

December 22, 2020 – 7:30 a.m.
WebEx meeting with Legislators
The meeting will be webcast live
at: <https://www.youtube.com/user/CarverCountyMN/live>



Carver County Board of Commissioners
December 22, 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 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) **CONVENE**
 b) **Pledge of allegiance**
 c) **Attendance Roll Call**
 d) **Public comments submitted via email/voice mail**
2. Agenda review and adoption
3. Approve minutes of December 15, 2020, Regular Session 1-8
4. Community Announcements
- 9:05 a.m. 5. **CONSENT AGENDA**
 Finances: Improve the County's financial health and economic profile
 5.1 Review/Social/Commissioners' Warrants..... NO ATT
- 9:10 a.m. 6. **CONNECTIONS: Develop strong public partnerships and connect people to services**
 6.1 2020 Year in Review..... 9
- 9:20 a.m. 7. **CULTURE: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government**
 7.1 Recognition of Commissioner James Ische's and Commissioner Randy Maluchnik's Public Service 10

9:45 a.m.

ADJOURN REGULAR SESSION

David Hemze
County Administrator

UPCOMING MEETINGS

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 15, 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 from Karen Johnson Leuthner and summarized those comments. She stated when she came to the Hollywood Township Board in 1999 with questions on the tower CUP those questions were never answered. She believed the Township Board was never told the truth and the antennas and transmitters are a health concern. Johnson Leuthner also asked for the Parks boat purchase and Resolution related to the Metropolitan Ag Preserves Program Early Termination be removed from today's consent agenda.

The following amendments were made to the agenda:

Move:

5.18 to 10.1.1 Resolution for Outgoing County Commissioner Prorated 2021 Compensation

9.1 to 8.0 Creating a COVID 19 Budget Stabilization Account

Item 9.2: Revised pages 64-67.

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

Degler moved, Workman seconded, to approve the minutes of the December 1, 2020, Regular Session and December 3, 2020, Budget Public Hearing. On a roll call vote, Maluchnik, Workman, Lynch, Ische, Degler voted aye. Motion carried unanimously.

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

Approved Environmental Services receipt and disbursement of various donations.

Resolution #88-20 Extending the Declaration of a Local Emergency.

Approved memorandum of understanding 20-459 for operational management of mobile medical support trailer pending Risk Management/County Attorney approval.

Approved 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 Risk Management/County Attorney approval and related HH&S budget amendment.

Approved issuing a tobacco license to Carver Liquor Inc., dba Carver Liquor.

Contract with SkyNorth pending finalization of the contract review process.

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

Approved purchase of OmniBallot accessible voting equipment subject to Risk Management/County Attorney contract approval.

Approved amendment with WSB & Associates for \$55,618 for additional requested services in support of the Highway 11 Project-West Carver Area Phase 1, pending finalization of the contract review process.

Resolution #89-20 Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for US 212 Project-Dahlgren Township.

Approved professional services agreement with Dude Solutions Inc., for asset management implementation in the amount of \$29,000 pending finalization of the contract review process.

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

Authorized Chair to sign Landfill Certificate of Need letters.

Resolution #90-20 Setting Criteria for the Metropolitan Agricultural Preserves “Approval of Authority” Early Termination.

Awarded construction contract to Wickenhauser Excavating for building removals for the US 212 Project-Dahlgren Township for a total amount of \$42,113 pending finalization of the contract review process.

Awarded 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, pending finalization of the contract review process.

Contract with NEOGOV to implement SAAS HRIS and receive bundled pricing pending satisfactory completion of the contract review process.

Approved closing non-24/7 County facilities on December 24, 2020, 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. Authorized Employee Relations to define and establish, and the County Administrator to execute, agreements with County bargaining units for participation in this special 2020 provision.

Reviewed December 8, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$273,922.99; reviewed December 15, 2020, Community Social Services' actions/Commissioners' warrants in the amount of \$ 685,021.91 and reviewed Commissioner claims for CARES funds generated 12-1-20 in the amount of \$664,412.08,

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

Rod Franks, Health & Human Services, requested the Board accept the Governor's proclamation that recognized December 9, 2020 as Health and Human Services Worker Day. He pointed out the County has approximately 300 staff working in Health & Human Services across seven different departments. He explained they provide a wide range of services and these services have been very important during the pandemic.

Lynch moved, Degler seconded, to accept the Governor's proclamation that December 9, 2020, be proclaimed County, City, Tribal and State Health and Human Services Day. On a roll call vote, Lynch, Ische, Degler, Maluchnik, Workman voted aye. Motion carried unanimously.

David Frischmon, Property & Financial Services Director, requested the Board approve a petition request to realign a school district boundary. He stated, as part of a development, the yards of six lots were split into two different school districts. He indicated they worked with the developer to clean this up and get the lots within the same school districts.

Workman moved, Degler seconded, to approve the school district boundary reassignment for the six lots in the Bluffs at Lake Lucy as requested by the property owner and recommended by the County Auditor. On a roll call vote, Ische, Degler, Maluchnik, Workman, Lynch voted aye. Motion carried unanimously,

Mary Kaye Wahl, Finance, requested the Board create a CoVid-19 budget stabilization account. She explained fund balance classifications and recommendation to consider a budget stabilization account. She indicated they were asking to commit 8.6 million to establish the account. She stated this would be for one-time occurrences and create budget flexibility for CoVid-19 fiscal challenges in 2020 and 2021. Wahl stated Board approval would be required to use the account.

Lynch offered the following Resolution, seconded by Degler:

Resolution #91-20
Approval of Committed Fund Balance
CoVid-19 Budget Stabilization Account

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

Nick Koktavy, Assistant Administrator, requested the Board allocate funds to CDA for the Business Assistance Programs. He explained the proposed program would be set up similar to the last program and offer grant amounts up to \$20,000. He reviewed business edibility to receive the funds and funding priorities. He explained the proposal to also create a shop local campaign and indicated they were doing legal research to verify the County is able to support this program.

He highlighted recent legislation related to the State Business Relief program and indicated, under that program, the County would be allocated 2.1M. Koktavy indicated Counties would have flexibility to determine eligibility and guidelines. He explained the County may contract with a third party to administer the program and grants must be awarded by March 15, 2021.

Koktavy stated the State Business Relief Program would mirror the County's proposed Business Assistance Programs and the State funds would be used before the County funds. He indicated the County would contract with the CDA to administer the State Business Relief grant program. In addition, the County would allocate \$2,050,000 from the CoVid 19 Budget Stabilization Account to support the Business Assistance Program and shop local campaign. Any funds not expended by August 1st would be returned to the County.

Elise Durbin, CDA, stated they have not heard the final details on the State program but anticipated since it is a grant it would not need to be paid back.

Lynch moved, Workman seconded, to enter into an agreement with the Community Development Agency, pending finalization of the contract review process, to administer the State Business Relief Grant Program on behalf of Carver County in the amount that matches the County's allocation from the state, of which, 2.5% may be used for administrative expenses; and for Carver County to allocate \$2,050,000 in CoVid-19 Budget Stabilization funds, to be administered after the State funds, to support Carver County businesses as a necessary response to the CoVid-19 public health emergency. On a roll call vote, Maluchnik, Workman, Lynch, Ische, Degler voted aye. Motion carried unanimously.

Rod Franks, HH&S, requested the Board approve CoVid-19 related financial assistance programs for residents. He explained the previous programs ended but the need still remains. He highlighted the proposed use of the funds for various programs and 1.6M funding from the CoVid-19 Stabilization Account.

Workman moved, Maluchnik seconded, 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 with Board approval contingent upon verification that any specific program expenditure is allowable under federal, state statutes and guidelines, County policy, procedures and processes with adequate internal controls and related HH&S budget amendment. On a roll call vote, Workman, Lynch, Ische, Degler, Maluchnik voted aye. Motion carried unanimously.

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

Richard Scott, Community Health Services Administrator, appeared before the Health Board for a CoVid-19 status update. He indicated nationally cases are up and deaths were also rising and this was still a significant concern for the country. He stated Minnesota and Carver County cases were down. Scott noted 5 ½% of residents have been diagnosed with Covid. Testing in the County is down slightly and they have been working with school districts on plans for safe returns.

He highlighted the stages of pandemic management and stressed it was not the time to let down our guard.

Scott pointed out the arrival of the vaccine and highlighted the collaboration between the private sector and government. He reviewed the estimated timeline for the distribution and indicated vaccinations may begin for high priority group health care professionals within the next week. Scott noted doses are limited and pointed out the vaccination priority groups. He indicated vaccines will

be provided free and there would be a variety of ways that people can get vaccinated. Scott explained the vaccine is recommended for all adults and will require two doses 3-4 weeks apart. He stated Public Health has been active in vaccine planning and pointed out resources for more information.

The Board discussed the County's extension of the local public state of emergency to March 31st. Dave Hemze, Administrator, clarified extending the local state of emergency was about the flexibility of expending funds and should not be confused with business closures.

The Board thanked Dr. Scott for the informative report.

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

Dave Hemze, County Administrator, requested the Board adopt the 2021 property tax levy and budget. He pointed out setting the budget has been significantly different than in the past. He noted the high degree of uncertainty due to the continued CoVid 10 impacts, the direction of the economy and budget cuts from the State. He recognized the previous direction from the Board for a no 2021 property tax levy impact, no wage increases or levy funded FTEs and to minimize capital projects. Hemze highlighted services provided by the County and where the tax dollars are spent.

David Frischmon, Finance, provided a four-year summary of the budget gap. He pointed out the tax levy increase is less than the past. He identified countywide levy adjustments and projected vacancy savings. Frischmon reviewed 2021 division levy adjustments and staffing changes funded by non-levy sources.

He explained overall tax base trends and increase due to new construction. Frischmon highlighted funding for capital projects, facilities, equipment and one-time projects. He reviewed the year end savings balance indicating they expected to add to that amount and would update the Board in 2021.

Frischmon explained the long-term financial plan in the area of Roads and Bridges, Buildings, parks and trails and operations. He reviewed the budget schedule and requested the Board approve the 2021 budget and 2022 long term financial plan.

Degler offered the following Resolutions, seconded by Maluchnik:

Resolution #92-20
Certifying 2021 Property Tax Levy

and

Resolution #93-20
County Board Adoption of the 2021 Budget
For Carver County

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

Lynch offered the following Resolution, seconded by Workman:

Resolution #94-20
2022 Long Term Financial Plan

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

Jim Klein, Carver County Fair Board President, reviewed the Fair Board's request to complete the Carver County Commons building at the fairgrounds. He explained they have received numerous requests for the use of the building and they would like to move ahead with finishing the building to allow it to be used for other occasions.

Workman moved, Maluchnik seconded, to approve \$75,000 grant to the Fair Board for completion of the Carver County Commons building and related budget amendment. On a roll call vote, Lynch, Ische, Degler, Maluchnik, Workman voted aye. Motion carried unanimously.

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

Lyndon Robjent, Public Works, requested the Rail Authority approve a 1.75% levy increase for 2021. He reviewed the use of the funds related to day to day operations and stewardship.

Lynch offered the following Resolution, seconded by Degler:

CCRRA #1-20
Certifying 2021 Property Tax Levy and Adoption of 2021 Budget

On vote taken, Degler, Maluchnik, Workman, Lynch, Ische voted aye.

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

Kerie Anderka, Employee Relations, requested the Board adopt a Resolution for outgoing County Commissioner prorated 2021 compensation. She explained County Commissioner compensation is typically defined on a calendar year basis and the outgoing Board members will continue to serve for five days in January. She stated in order to provide compensation for 2021 she was requesting that the Board adopt the recommended Resolution.

Mark Metz, County Attorney, clarified although he has not researched if the outgoing members should vote on this, he recognized they still have a quorum and they could either vote or abstain from the vote.

Workman offered the following Resolution, seconded by Degler:

Resolution #95-20
Outgoing County Commissioner
Prorated 2021 Compensation and Benefits

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

Anderka requested the Board adopt a Resolution setting 2021 County Commissioner compensation. She pointed out factors to be considered and metro area salary information. She suggested the Board could increase from 0 to 2% calculated on metro average salaries. She noted the monthly expense allowance and indicated cafeteria benefits would be consistent with non-bargaining employees.

Lynch offered the following Resolution, seconded by Workman, setting a 0% increase for 2021:

Resolution #96-20
2021 County Commissioner Compensation and Benefits

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

Anderka requested the Board set the 2021 County Attorney and County Sheriff compensation. She explained Minnesota Law required the Board to set the salaries with regard for the responsibilities and duties of the office as well as the elected officials experience, qualifications and performance. She reviewed market data from comparable counties. Anderka explained the option to increase base salary and a one-time lump sum and provide the same cafeteria benefits as non-bargaining employees.

Maluchnik offered the following Resolution, seconded by Lynch:

Resolution #97-20
2021 County Attorney and County Sheriff Compensation and Benefits

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

Anderka requested the Board approve the Administrator's 2020 annual performance evaluation. She noted the closed session to discuss his performance and read into the record a summary for the Board to approve.

Degler moved, Lynch second, to approve an overall rating of outstanding for County Administrator's Hemze's 2020 performance. On a roll call vote, Degler, Maluchnik, Workman, Lynch, Ische voted aye.

REGULAR SESSION
December 15, 2020

Degler moved, Workman seconded, to adjourn the Regular Session at 11:20 a.m. On a roll call vote, Maluchnik, Lynch, Ische, Degler, Workman voted aye. Motion carried unanimously.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2020 Year in Review

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/22/2020

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 10 minutes

Attachments: Yes No

Presenter: James Ische Title: Board Chair

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

BACKGROUND/JUSTIFICATION:

Carver County Board Chair James Ische will highlight Carver County accomplishments and events in 2020.

ACTION REQUESTED:

No action required.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7286

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Recognition of Commissioner James Ische's and Commissioner Randy Maluchnik's Public Service

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/22/2020

Contact: Dave Hemze Title:

Item Type:
Regular Session

Amount of Time Requested: 15 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:

Time is being set aside on today's agenda to recognize the service and dedication of Commissioner Ische and Commissioner Maluchnik.

ACTION REQUESTED:

Recognize and thank Commissioner Ische and Commissioner Maluchnik for their dedicated public service.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7296