	25.1310011		276		No
1	4	25.1310220	1825 Lucy Ridge Circle	276	276	No
1	4	25.1310221		112		No
2	4	25.1310230	1813 Lucy Ridge Circle	276	276	No
2	4	25.1310231		112		No
1	5	25.1310250	7050 Lucy Ridge Lane	276	276	No
1	5	25.1310251		112		No
2	5	25.1310260	7055 Lucy Ridge Lane	276	276	No
2	5	25.1310261		112		No
3	5	25.1310270	7035 Lucy Ridge Lane	276	276	No
3	5	25.1310271		112		No
A	-	25.1310320	Outlot	276	Same	OUTLOT
A	-	25.1310321		112		OUTLOT
B	-	25.1310330	Outlot	276	Same	OUTLOT
B	-	25.1310331		112		OUTLOT

**REQUEST FOR REALIGNMENT OF SCHOOL DISTRICT BOUNDARY:**

(To be filled in by Property Owner) - This will result in a combination of tax parcels

*[Handwritten Signature]*

*11/18/20*

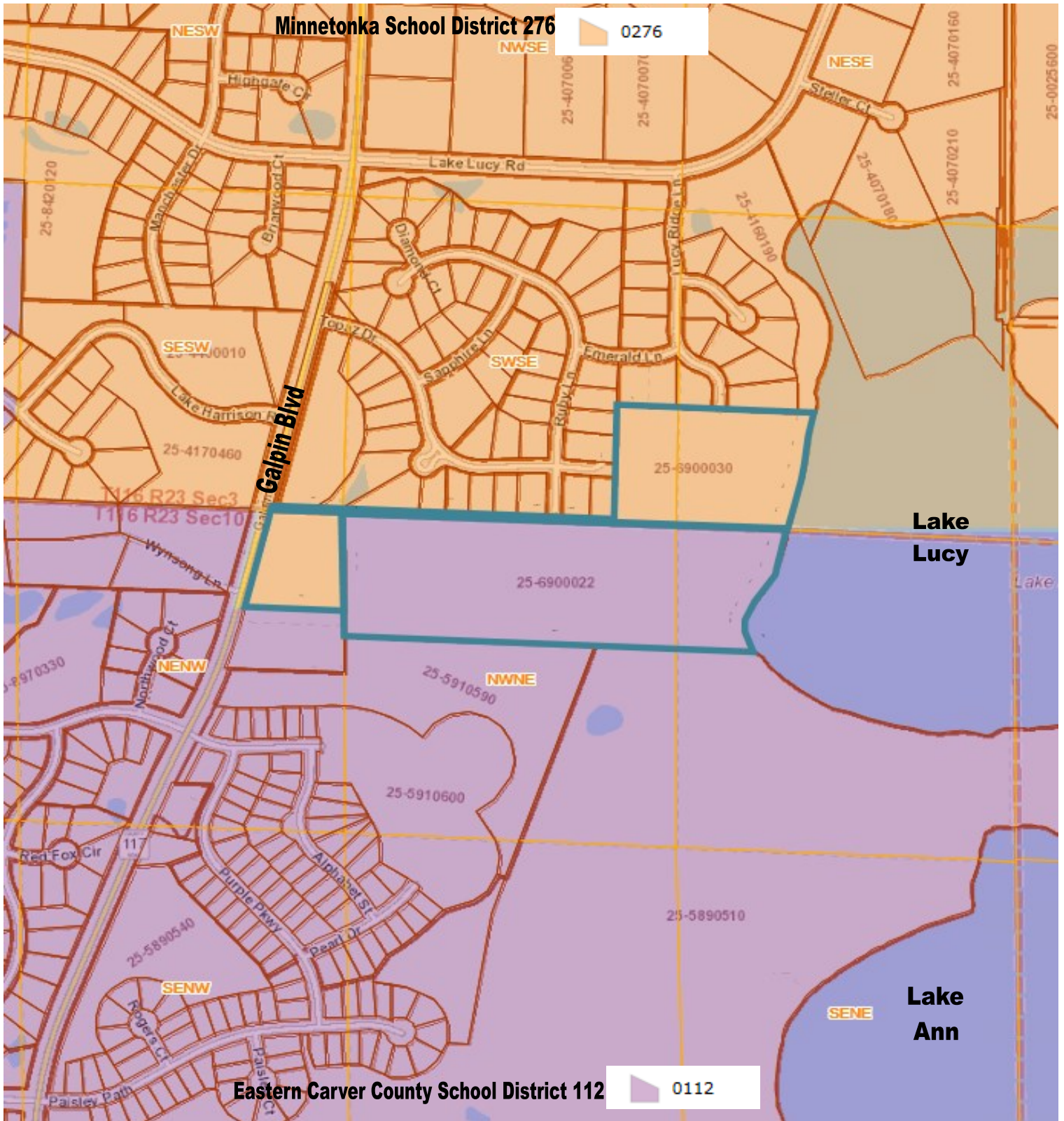
(Signature of Property Owner) (Date)

(Signature of Property Owner) (Date)

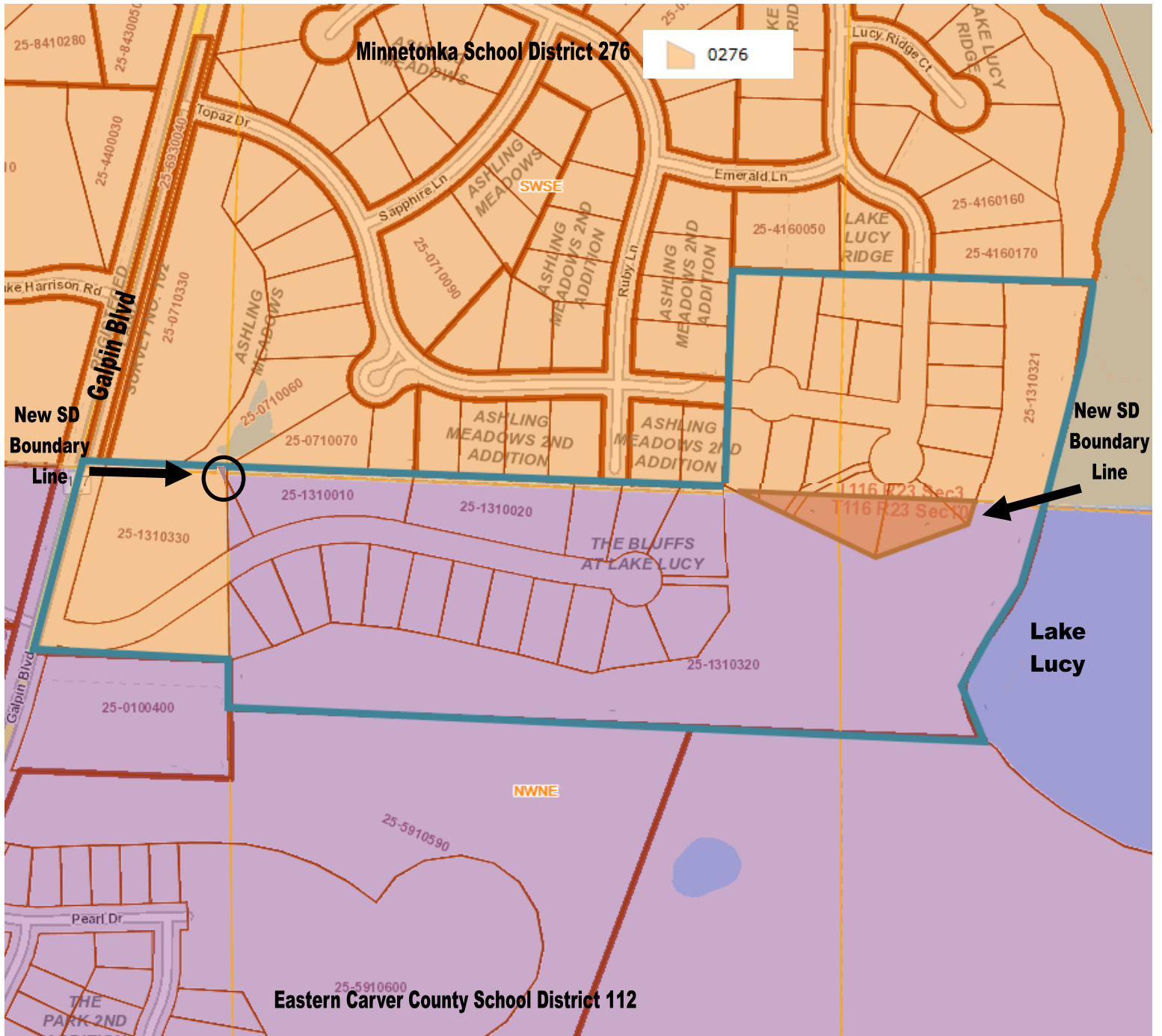
(Property Owners Data Source: Carver County Pay 2020 Property Tax File)



The three parcels outlined in blue in the center of the image below are the three parcels being platted into The Bluffs at Lake Lucy. School District lines as shown.



The area outlined in blue in the center of the image below shows the new lots in the plat of The Bluffs at Lake Lucy. This also shows the requested School District Boundary change. School District lines as shown.





OFFICIAL PLAT

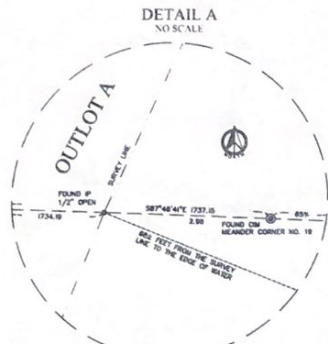
# THE BLUFFS AT LAKE LUCY

PLAT FILE NO. 2391  
R.T. DOC. NO. T216523

SD 276

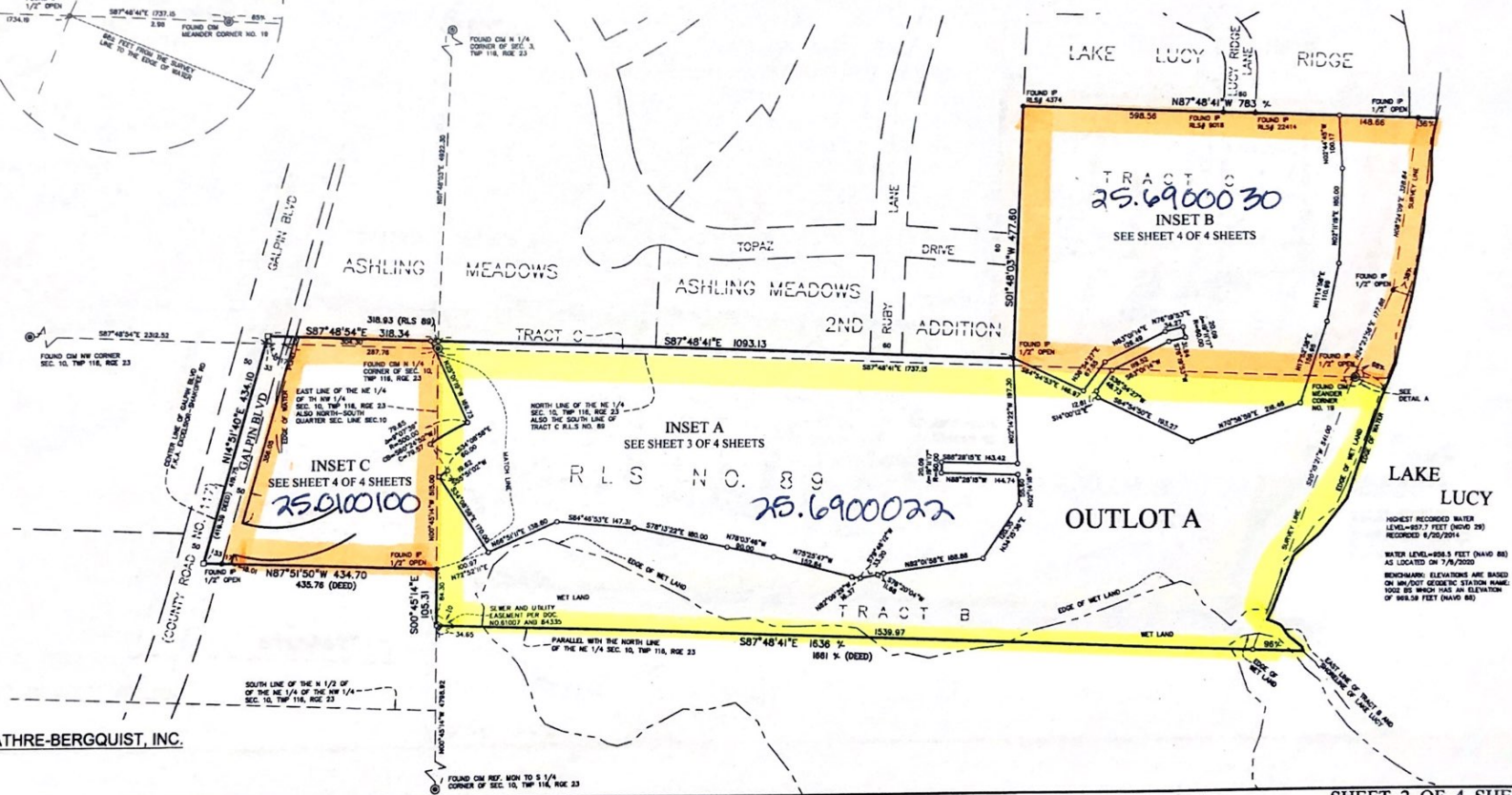
SD 112

Underlying Parcels



The basis for the bearing system is the north line of the Northeast Quarter of Section 10, Township 116, Range 23, which bears South 87 degrees 48 minutes 41 seconds East (Current County Coordinate System 1640.83 - 1986 adjustment)

- Denotes a 1/2 inch by 14 inch iron pipe set and marked by License No. 53642.
- Denotes a 1/2 inch pipe found and marked as shown.
- ⊙ Denotes a Found Cast-Iron Monument
- Denotes a PK Nail set with a washer marked by License No. 53642



SATHRE-BERGQUIST, INC.

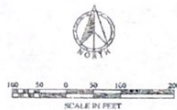
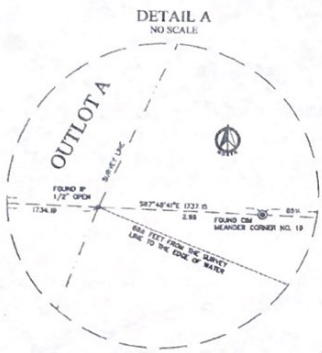
SHEET 2 OF 4 SHEETS

HIGHEST RECORDED WATER LEVEL=807.7 FEET (DVG 29) RECORDED 6/28/2014  
WATER LEVEL=808.5 FEET (DVG 88) AS LOCATED ON 7/9/2022  
BENCHMARK: ELEVATIONS ARE BASED ON AN OUT-OF-STATION BENCHMARK TOE 85 WHICH HAS AN ELEVATION OF 808.8 FEET (DVG 88)

# THE BLUFFS AT LAKE LUCY

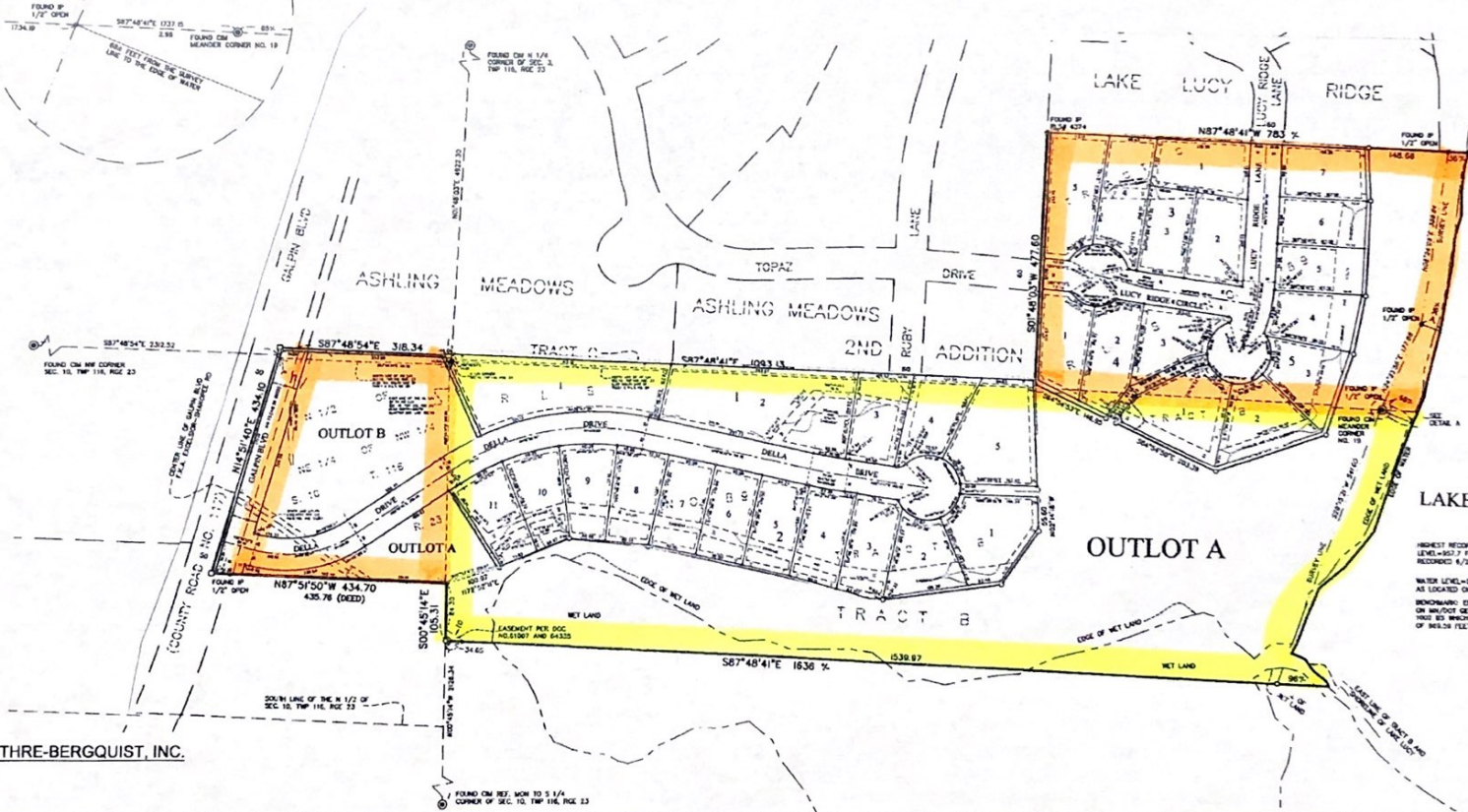
PLAT FILE NO.  
R.T. DOC. NO.

SD 276  
SD 112



The basis for the bearing system is the north line of the Northeast Quarter of Section 10, Township 11N, Range 21E, which is assumed to bear North 87 degrees 48 minutes 41 seconds East.

- Denotes a 1/2 inch by 14 inch iron pipe set and marked by License No. 53642.
- Denotes a 1/2 inch pipe found and marked as shown.
- ⊗ Denotes a Found Cast-Iron Monument.
- ⊙ Denotes a P.S. Nail set with a washer marked by License No. 53642.



HIGHEST RECORDED WATER LEVEL=852.7 FEET (DWD 28) RECORDED 6/22/2014  
WATER LEVEL=853.5 FEET (DWD 88) AS LOCATED ON 7/9/2020  
BENCHMARK: ELEVATIONS ARE BASED ON NAD83 GEODETIC DATUM NAME: 1983 BENCH MARK AND ELEVATION OF 865.28 FEET (DWD 88)



SATHRE-BERGQUIST, INC.



OFFICIAL PLAT

# THE BLUFFS AT LAKE LUCY

PLAT FILE NO. 2391  
R.T. DOC. NO. T216523

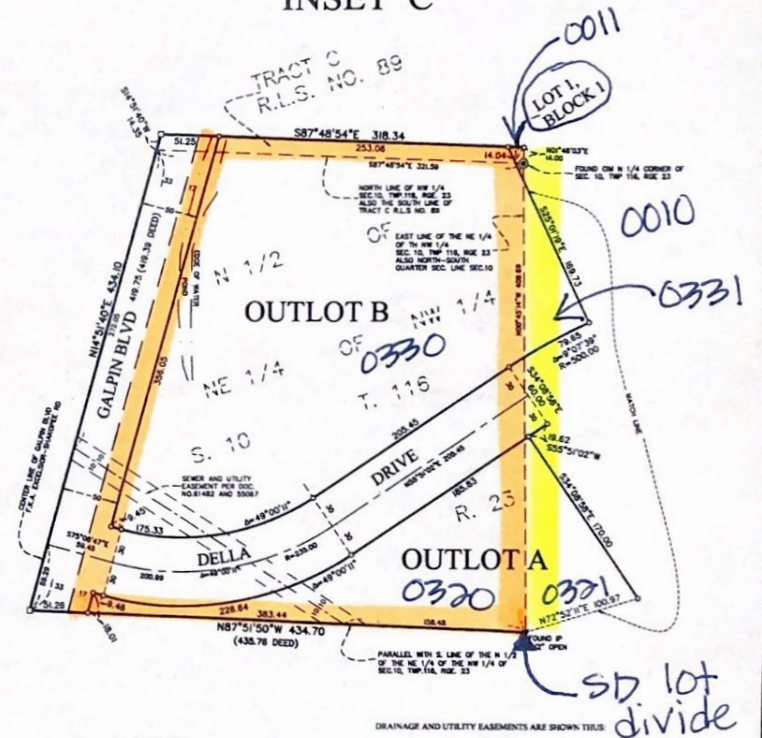
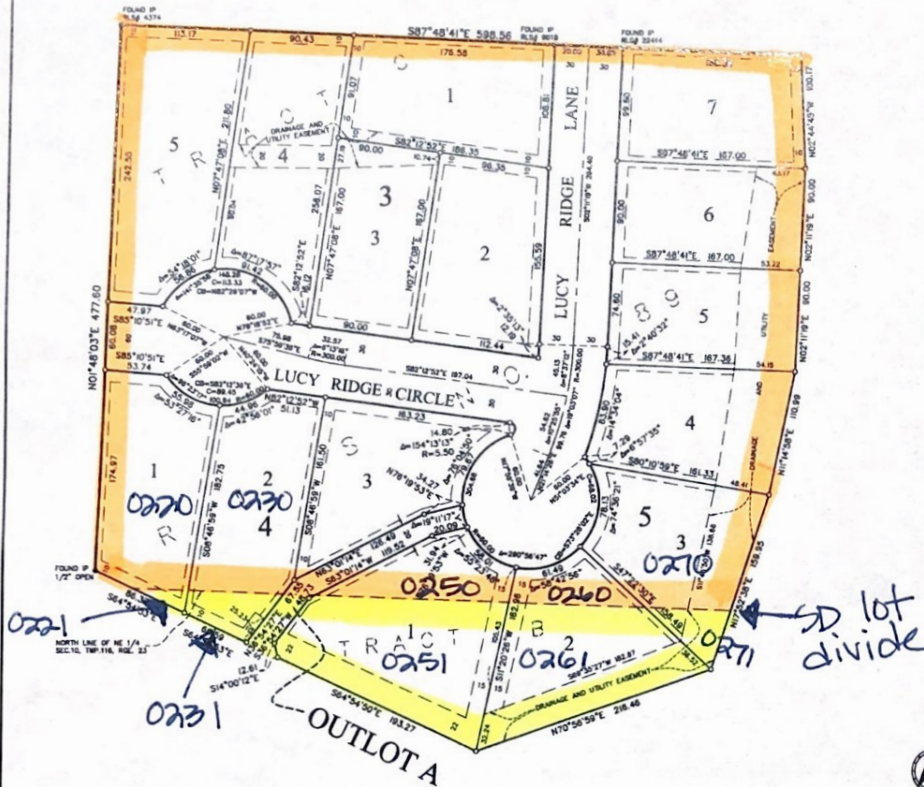
6 Residential Parcels cross SD Boundary Lines  
2 Outlots cross SD Boundary Lines

SD 276

SD 112

### INSET B

### INSET C

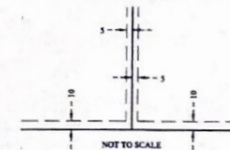


SATHRE-BERGQUIST, INC.

The basis for the bearing system is the north line of the Northeast Quarter of Section 16, Township 116, Range 23, which bears South 87 degrees 48 minutes 41 seconds East (Cervar County Coordinate System NAD 83 - 1996 adjustment) (SEE SHEET 2 OF 4 SHEETS)



- Devices a 1/2 inch by 14 inch iron pipe set and marked by Licensee No. 33642.
- Devices a 1/2 inch pipe found and marked as shown.
- ⊙ Devices a Found Cast-Iron Monument
- Devices a P.E. Nail set with a washer marked by Licensee No. 33642



Being 3 feet in width and adjoining lot lines, unless otherwise indicated, and 10 feet in width and adjoining right of way lines, unless otherwise indicated, is shown on the plat.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Allocate Funds to CDA For Business Assistance Programs**

Primary Originating Division/Dept: <u>Public Services</u>	Meeting Date: <u>12/15/2020</u>
Contact: <u>Nick Koktavy</u> Title: _____	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Nick Koktavy</u> Title: <u>Assistant County Administrator</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

At the December 1, 2020 County Board meeting, the Carver County Community Development Agency (CDA) presented two proposed programs to assist businesses:

1. Emergency cash infusion for local businesses. Up to \$2 million in funds to support Carver County businesses who are financially negatively impacted by COVID-19.
2. Shop local campaign. Up to \$50,000 to launch a shop local campaign.

Based on feedback by the County Board and the attached resolution of support from the Chanhassen City Council, County staff is seeking approval to allocate \$2,050,000 in funds to the CDA to support these programs. Funding would be provided by the Carver County COVID19 Budget Stabilization Account. As part of this allocation, the CDA and County would enter into an agreement. Key terms of this agreement include the purpose for the allocation, having the CDA return any funds not expended, expectations for reporting and auditing requirements.

**ACTION REQUESTED:**

Motion to enter into an agreement with Carver County Community Development Agency to allocate funds for business support programs as a necessary response to the COVID-19 public health emergency pending finalization of the contract review process.

**FISCAL IMPACT:** Other

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$2,050,000.00</b>
<b>Total</b>	<b>\$2,050,000.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

Funding for the programs would be provided by the COVID19 Budget Stabilization Account:

\$8,602,489 - Recommended for Board approval on 12/15 to create COVID19 Budget Stabilization Account

(2,050,000) - Recommended for Board approval on 12/15 to transfer to CDA.

\$6,552,489 - Available balance

The agreement with the Carver County Community Development Agency will require a compliance audit be conducted to ensure the use of funds meet all applicable statutory requirements.

*Office use only:*

RBA 2020- 7309



**CITY OF CHANHASSEN  
CARVER AND HENNEPIN COUNTIES, MINNESOTA**

**DATE:** December 7, 2020 **RESOLUTION NO:** 2020-65

**MOTION BY:** McDonald **SECONDED BY:** Coleman

**A RESOLUTION SUPPORTING THE USE OF CARVER COUNTY'S  
CARES ACT FUNDS FOR SMALL BUSINESS SUPPORT**

**WHEREAS**, the CARES Act provided federal funds to the State of Minnesota, which the Legislature and the Governor distributed to local governments throughout Minnesota to deal with the financial impacts of the COVID-19 pandemic; and

**WHEREAS**, small businesses have experienced disproportionate negative impacts related to the COVID-19 pandemic; and

**WHEREAS**, approximately 86 percent of all businesses within the county employ less than 20 people; and

**WHEREAS**, the City of Chanhassen staff worked with the Carver County Community Development Agency on the Small Business Emergency Assistance Fund to help stabilize businesses through this economic crisis; and

**WHEREAS**, the City of Chanhassen recognizes the importance of small businesses to our local economy; and

**WHEREAS**, the CARES funding allocated to the City of Chanhassen expired on November 15; and

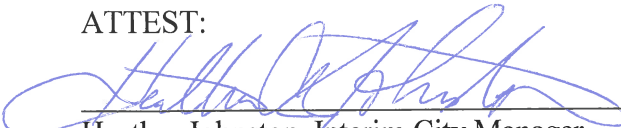
**WHEREAS**, guidance from the United States Treasury for State, Territorial, Local and Tribal Governments outlined in their Frequently Asked Questions indicated that a small business may receive a grant from a unit of local government for payment of costs associated with operation of local businesses; and

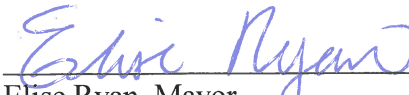
**WHEREAS**, Carver County is seeking input on priorities from local jurisdictions within its boundaries related to relief from impacts of the COVID-19 pandemic.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Chanhassen, Minnesota, that the City supports additional efforts by Carver County to ameliorate the economic impacts of the pandemic on small businesses.

**PASSED AND DULY ADOPTED** by the City Council of the City of Chanhassen this 7<sup>th</sup> day of December, 2020.

ATTEST:

  
\_\_\_\_\_  
Heather Johnston, Interim City Manager

  
\_\_\_\_\_  
Elise Ryan, Mayor

YES

NO

ABSENT

Ryan  
Coleman  
Campion  
Tjornhom  
McDonald

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

COVID-19 related financial assistance programs for residents.

Primary Originating Division/Dept: <input type="text" value="Health &amp; Human Services"/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Rod Franks"/> Title: <input type="text" value="HHS Director"/>	Item Type: <input type="text" value="Regular Session"/>
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: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Health and Human Services utilized Coronavirus Relief Funds for a successful array of assistance programs to help Carver County residents in need. Those programs have now ended. Unfortunately need still remains. Many residents remain unemployed, and many may soon face eviction. Food insecurity also is an issue for many families. To address these needs, HHS proposes to use available County funds for a second set of financial assistance programs. The total amount of funds requested for these HHS financial assistance programs is \$1,600,000. Funding for any specific program is contingent upon verification that expenditures are allowable by State guidelines and statute. The breakdown of requested programs funding is as follows:

\$200K Grants to Home Based Businesses (including home daycare providers). Grants up to \$10K, administered by the CDA as a compliment to their other business relief program.

\$1M Housing/Rent/Mortgage assistance. Individual recipient grants up to \$10K. Jointly administered between CDA and HHS. Grant recipients would be referred to housing counseling at the CDA, and employment services at CareerForce center. Direct Landlord Assistance: provide emergency rental assistance to housing property owners, through an application process, on behalf of tenants impacted by COVID-19.

\$40K Funding to support local organizations to provide food support, as well as funding for food distribution events.

\$20K Grants for job search needs for people not eligible for other CareerForce programs/funding. Grants up to \$200 each.

\$30K Funds for programming specifically for kids ages 0-10 who qualify for TANF (Temporary Assistance for Needy Families, Federal designation).

\$10K Additional one year funds for PSOP (Parent Support Outreach Program).

\$40K Funds to finance a demonstration project for Career Pathways in the medical/long term care field. Would like to collaborate and partner with Scott County. Cost for program is \$2,500 per participant.

\$150K for COVID-19 vaccination expenses.

\$110K for a variety of programs to serve children and families receiving services in the Child and Family Department impacted by the pandemic. These include services for Family Assessments, foster children, additional costs for visitation services, and purchase of needed technology.

**ACTION REQUESTED:**

Motion to approve HHS COVID-19 financial assistance program expenditures in the amount of \$1,600,000 as necessary responses to the COVID-19 public health emergency. Board approval is contingent upon verification that any specific program expenditure is allowable under federal, state statutes and guidelines, County policy and procedures and processed with adequate internal controls.

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$1,600,000.00"/> <input type="text"/> <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$1,600,000.00"/> <input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

Funding for the programs would be provided by the COVID19 Budget Stabilization Account:  
 \$8,602,489 - Recommended for Board approval on 12/15 to create COVID19 Budget Stabilization Account  
 (2,050,000) - Recommended for Board approval on 12/15 to transfer to CDA.  
 (1,600,000) - Recommended for Board approval on 12/15  
 \$4,952,489 - Available balance

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: COVID-19 related financial assistance programs for residents.

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-Home Based Day care Businesses	11-454-720-50.6040	\$200,000.00
CDA-Housing/Rent/Mortgage	11-420-600-50.6260	\$1,000,000.00
Food Distribution Events	11-460-460-50.6421	\$40,000.00
Job Search	11-454-715-50.6040	\$20,000.00
TANF programing	11-454-722-50.6040	\$30,000.00
PSOP	11-423-710-50.6040	\$10,000.00
Career Pathways	11-454-716-50.6260	\$40,000.00
COVID19 vaccination exp	11-460-460-50.6260	\$150,000.00
Foster care	11-430-700-50.6040	\$45,000.00
family assessment	11-429-710-50.6040	\$25,000.00
Supervised Independent living	11-423-710-50.6040	\$10,000.00
Court related room rentals	11-422-700-50.6343	\$5,000.00
Court related visitation & transportation	11-423-710-50.6040	\$25,000.00
<b>TOTAL</b>		<b>\$1,600,000.00</b>

CREDIT		
Description of Accounts	Acct #	Amount
COVID19 Budget Stabilization Account	01.2801	\$1,600,000.00
<b>TOTAL</b>		<b>\$1,600,000.00</b>

Reason for Request:

Necessary programs in response to COVID19 public health emergency, utilization for COVID19 Budget Stabilization Account

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Semi-Annual Report to the County Health Board**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

▼

**BACKGROUND/JUSTIFICATION:**

Dr. Richard Scott, Carver County Community Health Services Administrator and Deputy Division Director for Health Services, will provide Carver County Board of Health with a Semi-Annual Update as required by MS 145A. The update will include a brief update on the status of the COVID-19 pandemic and plans for the distribution and administration of the COVID-19 vaccine.

**ACTION REQUESTED:**

Motion to convene as the Carver County Board of Health, and receive the semi-annual report of the Community Health Services Administrator.

**FISCAL IMPACT:**  ▼

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**  ▼

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7312



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Creating a COVID19 Budget Stabilization Account**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

To provide a stable financial environment for the County's operations, the County must maintain adequate fund balances and reserves.

The Governmental Accounting Standards Board ("GASB") Statement #54 defines how Fund Balance can be presented in a local government's Comprehensive Annual Financial Report ("CAFR"). There are multiple fund balance categories under GASB #54- non-spendable, restricted, committed, assigned, and unassigned. Currently, the county uses all the fund balance categories except committed. Committed fund balance is for specific purposes that require formal action prior to the end of the year and requires a formal action by the Board to remove a commitment.

As discussed during the November 24th, 2020 Board workshop, County staff reviewed budget stabilization accounts, the uncertain budget challenges and the ongoing impacts of the pandemic and the GASB requirement that Budget Stabilization Accounts be specific and non-routine.

County staff recommends that the County Board establish a specific and non-routine COVID19 Budget Stabilization Account by "committing" \$8,602,489 of CRF funds that reimbursed the County for 2020 budgeted staff time to create short-term fiscal flexibility when addressing the following budget challenges related to the COVID19 public health emergency:

1. Increased needs and costs due to continued public health measures and demand for economic support.
2. Revenue shortfalls: increase in delinquent property tax payments, lower sales tax from an economic slowdown, serving fewer customers due to social distancing and increased cleaning requirements in between customers - License Centers, Encore, etc.
3. State aid cuts/cost shifts.

GASB Statement #54 recommends that the following information related to a Budget Stabilization Account be disclosed in the notes to the CAFR:

- a. The authority for establishing stabilization accounts - County Board.
- b. The requirements for additions to the stabilization amount - none as this is expected to be a one-time occurrence specifically related to the COVID19 Public Health Emergency.
- c. The conditions under which stabilization amounts may be spent - Formal action by County Board similar to the Year-End Savings ("YES") Account. Amounts in the COVID19 Budget Stabilization Account may be redeployed for other purposes with appropriate due process by the County Board.

**ACTION REQUESTED:**

Motion to adopt a resolution to commit \$8,602,489 to a COVID19 Budget Stabilization Account as a necessary response to the COVID-19 public health emergency.

FISCAL IMPACT:

*If "Other", specify:*

**FUNDING**

County Dollars =	<input type="text"/>
Fund balance	\$8,602,489.00
<b>Total</b>	<b>\$8,602,489.00</b>

Insert additional funding source

FTE IMPACT:

**Related Financial/FTE Comments:**

Committing \$8.6M to a COVID19 Budget Stabilization Account will provide the County Board with short-term fiscal flexibility to meet the budget challenges related to the ongoing COVID19 public health emergency.



# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: \_\_\_\_\_

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

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

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

## Approval of Committed Fund Balance- COVID19 Budget Stabilization Account

WHEREAS, the Governmental Standards Accounting Board (GASB) Statement No. 54, establishes a hierarchy clarifying constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the County Board of Commissioners of the County of Carver, State of Minnesota, is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the committed fund-balance classification reflects amounts subject to internal constraints self-imposed by the Board; and

WHEREAS, once the committed fund-balance constraints are imposed, it requires the constraint to be removed by the Board prior to redirecting the funds for other purposes; and

WHEREAS, the Board has determined it will use \$8,602,489 for the creation of a COVID19 Budget Stabilization Account for the purpose to create short-term budget flexibility when addressing budget challenges related to the COVID19 public health emergency under the below categories:

- Increased needs and costs due to continued public health measures and demand for economic support
- Revenue shortfalls: increase in delinquent property tax payments, lower sales tax from an economic downturn, service capacity limitations affecting revenue streams- License Centers, Encore, etc.
- State aid cuts and cost shifts

NOW, THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners hereby commits to the creation of the COVID19 Budget Stabilization Account, as indicated by the Committed Fund classification in the amount of \$8,602,489, and whereas such funds cannot be used for any purpose other than directed above, unless the Board adopts another resolution to remove or change the constraint.

YES

ABSENT

NO

\_\_\_\_\_

\_\_\_\_\_

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STATE OF MINNESOTA  
COUNTY OF CARVER

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

Dated this \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
David Hemze, Carver County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**2021 Property Tax Levy and Budget**

Primary Originating Division/Dept: <input type="text" value="Administration (County)"/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Director of Property &amp; Financial"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="15"/> minutes Presenter: <input type="text" value="David Hemze and David Frisch"/> Title: <input type="text" value="County Administrator and Property"/>	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 County Administrator's Recommended 2021 Property Tax Levy and Budget fulfills the County Board's direction to connect financial strategies to the County's short-term strategic goals and objectives.

The 2021 Budget process began at the May 28th workshop where the County Board directed staff to implement the Administrator's Recommended 2021 Budget Strategy.

The County Board and staff have had several workshops, Board meetings, and held a Public Hearing on December 3rd, 2020 to discuss the 2021 Property Tax Levy and Budget.

The attached Budget Message and Overview provides a high level summary of the County Administrator's Recommended 2021 Property Tax and Levy.

**ACTION REQUESTED:**

Motion to Adopt the 2021 Property Tax Levy and Budget Resolution

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/> <p><i>If "Other", specify:</i> <input type="text" value="See comment below"/></p>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="Increase budgeted staff"/>	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

The County Administrator's recommended 2021 levy of \$60,473,855 is a 2.37% increase compared to 2020. Consistent with the County Board's 2021 Budget Strategy, by capturing the tax base created by new construction, this levy increase has a zero county tax impact on the average value home.

Within the 2021 Property Tax Levy and Budget Resolution, the Carver County Water Management Organization (CCWMO) levy and budget is included. The County Administrator's recommended CCWMO levy of \$821,828 is a 2.37% increase compared to 2020. Based on the increased tax base projected for 2021, this requested CCWMO levy will result in no impact to the County WMO tax on an average value home.





## Carver County Government Center

600 East Fourth Street, Chaska, MN 55318

The Honorable Chair and Members  
of the Board of County Commissioners  
600 East Fourth Street  
Chaska, MN 55318

Dear Commissioners and Citizens of Carver County:

I am pleased to present the Recommended 2021 Budget.

The budget recommendations included in this document responds to the uncertain fiscal challenges related to the COVID19 pandemic while continuing Carver County's history of providing a stable level of service to our citizens. The prudent decisions included within these budget recommendations are meant to continue our fiscal stability, personnel investments and Carver County's decade long history of maintaining a AAA bond rating during a public health emergency.

Economic benchmarks, including property market values and new construction, show improved growth from the previous year. For example, the County's \$368,000 average value home increased in value by 1.5% compared to last year. The 2021 budget recommendations capture the new tax base created by this growth which allows for a zero County tax impact on the average-valued residential property.

The 2021 Preliminary Budget totals \$177,521,620 which is a \$30,505,455 (20.75%) increase from 2020 Budget of \$147,016,165. The net increase is primarily the result Road and Bridge planned construction projects for 2021. The recommended preliminary 2021 levy increases by \$1,400,000 (2.37%) to \$60,473,855 compared to the 2020 property tax levy of \$59,073,855.

The County Board held the public hearing on the 2021 Budget on Thursday, December 3<sup>rd</sup>, 2020. The Board is being asked to adopt the final 2021 levy and budget on Tuesday, December 15<sup>th</sup>, 2020. The 2021 Budget Book will provide a broad overview of the budget, as well as narrative summaries for all county divisions and departments, elected officials, and programs and services that receive financial support from the County.

The Board is also being asked to approve the 2022 Long-Term Financial Plan on Tuesday, December 15<sup>th</sup>, 2020. The County uses the Long-Term Financial Plan along with the Annual Budget to connect financial strategies to the County's short-term and long-term strategic goals and objectives. Long-term financial planning establishes a roadmap for funding significant capital projects, facilities, vehicles and equipment replacement, and significant operating budget financial challenges. The 2022 Long-Term Financial Plan will be used as a strategy planning tool to fund

significant capital projects and operating challenges beyond the 2021 Budget.

The 2021 Recommended Budget was developed over the past several months through staff meetings, Board work sessions and public hearings. The hard work County staff provided in assisting with the preparation of this budget should be acknowledged. In particular, division directors, managers, Employee Relations and Financial Services staff were instrumental in preparing this budget recommendation, and their assistance is greatly appreciated.

The Budget Overview that follows forms the basis of the recommended preliminary 2021 Annual Budget and is being submitted for review by the Board of Commissioners and citizens of Carver County. It includes the 2020-2021 budget comparison summary, budget strategies, and trend data used to develop the preliminary budget. The updated summaries on revenues, expenditures, staffing changes, capital projects, and replacement cost for facilities, vehicles and equipment also factor into the final budget recommendation.

Thank you for your continued support and cooperation as we move toward completion of the 2021 Annual Budget process.

Sincerely,



David Hemze  
County Administrator

# Budget Overview

## Budget Summary

The 2021 Preliminary Budget totals \$177,521,620 which is an increase of \$30,505,455 from the 2020 Budget.

2020-2021 Budget Comparison		
Revenue	2020 Budget	2021 Budget
Taxes & Penalties	\$65,168,297	76,479,285
Licenses & Permits	1,401,935	1,417,310
Intergovernmental	60,176,200	79,382,540
Charges for Services	15,323,255	15,034,505
Fines & Forfeitures	218,486	218,486
Investment Earnings	1,587,447	1,537,447
Other Revenues	3,140,545	3,452,047
<b>Total Revenues</b>	<b>\$147,016,165</b>	<b>\$177,521,620</b>
Expenditures		
Public Assistance	\$6,177,414	\$6,393,927
Personnel Services	77,003,533	76,711,395
Services & Charges	12,552,620	12,836,881
Material & Supplies	4,639,476	4,587,736
Capital Outlay	42,586,128	72,732,511
Debt Services	5,032,200	5,032,200
Other Expenses	(3,327,887)	(3,382,791)
Transfers	2,352,681	2,609,761
<b>Total Expenditures</b>	<b>\$147,016,165</b>	<b>\$177,521,620</b>
Reserves Used	-	-

This chart compares the revenue and expenditure amounts for 2020 and 2021.

The most significant changes in the 2021 Budget are in Taxes & Penalties, Intergovernmental and Capital Outlay.

The increase in taxes & penalties and intergovernmental revenues is primarily due to the sales tax, state and federal funds that are included in the 2021 Budget to finance Road and Bridge capital projects. The 2021 Road and Bridge Capital Improvement Budget increased by \$30,053,573 million compared to 2020.

## Strategies to Close the Budget Gap

2021 Budget Gap: Executive Summary	
Tax Levy Increase: Zero Impact on Average Value Home	(\$1,400,000)
Salary and Benefit Projection:	(742,000)
Attachment A: County-wide Levy Adjustments	873,000
Attachment A: Net Division Levy Adjustments	1,000,000
Attachment B: Staffing Changes	(31,000)
Attachment C: Capital Projects	100,000
Attachment D: Facilities, Vehicles, and Equipment Replacement	100,000
Attachment E: Redirect CPA from operating to capital	100,000
<b>Budget Gap: Reserves Used</b>	<b>\$0</b>
Attachment E: Projects Funded by Non-Tax Levy Revenue	\$1,860,000

Following the Board’s direction to have no county tax impact on the average-value home, the Recommended 2021 Budget was developed using the strategies that are summarized in this chart and then described in the following paragraphs.

- **Capture tax base from new construction so the County’s tax impact is zero on the average value home.**

The County Administrator’s Recommended 2021 Tax Levy increase is **\$1,400,000** which is a 2.37% increase over the 2020 Levy. However, by capturing the tax base from new construction the county’s tax impact on the average value home is zero.

- **Invest in salary and benefits to remain competitive with the market.**

The 2021 salary and benefits are projected to decrease by \$742,000 based on a 0% wage increase compared to 2020. The salary projection is based on market trends, actual 2020 health insurance elections, 2020 employee turnover resulting in lower wages and health insurance contributions for new hires and overtime trends.

- **Analyze trends to identify revenue increases/decreases and areas for spending needs/cuts.**

The budget process identified proposed changes in spending and revenue based on trends, best practices, and reprioritizing line-item spending.

The 2021 Budget identifies **\$873,000** in County-wide levy adjustments primarily from a \$1,000,000 projection for fiscal uncertainties related to the COVID19 pandemic such as: property tax delinquencies, State Aid cuts/shifts, revenue decreases, public health measures, etc.

The 2021 Budget also identifies **\$1,000,000** in net Division levy adjustments. Divisional expenditure levy adjustments totaled \$472,000 with the majority coming from Health and Human Services due to increased client related service costs, increased court appointed atty costs, body camera maintenance costs, and lobbyist services. The Divisional revenue decrease totaling \$529,631 was largely from inmate revenue decreases from ICE contracts and a 15% reduction in Highway State Aid that was covered with an operational budget adjustment of \$165,000 and a matched amount from one-time funds.

*See Attachment A for a summary of the recommended \$873,000 in County-wide levy savings and \$1,000,000 in net Division levy adjustments.*

- **Invest in staffing changes to respond to the growing demand for services.**

The recommended staffing changes are funded by non-levy sources of \$536,000 along with a **reduction of \$31,000** in levy dollars in 2021. *See Attachment B for recommended 2021 Staffing Changes*

- **Fund new capital projects without increasing the property tax levy.**

New capital projects have been funded with revenue sources that did not increase the County’s property tax levy. These sources include federal, state, regional grants, and County Program Aid (CPA). Following past County Board direction an additional tax levy of **\$100,000** is being

allocated to the Road Preservation Plan in the 2021 Budget. *See Attachment C for the list of recommended 2021 Capital Projects.*

This recommended budget also includes one-time projects funded by **\$1.42 million** of Highway Reimbursement Funds and \$440,000 in State County Program Aid. The Highway Reimbursement Funds are annual repayments from the State for the County advance-funding \$20 million of the State's contribution to the Southwest Bridge Reconnection Project over the MN river in 2014. This funding is planned to end in 2023. *See Attachment E for the list of recommended 2021 Capital Projects funded by 2021 Highway Reimbursement Funds and other financing sources.*

- **Funding for a five-year schedule to replace facilities, vehicles and equipment.**

Board direction in the County's Long-Term Financial Plan is to have a five-year schedule to strategically replace facilities, vehicles and equipment. The 2021 Budget recommends \$1,991,261 million to replace facilities, vehicles and equipment, which is a \$63,646 increase from the 2020 Budget. The 2021 levy needed to fund these purchases is \$1,535,000, which is an increase of **\$100,000** from 2020. *See Attachment D for the recommended 2021 facilities, vehicles and equipment replacement schedule.*



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**FY 2021**

# Budget Resolutions

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

Date: December 15<sup>th</sup>, 2020 Resolution: \_\_\_\_\_  
 Motion by Commissioner: \_\_\_\_\_ Seconded by Commissioner: \_\_\_\_\_

**CERTIFYING  
2021 PROPERTY TAX LEVY**

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Board of Commissioners has reviewed budget requests from various divisions and agencies of the County and has made a determination of the Ad Valorem Property Tax required to support county operations for the Calendar Year 2021.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that there be, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2021, to wit:

GENERAL FUND	\$35,199,349
Road and Bridge Fund	5,298,596
Health & Human Services Fund	13,143,710
Road & Bridge Capital Improvement Fund	2,290,000
Debt Services Fund	4,419,200
Unestad Tax Abatement	123,000
<b>Total Levy County</b>	<b>\$60,473,855</b>
Carver Watershed Management Organization	815,146
<b>Total Combined Levy</b>	<b>\$61,462,001</b>

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

Dated this 15<sup>th</sup> day of December, 2020.

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

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

Date: December 15<sup>th</sup>, 2020

Resolution: \_\_\_\_\_

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

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

**COUNTY BOARD ADOPTION OF THE  
2021 BUDGET  
FOR CARVER COUNTY**

WHEREAS, the annual operating and capital budgets (the “Budget”) for Carver County, which have been prepared by division directors and reviewed by the County Board of Commissioners, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County for the coming year; and

WHEREAS, the Carver County Board of Commissioners has established the property tax levy for Carver County which serves as a major funding source for County operations and capital projects; and

WHEREAS, the budgets as reviewed and amended by the County Board of Commissioners are within all limits of the above-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Budget to serve as a management tool for division directors and the County Board of Commissioners and sets the authorized expenditure limits for the 2021 budget year; and

WHEREAS, the Budget fulfills the County Board’s direction to “connect financial strategies to the County’s short-term strategic goals and objectives”; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

***2021 CARVER COUNTY BUDGETS***

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund	\$56,700,377	\$56,700,377
Road and Bridge Fund	9,801,173	9,801,173
Health and Human Services Fund	32,456,833	32,456,833
Buildings CIP Fund	513,699	513,699
Road & Bridge CIP Fund	71,838,349	71,838,349
Parks & Trail CIP Fund	359,699	359,699
Debt Service Fund	4,857,200	4,857,200
County Ditch Fund	42,431	42,431
Carver County Water Management Organization	862,646	862,646
Self-Insurance Revolving Fund	<u>945,177</u>	<u>945,177</u>
<b>Total</b>	<b>\$178,377,584</b>	<b>\$178,377,584</b>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2021 operating and capital budgets are hereby adopted and placed on file in the Carver County Auditor’s Office.



BE IT FURTHER RESOLVED, individual Division Budgets cannot be exceeded in total.

BE IT FURTHER RESOLVED, that the County Board will continue to commit the total fund balance of the Other Post Employment Benefit (“OPEB”) trust, held in an Irrevocable trust account with the Public Employees Retirement Association (“PERA”), reported in the Other Post-Employment Benefits Internal Service Fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property & Financial Services Division Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2021 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600’s) greater than \$25,000 must have prior County Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, all position changes which are itemized and approved in the 2021 budget will not be required to be brought before the County Board for prior approval to fill. All salary and benefit issues will be funded and accounted for on a full accrual basis in accordance with GAAP.

BE IT FURTHER RESOLVED, that the County Administrator is delegated the authority to fill newly created classifications or remove incumbents from existing classifications which are eliminated within this budget on a timeframe within year 2021 as deemed appropriate by the Administrator.

BE IT FURTHER RESOLVED, the County Sheriff and County Attorney are authorized to expend funds from their respective contingency accounts for the purpose of travel to secure suspects, prisoners or other individuals at odds with the justice system upon presentation of a properly executed claim form to the Financial Services Department.

BE IT FURTHER RESOLVED, that the County Administrator is authorized at his discretion to expend County funds prior to board approval for purchases within an approved budget line item to qualify for a cash discount from early payment.

BE IT FURTHER RESOLVED, the 2021 budget is adopted on a GAAP basis by fund at the function level for the General Fund and the Special Revenue Funds; for the Capital Projects Funds the 2021 budget is adopted by the life of the project and remaining balances shall be carried over from the prior year and for the Debt Service Fund according to bond commitments. Budget appropriations for operating funds can be extended to a subsequent year upon approval of the County Administrator.

BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets be forwarded to division directors of Carver County.

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

STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 15<sup>th</sup> day of December, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 15<sup>th</sup> day of December, 2020.

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County Administrator

## 2021 Budget: Net Levy Adjustments/Trends

12/9/2020

	Item	Division Request	County Administrator's Preliminary Recommendation
<b>Attachments C-E</b>			
	Attachment C - 2021 Capital Projects - Road Preservation	100,000	100,000
	Attachment D - 2021 Equipment Replacement	100,000	100,000
	Attachment E - CPA redirected from Operating Budget to One-Time Projects	100,000	100,000
	<i>Subtotal accounted for in Attachment C-E</i>	<u>300,000</u>	<u>300,000</u>
<b>County-wide:</b>			
	Expiring and early retirement of debt (2012 A & 2013A Bonds) and decrease in principal and interest payments	(1,282,365)	(1,282,365)
	Future Debt Service for Master Space Plan	1,282,365	1,282,365
	LTFP driven- IT cost increases	30,000	30,000
	Indirect Federal Funding increases (based on trends)	(32,063)	(32,063)
	Investment Income	50,000	50,000
	Property Tax Delinquencies/State Cuts/etc.	1,000,000	1,000,000
	Vacancy Savings Adjustment - 5.0% of 2021 Salary & Benefit Projection	(175,000)	(175,000)
	<i>Subtotal</i>	<u>872,937</u>	<u>872,937</u>
<b>Divisions Negative Expenditure Trends Levy Adj:</b>			
<b>County Admin</b>	County Lobbyist	50,000	50,000
<b>Public Services- Extension</b>	MOA increase for 2021- University of MN waived planned increase (\$4,041)	-	-
<b>Public Services- SWCD</b>	Following County pattern, 0%	-	-
<b>Public Services- Historical Society</b>	Allocation increase	2,000	2,000
<b>Public Services- IT</b>	Security Information Event Management (SIEM)	28,000	28,000
<b>Public Services- PWM</b>	AIS Program Support to cover local partner funding gap	28,000	28,000
<b>Court Admin</b>	Increased cost in Court Appointed Atty Fees: \$51k increase related to juvenile cases- CHIPS cases based on 3 year trend, increased civil budget by \$8k based on 5 year trend.	59,000	59,000
<b>Employee Relations</b>	Increase in Unemployment budget based on past and current trends	50,000	50,000
<b>HHS-Child &amp; Family</b>	Court Appointed Attorneys have increased client related service costs in recent years of approximately \$126,000. In 2020 HHS spent \$166,000 on these costs, and in 2021 the State allocation is \$40,000. In addition HHS experienced increased court time, and increases in transportation costs, and additional meeting costs. It is hoped a new structure to the Court Appointed Attorney contract will reduce these costs.	126,000	126,000
<b>PW- Parks</b>	Lake Waconia Regional Park- Annual Sewer and Water Services	10,000	10,000
<b>PW-APM</b>	Cartegraph cloud hosting GIS services maintenance	14,500	14,500
<b>PW-APM</b>	Assetic Predictor Software	18,000	18,000
<b>PW-Operations</b>	Fleet software for fuel management	10,000	10,000
<b>Sheriff's Office</b>	Medical Examiner's Contract increase	11,570	11,570
<b>Sheriff's Office</b>	Annual maintenance- body cameras	65,000	65,000
	<i>Subtotal - Expenditure Levy Adj.</i>	<u>472,070</u>	<u>472,070</u>
<b>Divisions Net Revenue Levy Adjustments:</b>			
<b>Sheriff's Office</b>	Inmate Revenue decrease	373,000	373,000
<b>Sheriff's Office</b>	UASI Grant eliminated	50,000	50,000
<b>Sheriff's Office</b>	Revenue increases from Contract Revenue	(168,369)	(168,369)
<b>HHS-Encore</b>	Encore program at half capacity for 2021, 75% for 2022 - See Attachment E	120,000	60,000
<b>PFS - License Center</b>	New State Vehicle registration software will reduce # of customers served	50,000	50,000
<b>PW-Operations</b>	15% reduction State Aid, half of 15% comes back for 2022 - See Attachment E	330,000	165,000
	<i>Subtotal - Revenue levy adj.</i>	<u>754,631</u>	<u>529,631</u>

Net Division Levy Adjustment

1,226,701

1,001,701

Net County Wide and Division Levy Adjustment

\$ 2,099,638 \$ 1,874,638

Net Attachments C-E, County Wide and Division Levy Adjustments

2,399,638 2,174,638

## Attachment B: Recommended Staffing Changes

as of 12/9/2020

Division/Department	Division priorities	Division Requested FTE's	Funding Source	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Direct Reimbursement	Indirect Funding	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
<b>Requested for 2021:</b>										
Attorney's Office	1	(0.70)	Levy	(0.70)	Law Clerk (2)	\$ (30,927)	-	-	\$ (30,927)	\$ (30,927)
HHS/Child and Family	1	1.00	NonLevy	1.00	Family Finding Social Worker	109,752	-	109,752	-	-
HHS/Behavioral Health	1	1.00	NonLevy	1.00	Psychotherapist	117,902	-	117,902	-	-
HHS/Behavioral Health	2	1.00	NonLevy	1.00	Housing Social Worker	107,808	-	107,808	-	-
PS/Information Technology	1	1.00	Levy	-	IT Project Manager	112,721	-	-	112,721	-
PS/Facilities Services	2	1.00	Levy	-	Custodian	68,365	-	-	68,365	-
PS/Information Technology	3	1.00	Levy	-	IT Solutions Architect	117,794	-	-	117,794	-
PS/Planning & Water Management	4	0.40	NonLevy	0.40	Water Resources Technician	42,164	-	42,164	-	-
PS/Planning & Water Management	5	1.00	NonLevy	1.00	Lead Water Resources Technician	72,259	-	9,768	62,491	-
PS/Planning & Water Management	5	(1.00)	NonLevy	(1.00)	Water Resources Technician	(62,491)	-	-	(62,491)	-
PS/ Environmental Services	6	0.10	NonLevy	0.10	Environmental Attendant	3,870	-	3,870	-	-
PS/ Environmental Services	7	0.25	NonLevy	0.25	STOC Assistant Environmentalist	7,953	-	7,953	-	-
PS/Library Services	8	1.00	Levy	-	Technology Librarian	107,711	-	-	107,711	-
PS/Library Services	9	0.42	Levy	-	Library Assistant	38,438	-	-	38,438	-
PS/Library Services	10	0.10	Levy	-	STOC Librarian	5,619	-	-	5,619	-
PS/Library Services	11	0.70	Levy	-	Associate Librarian	49,470	-	-	49,470	-
PW/Program Delivery	1	1.00	Partial Levy	1.00	Engineering Specialist	95,003	-	95,003	-	-
PW/Parks	2	0.50	NonLevy	0.50	Park Maintenance Technician	41,991	-	41,991	-	-
PW/Operations	3	0.50	Levy	-	Hwy Maint Operator	41,991	-	-	41,991	-
PW/Program Delivery	4	1.00	Partial Levy	-	Transportation Planner	109,210	-	54,605	54,605	-
										-
<b>Subtotal:</b>		<b>11.27</b>		<b>4.55</b>		<b>\$ 1,156,603</b>	<b>\$ -</b>	<b>\$ 590,816</b>	<b>\$ 565,787</b>	<b>\$ (30,927)</b>

**Attachment C: Capital Projects by Fund for 2021**  
as of 12/9/2020

DEPT.	CIP #	DESCRIPTION	2020 Board Approved	2021 Recommended	2021 Board Approved	Inc./Dec
<b>Parks &amp; Trails Capital Improvements</b>						
	522-512	TH5 Arboretum Trail (CPA)- payback to Fund 32	73,539	73,699	73,699	160
	529-517	Lake Waconia Regional Park/Coney Island (Parks & Trails Funds)	286,000	286,000	286,000	-
		34-000-XXX-XXXX-66xx	359,539	359,699	359,699	160
<b>Fund 34 Total</b>	<b>34-XXX-XXX-XXXX-66XX</b>		<b>359,539</b>	<b>359,699</b>	<b>359,699</b>	<b>160</b>
<b>Levy Dollars - Fund #34</b>			-	-	-	-
<b>Building and Other Capital Improvements</b>						
		Contribution to Agricultural Society 2020/2021 Building Projects (CPA)	60,000	60,000	60,000	-
		Building Security Improvement Plan- (CPA)	13,540	13,699	13,699	159
		30-XXX-XXX-XXXX-6630	73,540	73,699	73,699	159
<b>Fund #30 Total</b>	<b>30-XXX-XXX-XXXX-66XX</b>		<b>73,540</b>	<b>73,699</b>	<b>73,699</b>	<b>159</b>
<b>Levy Dollars - Fund #30</b>			-	-	-	-
<b>Regional Rail Authority Right-of Way Capital Improvements</b>						
		Contribution to County for FTE (levy)	63,202	105,193	105,193	41,991
		Ditch Drainage, Culvert Cleaning, Tree Removal, Trail Crack Sealing & Sealcoating	110,798	69,807	69,807	(40,991)
		15-XXX-XXX-XXXX-66XX	174,000	175,000	175,000	1,000
<b>Fund #15 Total</b>	<b>15-XXX-XXX-XXXX-66XX</b>		<b>174,000</b>	<b>175,000</b>	<b>175,000</b>	<b>1,000</b>
<b>Levy Dollars - Fund #15</b>			<b>170,000</b>	<b>173,000</b>	<b>173,000</b>	<b>3,000</b>
<b>Road &amp; Bridge Capital Improvements</b>						
<b>Transfers</b>						
		State Aid Regular transfer for FTEs	424,278	424,278	424,278	-
		Transportation Sales & Use Tax to Fund 3 for FTEs and 212 professional services	344,970	443,670	443,670	98,700
		Wheelage tax funds transfer to Fund 35	315,000	315,000	315,000	-
		<b>Levy transfer to Fund 3 for Seal Coating and Crack Filling</b>		<b>82,190</b>	<b>82,190</b>	<b>82,190</b>
		03-304 & 35-814	1,084,248	1,265,138	1,265,138	180,890
<b>Professional Services</b>						
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (CSAH Reg)	51,649	-	-	(51,649)
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (Sales Tax)	5,893	-	-	(5,893)
	307-8787	CSAH 44 Reconstruction from CSAH 11 to TH212 (City Lead) (MUN/STATE)	100,000	-	-	(100,000)
	307-8787	CSAH 44 Reconstruction from CSAH 11 to TH212 (City Lead) (CSAH Reg)	225,000	-	-	(225,000)
	307-8794	CSAH 24 shoulder widening from CSAH 10 to Hennepin County Line (Wheelage Tax)	397,260	-	-	(397,260)
	307-8818	County Road 117 (Galpin Blvd.) from Highway 5 to North County Line (MUN/STATE)	255,500	-	-	(255,500)
	307-8818	County Road 117 (Galpin Blvd.) from Highway 5 to North County Line (Sales Tax)	577,000	-	-	(577,000)
	307-8846	CSAH 17 at Lake Lucy Road Pedestrian Crossing (MUN/STATE)	54,900	-	-	(54,900)
	307-8847	Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (MUN/STATE)	301,104	-	-	(301,104)
	307-8847	Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (CSAH Reg)	33,541	-	-	(33,541)
	307-8861	CSAH 11 at Deer Run Dr. Pedestrian Crossing (MUN/STATE)	53,100	-	-	(53,100)
	307-8637	CSAH 18 Reconstruction from TH 41 to Galpin (MUN/STATE)	-	363,116	363,116	363,116
	307-8760	CSAH 10 Expansion from RR to Creek Ln. N.(10-M3) (Sales Tax)	-	271,920	271,920	271,920
	307-8811	CSAH 11 - Reconstruction From 6th Street to TH 212. (MUN/STATE)	-	200,000	200,000	200,000
	307-8813	CSAH 61 Reconstruction from Highway 41 to East Chaska Creek (with TH41 - City Lead) (MUN/STATE)	-	322,350	322,350	322,350
	307-8813	CSAH 61 Reconstruction from Highway 41 to East Chaska Creek (with TH41 - City Lead) (Sales Tax)	-	61,600	61,600	61,600
	307-8820	Highway 41 and 10 Expansion from Bavaria to Park Drive (10-S2,S4,M4,M5,M6) (MUN/STATE)	-	84,420	84,420	84,420
	307-8820	Highway 41 and 10 Expansion from Bavaria to Park Drive (10-S2,S4,M4,M5,M6) (Sales Tax)	-	425,430	425,430	425,430
	307-8824	CSAH 61 Reconstruction from Engler Blvd. to Bluff Creek Dr.(M5, L5) (MUN/STATE)	-	1,028,715	1,028,715	1,028,715
	307-8826	TH 212 Expansion from Norwood Young America to Cologne (MUN/STATE)	-	429,187	429,187	429,187
	307-8826	TH 212 Expansion from Norwood Young America to Cologne (Sales Tax)	-	429,187	429,187	429,187
	307-8834	Highway 41 Reconstruction from Mn River to Walnut Court. (City Lead) (Sales Tax)	-	70,000	70,000	70,000
	307-8844	CSAH 40 Rehab and SW from CSAH 52 to South County Line (Wheelage Tax)	-	530,105	530,105	530,105
	307-8866	Highway 20/25 Intersection (CSAH Reg)	-	166,000	166,000	166,000
	307-8880	CSAH 50 shoulder widening and rehab from CSAH 31 to CSAH 33(W) (Wheelage Tax)	-	62,106	62,106	62,106
	307-10-S1	CSAH 11 Improvements from N. of RR to S. of Marsh Lake Road (10-S1) (MUN/STATE)	-	49,852	49,852	49,852
	307-10-S3	Highway 41 Underpass N. of Engler (10-S3) (MUN/STATE)	-	19,313	19,313	19,313
		32-307-000-0000-6680	2,054,947	4,513,301	4,513,301	2,458,354
<b>Construction</b>						
	307-8015	<b>Safety Set Aside (County Levy)</b>	175,000	175,000	175,000	-
	307-8016	<b>Traffic Marking / Signs / Signals (County Levy)</b>	315,000	315,000	315,000	-
	307-8016	<b>Traffic Marking / Signs / Signals (County Program Aid)</b>	147,078	147,399	147,399	321
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (MUN/STATE)	14,257,044	-	-	(14,257,044)
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (CSAH Reg)	1,525,000	-	-	(1,525,000)
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (Sales Tax)	174,000	-	-	(174,000)
	307-8744	CSAH 32 Bridge over Crow River (10514) (CSAH Reg)	1,183,686	-	-	(1,183,686)
	307-8744	CSAH 32 Bridge over Crow River (10514) (Bridge Bonds)	916,004	-	-	(916,004)
	307-8749	CSAH 50 Bridge #L2787 over Bevens Creek. (CSAH Reg)	1,707,703	-	-	(1,707,703)
	307-8749	CSAH 50 Bridge #L2787 over Bevens Creek. (Bridge Bonds)	639,754	-	-	(639,754)
	307-8822	CSAH 11/18/43 Intersection Improvements (MUN/STATE)	50,000	-	-	(50,000)
	307-8822	CSAH 11/18/43 Intersection Improvements (CSAH Reg)	400,000	-	-	(400,000)
	307-8822	CSAH 11/18/43 Intersection Improvements (Sales Tax)	50,000	-	-	(50,000)
	307-8845	CSAH 50 CIR & SW from CSAH 41 to CSAH 40 (CSAH Reg)	2,413,993	-	-	(2,413,993)
	307-8845	CSAH 50 CIR & SW from CSAH 41 to CSAH 40 (Wheelage Tax)	212,507	-	-	(212,507)
	307-8846	CSAH 17 at Lake Lucy Road Pedestrian Crossing (MUN/STATE)	274,500	-	-	(274,500)
	307-8847	Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (MUN/STATE)	1,632,537	-	-	(1,632,537)
	307-8847	Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (Fed)	1,346,400	-	-	(1,346,400)

**Attachment C: Capital Projects by Fund for 2021**  
**as of 12/9/2020**

DEPT.	CIP #	DESCRIPTION	2020	2021	2021	Inc./Dec
			Board Approved	Recommended	Board Approved	
	307-8847	Highway 5 & CSAH 33 Roundabout. SP 010-633-047 (CSAH Reg)	909,134	-	-	(909,134)
	307-8858	TH 212 Resurfacing from TH 5 to CSAH 36 (W) (CSAH Reg)	100,000	-	-	(100,000)
	307-8861	CSAH 11 at Deer Run Dr. Pedestrian Crossing (MUN/STATE)	295,000	-	-	(295,000)
	307-8637	CSAH 18 Reconstruction from TH 41 to Galpin (MUN/STATE)	-	1,269,473	1,269,473	1,269,473
	307-8726	TH 101 Reconstruction from CSAH 61 to Pioneer Trail. (City Lead) (MUN/STATE)	-	436,912	436,912	436,912
	307-8796	CSAH 41 Bridge over Silver Creek (10502). SF Township (Bridge Bonds)	-	450,000	450,000	450,000
	307-8811	CSAH 11 - Reconstruction From 6th Street to TH 212. (MUN/STATE)	-	4,746,526	4,746,526	4,746,526
	307-8811	CSAH 11 - Reconstruction From 6th Street to TH 212. (CSAH Reg)	-	7,449,018	7,449,018	7,449,018
	307-8811	CSAH 11 - Reconstruction From 6th Street to TH 212. (CSAH Mun)	-	1,402,118	1,402,118	1,402,118
	307-8825	TH 212 Expansion from 0.5 miles E. of CSAH 36 to 0.2 miles W. of CSAH 11 (MUN/STATE)	-	14,000,000	14,000,000	14,000,000
	307-8825	TH 212 Expansion from 0.5 miles E. of CSAH 36 to 0.2 miles W. of CSAH 11 (Fed)	-	22,000,000	22,000,000	22,000,000
	307-8825	TH 212 Expansion from 0.5 miles E. of CSAH 36 to 0.2 miles W. of CSAH 11 (Sales Tax)	-	5,596,653	5,596,653	5,596,653
	307-8867	TH 5 Regional Trail (Sales Tax)	-	3,134,345	3,134,345	3,134,345
		<b>32-307-000-0000-6681</b>	<b>28,724,340</b>	<b>61,122,444</b>	<b>61,122,444</b>	<b>32,398,104</b>
<b>Right of Way</b>						
	307-8726	TH101 Reconstruction (CSAH 61 - CSAH 14) (Muni/ State Participation)	2,742,956	-	-	(2,742,956)
	307-8793	CSAH 10 shoulder widening TH 25 to Wright County Line (Land Acq.) (Wheelage Tax)	10,240	-	-	(10,240)
	307-8794	CSAH 24 shoulder widening from CSAH 10 to Hennepin County Line (Wheelage Tax)	310,000	250,000	250,000	(60,000)
	307-8811	CSAH 11 - Reconstruction From 6th Street to TH 212. (MUN/STATE)	400,000	-	-	(400,000)
	307-8811	CSAH 11 - Reconstruction From 6th Street to TH 212. (CSAH Mun)	400,000	-	-	(400,000)
	307-8825	TH 212 Expansion from 0.5 miles E. of CSAH 36 to 0.2 miles W. of CSAH 11 (MUN/STATE)	1,850,000	-	-	(1,850,000)
	307-8825	TH 212 Expansion from 0.5 miles E. of CSAH 36 to 0.2 miles W. of CSAH 11 (Sales Tax)	1,850,000	-	-	(1,850,000)
	307-8787	CSAH 44 Reconstruction from CSAH 11 to TH212 (MUN/STATE)	-	175,000	175,000	175,000
	307-8787	CSAH 44 Reconstruction from CSAH 11 to TH212 (CSAH Reg)	-	175,000	175,000	175,000
	307-8793	CSAH 10 shoulder widening TH 25 to Wright County Line (Wheelage Tax)	-	75,000	75,000	75,000
	307-8794	CSAH 24 shoulder widening from CSAH 10 to Hennepin County Line (Wheelage Tax)	-	350,000	350,000	350,000
	307-8813	CSAH 61 Reconstruction from Highway 41 to East Chaska Creek (with TH41 - City Lead) (MUN/STATE)	-	58,000	58,000	58,000
	307-8813	CSAH 61 Reconstruction from Highway 41 to East Chaska Creek (with TH41 - City Lead) (Sales Tax)	-	202,000	202,000	202,000
	307-8834	Highway 41 Reconstruction from Mn River to Walnut Court. (City Lead) (Sales Tax)	-	611,000	611,000	611,000
	307-8866	Highway 20/25 Intersection (CSAH Reg)	-	20,000	20,000	20,000
		<b>32-307-000-0000-6685</b>	<b>7,563,196</b>	<b>1,916,000</b>	<b>1,916,000</b>	<b>(5,647,196)</b>
<b>Resurfacing/ Rehab/ Maintenance</b>						
	307-8000	<b>Resurfacing/ Rehab/ Maintenance (County Levy)</b>	1,700,000	1,717,810	1,717,810	17,810
	307-8000	Resurfacing/ Rehab/ Maintenance (Wheelage)	696,184	1,122,114	1,122,114	425,930
	307-8000	Resurfacing/ Rehab/ Maintenance (CSAH Reg)	-	181,541	181,541	181,541
		<b>32-307-000-0000-6684</b>	<b>2,396,184</b>	<b>3,021,466</b>	<b>3,021,466</b>	<b>625,282</b>
<b>Fund #32 Total</b>	<b>32-307-XXX-XXXX-66XX</b>		<b>41,822,915</b>	<b>71,838,349</b>	<b>71,838,349</b>	<b>30,015,434</b>
		<b>Road &amp; Bridge Levy Dollars - Fund #32</b>	<b>2,190,000</b>	<b>2,290,000</b>	<b>2,290,000</b>	<b>100,000</b>

# Attachment D: Facilities, Vehicles and Equipment Replacement Schedule (County-wide)

as of 12/9/2020

DEPT.	DESCRIPTION	2020	2021	2021	2021	Inc./Dec
		Board Approved	Initially Rolled Forward from 2021 LTFP	County Administrator's Preliminary Recommendation	Board Approved	
<b>Public Services - Facilities</b>						
Building Improvements - 6640						
	Facilities - Manager Initiatives	330,000	335,000	335,000		5,000
Dept. Total	01-110-XXX-2001-66XX	330,000	335,000	335,000	-	5,000
<b>Public Services - Information Technology</b>						
Capital Initiatives						
	IT Capital Initiatives	107,400	125,000	125,000		17,600
	Software: 01-049-046-0000-6660	107,400	125,000	125,000	-	17,600
Infrastructure Technolc						
	Scanner/Printer Replacement	15,000	20,000	20,000		5,000
	Equipment: 01-049-046-0000-6660	15,000	20,000	20,000	-	5,000
CarverLink						
	CarverLink buildout*	105,000	105,000	105,000		-
	CarverLink equipment replacement*	30,000	30,000	30,000		-
	Equipment: 02-048-000-130x-666x	135,000	135,000	135,000	-	-
Dept. Total		257,400	280,000	280,000	-	22,600
<b>Public Services - Library</b>						
Administration						
	Furniture/Equipment replacement	20,000	20,000	20,000		-
Dept. Total	01-014-XXX-XXXX-66XX	20,000	20,000	20,000	-	-
<b>Public Services - Planning &amp; Water</b>						
WMO						
	Carver County Water Mgmt. Organization Project Fund*	207,615	171,261	171,261		(36,354)
	16-XXX-XXX-XXXX-6630	207,615	171,261	171,261	-	(36,354)
Dept. Total	16-XXX-XXX-XXXX-66XX	207,615	171,261	171,261	-	(36,354)
<b>Sheriff's Office</b>						
Admin						
	Sheriff Priorities	30,000	40,000	40,000		10,000
	Equipment: 01-201-201-0000-66xx	30,000	40,000	40,000	-	10,000
Patrol						
	Vehicles	305,600	320,000	320,000		14,400
	Vehicles: 01-201-236-0000-6670	305,600	320,000	320,000	-	14,400
Communication						
	MDC Replacement and Mobile Radio Replacement	60,000	60,000	60,000		-
	Portable Radio Replacement Planning	35,000	35,000	35,000		-
	Equipment: 01-201-240-0000-6660	95,000	95,000	95,000	-	-
Division Total	01-201-XXX-XXXX-66XX	430,600	455,000	455,000	-	24,400
<b>Public Works</b>						
Highway Operations						
	County-wide Fleet	480,000	530,000	530,000		50,000
	Public Works Equipment (CSAH)*	150,000	150,000	150,000		-
	Equipment: 03-304-000-0000-6660	630,000	680,000	680,000	-	50,000
		-	-	-	-	-
Park Administration						
	Park Maintenance Projects	52,000	50,000	50,000		(2,000)
	Site Improvements: 01-520-000-0000-6610	52,000	50,000	50,000	-	(2,000)
Division Total		682,000	730,000	730,000	-	48,000
<b>County Totals</b>						
		<b>1,927,615</b>	<b>1,991,261</b>	<b>1,991,261</b>	<b>-</b>	<b>63,646</b>
		<b>(492,615)</b>	<b>(456,261)</b>	<b>(456,261)</b>	<b>-</b>	<b>36,354</b>
	<b>Net Levy Dollars Needed</b>	<b>1,435,000</b>	<b>1,535,000</b>	<b>1,535,000</b>	<b>-</b>	<b>100,000</b>



**2021 Budget - One-Time Projects: Building maintenance, capital projects, equipment, software, etc.**

as of 12/9/2020

	Division Priority	Item	2021 LTFP/Division Director Request	County Administrator Recommendation	2021 Board Approved
<b>2021 Long Term Financial Plan:</b>					
Public Works	1	Bridge Replacement thru 2021	650,000	650,000	650,000
PS-Facilities	1	Replace HVAC Variable Frequency Drives	15,000	15,000	15,000
PS-Facilities	2	Start Replacement of RTU's at Cologne PW Headquarters	65,000	65,000	65,000
PS-IT- Carver Link	3	Fiber installed in PW road projects (changed from \$75k to \$165k)	165,000	75,000	75,000
PS-IT	4	Data Storage Upgrade	100,000	100,000	100,000
PS-Facilities	5	Elevator Upgrades	70,000	70,000	70,000
PS-Facilities	8	County Buildings- Replace Carpet and Furnishing	125,000	105,000	105,000
Sheriff's Office	1	ARMER Radio System Upgrade	50,000	50,000	50,000
Sheriff's Office	2	Replace external doors- project to be managed by Facilities	54,000	54,000	54,000
Sheriff's Office	3	Replace flooring- project to be managed by Facilities	50,000	50,000	50,000
<b>Division Director Requests:</b>					
Sheriff's Office	4	Body cameras for Deputies	250,000	250,000	250,000
Fair Board	1	County Contribution of 25% 2021 Capital Improvement Plan (2020- \$60k, 2021- \$61k request)	1,000	1,000	1,000
PW- P&T CIP	1	Trunk Highway 5 Regional Trail Professional Services	250,000	-	-
PW- Program Delivery	2	Future Highway 10 Land Preservation - Oak Point Area	250,000	100,000	100,000
PW- APM	3	Assetics Software Implementation	30,000	30,000	30,000
PW- Parks	4	Program Registration Software	20,000	20,000	20,000
PW- Operations	5	Pool Software Kiosks	80,000	-	-
PW- Operations	6	Asset Work Pool software	50,000	-	-
PW- P&T CIP	7	Waconia Event Center Demolition	150,000	-	-
PW- Operations	8	Loader Mount Snow Pusher	10,000	-	-
PW- Operations	9	Schulte Fix 1510 flex arm mower	35,000	-	-
PW- Program Delivery	10	Traffic Counting Equipment	75,000	-	-
PW- Operations	11	Grinder Bucket	55,000	-	-
PW- P&T CIP	12	Site Amenities-, Playground	700,000	-	-
PW- Parks	13	Portable climbing wall unit	85,000	-	-
PW- P&T CIP	14	Lake Waconia RP Phase II Waterfront Service Center (50/50 match with State funds)	2,400,000	-	-
PW- Operations		2021 Assumes 15% reduction State Aid: \$165k on Attachment A long-term and \$165k is one-time on Attachment E	-	165,000	165,000
HHS-Encore		2021 Assumes Encore program at 50% capacity: \$60K on Attachment A long term and \$60K is one-time on Attachment E (i.e. 75% capacity for 2022).	-	60,000	60,000
One Time Projects Total =			5,785,000	1,860,000	1,860,000
Initial Project Funding +over/(under)			(3,925,000)	-	-
One-Time Funding Sources:					
State Turnback Reimbursement			\$ 1,420,000	\$ 1,420,000	\$ 1,420,000
\$100,000 redirected from 2019 CPA and 2020 CPA			200,000	200,000	200,000
\$100K redirectd from 2021 CPA			100,000	100,000	100,000
2021 Increase to County Program Aid			140,000	140,000	140,000
Total One-Time Funding Sources:			\$ 1,860,000	\$ 1,860,000	\$ 1,860,000

State Turnback estimates by year	
1,420,000	2021
3,681,679	2022
-	2023 & Beyond

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2021**

as of 12/9/20

DIVISION - DEPT.	DESCRIPTION	2020	2021	2021	Inc./Dec
		Adopted	Requested	Recommended	
<b>Commissioners</b>					
<b>District 1</b>		5,000	5,000	5,000	-
	AMC and miscellaneous instate				
<b>District 2</b>		5,000	5,000	5,000	-
	Transportation Alliance Fly-in-Washington				
	Washington- (2) Outstate travel trips re: transportation funding				
	Waste Expo-Outstate location TBD				
	AMC/Midwest Regional Rail and miscellaneous instate				
<b>District 3</b>		5,000	5,000	5,000	-
	Instate and Outstate Conference and Training TBD				
<b>District 4</b>		5,000	5,000	5,000	-
	AMC and miscellaneous instate				
	Washington Transportation Fly-In				
<b>District 5</b>		5,000	5,000	5,000	-
	Instate and Outstate Conference and Training TBD				
<b>Total- Commissioners</b>	<b>01-001-XXX-0000-6332</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
<b>County Administration</b>					
	AMC Annual Conference	700	700	700	-
	MCMA/MACA Annual Conference	725	725	725	-
	MACA Fall	475	475	475	-
	Washington, DC Transportation Funding	2,000	2,000	2,000	-
	Misc.- Administrator/staff	200	200	200	-
<b>Total- County Administration</b>	<b>01-030-000-0000-6332</b>	<b>4,100</b>	<b>4,100</b>	<b>4,100</b>	<b>-</b>
<b>Public Services - Administration</b>					
	MCMA Annual Conference - Minnesota - 2	1,500	1,500	1,500	-
	ICMA National Conference - Out of State	1,800	1,800	1,800	-
	MACA Fall - Minnesota	650	650	650	-
	Webinars and In State Training	1,500	1,500	1,500	-
	Staff Professional Training	100	100	100	-
<b>Total- Public Services Admin</b>	<b>01-048-000-0000-6332</b>	<b>5,550</b>	<b>5,550</b>	<b>5,550</b>	<b>-</b>
<b>Public Services - Facilities</b>					
Facilities Management					
	IFMA & EDAM - Local	1,100	1,100	1,100	-
	IFMA National	1,000	1,000	1,000	-
<b>Total- Facilities</b>	<b>01-110-000-0000-6332</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	<b>-</b>
<b>Public Services - Information Services</b>					
<b>CIO</b>					
	Microsoft Ignite Conference (out of state training - 1)	3,500	3,500	3,500	-
	In state training	500	500	500	-
	<b>01-049-000-0000-6332</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>Infrastructure</b>					
	Security Supervisor - Security Conference (out of state -1)	5,000	-	-	(5,000)
	IT Manager IT Solutions Conference (out of state - 1)	5,000	-	-	(5,000)
	Infrastructure Conferences (out of state - 2)	-	10,000	10,000	10,000
	In state training	18,400	11,400	11,400	(7,000)
	<b>01-049-046-0000-6332</b>	<b>28,400</b>	<b>21,400</b>	<b>21,400</b>	<b>(7,000)</b>
<b>Client Services</b>					
	Records Management Conference (ARM, MER, etc.) (out of state - 1)	4,000	3,500	3,500	(500)
	In state training	1,600	2,100	2,100	500
	<b>01-049-xxx-0000-6332</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>	<b>-</b>
<b>GIS &amp; Software</b>					
	ESRI International Conf. (out of state - 2)	4,000	4,000	4,000	-
	ESRI Developers Summit (out of state - 1)	2,300	-	-	(2,300)
	Microsoft Ignite Conf. (out of state -1)	4,000	8,000	8,000	4,000
	Web and SharePoint (out of state - 1)	3,500	3,500	3,500	-
	In state training	5,700	4,000	4,000	(1,700)
	<b>01-049-062-0000-6332</b>	<b>19,500</b>	<b>19,500</b>	<b>19,500</b>	<b>-</b>
<b>Project Management Office</b>					
	Onbase National Conference (out of state - 1)	3,500	3,500	3,500	-
	PM/BA Conference (out of state - 2)	-	-	-	-
	Business Analysis Conference (out of state - 1)	3,500	3,500	3,500	-
	PMO Conference (out of state - 1)	3,500	3,500	3,500	-
	In state training	4,000	4,000	4,000	-
	<b>01-049-064-0000-6332</b>	<b>14,500</b>	<b>14,500</b>	<b>14,500</b>	<b>-</b>
<b>Support Services</b>					
	In state training	-	3,500	3,500	3,500
	<b>01-049-063-0000-6332</b>	<b>-</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>Security</b>					
	In state training	-	3,500	3,500	3,500
	<b>01-049-066-0000-6332</b>	<b>-</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>CarverLink</b>					
	In state training	2,300	2,300	2,300	-
	<b>02-048-000-0000-6332</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>-</b>
<b>Total- Information Tech</b>	<b>01-049-XXX-XXXX-6332 &amp; 02-048.6332</b>	<b>74,300</b>	<b>74,300</b>	<b>74,300</b>	<b>-</b>
<b>Public Services - Library</b>					
	IUG conference (2020) - (Out of State - 1 conference attendee)	2,000	-	-	(2,000)
	PLA Annual Conference (2020) - (Out of State - County funding budgeted for 1 attendee)	2,000	-	-	(2,000)
	Internet Librarians Conference (Monterey, CA - 1 conference attendee)	2,000	-	-	(2,000)
	American Library Association conference (2021) - Chicago, IL (2 attendees)	-	4,500	4,500	4,500
	Power Up Conference (2021) - Madison, WI (County funding budgeted for registr. for 5 attendees)	-	1,500	1,500	1,500

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2021**

as of 12/9/20

DIVISION - DEPT.	DESCRIPTION	2020	2021	2021	Inc./Dec
		Adopted	Requested	Recommended	
	01-014-500-0000-6332	6,000	6,000	6,000	-
<b>MELSA-funded Conferences *</b>					
	NACo Leadership Academy (MELSA pays for 2 attendees)	-	-	-	-
	ALA Conference - Out of State (MELSA pays for 1 attendee)	-	-	-	-
	ALSC Conference - Minneapolis (MELSA pays for 3 attendees)	-	-	-	-
	Power Up Conference - Out of State (MELSA pays for Lodging and Meals for 5 attendees)	-	2,000	2,000	2,000
	Library Marketing and Communications Conference - Indianapolis, IN (1 attendee)	-	2,500	2,500	2,500
	COSUGI (Customers of SirsiDynix Users Group Inc) - Provo, UT (3 attendees)	-	7,500	7,500	7,500
	In-State Conferences (MLA) and Webinars	-	2,555	2,555	2,555
	01-014-500-8011-6332 Reimbursed by MELSA *	-	14,555	14,555	14,555
	<i>*2020 conferences reimbursed by MELSA were listed in 2020 Attachment F with event names only. Beginning in 2021 the Library has included MELSA-reimbursed conference expenses and the offsetting reimbursement revenue in the requested budget for the department. These additions are levy neutral.</i>				
<b>Law Library</b>	Potential Out of State Training (TBD)	-	2,000	2,000	2,000
	In State Training	500	500	500	-
	02-508-000-0000-6332	500	2,500	2,500	2,000
<b>Total- Library and Law Library</b>	<b>01-014-500-XXXX-6332 &amp; 02-508.6332</b>	<b>6,500</b>	<b>23,055</b>	<b>23,055</b>	<b>16,555</b>
<b>Public Services - Veteran Services</b>					
	MN DVA Spring Training/Conference (Four staffers @ \$320/staffer)	1,400	1,280	1,280	(120)
	Nat'l County Veteran Service Officer Conf (Out of State - Two staffers @ \$1640/staffer)	3,400	3,280	3,280	(120)
	MN County Veterans Service Officer Conference (Four staffers @ \$785/staffer)	2,400	3,140	3,140	740
<b>Total- Veteran Services</b>	<b>01-120-000-0000-6332</b>	<b>7,200</b>	<b>7,700</b>	<b>7,700</b>	<b>500</b>
<b>Public Services - Land Management</b>					
	Planning/Zoning Administrators workshop or conference (e.g. MACPZA, APA, etc.)	900	900	900	-
	Continuing Education (e.g. Building Plan Technician Certification, etc.)	300	300	300	-
	Professional Development or work related Tuition Reimbursement (In State)	400	400	400	-
	01-123-160-0000-6332	1,600	1,600	1,600	-
<b>Public Services- Environmental Services</b>					
<b>Administration</b>					
	Annual Agricultural Inspectors Conference	250	250	250	-
	Annual MPCA Sewage Treatment System Cont. Education (3)	1,900	1,900	1,900	-
	Annual MPCA County Feedlot Officers Training	300	300	300	-
	Misc. professional conferences or work related tuition reimbursement	900	900	900	-
	Feedlot, SSTS and Water Quality misc. conferences	500	500	500	-
<b>Solid Waste</b>					
	RAM/SWANA Annual Conference [4]	950	950	950	-
	SWAA Annual conference	200	200	200	-
	Misc. special issue conferences	1,500	1,500	1,500	-
	US Composting Council Conference [Out of State]	1,300	-	-	(1,300)
	National Solid Waste Conference - Out of State	-	1,300	1,300	1,300
<b>Industrial Hazardous Waste</b>					
	National Hazardous Waste Conference - Out of State	2,000	2,000	2,000	-
	Misc. special issue conferences	300	300	300	-
	OSHA/Safety Training	300	300	300	-
	01-123-130-XXXX-6332	10,400	10,400	10,400	-
<b>Public Services - Planning &amp; Water Management</b>					
	ESRI Annual User Conference (Out of State)	1,500	1,500	1,500	-
	Misc. Professional conferences or Tuition Reimbursement	250	250	250	-
	MN Water Resource conference: MNAPA Annual Conference, other water related conferences, other planning related conferences.	1,650	1,650	1,650	-
	In state GIS, CRM or other software conference & training	850	850	850	-
	Wetland Certification and related training	2,300	2,300	2,300	-
	National (Out of State) potential conferences: Nat. APA Conf., Nat. NALMS Conf., Nat. StormCon Conf., Nat. TMDL Conf., National LID Symposium, Nat. ESRI Water conference, Center for Watershed Protection Nat. Conf.	1,550	1,550	1,550	-
	01-123-XXX-XXXX-6332 & 16.6332	8,100	8,100	8,100	-
<b>AIS</b>					
	Nat AIS conference, International AIS conference (Out of State) or State AIS conferences and training: State of Water, AIS Summit, AISRC center, Upper Midwest Invasive Species Conference, Invaders Summit, WI AIS ID Training or related trainings	1,625	1,625	1,625	-
	01-123-120-5021-6332	1,625	1,625	1,625	-
<b>Total- Public Services</b>		<b>117,375</b>	<b>134,430</b>	<b>134,430</b>	<b>17,055</b>
<b>Attorney</b>					
	IMLA (La Quinta, CA) & NDAA- (Washington, DC)	6,000	6,000	6,000	-
	Various training courses- continuing education credits for Attorneys	10,500	10,500	10,500	-
<b>Total- Attorney</b>	<b>01-090-000-0000-6332</b>	<b>16,500</b>	<b>16,500</b>	<b>16,500</b>	<b>-</b>
<b>Court Services - Probation</b>					
	Drug Court National Conference- \$9500- grant funded				
	Correctional Evidence-Based Practices (LS/CMI, YLS, MI, Case Planning, etc.)	500	500	500	-
	APPA National Probation Training Institute (Out-of-State)	1,400	1,400	1,400	-
	MN Association of County Probation Officers (MACPO) - Spring Conference	1,500	1,500	1,500	-
	MACPO Regional Training for Probation Officers	250	250	250	-
	Miscellaneous Mental Health Training Opportunities	500	500	500	-
	Minnesota Corrections Association (MCA) - Fall Institute	1,350	1,350	1,350	-
<b>Total- Court Services</b>	<b>01-252-XXX-XXXX-6332</b>	<b>5,500</b>	<b>5,500</b>	<b>5,500</b>	<b>75</b>
<b>Employee Relations - Personnel Services</b>					

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2021**

as of 12/9/20

DIVISION - DEPT.	DESCRIPTION	2020	2021	2021	Inc./Dec
		Adopted	Requested	Recommended	
	MCHRMA Spring Conference	300	300	300	-
	MCHRMA Fall Conference	400	400	400	-
	MPELRA Summer Conference	500	500	500	-
	MPELRA Winter Session	200	200	200	-
	ADA, WC, FMLA, COBRA, ACA	500	500	500	-
	SHRM Seminars	600	600	600	-
	Support, MCIT Seminars	600	600	600	-
	Legal Update Seminars	2,400	2,400	2,400	-
	NPELRA, SHRM or IPMA or NEOGOV Out-of-State Conference	4,000	4,000	4,000	-
	IPMA Local, Regional or National Conference	700	700	700	-
	PRIMA National Conference - Out-of-State	2,000	2,000	2,000	-
	01-050-000-0000-6332	12,200	12,200	12,200	-
	Wellness Conference	1,000	1,000	1,000	-
	01-050-050-0000-6332	1,000	1,000	1,000	-
<b>Total- Employee Relations</b>	<b>01-050-XXX-0000-6332</b>	<b>13,200</b>	<b>13,200</b>	<b>13,200</b>	<b>-</b>

**Property & Finance**

<b>Finance</b>					
	National GFOA Conference- Chicago, IL (OUT OF STATE) (2)	4,200	4,200	4,200	-
	National APA Congress- (OUT OF STATE)	3,000	3,000	3,000	-
	Minnesota GFOA Conference (2)	1,500	1,500	1,500	-
	MCCC Annual Conference	1,000	1,000	1,000	-
	Additional Staff Training (IFS, Year-end, OSA)	1,250	1,250	1,250	-
	Treasurer's Mid-Year Conference	750	750	750	-
	01-045.6332	11,700	11,700	11,700	-
<b>Property Tax</b>					
	MN Assoc. of County Officers	750	750	750	-
	MN Assoc. of County Auditors	1,600	1,000	1,000	(600)
	Tax Training /Dept. Revenue	1,500	1,000	1,000	(500)
	MCCC Conference	1,500	1,000	1,000	(500)
	Staff Training	2,150	1,000	1,000	(1,150)
	01-040-040-0000-6332	7,500	4,750	4,750	(2,750)
<b>License Centers</b>					
	MN Assoc. of County Officers	600	600	600	-
	Deputy Registrar Annual Meeting	600	600	600	-
	Staff Training	800	800	800	-
	01-040-055-0000-6332	2,000	2,000	2,000	-
<b>Elections &amp; Licensing</b>					
	MN Assoc. of County Officers	600	600	600	-
	Sec. of State Training	600	600	600	-
	Staff Training	600	600	600	-
	01-040-065-0000-6332	1,800	1,800	1,800	-
<b>County Assessor</b>					
	MAAO Fall Conference	1,250	1,250	1,250	-
	MAAO Seminars	1,500	1,500	1,500	-
	CLE Seminars	750	750	750	-
	MCCC Annual Conference	1,500	1,500	1,500	-
	MAAP Training	200	200	200	-
	Appraisal Training	4,000	4,000	4,000	-
	01-047.6332	9,200	9,200	9,200	-
<b>Land Records and Vitals</b>					
	MN Association of County Officers	2,000	2,000	2,000	-
	PRIA National Conference- (OUT OF STATE) (2)	4,000	4,000	4,000	-
	Recorder's Conference	2,000	2,000	2,000	-
	Examiner of Titles Training	500	500	500	-
	MCRA Conference (Vitals)	300	300	300	-
	Staff Training	1,000	1,000	1,000	-
	01-100.6332	9,800	9,800	9,800	-
<b>Total- Property &amp; Finance</b>		<b>42,000</b>	<b>39,250</b>	<b>39,250</b>	<b>(2,750)</b>

**Public Works - Road & Bridge Administration**

	MCEA Institute	850	850	850	-
	Highway Accountants Conference (2)	1,150	1,150	1,150	-
	AMC Annual Conference	550	550	550	-
	NACE Annual Conference (TBD) OUT OF STATE	2,400	2,400	2,400	-
	MTA Fly In (Washington DC) OUT OF STATE	1,300	1,300	1,300	-
	MTA Annual Meeting	100	100	100	-
	SWCTC Fly-In (Washington DC) OUT OF STATE (2)	-	-	-	-
	DC Congressional Visit - 212 OUT OF STATE	1,000	2,000	2,000	1,000
	MAPA (MN Asphalt Pavement Assoc.)	100	100	100	-
	PM Web Users Conference OUT OF STATE	2,000	1,000	1,000	(1,000)
	Miscellaneous	500	500	500	-
	03-301-000-0000-6332	9,950	9,950	9,950	-

**Asset & Performance Mgmt.**

	MN GISLIS Conference	2,225	2,500	2,500	275
	ESRI User Conference (San Diego) OUT OF STATE	1,600	1,600	1,600	-
	Transportation Research Board National Conference OUT OF STATE	2,100	-	-	(2,100)
	GIS Transportation Asset Management Conference	1,000	2,500	2,500	1,500
	iAM North American Conference OUT OF STATE	2,500	2,500	2,500	-
	Cartograph Conference (Colorado) OUT OF STATE (3)	4,700	5,000	5,000	300
	Leadership Training	-	-	-	-
	Drone Training & Testing	1,600	1,000	1,000	(600)
	03-302-000-0000-6332	15,725	15,100	15,100	(625)

**Program Delivery**

	MCEA Institute	3,400	3,400	3,400	-
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**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2021**

as of 12/9/20

DIVISION - DEPT.	DESCRIPTION	2020	2021	2021	Inc./Dec
		Adopted	Requested	Recommended	
	MCEA Summer Conference	650	650	650	-
	MSPS Conference	950	950	950	-
	MSPS Winter Conference	300	300	300	-
	MACS Seminars	300	300	300	-
	GIS Seminars	400	400	400	-
	MN-Dot Survey Technical Conference	1,050	1,400	1,400	350
	Frontier Precision	1,000	1,000	1,000	-
	CTC AutoCad	3,000	2,000	2,000	(1,000)
	MN Transportation Conference	1,500	1,500	1,500	-
	Toward Zero Deaths Conference	800	800	800	-
	MN-Dot and U of M certificates	5,100	14,945	14,945	9,845
	MN-Dot and U of M re-certificates	7,050	2,085	2,085	(4,965)
	HECRAS Training	1,500	-	-	(1,500)
	MN-Dot R-O-W Conference	1,000	1,000	1,000	-
	Project Management Training	1,000	3,000	3,000	2,000
	Project Management Institute Days Conference	1,700	2,500	2,500	800
	NACE Annual Conference (TBD) OUT OF STATE	2,400	2,600	2,600	200
	ATTSA How To Conference OUT OF STATE	1,200	500	500	(700)
	IMSA TS Tech 2-year Re-certification	1,400	5,000	5,000	3,600
	IMSA Signs and Marking Tech 2 year Re-certification	1,400	-	-	(1,400)
	MN-Dot Pavement Marking Design &App (every other year)	350	-	-	(350)
	MN-Dot TS Design (every other year)	700	-	-	(700)
	MN-Dot Signal & Lighting Certification	350	-	-	(350)
	MN APA Conference & Workshop	500	500	500	-
	Miscellaneous	-	170	170	170
	<b>03-303-000-0000-6332</b>	<b>39,000</b>	<b>45,000</b>	<b>45,000</b>	<b>6,000</b>
<b>Highway Operations</b>					
	Equipment Training, Pesticide	4,000	810	810	(3,190)
	Safety Conference	-	250	250	250
	Wellness Conference / Training	-	300	300	300
	Equipment Training	-	150	150	150
	Snow Rodeo	-	500	500	500
	APWA Snow Conference, (out of state)	4,500	-	-	(4,500)
	APWA National Conference, (out of state)	3,000	-	-	(3,000)
	U of W Snow and Ice Management (out of state)	-	2,000	2,000	2,000
	Fleet National Conference (out of state)	3,000	-	-	(3,000)
	Asset Works Academy (2 staff) (out of state)	4,500	4,500	4,500	-
	Miscellaneous	-	490	490	490
	<b>03-304-000-0000-6332</b>	<b>19,000</b>	<b>9,000</b>	<b>8,510</b>	<b>(10,490)</b>
<b>Equipment Operations</b>					
	Hydraulic, Electrical, & Welding Training	2,000	2,000	2,000	-
	Mack Class OUT OF STATE	5,500	5,500	5,500	-
	<b>03-306-000-0000-6332</b>	<b>7,500</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>
<b>Total- Public Works</b>	<b>03-XXX-XXX-XXXX-6332</b>	<b>91,175</b>	<b>86,550</b>	<b>86,060</b>	<b>(5,115)</b>
<b>Public Works - Parks</b>					
	MRPA Annual Conference	1,400	1,500	1,500	100
	MN Shade Tree Short	-	100	100	100
	MRPA Seminars	-	100	100	100
	Park Supervisor Seminars	-	100	100	100
	National Park Institute (Out of State)	2,300	2,500	2,500	200
	Outdoor Recreation Curriculum Standards	-	500	500	500
	Miscellaneous	1,300	200	200	(1,100)
<b>Total- Parks</b>	<b>01-520-000-0000-6332</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>Sheriff's Office</b>					
<b>Administrative Services Unit</b>		20,000	20,000	20,000	-
	Clerical Support (15)				
	MSA Summer Conference				
	MSA Winter Conference				
	Administrative Services Manager (PLEAA Conference)				
	Sheriff MSA Jail Conference				
	Chief Deputy				
<b>Jail Services Unit</b>		9,000	9,000	9,000	-
	Jail Training-Conf, Mgmt. Training, etc.				
	From SS Other				
<b>Operation Services Unit</b>		10,005	10,005	10,005	-
	Investigation Division				
	Crime Technician				
	School Resource Officer/Gangs/Bike Patrol				
	SERT				
<b>Patrol Services Unit</b>		-	-	-	-
	Training - State POST, OSHA mandated,				
	Elective, 1st Responder, PRISIM, ADA, etc.				
	Traffic Safety/Criminal Interdiction/Weights/Scales				
	K-9 Trials and Certifications				
	Supervisor Development				
<b>Support Services Unit</b>		59,375	59,375	59,375	-
	ATV				
	Civil Process				
	Conceal and Carry				
	Warrants				
	Dive Team				
	Community Service Officers (CSO)				
	Court/Bailiffs				
	Reserves				
	Volunteer Services- Chaplain				
	Rec Services - Water Patrol				
	Snowmobile				
	Training -In House Entire Office - Sex Harr, Cult Div., 1st Aid				

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2021**

as of 12/9/20

DIVISION - DEPT.	DESCRIPTION	2020	2021	2021	Inc./Dec
		Adopted	Requested	Recommended	
	Instructor Courses-recertification, etc.				
	Supervisory - Sgt & Cpl				
	Licensed Personnel Training				
	ILEETA Conference Outstate (1)				
	EVOC, 1st Aid, SPSC				
	01-201-XXX-XXXX-6332	98,380	98,380	98,380	-
<b>Emergency Management Unit</b>					
	AMEM Emergency Management Conference	3,900	3,900	3,900	-
	Governor's Emergency Mgmt. Conf.	1,000	1,000	1,000	-
	Emergency Management Training	1,000	1,000	1,000	-
	Hazardous Materials Training	2,600	2,600	2,600	-
	01-201-280-0000-6332	8,500	8,500	8,500	-
<b>Conceal &amp; Carry</b>					
	Conceal & Carry- reserve fund	1,700	1,700	1,700	-
	02-202-000-0000-6332	1,700	1,700	1,700	-
<b>Reserves-</b>					
	Reserves	1,000	1,000	1,000	-
	02-204-000-0000-6332	1,000	1,000	1,000	-
<b>Explorers</b>					
	Explorers	2,750	2,750	2,750	-
	02-205-000-0000-6332	2,750	2,750	2,750	-
<b>Posse</b>					
	Posse Training	3,750	3,750	3,750	-
	02-203-000-0000-6332	3,750	3,750	3,750	-
<b>Communications</b>					
	Communications	637	637	637	-
	01-201-240-0000-6332	637	637	637	-
<b>911 Communication</b>					
	Communications	4,200	4,200	4,200	-
	APCO/NENA MSA State Conference-(6)	3,480	3,480	3,480	-
	02-911-000-0000-6332	7,680	7,680	7,680	-
<b>Total- Sheriff</b>	01-201-XXX-XXXX-6332	124,397	124,397	124,397	-
<b>Health &amp; Human Services- Social Services</b>					
	National Youth Conference - Out of State	1,800	1,800	1,800	-
	Workforce Conference, NAWB - Out of State	1,800	900	900	(900)
	National Eligibility Workers Assoc Conf - Out of State	4,800	2,800	2,800	(2,000)
	National Child Support Assoc Conf Out of State	1,800	1,800	1,800	-
	National Child Support Assoc Conf - Out of State - County Attorney	1,800	1,800	1,800	-
	National Human Services Conference - Out of State APHSA & Local Retreat - Probert	1,500	2,000	2,000	500
	National Association of Welfare Research - Out of State - NAWRS President/Funded	-	-	-	-
	NASTA/SNAP National Conference - Out of State	-	600	600	600
	National Human Services Conference - Out of State - Franks	-	1,500	1,500	1,500
	International Signs of Safety Gathering - Out of State	3,500	3,500	3,500	-
	Equity Summit - Out of State	-	2,000	2,000	2,000
	International Conference on Child & Family Maltreatment - Out of State	2,000	2,000	2,000	-
	CWLA National Conference - Out of State	2,000	-	-	(2,000)
	National Adult Protective Services Association Conference - Out of State	3,600	-	-	(3,600)
	National Criminal Justice Training Center Training - Out of State	-	2,500	2,500	2,500
	National Association of Suicidology - Out of State	-	5,250	5,250	5,250
	NSPL Conference - Out of State	-	3,000	3,000	3,000
	National Council of Behavioral Health (NATCON) - Out of State	-	2,000	2,000	2,000
	Credible Conference - Out of State	4,764	4,000	4,000	(764)
	Conferences within State	66,673	57,605	57,605	(9,068)
	11-XXX-XXX-XXXX-6332	96,037	95,055	95,055	(982)
<b>Public Health</b>					
<b>Public Health Department - Leadership</b>					
<b>Public Health Nursing Unit</b>					
	TB Clinical Intensive Conference - Out of State	3,500	4,000	4,000	500
	Family Home Visiting National Conference - Out of State	3,500	4,500	4,500	1,000
	Vaccinology Research Conference - Out of State	3,500	4,000	4,000	500
<b>Planning &amp; Promotion Unit</b>					
	NACCHO Emergency Preparedness Conference - Out of State	3,500	5,542	5,542	2,042
	NACCHO/APHA Annual Conference - Out of State	3,500	-	-	(3,500)
	GIS Conference & Training - Out of State	3,500	-	-	(3,500)
	Conferences within State	15,050	6,902	6,902	(8,148)
	11-460-XXX-XXXX-6332	36,050	24,944	24,944	(11,106)
<b>Total- Health &amp; Human Services</b>	11-XXX-XXX-XXXX-6332	132,087	119,999	119,999	(12,088)
<b>County Totals</b>		<b>576,334</b>	<b>573,926</b>	<b>573,436</b>	<b>(2,898)</b>

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**2022 Long Term Financial Plan**

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 Long Term Financial Plan fulfills the County Board's direction to connect financial strategies to the County's long-term strategic goals and objectives. This Plan is not a budget but rather a non-binding assertion of future intent to allocate future County resources. Individual elements of the Plan will be systematically rolled forward until they are brought into the Annual Budget for approval and implementation.

**ACTION REQUESTED:**

Motion to approve the 2022 Long Term Financial Plan

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

**FUNDING**  
County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

The Long Term Financial Plan is a planning tool so projects listed in the Plan are financial placeholders only. Actual financing for the projects are not approved until they are included in the Annual Budget process.

*Office use only:*

RBA 2020 - 7293





# **2022 Long Term Financial Plan**

*Presented for Adoption  
December 15, 2020*

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

Date: December 15, 2020  
Motion by Commissioner: \_\_\_\_\_

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

**COUNTY BOARD ADOPTION OF THE  
2022 LONG TERM FINANCIAL PLAN  
FOR CARVER COUNTY**

WHEREAS, the Long Term Financial Plan (the "Plan") fulfills the County Board's direction to "connect financial strategies to the County's long-term strategic goals and objectives"; and

WHEREAS, the Plan which has been prepared by division directors and reviewed by the County Board of Commissioners provides the basis for determining the non-binding intent to allocate future County resources; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners 2022 Long Term Financial Plan is hereby adopted and placed on the County's website.

BE IT FINALLY RESOLVED, that copies of this resolution be forwarded to division directors of Carver County.

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

STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 15<sup>th</sup> day of December, 2020, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 15th day of December, 2020.

David Hemze  
County Administrator

## EXECUTIVE SUMMARY

This 2022 Long Term Financial Plan, (the “Plan”) along with the 2021 Annual Budget, fulfills the County Board’s direction to “connect financial strategies to the County’s short and long-term strategic goals and objectives.” The Plan is not a budget but rather a non-binding assertion of future intent. Ideally, individual elements of the Plan will systematically be rolled forward each year until they are brought into the Annual Budget process for approval and implementation.

The Plan focuses on the four areas which will significantly impact future property tax levy and budgets:

- A. Capital Improvement Plans (CIPs) for New Capital Projects
- B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment
- C. Bond Sales and Debt Service
- D. Personnel Costs

### A. Capital Improvement Plans (CIPs) for New Capital Projects:

#### CIP Revenue Summary:

**County ½ cent Sales Tax:** In 2017, the County Board approved a ½ cent sales tax that generates \$8 - \$9 million annually for County road and bridge projects.

**Wheelage Tax:** In 2017, the County Board increased the wheelage tax to \$20 effective January 1<sup>st</sup>, 2018 which Annually generates approximately \$1.8 million from auto and motorcycle license renewals for County road and bridge projects.

**Request for State Bonding:** The 2018 Legislature approved a \$1.5M grant from the State which was matched with \$1.5M in County funds for a \$3M Phase I Infrastructure only project. The 2020 Legislature approved \$2.4M for a \$4.8M Phase II Waterfront Service Center with a 50/50 match in County funds.

**Road & Bridge Tax Levy:** The County Board has directed that the \$2.2M tax levy for road and bridge annual maintenance be increased \$100K for the next 5 years to finance the Road Preservation Plan.

**State, Federal and Local funds:** New road and bridge construction projects are financed from the Minnesota Highway Users Tax Distribution Fund (Fuel Tax, License Fees and Motor Vehicle Sales Tax), Sales Tax on Leased Vehicles, as well as Federal and State grant programs, City funds, and proceeds from County Bonds.

**State County Program Aid (“CPA”):** The Recommended 2021 Budget has approximately \$735,000 in 2021 CPA that is not allocated to the operating budget. \$440,000 is being directed to fund one-time capital projects listed on 2020 Budget Attachment E and the remaining \$295,000 will be directed to the CIPs according to the percentages below:

50%	Road & Bridge CIP
25%	Park & Trail CIP
<u>25%</u>	Building CIP
100%	Total State CPA

**State Sales Tax “Legacy Funds”:** The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to be approximately \$350,000. These funds commonly referred to as “Parks and Trails Legacy Funds,” are being used for the local match to Federal Grants for the Extension of the MN River Bluffs Regional Trail and trail pavement resurfacing.

**Metropolitan Council Reimbursement for Park Land Acquisition:** The County is currently reimbursed 100% from the Metropolitan Council for parkland acquisitions that are included in the County’s Regional Park Master Plan. The reimbursement formula is currently up to \$1.7M of the purchase price reimbursed at the land acquisition closing and then a biannual reimbursement of up to \$470,000. Based on the current reimbursement formula, the County will be waiting until 2024 for full reimbursement from the Met Council for previous land acquisitions.

CIP Project Summary:

**Buildings CIP:** Building projects related to ongoing maintenance, increasing security and expanding square footage are included in the Building CIP. These projects include:

- Furnishing a new Chaska library
- Building Master Space Plan Study

Funding for these building projects has not been identified at this time.

**Roads & Bridges CIP:** The County completed a 2014 amendment to the 2030 Road system Plan (RSP). The RSP identifies \$860 million of road and bridge projects to meet the needs of the projected growth in population and employment by 2040. This includes \$670 million for County road and bridges and \$190 million for critical State highway projects.

Road and bridge needs include preservation (overlays), bridge replacement, safety enhancements (turn lanes, traffic signals, roundabouts, etc.), system expansion (added lanes), system connectivity (new roads and bridges), and

reconstruction (rebuilding existing roads without adding lanes). A 6 year Road and Bridge Plan has been updated to recognize the additional funding from the ½ cent sales tax and increased wheelage tax which were approved in 2017 by the County Board.

The plan funds traditional preservation, bridge replacement and safety enhancement goals as well as partially fund high priority expansion, connectivity and other emerging regionally significant projects. The CIP identifies projects that are either traditional or development driven as the County has a cost participation policy that differs for each.

**Parks and Trails CIP:** This CIP focuses on sustainability projects to maintain the County's existing park and trail system as well as the next round of park and trail development projects. Additional resources may need to be identified in order to complete park and trail development projects on a timely basis. Options to address this potential financing gap are being developed by the Park Board and County staff.

#### B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2020 Budget includes \$1.7 million in levy funding to replace facilities, vehicles and equipment. This Plan includes a five-year replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2022 thru 2026. These capital replacement requests will be rolled forward each year until they become part of current year Budget process. The five-year replacement schedule relies on a \$100,000 a year increase to the \$1.7 million levy over the next five years. The County Board has been supportive of this \$100K a year increase in levy dollars to create an orderly and scheduled replacement of County facilities, vehicles and equipment.

#### C. Bond Sales and Debt Service

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Other than the 50/50 match to the \$4.8M Lake Waconia Regional Park development project, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

The 2022-2026 Road and Bridge CIP has been updated to reflect the additional funding from the ½ cent sales tax and wheelage taxes that were approved in 2017. Depending on the success of various State and Federal grant applications, County bonds may be necessary to provide matching grant dollars for high priority projects. Most of the projects in the Road & Bridge CIP are funded by external funding sources that have been secured.

#### D. Personnel Costs

Personnel costs are the largest and have been the fastest growing portion of the County's operating budget. This Plan identifies strategies for addressing the two major drivers of personnel costs:

1. Requests for Additional Levy Funded Staffing
2. Employee Health Insurance

The County Board carries the ultimate budget authority. The 2021 Annual Budget and the 2022 Long Term Financial Plan are expected to be approved at the December 15, 2020 County Board meeting.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Fair Board Financial Request to Complete Carver County Commons**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/15/2020

Contact: Dave Hemze Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 20 minutes

Attachments:  Yes  No

Presenter: Jim Klein Title: Fair Board President

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Carver County Fair Board has requested \$75,0000 to assist in the completion of the Carver County Commons building at the Fair Ground. The attached letter provides more detail. Fair Board President Jim Klein will present the request during the County Board meeting.

**ACTION REQUESTED:**

Motion to approve \$75,000 grant to Fair Board for completion of the Carver County Commons building.

**FISCAL IMPACT:** Commissioner contingency form

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

Current Commissioner Contingency balance = \$390,000.

Office use only:

RBA 2020 - 7313



December 2, 2020

Jim Ische, Carver County Commissioner  
Gayle Degler, Carver County Commissioner  
Tim Lynch, Carver County Commissioner  
Randy Maluchnik, Carver County Commissioner  
Tom Workman, Carver County Commissioner  
David Hemze, Carver County Administrator  
Carver County Administration  
600 East Fourth Street  
Chaska, MN 55318

Dear Carver County Board & Administrator,

On behalf of the Carver County Fair Board I would like to say "Thank you" for your continued support of the Carver County Agricultural Society and the Carver County Fair. We sincerely appreciate the funding you provide annually. Your support enables us to complete needed maintenance on the grounds and in 2020 the funding also supported the completion of a new building, now known as the "Carver County Commons".

Due to the COVID pandemic we had to cancel the 2020 fair, this resulted in a loss of a true community event connecting the public and the business community of Carver County along with a loss in revenue. It also prevented us from showcasing the building at the fair however it has still generated a lot of interest in the community on both a local and county level. When possible based on COVID restrictions the meeting room has been used by several groups in 2020 and we have meetings and events booked for the building in 2021 (again pending COVID restrictions).

As a result of the interest shown in this new building, we have requested bids to heat and insulate it; these costs have been quoted at approximately \$198,000. With this work completed it would expand the use of the Carver County fairgrounds as a community hub for civic, school and private events into the winter months. We are reaching out to respectfully request \$75,000 in funding from the county towards completion of this project.

Thank you for your consideration. Please feel free to contact me should you or any of the Commissioners have questions.

Sincerely,

Jim Klein  
President  
Carver County Fair Board

# Commissioner Contingency Request Form



Submit AFTER RBA submittal

Agenda Item: Fair Board Financial Request to Complete Carver County Commons

Department:

Meeting Date:

Requested By:

Fund:

Description of Revenue Accounts	Acct #	Increase/ (Decrease) Amount	Description of Expenditure Accounts	Acct #	Increase/ (Decrease) Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	Fair Board	01-820-905.6914	\$75,000.00
<b>TOTAL</b>		\$0.00	<b>TOTAL</b>		\$75,000.00

**Reason for Request:**

Utilize commissioner contingency to assist in the completion of the Carver County Commons Building

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

Commissioner Contingency Beginning of the Year Balance	\$100,000.00
Commissioner Contingency Current Adjustment	(\$75,000.00)
Commissioner Contingency Previous Adjustment	290,000.00
Remaining Balance After Adjustment	\$315,000.00

**County Board Decision:**

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2021 Regional Rail Authority Property Tax Levy and Budget**

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 CCRRRA is requesting a \$173,000 2021 levy which is a 1.76% increase compared to 2020. The 2021 Rail Authority Budget includes a recommended 0.5 FTE to assist with day to day operations, maintenance and stewardship of trails including mowing, weed control, tree trimming, debris and trash removal, drainage corrections, etc. The \$42k cost to add a 0.5 FTE will be entirely offset by reducing annual CCRRRA capital projects by a corresponding amount.

The CCRRRA levy is used to fund administrative, maintenance staff, and law enforcement related costs for day to day operations and stewardship. These duties included planning, permitting and capital improvement projects, patrol services, as well as corridor maintenance work of mowing, weed control, tree trimming, debris and trash removal, drainage corrections and site inspections for the Dakota Rail and Union Pacific Rail corridors.

**ACTION REQUESTED:**

Motion to adopt the 2021 Carver County Regional Rail Authority Tax Levy and Budget Resolution.

**FISCAL IMPACT:**  ▼

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**  ▼

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

The 2021 CCRRRA tax levy of \$173,000 will have no tax impact on the County's average value home.

*Office use only:*

RBA 2020 - 7294

**CARVER COUNTY REGIONAL RAIL AUTHORITY  
CARVER COUNTY, MINNESOTA**

Date: December 15<sup>th</sup>, 2020 Resolution: \_\_\_\_\_  
Motion by Commissioner: \_\_\_\_\_ Seconded by Commissioner: \_\_\_\_\_

**CERTIFYING 2021 PROPERTY TAX LEVY**

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Regional Rail Authority Board has reviewed budget requests and has made a determination of the Ad Valorem Property Tax required to support Authority operations for the Calendar Year 2021.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that there be, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2021, to wit:

CARVER COUNTY REGIONAL RAIL AUTHORITY

\$173,000

**ADOPTION OF 2021 BUDGET**

WHEREAS, the annual operating and capital budgets for the Carver County Regional Rail Authority, which have been prepared by Public Works Director and reviewed by the Carver County Regional Rail Authority Board, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County Regional Rail Authority Board for the coming year; and

WHEREAS, the Carver County Regional Rail Authority Board has established the property tax levy for Carver County which serves as a major funding source for Rail Authority operations; and

WHEREAS, the budgets as reviewed and amended by the Carver County Regional Rail Authority Board are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Rail Authority budget to serve as a management tool for division directors and the Carver County Regional Rail Authority Board and sets the authorized expenditure limits for the 2021 budget year; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

	<u>Revenues</u>	<u>Expenditures</u>
Carver County Regional Rail Authority	<u>\$175,000</u>	<u>\$175,000</u>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that the 2021 budget is hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FURTHER RESOLVED, funds are hereby appropriated for the execution of the aforementioned 2021 budgets.

BE IT FURTHER RESOLVED, budget cannot be exceeded by category for any fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property and Financial Services Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2020 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600's) greater than \$25,000 must have prior Regional Rail Authority Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, in recognition that the Regional Rail Authority does not maintain any staff and meets on an infrequent basis, the Carver County Board and staff are authorized to conduct Regional Rail Authority day to day business on behalf of the Regional Rail Authority including, but not limited to, the payment and approval of Regional Rail Authority claims and invoices, adjusting the annual fee schedule and signing contracts consistent with the authority delegated to County staff in the County's Administrative Policy Manual.

BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets be forwarded to division directors of Carver County.

YES	ABSENT	NO

STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Carver County Regional Rail Authority Board, Carver County,

Minnesota, at its session held on the 15<sup>th</sup> day of December, 2020, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 15<sup>th</sup> day of December, 2020.

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County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution Setting 2021 County Commissioner Compensation**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division ..."/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Di..."/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

The County Board is charged with the responsibility to set compensation, including salary and benefits, for the County Commissioners.

Several factors are typically considered in setting Commissioner salaries, including market rates and internal salary history and patterns. Market information is attached, listing Carver County Commissioners' current annual salary which is set at \$72,294 in comparison to the metro county average commissioner salary of \$85,699. The attached market data reflects the current year (2020) data.

The County is currently working through the negotiation process with all 10 bargaining units and does not yet have settled collective bargaining agreements for 2021. The most recent collective bargaining agreements established a 2020 pay-for-performance and general adjustment increase pattern. Based on actual performance rating data for recent years, where the greatest percentage of County employees received "exceeds expectations," the typical 2020 increase including general adjustment and performance-based pay was approximately 4.50%. For employees who have not yet reached the target rate for the salary range associated with their classification, the performance-based increase percentage is calculated on the target rate of the assigned salary range. This helps to accelerate movement toward the target rate. Carver County's approach with regard to compensation and the pay-for-performance program has been to provide competitive pay and reward top talent and employee initiative.

When considering the 2021 County Commissioner salary, the Board may wish to consider an increase ranging from 0.00% up to a maximum of 2.00% calculated based on the metro average (2020) salary amount, to maintain Commissioner salaries aligned with metro county market data.

- 0.00% (+\$0) = \$72,294 for County Commissioner 2021 salary
- 1.00% (+ \$857) = \$73,151 for County Commissioner 2021 salary
- 2.00% (+ \$1,714) = \$74,008 for County Commissioner 2021 salary

The Resolution provides annual salaries to be set by the Board; cafeteria benefits at the same rate as non-bargaining employees; and expense allowances of \$715.00 for the Chair, \$640.00 for the Vice-Chair, and \$615.00 for the other Commissioners.

The action requested is to adopt the Resolution establishing Carver County Commissioner salaries and monthly expense allowances for 2021, and providing benefits consistent with non-bargaining County employees.

**ACTION REQUESTED:**

Motion to adopt the Resolution setting the County Commissioner annual salaries and monthly expense allowances for 2021, and providing benefits consistent with non-bargaining County employees.

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

**Related Financial/FTE Comments:**

The total cost is dependent on final salary amounts approved by the Board. Total salary and benefits costs may range from \$482,545 to \$491,797.

<b>County Commissioners</b>	<b>Dakota County</b>	<b>Anoka County</b>	<b>Washington County</b>	<b>Scott County</b>	<b>Hennepin County</b>	<b>Ramsey County</b>	<b>Carver County</b>		<b>AVERAGE SALARY (Excluding Carver)</b>
<b>2016 Base Salary</b>	\$74,830	\$63,614	\$52,713	\$57,919	\$108,093	\$87,884	\$48,564		\$74,176
<b>2017 Base Salary</b>	\$77,450	\$65,522	\$52,713	\$59,930	\$110,796	\$90,801	\$62,064		\$76,202
<b>2018 Base Salary</b>	\$80,160	\$67,488	\$52,713	\$62,627	\$113,566	\$92,423	\$65,164		\$78,163
<b>2019 Base Salary</b>	\$82,966	\$69,498	\$69,000	\$66,381	\$113,566	\$94,734	\$68,664		\$82,691
<b>2020 Base Salary</b>	<b>\$85,869</b>	<b>\$71,593</b>	<b>\$70,720</b>	<b>\$72,306</b>	<b>\$113,566</b>	<b>\$100,138</b>	<b>\$72,294</b>		\$85,699



# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

## Resolution: 2021 County Commissioner Compensation & Benefits

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

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**WHEREAS**, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for County Commissioners; and

**WHEREAS**, the Carver County Board of Commissioners intends to establish 2021 County Commissioner salaries; and

**WHEREAS**, the Carver County Board of Commissioners intends to provide 2021 insurance benefits for Commissioners within the established cafeteria system;

**THEREFORE, BE IT RESOLVED**, Carver County shall provide County Commissioners with the following compensation in 2021:

- A. The County Commissioner annual salary amount shall be set at \$\_\_\_\_\_ for 2021.
- B. County Commissioner monthly expense allowances shall be set at \$715.00 for the Board Chair, \$640.00 for the Vice-Chair and \$615.00 for the others.
- C. Insurance benefits for the County Commissioners shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, the Commissioners shall receive a monthly cafeteria amount based on their health insurance elections: waiver, \$150.00; single \$735.00; employee + child(ren) \$895.00; employee + spouse \$1,220.00; or family, \$1,495.00 for 2021, to use toward all elective benefits, and/or additional cash compensation. If the insurance contributions for non-bargaining employees are adjusted for 2021, the amounts provided for County Commissioners shall be adjusted to match.
- D. The County shall provide County Commissioners selecting HRA Plan health insurance with a 2021 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide Commissioners selecting HSA Plan health insurance with a 2021 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance. If the contributions for non-bargaining employees are adjusted for 2021, the amounts provided for County Commissioners shall be adjusted to match.

**BE IT FURTHER RESOLVED**, that the County reserves the right to make additional adjustments to Commissioner benefits by amendment to the Carver County Personnel Policies or future Board Actions.

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

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

Dated this \_\_\_\_\_ day of December, 2020

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution Setting 2021 County Attorney and County Sheriff Compensation**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division ..."/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Di..."/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

The County Board has the authority to set compensation, including salary and benefits, for elected County officials including the County Attorney and the County Sheriff. Minnesota law requires that the Board set the salaries of these elected officials with regard for the responsibilities and duties of office, as well as the elected official's experience, qualifications, and performance. In addition, court rulings indicate that Commissioners should take into consideration salaries in similarly situated counties in the state. The attached Resolution addresses the 2021 compensation for the County Attorney and the County Sheriff.

County Attorney Salary:

County Attorney Mark Metz' 2020 salary is set at \$185,391. Market data is attached for the County Attorney position, reflecting current year (2020) data. The metro area average salary for County Attorney, excluding Carver County, is \$188,144. Serving in this role since 2011, County Attorney Metz' performance reflects substantial experience while delivering a high level of leadership and successful achievements. Based on a review of the relevant factors for determining the County Attorney's 2021 salary, the Board may wish to consider a base salary increase of \$3,800, and a one-time lump sum of \$1,900 to be provided in January 2021. The resulting 2021 annual salary for County Attorney Metz would be \$189,191, with provision of a one-time lump sum payment of \$1,900. The proposed dollar amounts are calculated to reflect a base increase approximating 2.00% and a lump sum approximating 1.00% to maintain market competitiveness. The salary increase suggested would recognize the high level of performance County Attorney Metz has demonstrated in his role, as the County has faced and continues to navigate unprecedented challenges during the pandemic, adding to the duties and responsibilities of this leadership role. Additionally, this maintains a competitive salary in relation to those provided by comparable counties and takes into account current factors.

County Sheriff Salary:

County Sheriff Jason Kamerud's 2020 salary is set at \$158,500. Market data is attached for the County Sheriff position, reflecting current year (2020) data. The metro area average salary for County Sheriff, excluding Carver County, is \$168,658. Sheriff Kamerud has demonstrated a high level of performance and accomplishments as the head of the Carver County Sheriff's Office while addressing a year of significant and complex challenges facing law enforcement agencies. Based on a review of the relevant factors for determining the County Sheriff's 2021 salary, the Board may wish to consider a base salary increase of \$3,200, and a one-time lump sum of \$1,700 to be provided in January 2021. The resulting 2021 annual salary for Sheriff Kamerud would be \$161,700, with provision of a one-time lump sum payment of \$1,700. The proposed dollar amounts are calculated to reflect a base increase approximating 2.00% and a lump sum approximating 1.00% to maintain market competitiveness. The salary increase suggested would recognize the high level of performance Sheriff Kamerud has demonstrated in his role, as the County has faced and continues to navigate unprecedented challenges, adding to the duties and responsibilities of this leadership role. Additionally, this maintains a competitive salary in relation to those provided by comparable counties and takes into account current factors.

The action requested is to adopt the Resolution defining the 2021 compensation for the County Sheriff and for the County Attorney; and providing both with the same cafeteria benefits as non-bargaining County employees.

**ACTION REQUESTED:**

Motion to adopt the Resolution setting the 2021 compensation for the County Sheriff and for the County Attorney; and providing both with the same cafeteria benefits as non-bargaining County employees.

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/> <i>If "Other", specify:</i> <input type="text"/>	<b>FUNDING</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"><b>County Dollars =</b></td> <td></td> </tr> <tr> <td style="text-align: right;">County Attorney</td> <td style="text-align: right;">\$235,997.00</td> </tr> <tr> <td style="text-align: right;">County Sheriff</td> <td style="text-align: right;">\$210,528.00</td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$446,525.00</b></td> </tr> </table>	<b>County Dollars =</b>		County Attorney	\$235,997.00	County Sheriff	\$210,528.00	<b>Total</b>	<b>\$446,525.00</b>
<b>County Dollars =</b>									
County Attorney	\$235,997.00								
County Sheriff	\$210,528.00								
<b>Total</b>	<b>\$446,525.00</b>								
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source								

**Related Financial/FTE Comments:**

The total cost is dependent on final salary amounts approved by the Board. The funding section above reflects the total salary and benefits cost.

<b>County Attorney</b>	<b>Dakota County</b>	<b>Anoka County</b>	<b>Washington County</b>	<b>Scott County</b>	<b>Hennepin County</b>	<b>Ramsey County</b>	<b>Carver County</b>	<b>AVERAGE SALARY (Excluding Carver)</b>
<b>2016 Base Salary</b>	\$170,623	\$155,000	\$154,960	\$154,501	\$173,254	\$166,608	\$152,000	\$162,491
<b>2017 Base Salary</b>	\$176,595	\$155,000	\$159,609	\$158,146	\$177,585	\$170,940	\$162,491	\$166,313
<b>2018 Base Salary</b>	\$184,542	\$155,000	\$171,580	\$163,424	\$182,025	\$175,214	\$169,191	\$171,964
<b>2019 Base Salary</b>	\$192,846	\$179,001	\$180,159	\$170,078	\$182,025	\$179,594	\$176,891	\$180,617
<b>2020 Base Salary</b>	<b>\$199,596</b>	<b>\$184,371</b>	<b>\$187,346</b>	<b>\$182,224</b>	<b>\$191,240</b>	<b>\$184,084</b>	<b>\$185,391</b>	\$188,144
<b>Start Date of Incumbent</b>	1987	2011	2011	2015	2007	2011	2011	

<b>County Sheriff</b>	<b>Dakota County</b>	<b>Anoka County</b>	<b>Washington County</b>	<b>Scott County</b>	<b>Hennepin County</b>	<b>Ramsey County</b>	<b>Carver County</b>	<b>AVERAGE SALARY (Excluding Carver)</b>
<b>2016 Base Salary</b>	\$144,986	\$142,903	\$154,960	\$141,027	\$165,002	\$151,972	\$142,000	\$150,142
<b>2017 Base Salary</b>	\$150,061	\$147,191	\$149,394	\$146,212	\$169,127	\$155,924	\$150,142	\$152,985
<b>2018 Base Salary</b>	\$156,814	\$151,607	\$153,876	\$149,198	\$173,356	\$159,822	\$156,342	\$157,446
<b>2019 Base Salary</b>	\$163,871	\$162,397	\$161,570	\$154,660	\$173,356	\$163,818	\$150,000	\$163,279
<b>2020 Base Salary</b>	<b>\$171,245</b>	<b>\$167,273</b>	<b>\$168,022</b>	<b>\$159,460</b>	<b>\$182,132</b>	<b>\$163,818</b>	<b>\$158,500</b>	\$168,658
<b>Start Date of Incumbent</b>	2015	2011	2017	2016	2019	2019	2019	

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

## Resolution: 2021 County Attorney and County Sheriff Compensation & Benefits

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

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**WHEREAS**, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for elected officials; and

**WHEREAS**, the Carver County Board of Commissioners intends to establish 2021 elected official salaries; and

**WHEREAS**, the Carver County Board of Commissioners intends to provide 2021 insurance benefits for elected officials within the established cafeteria system;

**THEREFORE, BE IT RESOLVED**, Carver County shall provide elected officials with the following compensation in 2021:

- A. The County Attorney’s salary for 2021 shall be defined as follows: \$189,191 base salary, and a one-time \$1,900 lump sum to be paid on check date January 8, 2021
- B. The County Sheriff’s salary for 2021 shall be defined as follows: \$161,700 base salary, and a one-time \$1,700 lump sum to be paid on check date January 8, 2021
- C. Insurance benefits for the County Attorney and County Sheriff shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, these elected officials shall receive a monthly cafeteria contribution amount based on their health insurance elections: waiver, \$150.00; single \$735.00; employee + child(ren) \$895.00; employee + spouse \$1,220.00; or family, \$1,495.00 throughout 2021, to use toward all elective benefits, and/or additional cash compensation. If the insurance contributions for non-bargaining employees are adjusted for 2021, the amounts provided for the County Attorney and the County Sheriff shall be adjusted to match.
- D. The County shall also provide elected officials selecting HRA Plan health insurance with a 2021 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide elected officials selecting HSA Plan health insurance with a 2021 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance. If the County contributions for non-bargaining employees are adjusted for 2021, the amounts provided for the County Attorney and the County Sheriff shall be adjusted to match.

**BE IT FURTHER RESOLVED**, that the County reserves the right to make additional adjustments to elected official compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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

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

Dated this \_\_\_\_\_ day of December, 2020

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**County Administrator's 2020 Annual Performance Evaluation Summary**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/15/2020"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dire"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

As provided by Statute, the Board met with County Administrator David Hemze on December 1, 2020 in closed session to discuss his 2020 performance. The summary of their discussion is as follows:

Mr. Hemze's performance throughout 2020 reflected leadership excellence in the face of unprecedented challenges. Performance highlights included wise decision-making and sound organizational guidance to navigate the COVID-19 pandemic while continuing to deliver essential services to support the health and safety of the community. Mr. Hemze's demonstrated achievements in leadership, organizational management, advancement of County goals and service initiatives, along with sound financial oversight have resulted in a well-run organization and quality service delivery. At the close of this unforgettable year, Mr. Hemze's performance receives an overall rating of outstanding.

**ACTION REQUESTED:**

Motion to approve an overall rating of outstanding for County Administrator Hemze's 2020 performance.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2020 - 7323