

Carver County Retiree Coffee  
December 20, 2022 – 8:00 a.m.  
County Board Room



Carver County Board of Commissioners  
December 20, 2022  
Board Meeting

The County Board Room is open to the public.

Individuals who are not able to attend in person and wish to provide public comments 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. Public comments received in writing such as those received by e-mail will be summarized during the meeting and posted on the County website at <https://www.co.carver.mn.us/government/county-board-of-commissioners/county-board-meetings-and-agendas> following the meeting. Voicemail public comments will be played during the meeting. If you would like to join the Regular Session videoconference please send an e-mail, no later than noon on the Monday prior to the scheduled meeting date, to Carver County Administration at [admin-contact@co.carver.mn.us](mailto:admin-contact@co.carver.mn.us) to receive a WebEx invitation.

Public comments that relate to an item on the agenda will be heard when that agenda item is discussed. Please limit your public comments to five minutes or less.

The Regular Session portion of the meeting will be webcast live at:  
<https://youtube.com/@CarverCountyMN>

- 9:30 a.m. 1. a) **CONVENE**  
b) **Pledge of allegiance**  
c) **Public comments**
2. Agenda review and adoption
3. Approve minutes of December 13, 2022, Regular Session ..... 1-4
4. Community Announcements
- 9:50 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy, and livable communities*
- 5.1 Approval to contract for Environmental Center Recycling Hauling and Container Service ..... 5
- 5.2 Final Acceptance and Payment To GMH Asphalt Corporation for the 2022 Highway Preservation Program ..... 6-7

5.3	Approval to contract with RMB Environmental Laboratories, Inc for 2023 and 2024 Water Sampling .....	8
5.4	County Policy for Special Event Use Permitting on County Park and Trail Property.....	9-11
5.5	Agreement with the Lower MN Watershed District for Water Monitoring and Educational Services .....	12
5.6	Professional Services Agreements for Highway 5 Project – Arboretum Area .....	13-14
5.7	HHS Extreme Weather and Housing Assistance Vouchers.....	15-16
5.8	Professional Services Agreement with WSB & Associates for the 2023 Urban Highway Preservation Projects.....	17
5.9	Resolution of Support for City of Chaska's Active Transportation Program Application for the Circle the Brick Regional Trail .....	18-20

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

5.10	Joint Powers Agreement with Watertown Township for Rose Avenue Bridge Project.....	21
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*Culture: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government Culture*

5.10	Multi Level Engineer/Engineering Specialist Position Hiring in Public Works .....	22-23
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*Growth: Manage the challenges and opportunities resulting from growth and development*

5.12	Final Plat approval for Neumann Acres.....	24-28
5.13	Final Acceptance and Payment To Eureka Construction, Inc. for the Jonathan Carver Parkway - Phase I Project .....	29-30
5.14	Amendment 3 to PSA with SRF Consulting Group for TH 212 Benton Township Preliminary Design .....	31
5.15	Professional Services Agreement and Joint Powers of Agreement for Corridor Study of Future Highway in Watertown .....	32

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

5.16	Review Health & Human Services and Commissioner Warrants.....	NO ATT
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9:50 a.m.	<b>6. CUSTOMER SERVICE: Continue the County's delivery of high value, timely service and support</b>	
	6.1 Create two (2) 1.00 FTE Jail Health Nurse positions.....	33-35
10:05 a.m.	<b>7. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government</b>	
	7.1 Resolution Setting 2023 County Attorney and County Sheriff Compensation .....	36-41
	7.2 Resolution Setting 2023 County Commissioner Compensation .....	42-46
10:25 a.m.	<b>8. CONNECTIONS: Develop strong public partnerships and connect people to services and information</b>	
	8.1 2022 Year in Review.....	47
10:45 a.m.	<b>9. County Administrator Report</b>	

- 10:45 a.m. **10. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government**  
 10.1 Attorney-Client Privileged Closed Session to Discuss Pending Grievance Arbitration: AND Closed Session to Discuss Labor Negotiation Strategy..... 48
- 12:30 p.m. **ADJOURN REGULAR SESSION**

**WORK SESSION**

- 12:30 p.m. **A. GROWTH: Manage the challenges and opportunities resulting from growth and development**  
 1. CDA Update on Office Space Planning ..... 49

David Hemze  
 County Administrator

**UPCOMING MEETINGS**

- December 27, 2022 No Meeting  
 January 3, 2023 8:30 a.m. 2023 Elected Swearing in Ceremony  
 January 3, 2023 9:00 a.m. 2023 Organizational Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 13, 2022. Chair Gayle Degler convened the session at 10:10 a.m.

Members present: Gayle Degler, Chair, John P. Fahey, Vice Chair, Tim Lynch, Matt Udermann and Tom Workman.

Members absent: None.

Under public comments, Reid Welch, Carver, explained he was an election judge and wanted to comment on the recent election process. He stated City and County staff did a great job and pointed out the amount of work that is done after the polls are closed. He indicated he had no concerns on the integrity of the elections. Welch explained he also attend his City's truth in taxation hearing and learned a lot on the budget process. He suggested including additional information on the property tax statement would be helpful.

Workman moved, Udermann seconded, to approve the agenda. The Board discussed the option to review the work session item prior to adopting the budget. Workman amended his motion, Udermann seconded, to move Work Session Item, Parks and Trails Assessment Management Plan, to a 6.2 work session. Motion carried unanimously.

Lynch moved, Fahey seconded, to approve the minutes of the November 22, 2022, Special Session and December 1, 2022, budget public hearing. Motion carried unanimously.

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

Professional services agreement with WSB & Associates for \$266,312 for acquisition, appraisal and relocations services for the Highway 212 Project – Benton Township, pending finalization of the contract review process.

Approved acceptance of the \$750,000 Drug Treatment Court Enhancement Grant through the Bureau of Justice Assistance.

Approved STOC funding to hire a temporary Child & Family Social Worker for up to 67 days in 2022-Q1 2023 starting in mid-December, 2022 and related HH&S budget amendment.

Approved amendment No 1 to the professional services agreement with RJM Construction for construction management services at Waconia Regional Park and authorized the Chair to sign the agreement upon completion of the contract review process.

Professional services agreement with Rinker Materials for box culvert production of the Rose Avenue Bridge Project pending finalization of the contract review process.

Professional services agreement with Rinker Materials for the box culvert production for the Salem Avenue Bridge Project pending finalization of the contract review process.

Professional services agreement with Finley Engineering pending completion of the contract review process.

Approved issuance of a charitable gambling license to Operation Thank an Officer for bingo to be held on January 14, 2023.

Approved elimination of a 1.0 FTE vacant Employee Relations Administrative Assistant position, deduction of a 0.40 FTE ER STOC position and create a 1.0 FTE Employee Relations Coordinator position and related Employee Relations budget amendment.

Resolution #95-22, Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for the Flying Cloud Drive Reconstruction Project.

Resolution #96-22 MnDOT Agreement 1051918 with the State of Minnesota.

Approved the revised Fund Balance and Federal Awards Procurement Policies as outlined.

Reviewed November 29, 2022, Community Social Services' actions/Commissioners' warrants in the amount of \$240,892.10; reviewed December 6, 2022, Community Social Services' actions/Commissioners' warrants in the amount of \$139,381.55 and reviewed December 22, 2022, Community Social Services' actions/Commissioners' warrants in the amount of \$436,569.29.

Motion carried unanimously.

Patrick Lambert, Public Works, requested the Board approve a settlement amendment for right of way acquisition for the Highway 24 project. He pointed out the need for additional drainage and utility easements.

Udermann offered the following Resolution seconded by Fahey:

Resolution #97-22

Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for the Highway 24 Project

On vote taken, Degler, Fahey, Udermann, Workman voted aye. Lynch abstained due to a potential conflict of interest.

Lynch moved, Degler seconded, to recess the Board meeting and go into a work session with Parks to discuss the Parks & Trails Asset Management Plan. Motion carried unanimously.

The Board reconvened their Regular Session at 11:29 a.m.

Dave Hemze, County Administrator, requested the Board adopt the 2023 Property Tax Levy and Budget Resolution. He pointed out the challenging environment to maintain existing services and funding levels. He highlighted services provided by the County and the allocation of tax dollars toward those services.

David Frischmon, Finance, stated the overall tax base increased over 20% and pointed out the average value increases to homes, commercial and ag properties. He noted the value increases shifted the tax burden to residential.

He pointed out a four-year budget summary, county wide levy adjustments, projected vacancy savings and State County Program Aid received over the last ten years. He reviewed the detail behind the county wide levy adjustments. Frischmon noted staffing requests and recommended levy funded FTEs.

He identified 2023 capital projects funded through other sources and the increase in levy for road preservation. Frischmon pointed out proposed tax levy increases of other metro counties. He reviewed the tax burden on an average value home over the last ten years. He updated the Board on the year end savings account balance and reviewed the allocation of federal CoVid funds to date. Frischmon stated \$4.1 million was currently unallocated in BSA funds and they were recommending these funds be designated to cover cash reserves through May of 2023.

Frischmon highlighted the long-term financial plan and indicated, as they continue to identify what the needs are, roll these requests into 2024. He pointed out future FTE requests through 2028. He noted the 2023 budget planning that began in May and requested the Board approve the final levy and budget today.

Fahey offered the following Resolutions, seconded by Lynch:

Resolution #98-22  
Certifying 2023 Property Tax Levy

and

Resolution #99-22  
County Board Adoption of  
2023 Budget  
For Carver County

On vote taken, Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay.

Lynch offered the following Resolution, seconded by Degler:

Resolution #100-22  
County Board Adoption of the  
2024 Long Term Financial Plan  
For Carver County

On vote taken, all voted aye.

Lynch moved, Udermann seconded, to recess as the County Board and convene as the Carver County Regional Rail Authority. Motion carried unanimously.

Frischmon requested the Rail Authority approve their 2023 levy and budget. He explained there would be no change from 2022 and the levy would be used for stewardship of rail corridors.

Udermann offered the following Resolution, seconded by Workman:

CCRRA #01-22  
Certifying 2023 Property Tax Levy  
and  
Adoption of 2023 Budget

On vote taken, all voted aye.

Lynch moved, Udermann seconded, to adjourn as the Carver County Regional Rail Authority and reconvene as the County Board. Motion carried unanimously.

Lynch moved, Udermann seconded, to adjourn the Regular Session at 12:07 p.m. Motion carried unanimously.

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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:**

**Approval to contract for Environmental Center Recycling Hauling and Container Service**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The Carver County Environmental Center (EC) collects approximately 70 tons of commingled recycling and approximately 200 tons of cardboard annually. This agreement sets up provisions for the containment, hauling and recycling of commingled and source separated cardboard. A separate agreement will be established to provide recycling credits for these materials. That agreement will substantially lower our overall cost of recycling, which is the fastest growing material stream handled at the EC. Staff requested bids for this service and Dem-Con submitted the lowest total cost bid. The cost of this agreement shall not exceed \$58,000.

**ACTION REQUESTED:**

Motion to approve an agreement with DemCon, for containers and hauling services for materials to be recycled as collected at the Environmental Center.

**FISCAL IMPACT:**

*If "Other", specify:*

**FTE IMPACT:**

**FUNDING**

<b>County Dollars =</b>	<input type="text" value=""/>
SW Service Fee Dollars	\$58,000.00
<b>Total</b>	<b>\$58,000.00</b>

Insert additional funding source

**Related Financial/FTE Comments:**

Solid Waste Fees, and recycling credit revenues from DemCon, will cover the costs of this agreement.

*Office use only:*

RBA 2022 - 8747



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Final Acceptance and Payment To GMH Asphalt Corporation for the 2022 Highway Preservation Program**

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 2022 highway preservation program (HPP) included the resurfacing of Highway 14 from Highway 17 to Highway 101, Highway 59 from Highway 10 to Highway 5, and Highway 33 from Highway 52 to Highway 50. Upgrades to the pedestrian access facilities were also completed along Highway 59 consistent with the County adopted Pedestrian Facilities Transition Plan for County Highway Rights of Way required by the Americans with Disability Act (ADA). Additionally, pavement repairs were made on Highway 10 from Highway 284 to Highway 43 to improve ride quality and storm sewer improvements were made on Highway 10 between Community Drive and Waconia Parkway South.

All work was completed in the 2022 construction season. GMH Asphalt Corporation is requesting to finalize the contract with Carver County and release all retainage. County staff agree and recommend that the contract be finalized and that the outstanding work items and retainage be paid in the amount of \$76,002.55.

The original Contract amount was \$1,272,383.96 and the final Contract amount is \$1,503,925.74.

**ACTION REQUESTED:**

Motion to adopt a resolution accepting all work as complete and authorizing final payment in the amount of \$76,002.55 to GMH Asphalt Corporation for the 2022 Highway Preservation Program.

**FISCAL IMPACT:**

*If "Other", specify:*

**FTE IMPACT:**

**FUNDING**

<b>County Dollars =</b>	<input type="text" value=""/>
County Levy	\$76,002.55
<b>Total</b>	<b>\$76,002.55</b>

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2022 - 8755

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

Date: December 20, 2022

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

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

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

**COUNTY BOARD ACKNOWLEDGMENT  
2022 Highway Preservation Program  
FINAL PAYMENT**

WHEREAS, the construction of the 2022 Highway Preservation Program has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

YES

ABSENT

NO

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STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20th day of December, 2022, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2022.

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

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval to contract with RMB Environmental Laboratories, Inc for 2023 and 2024 Water Sampling**

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 Planning and Water Management Department monitors lakes, streams, and stormwater for water quality on a regular basis in its execution of the Carver County Water Management Organization (CCWMO) Plan and in order to meet local partner agreements and other state requirements. As part of this, water samples are taken and sent to a lab for analysis.

The staff obtained price quotes from 4 labs and is recommending that we continue to contract with RMB Environmental Laboratories, Inc. (RMB) based on being the lowest cost quoted and services provided. The agreement with RMB establishes a lab that Carver County will use for the 2023 and 2024 Field Monitoring Season to analyze these water samples. Use of a two year agreement further reduces costs. Funding is derived from the CCWMO budget and through agreements with the Lower MN Watershed District and the State Board of Water and Soil Resources (Natural Resource Block Grants) as well as funds from the Aquatic Invasive Species (AIS) program budget to assist with AIS monitoring. The staff is requesting approval of the agreement for the 2023 and 2024 sampling season.

**ACTION REQUESTED:**

Motion to contract with RMB Environmental Laboratories, Inc pending finalization of the contract review process.

**FISCAL IMPACT:**

*If "Other", specify:*

**FTE IMPACT:**

**FUNDING**

**County Dollars =**

CCWMO Levy	\$96,072.00
AIS Funding	\$6,000.00
Lower MN Watershed Dis	\$25,500.00
BWSR NRBG	\$32,428.00
<b>Total</b>	<b>\$160,000.00</b>

Insert additional funding source

**Related Financial/FTE Comments:**

Costs for laboratory services will be paid from accounts within the Carver County PWM budget over a two year period.

*Office use only:*

RBA 2022 - 8756

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**County Policy for Special Event Use Permitting on County Park and Trail Property**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes  
Presenter:  Title:

Attachments:  Yes  No

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

Staff has provided policy language that would provide a standard and consistent approach for permitting special event(s) on County park & trail property.

Attached to this RBA is the Special Event Use Policy document. The policy is tiered. The two tiers allow Park staff to accommodate the permittee as promptly & appropriately as possible based on complexity of the event. Tier one is designed for events of smaller scale & risk exposure. Tier two would be used for larger scale & increased risk exposures to the County.

The draft policy was brought to the County Board in a work session on August 23, 2022. Prior to that discussion with the Board and County Administration, the Park Commission was engaged and ultimately made recommendation of the draft policy language at their August 8, 2022, meeting.

Direction from the County Board at the August work session was to advance the work to official County Policy status.

**ACTION REQUESTED:**

Motion to adopt the County Policy for special event use permitting on County park & trail system properties.

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

**FUNDING**  
County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2022 - 8776

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# Carver County Public Works/Parks Policy, Procedures & Practices Special Event Use Permitting (PWHQ)

Effective: 1 / 1 /2023

Revised: \_\_\_\_\_

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## Purpose

To provide a standard and consistent process use permit(s) for public requests seeking to conduct special events on County park and trail property.

## Policy

Consider special event use permits under either tier one or tier two, as described below.

### **Tier One:**

Examples:

- Club fishing tournaments
- School/church fundraisers
- Large scouting summer camps

These events, often operated by parent/citizen volunteer(s), typically do not have professional event coordination experience. These events' size and scope typically remain small and relatively simplistic in nature. These events often benefit the community, with facilitation by a non-profit group/organization. These events often contain minimal impacts and requirements of added Parks Department service and/or coordination.

Application completion and required submittals must be submitted at least (30) days prior to the event date for review purposes. The Department assesses all required materials to ensure the request meets County standard liability insurance limits. The request must also meet other non-Parks Department permitting items, which could include City/Township/other County Department requirements. These are not typical with these events, however, would apply if appropriate. Payment in full of all applicable fees must occur. When available, the event requires a reservation of the applicable area or facilities for the event date(s). Requests not meeting these requirements or timelines would not be issued a special use event permit.

### **Tier Two:**

Examples:

- Endurance events
- Music/artistic events
- Retail exhibitor/vendor events
- Fourth of July fireworks
- Community festivals

These events, often coordinated by a special event business/professional(s), contain a substantial size and scope. The event contains a financial benefit. The event holds a more robust impact on County parks or facilities, including parking, space requirements, trash and restroom capacities, and potential exclusive use of the park or facility. This requires additional Parks Department service and coordination.

Application completion and required submittals must be submitted at least (90) days prior to the event date for review purposes. The Department assesses all required materials to ensure the request meets County

standard liability insurance limits. These events require formal steps, such as Park Commission recommendation and/or County Board action; documentation of other non-Parks Department permitting items, which could include City/Township/other County Department requirements; and payment in full of all applicable fees. When available, the event requires a reservation of the applicable area or facilities for the event date(s). Requests not meeting these requirements or timelines would not be issued a special use event permit.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Agreement with the Lower MN Watershed District for Water Monitoring and Educational Services**

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 Lower Minnesota River Watershed District (LMRWD) wishes to continue its partnership with Carver County to conduct several water quality and quantity monitoring tasks for the District through this Memorandum of Agreement (MOA). By contracting with Carver County, the District could realize savings to carry out the identified monitoring activities. The annual compensation from the LMRWD to the County covers lab costs, materials, and the labor to conduct the work. This will be the fourth renewal of this agreement and will cover a five-year period (2023-2027). The MOA will also cover educational services provided by Carver County that includes public education and outreach to citizens, staff, developers, contractors, decision makers, and students within the LMRWD.

**ACTION REQUESTED:**

Motion to approve the memorandum of agreement with the Lower Minnesota River Watershed District for Water Monitoring and Educational Services pending completion of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

<b>County Dollars =</b>	<input type="text" value=""/>
Lower MN WD	\$200,000.00
<b>Total</b>	<b>\$200,000.00</b>

**FTE IMPACT:**

Insert additional funding source

**Related Financial/FTE Comments:**

County will invoice LMRWD for services rendered not to exceed \$37,000 in 2023, \$38,500 in 2024, \$40,000 in 2025, \$41,500 in 2026, and \$43,000 in 2027.

*Office use only:*

RBA 2022 - 8781

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreements for Highway 5 Project - Arboretum Area**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/20/2022"/>
Contact: <input type="text" value="Darin Mielke"/> Title: <input type="text" value="Assistant Public Works Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

This agreement is for professional transportation engineering services with Bolton and Menk, Inc. for the Highway 5 Project – Arboretum Area, which includes preliminary design, environmental documentation, geotechnical exploration and engineering and land acquisition documentation for approximately 3.5 miles of State Highway 5 from 80<sup>th</sup> Street in the City of Victoria to Century Boulevard in the City of Chanhassen, and approximately 1 mile of County Highway 13 (Rolling Acres Road) from approximately 78th Street to Fribourg Court in the City of Victoria.

This work builds on the adopted Arboretum Area Transportation Plan, which established a vision for improvements along State Highway 5. The work is the next step in advancing the vision and implementation plan and includes public engagement and agency coordination, detailed analysis of Minnewashta Parkway, traffic forecasting and analysis, concept evaluation and consensus building relative to design, geotechnical findings, environmental impacts, and constructability, and completion of a MnDOT approved layout and geometrics.

The County received a \$2.0 million federal funding award for this work. The local match for this federal funding is \$595,725.16 with \$75,372.51 from the County Transportation Sales Tax, \$500,000.00 from MnDOT, and \$20,352.65 from City of Chanhassen.

This item also includes a professional services agreement with HDR, Inc. for communications and engagement assistance throughout the project. The consultant team will develop and implement communication strategies and tools for successful public engagement and communication. The scope of work includes a wide range of components such as a communications coordination plan, program branding, project communication materials, community and business engagement, social media, and advertising. This work is funded by County Transportation Sales Tax funding.

**ACTION REQUESTED:**

Motion to approve a Professional Services Agreement with Bolton and Menk, Inc. for professional engineering services for the Highway 5 Project - Arboretum Area, in the amount of \$2,595,725.16, pending finalization of the contract review process.

Motion to approve a Professional Services Agreement with HDR, Inc. for communications services for the Highway 5 Project - Arboretum Area, in the amount of \$163,145.00, pending finalization of the contract review process.

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

**FUNDING**



FTE IMPACT:

**County Dollars =**

Federal grant	\$2,000,000.00
County Transportation Sa	\$238,517.51
MnDOT	\$500,000.00
City of Chanhassen	\$20,352.65
<b>Total</b>	<b>\$2,758,870.16</b>

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2022 - 8792

# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

### HHS Extreme Weather and Housing Assistance Vouchers

Primary Originating Division/Dept: Health & Human Services

Meeting Date: 12/20/2022

Contact: Heather A Goodwin

Title: HHS Director

Item Type:

Consent

Amount of Time Requested:  minutes

Presenter:

Title:

Attachments:  Yes  No

Strategic Initiative:

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

## BACKGROUND/JUSTIFICATION:

HHS would like to repurpose already County Board-approved one-time Budget Stabilization Account (BSA) funds to benefit the community through the use of extreme weather shelter vouchers and housing assistance hotel shelter vouchers for the homeless. The weather voucher program provides immediate assistance to persons with no housing when temperatures are above 100 degrees or below zero degrees or are sheltering outside during a "major" storm. The housing assistance (hotel) shelter voucher program is for Carver County residents experiencing homelessness and are unhoused in Carver County. The pandemic recovery complicated by a recession has already demonstrated continued high demand for this assistance. There is no other non-levy funding available for these services. The persons who receive shelter vouchers have an open case with HHS and receive case management as part of the program.

BSA funds to be repurposed include:

\$68k - Income Support temporary workforce shortage (RBA 8063) – only needed to use 18k.

\$10k – Fingerprinting equipment for NetStudy 2.0 background studies (RBA 7839) – State changed vendors and new criteria resulted in HHS not being viable as a service provider.

\$60k – Public Health COVID-19 pandemic services (community engagement/Marnita's Table/food security) (RBA 7839) – Utilized 40k of the approved 100k for summer meals for children. Federal COVID-19 grant funds covered community engagement activities related to the pandemic.

\$95k – Public Health COVID-19 vaccination expenses (RBA 7311) - Utilized 55k of 150k approved at the 12/2020 County Board meeting. Now have federal COVID-19 grant funds to cover associated activities related to vaccination clinics/outreach.

Total BSA to repurpose = \$233k.

The funds will be divided as follows:

\$16,500 for extreme weather vouchers in CY 2023

\$16,500 for extreme weather vouchers in CY 2024

\$200k for housing assistance (hotel) shelter program & stabilization costs for 2023

Note: Stabilization costs related to those transitioning out of the hotel shelter program in 2023 include, for example, damage deposits, utilities, rental history remediation, etc.

## ACTION REQUESTED:

Motion to approve the reallocation of already County Board approved BSA funds.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$0.00</b>
Allocated BSA funds	\$233,000.00
<b>Total</b>	<b>\$233,000.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

The 233k in BSA funding has already been approved via the RBA's listed in the justification section. This is not new unallocated BSA funds. HHS would like to repurpose funds to meet the current needs of the community. There is no other funding source to cover extreme weather vouchers or housing assistance at this time.

*Office use only:*

RBA 2022 - 8797

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreement with WSB & Associates for the 2023 Urban Highway Preservation Projects**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

As part of the County's Highway Preservation Plan, resurfacing work is proposed along Highway 17 and Highway 101 in Chanhasen. The highways have poor pavement condition and outdated pedestrian facilities. The trails along this corridor have also deteriorated and are in need of repair. In partnership with the City of Chanhasen, this contract is for design assistance for Highway 17 and Highway 101 in Chanhasen, to be constructed in 2023.

County staff requested proposals from 2 vendors. After review of the proposals, Public Works staff recommends award of the contract to WSB. WSB has completed previous projects for the County and City, and the familiarity with both agencies was demonstrated in their submittal. WSB will begin design immediately upon award and complete the design process in Spring 2023.

**ACTION REQUESTED:**

Motion to approve a professional services agreement with WSB & Associates for design services for the 2023 Urban Highway Preservation Projects, pending finalization of the contract review process.

**FISCAL IMPACT:**

*If "Other", specify:*

**FTE IMPACT:**

**FUNDING**

<b>County Dollars =</b>	<b>\$45,306.00</b>
City of Chanhasen	\$7,000.00
<b>Total</b>	<b>\$52,306.00</b>

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2022 - 8787

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution of Support for City of Chaska's Active Transportation Program Application for the Circle the Brick Regional Trail**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/20/2022"/>
Contact: <input type="text" value="Angie Stenson"/> Title: <input type="text" value="Transportation Planning Manag"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The Minnesota Active Transportation Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects that will improve transportation options and reduce vehicle miles traveled. The City of Chaska requests a resolution of support for their grant application for the Circle the Brick Regional Trail along County Highway 61. The project includes construction of two miles of new regional trail through Downtown Chaska utilizing former railroad right-of-way now owned by the Carver County Regional Rail Authority (CCRRA). The City of Chaska secured federal funding for the Circle the Brick Regional Trail through the Metropolitan Council, and the application request is for the Active Transportation Infrastructure Program to fund the local match for the proposed project. The resolution states that the County is supportive of the proposed project and acknowledge potential future permitting, construction, and operation project needs within the CCRRA property and County right of way.

**ACTION REQUESTED:**

Motion to adopt a resolution of support for the City of Chaska's Active Transportation Infrastructure Program application for the Circle the Brick Regional Trail utilizing County-owned right of way.

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

Office use only:

RBA 2022 - 8804

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

Date: December 20, 2022

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

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

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

---

**Resolution of Support for the City of Chaska’s 2022 Active Transportation Infrastructure Program  
Application for the Circle the Brick Regional Trail**

WHEREAS, the Minnesota Active Transportation Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects that will improve transportation options and reduce vehicle miles traveled; and

WHEREAS, the program was established by the Minnesota Legislature in 2017 and is defined in Minnesota Statute 174.38. The legislature appropriated a total of \$3.5 million for infrastructure projects across the state for the current grant solicitation; and

WHEREAS, two project types are eligible under this program: construction of standalone projects and local match for federally funded projects; and

WHEREAS, the City of Chaska secured federal funding for the Circle the Brick Regional Trail through the Metropolitan Council, and the application request is for the Active Transportation Infrastructure Program to fund the local match for the proposed project; and

WHEREAS, the proposed project, the Circle the Brick Regional Trail, will construct two miles of new regional trail through Downtown Chaska utilizing former railroad right-of-way now owned by the Carver County Regional Rail Authority; and

WHEREAS, Carver County is aware of and supports the City’s efforts to secure funding for this regional trail improvement through the Minnesota Active Transportation Infrastructure Program; and

NOW, THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners hereby supports the City of Chaska's application to the 2022 Active Transportation Infrastructure Program for the Circle the Brick Regional Trail and acknowledges potential future permitting, construction, and operation project needs within the Carver County Regional Rail Authority property and County right of way.

YES

ABSENT

NO

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

---

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20 day of December, 2022, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2022.

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Joint Powers Agreement with Watertown Township for Rose Avenue Bridge Project**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The County and Watertown Township have joined together to design and construct new Bridge No. 10J56 on Rose Avenue in Watertown Township over Judicial Ditch No. 4. Watertown Township will reimburse the County for any costs incurred not covered by Town Bridge funds, in accordance with this JPA that has already been approved by the Township. It is the desire of both parties to enter into a joint powers agreement regarding the construction of Bridge No. 10J56 over Judicial Ditch No. 4.

**ACTION REQUESTED:**

Motion to approve a Joint Powers Agreement with Watertown Township for the Rose Avenue Bridge Project, pending finalization of the contract review process.

**FISCAL IMPACT:**

*If "Other", specify:*

**FTE IMPACT:**

**FUNDING**

**County Dollars =**

Township Bridge Funds	\$320,000.00
Watertown Township	\$20,000.00
<b>Total</b>	<b>\$340,000.00</b>

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2022 - 8784



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Multi Level Engineer/Engineering Specialist Position Hiring in Public Works**

Primary Originating Division/Dept: <u>Public Works - Program Delivery</u>	Meeting Date: <u>12/20/2022</u>
Contact: <u>Neil Heinonen</u> Title: <u>Engineering Manager</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:**

Skilled and experienced civil engineers/engineering specialists are in high demand which makes recruitment difficult for the Public Works Division. Public Works is requesting the ability to recruit for the currently vacant Senior Civil Engineer position based on qualifications. The candidates could range from an Engineering Specialist (B24 DBM) or Civil Engineer (C41 DBM) entry level positions to a Senior Civil Engineer (C42 DBM) or Design Engineer (C43 DBM) advanced position. Additional funds are necessary as the current vacant FTE position is budgeted at the Senior Civil Engineer (C42 DBM).

This request is made to supplement a previous approval to hire Engineering Specialist – Civil Engineer – Sr Civil Engineer. This request it to add an additional level (Design Engineer) to the previous multi-level approval received June 2020

**ACTION REQUESTED:**

Motion to approve hiring of the vacant Senior Civil Engineer candidates based on the candidates qualifications as an Engineering Specialist, Civil Engineer, Senior Civil Engineer, or Design Engineer classification.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

**FUNDING**

County Dollars =	<input style="width: 100%;" type="text"/>
State Aid-Reg Maint	\$17,787.00
<b>Total</b>	<b>\$17,787.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

The dollar amount listed is the general difference for the Senior Civil Engineer to Design Engineer, as this RBA notes the position is currently funded as a Senior Civil Engineer.

**Summary of Permanent FTEs (does not include Temporary/STOC positions):**

2022 Budget Board approved FTEs - 1/1/22:	744.40
Non-levy funded Board Approved net FTE changes so far in 2022:	4.10
December 20th RBA non-levy funded net FTE change:	-
<b>2022 Total FTE - 12/13/22</b>	<b>748.50</b>

*Office use only:*

RBA 2022 - 8788

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Multi Level Engineer/Engineering Specialist Position Hiring in Public Works

Department:

Meeting Date:

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

Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Salaries & Ben	03-303.6111	\$17,787.00	CSAH Maint	03/820.5225	\$17,787.00
<b>TOTAL</b>		\$17,787.00	<b>TOTAL</b>		\$17,787.00

Reason for Request:  
 CSAH Regular Maintenance funds will be used to cover the difference between a Senior Civil Engineer and Design Engineer.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Final Plat approval for NEUMANN ACRES**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Plat #PZ20210023. BC Middleton LLC (Mike Fritz) is requesting final plat approval of Neumann Acres for his high amenity development located in Section 34 of Watertown Township. The County Board approved the Preliminary Plat (Resolution #58-21) on June 1, 2021, allowing for three (3) residential parcels and one (1) agricultural parcels pursuant to the "high amenity" additional density provision.

The conditions of the Preliminary Plat (PP-PZ20210023) have been satisfied. The requirements of the Developer's Contract/Improvement Agreement executed on July 8, 2021, have been met. A new township road (i.e. Harlee Court) was required and has been constructed. The road would be privately maintained by the developments homeowner's association until such time as the township feels they can take on the maintenance responsibilities. The road has been approved by Carver County Public Works (i.e. County Engineer). The applicant's engineer also has provided a statement addressing the road was constructed according to submitted specifications.

The County Surveyor has reviewed the title information, approved the final plat and signed the official mylar.

The Assistant County Attorney has reviewed the Final Plat and required covenants for platting purposes.

The CCMWO – Chapter 153 Water Resource Management standards have been met (i.e. stormwater management and vegetative cover).

The Watertown Town Board has approved the final plat and signed the official mylar.

The Final Plat map and County Board Resolution are attached for the Board's consideration.

**ACTION REQUESTED:**

A motion adopting a resolution approving the Final Plat of Neumann Acres and authorizing the Chair's signature on the plat mylar.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

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

Date: December 20, 2022

Resolution #

Motion by Commissioner

Seconded by Commissioner

**A RESOLUTION APPROVING THE FINAL PLAT OF NEUMANN ACRES**

**WHEREAS**, the preliminary plat has been submitted and approved by the County Board of Commissioners by Resolution No. 58-21, adopted June 1, 2021; and

**WHEREAS**, the final plat of NEUMANN ACRES has been prepared and submitted for consideration; and

**WHEREAS**, the Carver County Planning Commission, by Resolution No. 21-06, waived any additional review of the final plat if no significant changes were made from the preliminary plat it approved; and

**WHEREAS**, the final plat conforms to the approved preliminary plat (#PZ20210023); and

**WHEREAS**, the County Board has reviewed the final plat and accompanying documents and finds as follows:

1. The final plat of NEUMANN ACRES meets all the requirements of County Board Resolution No. 58-21.
2. The County Surveyor has reviewed the information pertaining to the Certificate of Title (dated: July 17, 2022) and determined that BC Middleton, LLC is the fee owner of the subject property to be platted.
3. The Assistant County Attorney, in consultation with the Land Management Department, has reviewed the October 13, 2022, Declaration of Restrictive Covenants, which contain all items required by the June 1, 2021, Board of Commissioners' Resolution #58-21, and Conditional Use Permit #PZ20200051.
4. The final plat conforms to the requirements of Chapter 151 of the Carver County Code (Subdivisions), Chapter 152 of the Carver County Code (Zoning), and Conditional Use Permit #PZ20200051.
5. The County Surveyor has approved the final plat (dated: November 28, 2022).
6. The Watertown Town Board has approved the final plat (dated: November 15, 2022).

**THEREFORE, BE IT RESOLVED THAT THE** Carver County Board of Commissioners hereby approves the final plat of NEUMANN ACRES.

**BE IT FURTHER RESOLVED THAT THE** Carver County Board of Commissioners hereby authorizes the Board Chair to sign the plat mylar.

**YES** **NO** **ABSENT**

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20<sup>th</sup> day of December, 2022, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 20<sup>th</sup> day of December, 2022.

David Hemze, County Administrator

# NEUMANN ACRES

PLAT FILE NO.  
C.R. DOC. NO.

KNOW ALL PERSONS BY THESE PRESENTS that B.C. Neumann LLC, a Minnesota limited liability company, for and on behalf of the following described property situated in the State of Minnesota, County of Carver, to wit:

The North Half of the South Half of the Southeast Quarter of Section 34, Township 117, Range 25, Carver County, Minnesota

AND

The North 216.97 feet of the South Half of the North Half of the Southeast Quarter of Section 34, Township 117, Range 25, Carver County, Minnesota

AND

The part of the South Half of the Southeast Quarter of Section 34, Township 117, Range 25, Carver County, Minnesota, from south and east of the following described line:

Commencing at the Southeast corner of said South Half of Section 34, thence in an assumed bearing of South 89 degrees 13 minutes 21 seconds West, along the east line of said Southeast Quarter of Section 34, a distance of 13.00 feet to the north, bearing a value of "0" (0) feet and a central angle of 17 degrees 34 minutes 45 seconds, thence 22.55 feet along a curve with a radius of 204 feet and a central angle of 15 degrees 30 minutes 28 seconds, to and south line of the Southeast Quarter of Section 34 and there terminating.

Has caused the same to be surveyed and platted as NEUMANN ACRES and does hereby dedicate to the public for public use forever the public way and drainage and utility easements, as recited herewith.

In witness whereof said B.C. Neumann LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officers this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed B.C. Neumann LLC

\_\_\_\_\_

Mike Fritz, President

STATE OF MINNESOTA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Mike Fritz, President of B.C. Neumann LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public, \_\_\_\_\_ County, Minnesota

Notary Printed Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_

SURVEYOR'S CERTIFICATE

I, David L. Schmitt, Licensed Professional Land Surveyor, do hereby certify that the above described plat, which is hereby being filed for record, is a true and correct copy of the original plat as shown and labeled on the plat, and that all measurements shown on the plat were correctly determined and that the plat has been used as a standard of the plat, that all measurements and area calculations identified on Minnesota Statutes, Section 350.01 (Subdivision 3) existing as of the date of this certificate are shown and labeled on the plat, and that all public ways are shown and labeled on the plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

David L. Schmitt, Licensed Professional Land Surveyor

Minnesota License No. 24147

STATE OF MINNESOTA

COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by David L. Schmitt, Licensed Professional Land Surveyor, Minnesota License No. 24147.

Notary Public, Hennepin County, Minnesota

Notary Printed Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_

CARVER COUNTY BOARD OF COMMISSIONERS

This plat of NEUMANN ACRES was approved by the Board of Commissioners of Carver County, Minnesota at a regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is in compliance with the provisions of Minnesota Statutes Section 365.03, Subdivision 2.

BOARD OF COMMISSIONERS OF CARVER COUNTY, MINNESOTA

By \_\_\_\_\_, Chair

By \_\_\_\_\_, Administrator

BOARD OF SUPERVISORS OF THE TOWNSHIP OF WATERTOWN, MINNESOTA

This plat of NEUMANN ACRES was approved by the Board of Supervisors of the Town of Watertown Township, Minnesota at a regular meeting held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is in compliance with the provisions of Minnesota Statutes Section 365.03, Subdivision 2.

BOARD OF SUPERVISORS OF THE TOWNSHIP OF WATERTOWN, MINNESOTA

By \_\_\_\_\_, Chair

By \_\_\_\_\_, Clerk

COUNTY RECORDER

Carver County, Minnesota

Pursuant to Chapter 365, Minnesota Laws of 1974, this plat has been approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Ilmar Pulkis, Carver County Surveyor

By \_\_\_\_\_

COUNTY AUDITOR

Carver County, Minnesota

Heretby certify that fees payable to \_\_\_\_\_ and prior years have been paid for land described on this plat. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Opal Camp, County Auditor

By \_\_\_\_\_

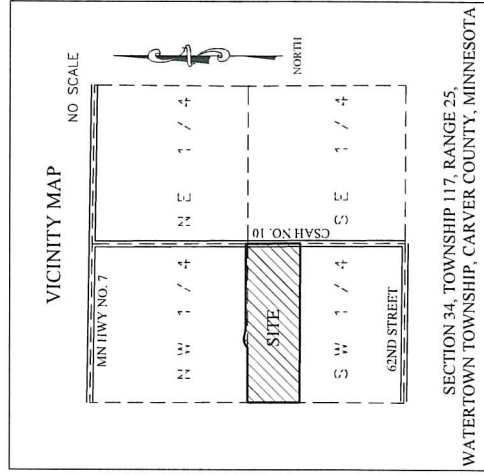
COUNTY RECORDER

Carver County, Minnesota

Heretby certify that this plat of NEUMANN ACRES was filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M. at Document No. \_\_\_\_\_.

Kenneth Lewis, County Recorder

By \_\_\_\_\_

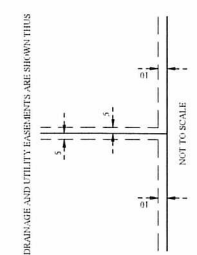
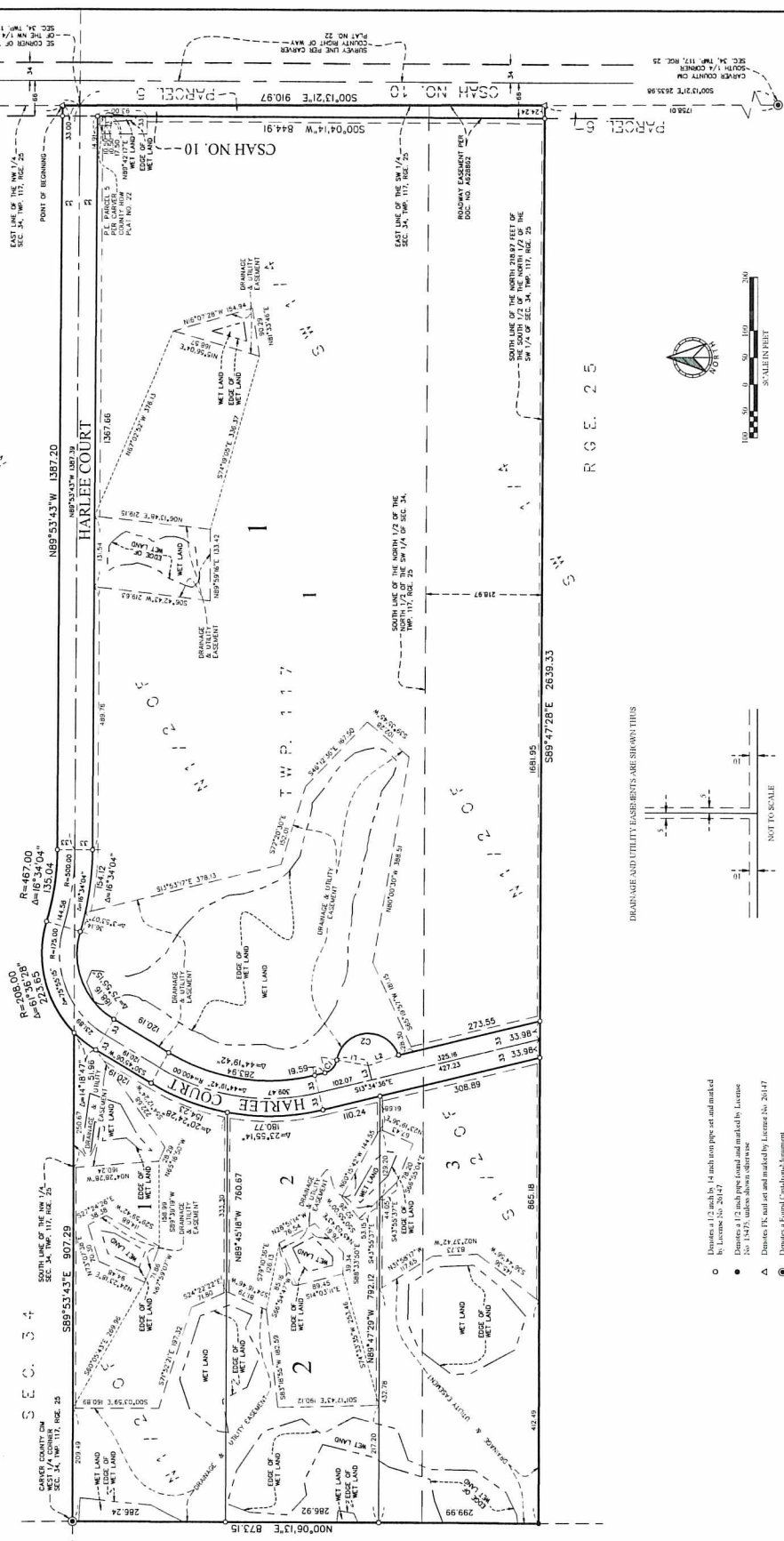


SATHRE-BERGOUST, INC.

# NEUMANN ACRES

PLAT FILE NO.  
C.R. DOC. NO.

CURVE AND LINE TABLE			
TAG #	LENGTH	DELTA BEARING/ CHORD BEARING	CHORD DISTANCE
C1	34.78	S46°47'15"E	32.86
C2	157.79	S4°39'26"E	116.09
L1	60.00	S10°00'05"W	
L2	60.00	S19°18'57"E	
L3	27.00	N16°25'24"E	



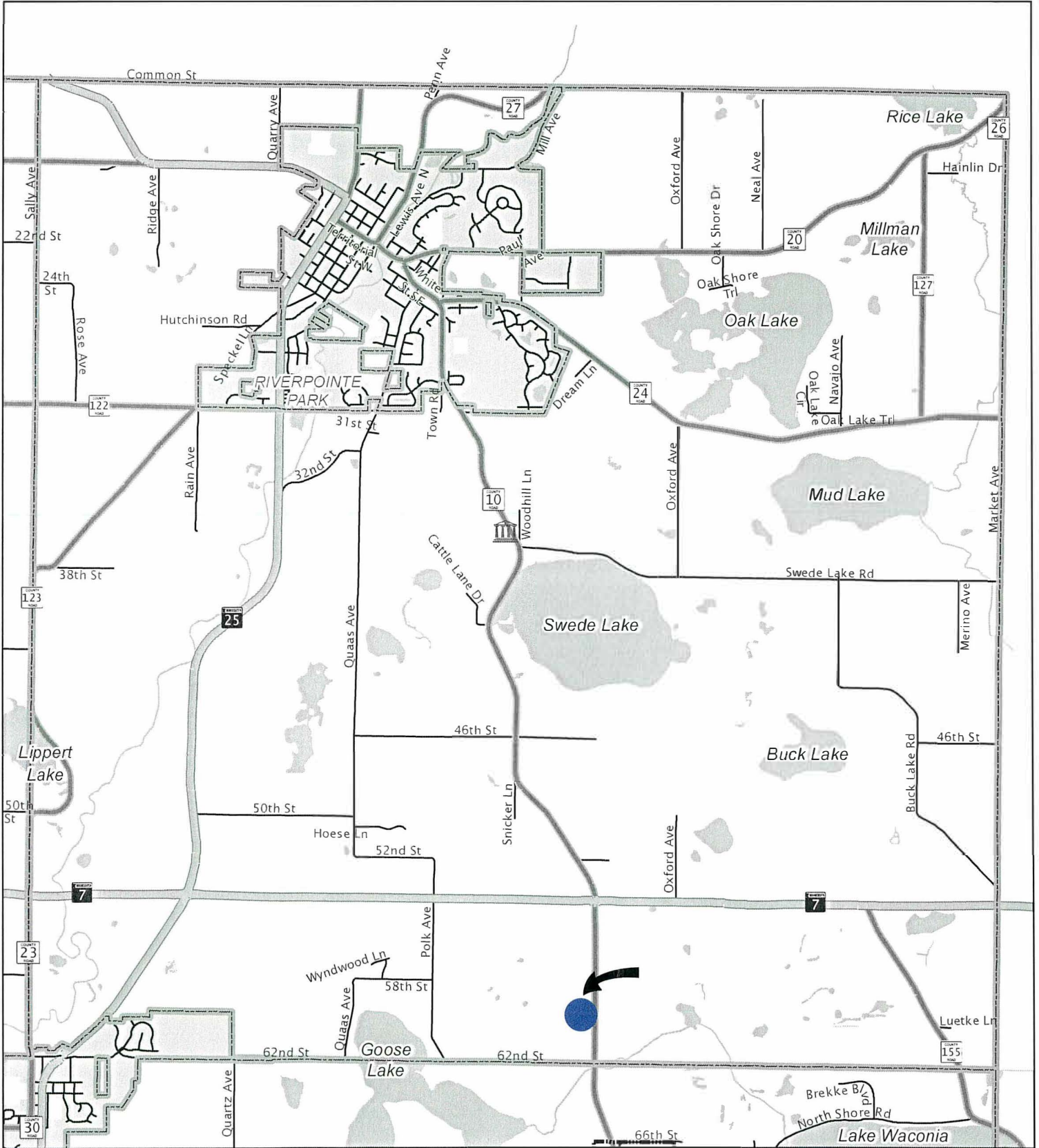
- Ditches a 1/2 inch by 1/4 inch iron pipe set and marked by License No. 20147
- Ditches a 1/2 inch pipe found and marked by License No. 13475, unless shown otherwise
- ▲ Ditches 18" and set and marked by License No. 20147
- Ditches a Found Cast-iron Easement

The basis for the bearings in this plat is the south line of the North 1/4 corner of Section 34, Township 117, Range 25, and East 1/2 of the South 1/2 of Section 34, Township 117, Range 25, Curve County, Colorado, as shown on the plat.

SATHRE-BERGQUIST, INC.  
SURVEYING & ENGINEERING



# WATERTOWN TOWNSHIP



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Final Acceptance and Payment To Eureka Construction, Inc. for the Jonathan Carver Parkway - Phase I Project**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Carver County and the City of Carver reconstructed Highway 11 (Jonathan Carver Parkway) from 700 feet south of W 4th Street to Highway 61 in the City of Carver. The project included the expansion of Highway 11 to a four-lane urban highway, a roundabout at Dahlgren Road/6th Street, a pedestrian underpass, multi-use trails on both sides of the highway, signal system improvements, and stormwater treatment.

All work was completed in the 2021 construction season and maintenance items were completed in the 2022 construction season. Eureka Construction, Inc. is requesting to finalize the Contract with Carver County and release all retainage. County staff agree and recommend that the contract be finalized and that the outstanding work items and retainage be paid in the amount of \$112,811.83.

The original contract amount was \$12,904,672.50 and the final Contract amount is \$13,323,858.57.

**ACTION REQUESTED:**

Motion to adopt a resolution accepting all work as complete and authorizing final payment in the amount of \$112,811.83. to Eureka Construction, Inc. for the Jonathan Carver Parkway - Phase I Project.

**FISCAL IMPACT:**

If "Other", specify:

**FTE IMPACT:**

**FUNDING**

**County Dollars =**

MnDOT LPP	\$800.40
CSAH Regular	\$48,138.62
City of Carver	\$63,872.81
<b>Total</b>	<b>\$112,811.83</b>

Insert additional funding source

**Related Financial/FTE Comments:**

Cost splits are based on separate agreements between Carver County and MnDOT and the City of Carver. The MnDOT LPP funds covered costs for the MnDOT legs of the US 212 Interchange to add flashing yellow arrows and additional modifications to the signals.



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

Date: December 20, 2022

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

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

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

**COUNTY BOARD ACKNOWLEDGMENT  
Jonathan Carver Parkway – Phase I Project  
FINAL PAYMENT**

WHEREAS, the construction of the Jonathan Carver Parkway – Phase I Project has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

YES

ABSENT

NO

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STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 20th day of December, 2022, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2022.

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

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Amendment 3 to PSA with SRF Consulting Group for TH 212 Benton Township Preliminary Design**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/20/2022"/>
Contact: <input type="text" value="Darin Mielke"/> Title: <input type="text" value="Deputy County Engineer"/>	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:**

Carver County, MnDOT and the Southwest Corridor Transportation Coalition have been working together to improve Highway 212 between the Cities of Chaska and Carver and Norwood Young America for many years. Carver County has led or assisted in many activities along the corridor in the last 12 years. Carver County and MnDOT entered into a joint powers agreement for the preliminary design and environmental documentation to further prepare the project for other external grant funding sources and construction. Most, if not all, of the costs for the preliminary design and environmental documentation work will be paid for by MnDOT Bond funding that the state legislature appropriated to several projects throughout the state in the 2020 legislative session. The original joint powers agreement is being amended to add additional work to the contract with SRF Consulting Group for the preliminary design and environmental documentation work. SRF will be performing additional design and environmental work that was needed in order to gain consensus from the public and permitting agencies. Anderson Engineering will be performing additional wetland delineation work in the area of Bongards and the proposed overpass. In addition, more geotechnical information is needed at several key locations by a subconsultant, Braun Intertec. The total contract cost is being increased due to the additional requested scope of work as described above.

**ACTION REQUESTED:**

Motion to approve Amendment 3 with SRF CONSULTING GROUP INC for \$482,478.78 scope of work additions for the Highway 212 Project - Benton Township, 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=""/>	<table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td><input type="text" value=""/></td> </tr> <tr> <td>MnDOT Bond Funds</td> <td style="text-align: right;">\$482,478.78</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$482,478.78</b></td> </tr> </table>	<b>County Dollars =</b>	<input type="text" value=""/>	MnDOT Bond Funds	\$482,478.78	<b>Total</b>	<b>\$482,478.78</b>
<b>County Dollars =</b>	<input type="text" value=""/>						
MnDOT Bond Funds	\$482,478.78						
<b>Total</b>	<b>\$482,478.78</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						
Related Financial/FTE Comments: <input type="text" value=""/>							

Office use only:

RBA 2022 - 8790

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreement and Joint Powers of Agreement for Corridor Study of Future Highway in Watertown**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Public Works recently received a plat for a subdivision in the City of Watertown that is in the vicinity of an area that is identified as a corridor for a future County Highway in the County's 2040 Comprehensive Plan. It is important that the corridor be studied so the City and County may work together to preserve the required right-of-way for the future highway. Without an understanding of the alignment of the corridor, development may occur in areas that will hinder the eventual alignment of the highway.

This is a transportation planning and engineering study for the future highway in the City of Watertown. The City of Watertown is experiencing development pressures on the south and east sides of the city and expects those pressures to continue. The City of Watertown and Carver County have a vested interest in preparing for this development in planning a new roadway to serve these areas. The new county highway identified in the Watertown 2040 Comprehensive Plan, will serve as a circulator route around the east side of the City connecting TH 25 to County Highways 10, 20, and 24, then to the northern city limits.

**ACTION REQUESTED:**

Motion to contract with BOLTON AND MENK INC pending finalization of the contract review process for professional engineering and transportation service for the Watertown North-South Corridor Study

Motion to approve a Joint Powers of Agreement with the City of Watertown for professional engineering and transportation service for the Watertown North-South Corridor Study

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

<b>County Dollars =</b>	<b>\$16,937.50</b>
City of Watertown	\$16,937.50
<b>Total</b>	<b>\$33,875.00</b>

**FTE IMPACT:**

Insert additional funding source

**Related Financial/FTE Comments:**

This will be a 50-50 cost share with the City of Watertown, both parties contributing \$16,937.50

Office use only:

RBA 2022 - 8793

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Create two (2) 1.00 FTE Jail Health Nurse positions**

Primary Originating Division/Dept: <u>Sheriff - Administrative Services</u>	Meeting Date: <u>12/20/2022</u>
Contact: <u>Kate Miner</u> Title: <u>Admin Services Mgr</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Jason Kamerud</u> Title: <u>Sheriff</u>	

**Strategic Initiative:**

Customer Service: Continue the County's delivery of high value, timely service and support

**BACKGROUND/JUSTIFICATION:**

The Sheriff's Office contracted vendor for jail health services has filed for bankruptcy and is no longer able to provide mandated contracted services. This unprecedented situation has required the Sheriff's Office to identify a short-term solution to provide mandated jail health services.

The Sheriff has determined the best short-term solution is to create two (2) 1.00 FTE limited-term positions of a new jail health nurse classification. These limited-term positions would cease providing services on or before December 31, 2023. During the time the limited-term positions will be serving, the Sheriff's Office will be determining what is the most economical and efficient long term solution and working toward executing the solution on or before the end date of the limited-term positions. If needed to maintain mandated services the Sheriff's Office may fill these FTEs with STOC employees for a short time while the County prepares the recruitment for the limited term FTEs.

The services the positions will provide include, but are not limited to, nursing services within the Carver County Jail, conduct routine health assessments on inmates and detainees, conduct daily visits to the Juvenile Detention Center for medial screening and medication oversight, and conduct inmate TB screening and routine inmate lab draws.

The total cost in 2023 for adding the two (2) 1.00 FTE as calculated by Finance is \$271,454. Those costs would be covered by the existing 2023 budgeted funds designated for the 2023 MENd contract and a special rollover request from the Sheriff's Office 2022 budget.

**ACTION REQUESTED:**

Approve the Sheriff's Office request to create two (2) limited-term 1.00 FTE positions of Jail Health Nurse that would terminate on or before December 31, 2023, and approve the ability to initially hire as STOCs if needed to maintain mandated services.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

**FUNDING**

County Dollars =	
	\$271,454.00
<b>Total</b>	<b>\$271,454.00</b>

**FTE IMPACT:** Increase budgeted staff

**Related Financial/FTE Comments:**

The existing budget for contracted medical services will cover \$223k of the 2023 limited term staffing costs. The remaining \$48k will be a special rollover request from the Sheriff's 2022 budget expense lines that came in under budget.

The 2.0 Jail Health Nurses are not included in the below FTE total, as they are limited-term.

Summary of Permanent FTEs (does not include Temporary/STOC positions):

2022 Budget Board approved FTEs - 1/1/22:	744.40
Non-levy funded Board Approved net FTE changes so far in 2022:	4.10
December 20th RBA non-levy funded net FTE change:	<u>-</u>
2022 Total FTE - 12/13/22	748.50

*Office use only:*

RBA 2022 - 8796

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Create two (2) 1.00 FTE Jail Health Nurse positions

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>		\$0.00	<b>TOTAL</b>		\$0.00

Reason for Request:

Due to the Sheriff's Office contracted vendor filing for bankruptcy, they are no longer able to provide mandated contracted services. The Sheriff's Office is creating two (2) 1.00 FTE limited-term positions of a new jail health nurse classification that would provide services no longer than December 21, 2023. This amendment moves money budgeted in 2023 for the contract to pay for the cost of the limited-term FTE's.

# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

### Resolution Setting 2023 County Attorney and County Sheriff Compensation

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>12/20/2022</u>
Contact: <u>Kerie Anderka</u> Title: <u>Employee Relations Division ...</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Kerie Anderka</u> Title: <u>Employee Relations Division Di...</u>	

#### 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 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 2023 compensation for the County Attorney and the County Sheriff.

#### County Attorney Salary:

County Attorney Mark Metz's 2022 salary is set at \$192,991. Market data is attached for the County Attorney position, reflecting current year (2022) data. The metro area average salary for County Attorney, excluding Carver County, is currently \$192,543. Serving in this role since 2011, County Attorney Metz's performance reflects substantial experience and expertise, and continued high performance. Based on a review of the relevant factors for determining the County Attorney's 2023 salary, the Board may wish to consider a base increase of around \$7,720, and a one-time lump sum of \$3,860 to be provided in January 2023. The resulting 2023 annual salary for County Attorney Metz would be \$200,711, with provisions of a one-time lump sum payment of \$3,860. The proposed dollar amounts are calculated to reflect a base increase approximating 4.00% and a lump sum approximating 2.00%. The salary increase suggested would recognize the high level of performance County Attorney Metz has demonstrated in his role, while maintaining competitive pay with regard to the market. Providing a portion of this compensation as a one-time lump sum mirrors the County's performance-based compensation approach in recent years for employees who have achieved a market competitive salary.

#### County Sheriff Salary:

County Sheriff Jason Kamerud's 2022 salary is set at \$168,600. Market data is attached for the County Sheriff position, reflecting current year (2022) data. The metro area average salary for County Sheriff, excluding Carver County, is \$176,188. Sheriff Kamerud began in this elected role in 2019, bringing significant high-level law enforcement leadership experience to the table from his start as County Sheriff. With multiple years leading the County Sheriff's Office, including continued high-level performance and accomplishments in 2022, the Board may wish to consider closing the gap to position the Sheriff's salary in closer alignment with comparable county peers. Based on a review of the relevant factors for determining the County Sheriff's 2023 salary, the Board may wish to consider an increase of around \$10,600 for the County Sheriff, applied to the 2022 annual salary. The resulting 2023 annual salary for Sheriff Kamerud would be \$179,200. The proposed dollar amount is calculated to reflect an increase of approximately 6.00% based on the metro average salary. The salary increase suggested would recognize the high level of performance Sheriff Kamerud has demonstrated in his role and would advance his salary toward the comparable metro market average.

The action requested is to adopt the Resolution defining the 2023 compensation for the County Attorney and for the County Sheriff; and providing both with 2023 cafeteria benefits and HRA or HSA contributions at the same rates as non-bargaining

County employees.

**ACTION REQUESTED:**

Motion to adopt the Resolution setting the 2023 compensation for the County Attorney and for the County Sheriff; and providing both with 2023 cafeteria benefits and HRA or HSA contributions at the same rates as non-bargaining County employees.

**FISCAL IMPACT:** Other

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<input type="text"/>
County Attorney	\$256,815.00
County Sheriff	\$230,902.00
<b>Total</b>	<b>\$487,717.00</b>

**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.

*Office use only:*

RBA 2022 - 8801



<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>	\$171,245	\$167,273	\$168,022	\$159,460	\$182,132	\$163,818	\$158,500	\$168,658
<b>2021 Base Salary</b>	\$172,957	\$170,622	\$172,394	\$166,260	\$185,775	\$163,818	\$161,700	\$171,971
<b>2022 Base Salary</b>	<b>\$179,107</b>	<b>\$179,171</b>	<b>\$178,422</b>	<b>\$170,832</b>	<b>\$185,775</b>	<b>\$163,818</b>	<b>\$168,600</b>	<b>\$176,188</b>
<b>Start Date of Incumbent</b>	2015	2011	2017	2016	2019	2019	2019	

<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>	\$199,596	\$184,371	\$187,346	\$182,224	\$191,240	\$184,084	\$185,391	\$188,144
<b>2021 Base Salary</b>	\$190,000	\$188,073	\$192,112	\$189,176	\$195,065	\$185,004	\$189,191	\$189,905
<b>2022 Base Salary</b>	<b>\$193,800</b>	<b>\$193,731</b>	<b>\$190,507</b>	<b>\$194,378</b>	<b>\$195,065</b>	<b>\$187,779</b>	<b>\$192,991</b>	<b>\$192,543</b>
<b>Start Date of Incumbent</b>	2021	2011	2022	2015	2007	2011	2011	

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

## Resolution: 2023 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 2023 elected official salaries for the County Attorney and the County Sheriff; and

**WHEREAS**, the Carver County Board of Commissioners intends to provide 2023 insurance benefits for the County Attorney and the County Sheriff within the established cafeteria system; and

**THEREFORE, BE IT RESOLVED**, Carver County shall provide the elected County Attorney and elected County Sheriff with the following compensation in 2023:

- A. The County Attorney’s salary for 2023 shall be defined as follows: \$200,711 base salary, and a one-time lump sum in the amount of \$3,860 to be paid on check date January 6, 2023.
- B. The County Sheriff’s salary for 2023 shall be defined as follows: \$179,200 base salary.
- 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 \$855.48; employee + child(ren) \$1,048.70; employee + spouse \$1,393.20; or family, \$1,772.79 throughout 2023, to use toward eligible elective benefits, and/or additional cash compensation. If insurance contributions for non-bargaining employees are adjusted for 2023, the amounts provided for the County Attorney and the County Sheriff shall be adjusted to match.
- D. The County shall also provide the County Attorney and the County Sheriff selecting the HRA Plan for health insurance with a 2023 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 the County Attorney and the County Sheriff selecting the HSA Plan for health insurance with a 2023 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 these County contributions for non-bargaining employees are adjusted for 2023, 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 the County Attorney and County Sheriff 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 20<sup>th</sup> day of December, 2022, 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, 2022

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

# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

### Resolution Setting 2023 County Commissioner Compensation

Primary Originating Division/Dept: Employee Relations

Meeting Date: 12/20/2022

Contact: Kerie Anderka

Title: Employee Relations Division ...

Item Type:

Regular Session

Amount of Time Requested: 10 minutes

Presenter: Kerie Anderka

Title: Employee Relations Division Di...

Attachments:  Yes  No

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & 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 \$74,651 in comparison to the metro county average commissioner salary of \$87,589. The attached market data reflects the current year (2022) data.

The County's current collective bargaining agreements established a 2022 pay-for-performance and general adjustment increase pattern including a January 2022 general adjustment of 2.00% and performance-based pay ranging from 2.00% for an "exceeds expectations" rating to 3.00% for an "outstanding" rating. Based on actual performance rating data for recent years, the greatest percentages of County employees received either an "exceeds expectations" or "outstanding" overall rating. The typical 2022 increase (or increase + lump sum payment) including general adjustment *and* performance-based pay was approximately 4.00% to 5.00% in early 2022. 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.

An increase of \$12,938 (around 17%) would be required to move the Carver County Commissioner salary to the current year metro average. It is recommended the Board consider an increase that will not further widen the gap in relation to the comparable county average.

When defining the 2023 County Commissioner salary, the Board may wish to consider an increase ranging from around 3.00% to 6.00% calculated based on the metro average (2022) salary amount, in order to maintain a salary relatively aligned in relation to comparable county data.

The Resolution provides annual salaries to be set by the Board; cafeteria benefits and HRA or HSA contributions at the same rates 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 2023, and providing 2023 cafeteria benefits and HRA or HSA contributions at the same rates as non-bargaining employees.

**ACTION REQUESTED:**

Motion to adopt the Resolution setting the County Commissioner annual salaries and monthly expense allowances for 2023, and providing 2023 cafeteria benefits and HRA or HSA contributions at the same rates as non-bargaining employees.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =

**Total**

**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 \$466,377 to \$480,387.

*Office use only:*

RBA 2022 - 8802

<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>	\$85,869	\$71,593	\$70,720	\$72,306	\$113,566	\$97,102	\$72,294	\$85,193
<b>2021 Base Salary</b>	\$86,728	\$73,028	\$70,720	\$73,174	\$113,566	\$97,102	\$72,294	\$85,720
<b>2022 Base Salary</b>	<b>\$88,463</b>	<b>\$75,192</b>	<b>\$72,488</b>	<b>\$75,186</b>	<b>\$113,566</b>	<b>\$100,639</b>	<b>\$74,651</b>	<b>\$87,589</b>

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

## Resolution: 2023 County Commissioner Compensation & Benefits

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

**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 2023 County Commissioner salaries; and

**WHEREAS**, the Carver County Board of Commissioners intends to provide 2023 insurance benefits for Commissioners within the established cafeteria system; and

**THEREFORE, BE IT RESOLVED**, Carver County shall provide County Commissioners with the following compensation in 2023:

- A. The County Commissioner annual salary amount shall be set at \$\_\_\_\_\_ for 2023.
- 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 \$855.48; employee + child(ren) \$1,048.70; employee + spouse \$1,393.20; or family, \$1,772.79 for 2023, to use toward elective benefits for which they are eligible, and/or additional cash compensation. If the insurance contributions for non-bargaining employees are adjusted for 2023, the amounts provided for County Commissioners shall be adjusted to match.
- D. The County shall provide County Commissioners selecting the HRA Plan for health insurance with a 2023 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 the HSA Plan for health insurance with a 2023 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 these contributions for non-bargaining employees are adjusted for 2023, 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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 20<sup>th</sup> day of December, 2022, 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, 2022

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
2022 Year in Review

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/20/2022

Contact: Dave Hemze Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 15 minutes

Attachments:  Yes  No

Presenter: Gayle Degler Title: Board Chair

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

**BACKGROUND/JUSTIFICATION:**

Carver County Board Chair Gayle Degler will highlight Carver County year 200 accomplishments and events.

**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 2022 - 8748

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Attorney-Client Privileged Closed Session to Discuss Pending Grievance Arbitration; AND Closed Session to Discuss Labor Negotiation Strategy**

Primary Originating Division/Dept: Employee Relations

Meeting Date: 12/20/2022

Contact: Kerie Anderka Title: Employee Relations Director

Item Type:  
Closed Session

Amount of Time Requested: 105 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:**

Employee Relations is requesting to enter into an attorney-client privileged closed session to discuss a pending grievance arbitration. At conclusion of the attorney-client privileged closed session for discussion of the pending grievance, Employee Relations is requesting to hold a second and separate closed session for discussion of labor negotiation strategy.

Attorney-Client Privileged Closed Session to Discuss Pending Grievance Arbitration:

Minnesota Statutes 13D.05, Subd. 3(b) allows a public entity to enter into a closed session under attorney-client privilege. Susan Hansen, the County's contracted labor attorney, will be present to discuss a pending grievance filed by AFSCME Council 65 regarding alleged violations of Collective Bargaining Agreement with respect to Article 24 Discipline and Discharge. The Attorney will be discussing attorney-client privileged information pertaining to the pending litigation. There is a need for absolute confidentiality.

Closed Session to Discuss Labor Negotiation Strategy:

Minnesota Statutes 13D.03, Subd. 1 allows a public entity to enter into a closed session to plan and discuss labor negotiation strategy. Employee Relations requests to enter into a closed session with the Board to discuss labor negotiation strategy.

**ACTION REQUESTED:**

Motion to:

1. Enter into attorney-client privileged closed session pursuant to Minnesota Statutes 13D.05, Subd. 3(b) to discuss a pending grievance filed by AFSCME Council 65 regarding alleged violations of the Collective Bargaining Agreement with respect to Article 24 Discipline and Discharge. The County's Labor Attorney will be discussing attorney-client privileged information pertaining to the pending litigation. There is a need for absolute confidentiality. Meetings closed based on attorney-client privilege are not recorded.
2. Upon conclusion of the attorney-client privileged closed session, enter into the next distinct closed session to discuss labor negotiation strategy. In accordance with Minnesota Statutes 13D.03 the closed session for discussion of labor negotiation strategy will be recorded.
3. Upon conclusion of the closed sessions, return to regular session.

**FISCAL IMPACT:** None

*If "Other", specify:*

\_\_\_\_\_

**FUNDING**

County Dollars = \_\_\_\_\_

\_\_\_\_\_

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

**FTE IMPACT:** None

Related Financial/FTE Comments:

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**CDA Update on Office Space Planning**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The Carver County Community Development Agency (CDA) is working with the consulting firm Leo A Daly to conduct a facility assessment. The project focuses on their staff spaces which includes office space, meeting rooms, field worker support space, storage and parking. The assessment takes into consideration their current needs along with potential future needs as they grow. Three options were explored including renovating the existing headquarters, building new and buying an existing property and renovating to meet their needs.

The CDA Board reviewed the preliminary assessment at their November 17 meeting. The CDA is now requesting the County Board's feedback and input before moving forward.

**ACTION REQUESTED:**

Provide input and feedback on the CDA's facility assessment and next steps.

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

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2022 - 8745