



**Carver County Board of Commissioners  
January 25, 2022  
Work Session**

**The County Board Room is open to the public. However, Board Room audience capacity is limited to twelve (12) due to COVID-19 concerns.**

- 9:00 a.m.    **A. CONNECTIONS: Develop strong public partnerships and connect people to services and information**  
1. Fair Board Update ..... 1
- 9:20 a.m.    **B. COMMUNITIES: Create and maintain safe, healthy, and livable communities**  
1. Park Department Activities Update and Possible 2022 Planning Initiatives ..... 2
- 10:15 a.m.    **C. FINANCES: Improve the County’s financial health and economic profile**  
1. American Recovery Plan Act ("ARPA") Final Rules and 2021 Reporting Update ..... 3  
2. License Center Update ..... 4-5  
3. Ditch Benefit Redetermination ..... 6-7

David Hemze  
County Administrator

**UPCOMING MEETINGS**

- |                   |  |
|-------------------|--|
| January 25, 2022  | 7:00 p.m. Carver County Township Association Meeting<br>American Legion, Waconia |
| February 1, 2022  | 9:00 a.m. Board Meeting  |
| February 8, 2022  | No Meeting   |
| February 15, 2022 | 9:00 a.m. Board Meeting  |
| February 22, 2022 | 9:00 a.m. Board Work Session   |
| March 1, 2022     | 9:00 a.m. Board Meeting  |

# Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Fair Board Update**Primary Originating Division/Dept: Administration (County) Meeting Date: 1/25/2022 Contact: Dave Hemze  Title: County Administrator Item Type:  
Work Session Amount of Time Requested: 10  minutesAttachments:  Yes  NoPresenter: Jim Klein  Title: Fair Board President **Strategic Initiative:**Connections: Develop strong public partnerships and connect people to services and information **BACKGROUND/JUSTIFICATION:**

Jim Klein, Carver County Fair Board president, will provide the Board with an update on fair activities.

**ACTION REQUESTED:**

None.

**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 2022 - 8116

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Parks Department Activities Update and 2022 Planning Initiatives**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Park staff would like to share information and seek direction on possible planning activities for 2022.

Information Items:

- Lake Waconia Regional Park Waterfront Service Center Update
- Snow Removal Policy for Destination Regional Trails

Planning Activities:

- Park and Trail Master Plans
- Monument Signage for Coney Island
- Capital Improvement Assessment
- Archaeology Work for Coney Island

**ACTION REQUESTED:**

Authorization to proceed with planning activities.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

Office use only:

RBA 2022 - 8143

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**American Recovery Plan Act ("ARPA") Final Rules and 2021 Reporting Update**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

On January 6, 2022, the US Treasury issued 437 pages of final rules for spending the County's \$20.4M in ARPA funds to "meet immediate pandemic needs and promote long-term recovery". County staff will provide a high-level overview of the final rules which provide increased flexibility to pursue a wider range of uses. In addition, Finance staff will summarize the County's first ARPA activity report for 2021 which is due to the US Treasury by January 31, 2022.

**ACTION REQUESTED:**

None - Informational purposes only

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

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2022 - 8136

# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

### License Center Update

Primary Originating Division/Dept: Property & Financial Services

Meeting Date: 1/25/2022

Contact: David Frischmon

Title: Property & Finance Director

Item Type:

Work Session

Amount of Time Requested: 20 minutes

Presenter: Dave, LeaAnn & Kate

Title:

Attachments:  Yes  No

Strategic Initiative:

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

## BACKGROUND/JUSTIFICATION:

### Background for License Center front doors remaining closed to walk-in customers and opened by appointment only:

Last summer, when the County Board re-opened the front doors to County buildings for walk-in customers, License Center management recommended and the County Board approved keeping the County's License Center front doors closed to walk-in customers and remain open by appointment only due to:

1. The customer traffic flow going thru the License Center drive-thru's was extremely high due to limited alternative options for customers which we feared could have become overwhelming and out of control chaos inside our License Center buildings if we would have opened our front doors to walk-in customers last summer.
2. License Center staff turnover of a Senior Specialist in Chaska and two experienced Specialists in Chaska meant both License Centers were short staffed last summer.
3. The State of Mn operates DMV's across the State and the front doors to their buildings are opened by appointment only and remain closed to walk-in customers. State of MN staff who work inside the County's Chaska License Center managing a behind the wheel driving test have requested that the Chaska License Center front doors remain closed to walk-in customers until the front doors for the State of Mn DMV's are similarly re-opened. The State of Mn's written agreement with the County to allow State employees to work inside our County building does not address the possibility of keeping the front doors closed for the State's driving test walk-in customers while opening the front doors for County License Center walk-in customers.

### Update:

1. Customer traffic flow has significantly slowed down at both County License Centers as metro and out-state DMV's have gradually increased their operational capacity since last summer.
2. County License Centers are now fully staffed! (FYI: Fully trained typically takes 6-12 months)
3. Front doors to the State DMV's remain closed to walk-in customers and opened by appointment only.
4. The County's virtual waiting room queuing software ("Qless") will provide walk-in customers with the option to wait inside their vehicles until it is their turn to be served for any customers who are concerned about maintaining social distance in our customer lobby waiting area.

County staff will provide a high level overview of License Center operational strategies including our very popular online appointment process which was operational pre-Covid so it won't be impacted once the License Center front doors are re-opened for walk-in customers.

**ACTION REQUESTED:**

None - Board feedback and direction only

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =

**Total**

\$0.00

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*

RBA 2022 - 8148

# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

### Ditch Benefit Redetermination

Primary Originating Division/Dept: Property & Financial Services

Meeting Date: 1/25/2022

Contact: David Frischmon

Title: Property and Finance Director

Item Type:

Work Session

Amount of Time Requested: 20 minutes

Presenter: David Frischmon

Title:

Attachments:  Yes  No

Strategic Initiative:

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

## BACKGROUND/JUSTIFICATION:

The County Board acting as the Ditch Authority is responsible for inspecting and maintaining the efficiency of the drainage system and to make sure the lands utilizing the drainage systems pay for the maintenance and repairs of the system in a fair and equitable way. Over time, land development can expand the number of property owners who benefit from the ditch system. A Redetermination of Benefits is a formal process where viewers use updated maps, photos and other data to identify current drainage patterns and boundaries to determine which property owners are benefitting from the ditch system so the Ditch Authority can make sure the maintenance and repairs of ditch systems are being paid by the appropriate property owners. Recent MN Statutes require that payments to property owners for required buffer strips along ditches be completed as part of the Redetermination of Ditch Benefits process. The following is a listing of Carver County Ditches and Joint Ditches - bold indicates a Redetermination of Benefits has not been completed/started for over 15 years:

**County Ditch 2-3, 5, 6, 7, 9, 10: County staff have no records of a Redetermination of Benefits since these ditches were originally established.**

County Ditch 4A: Redetermined in 2011

**Joint Ditch 1: Carver 65.16%/McLeod 34.84% McLeod has requested Carver to consider a Redetermination**

Joint Ditch 3-A: Redetermined in 2012

Joint Ditch 2: Recently established in 2013 Sibley 96.87%/Carver 3.13% - no need for a Redetermination

**Joint Ditch 4: Carver 70.387%; Wright 26.458%; McLeod 3.155%**

**Joint Ditch 5: Carver 77.52%; McLeod 22.48%**

Joint Ditch 21: Sibley County working on Redetermination

Joint Ditch 22: Sibley County working on Redetermination

Joint Ditch 24: Sibley County is working on Redetermination

Joint Ditch 28: McLeod County working on Redetermination

Joint Ditch 33: Newly established in 2020 Sibley/Carver - no need for a Redetermination

County staff is recommending that the remaining ditches identified above in bold be Redetermined in 2022. The process begins by the Ditch Authority ordering the Redetermination of Benefits and selecting the viewers. After the viewers complete their work, each benefitting ditch property owner receive an individualized report explaining their ditch benefit and their % of the cost of the Redetermination. County staff will present additional details and answer any questions about the Redetermination process.

**ACTION REQUESTED:**

None - information sharing and direction

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =

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**FTE IMPACT:** None

**Total**

\$0.00

**Related Financial/FTE Comments:**

Ditch maintenance and repair costs are annually assessed to the benefitting land owners. Thus, no County levy dollars are spent maintaining or repairing ditches. The Redetermination of Benefits for the remaining ditches are expected to cost approximately \$250,000. County staff recommend that the County Board authorize a one-year no interest loan for the initial cost of the Redetermination which will be assessed to the ditch property owners in 2023 which will be used to repay to the County Board.

*Office use only:*

RBA 2022 - 8145