



CARVER COUNTY

minnesota

Carver County Board of Commissioners January 17, 2023 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 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 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>

- 9:00 a.m. 1. a) **CONVENE**
- b) **Pledge of allegiance**
- c) **Public comments**
- 2. Agenda review and adoption
- 3. Approve minutes of January 3, 2023 Organizational Session 1-6
- 4. Community Announcements
- 9:20 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy, and livable communities*
- 5.1 Request for Board Approval for out of state training for two licensed deputies to complete DRE certification 7
- 5.2 Request to Authorize Parks & Recreation Department 2023 Donation/Voucher Items 8

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5.6	Professional Service Agreement with A Better Society for Project Lin-Kij: Community Connector	12
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Culture: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government Culture

5.8	2023 Pay-for-Performance Salary Range Increase.....	14
5.9	Resolution Defining 2023 Non-Bargaining Compensation	15-17
5.10	2023 Non-Bargaining Employee Insurance Contributions.....	18-20
5.11	2023 Retiree Health Insurance Contributions	21

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

5.12	Eliminate 0.50 FTE Finance Accounting Technician and create 0.60 FTE Finance Accounting Technician	22-23
5.13	Review Health & Human Services and Commissioner Warrants.....	NO ATT

9:20 a.m.	6. CONNECTIONS: Develop strong public partnerships and connect people to services and information	
	6.1 Recognition of Advisory Committee Members	24

9:40 a.m.	7. County Administrator Report	
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9:45 a.m. **ADJOURN REGULAR SESSION**

WORK SESSION

9:45 a.m.	A. COMMUNITIES: Create and maintain safe, healthy, and livable communities	
	1. Transit Planning and Coordination.....	25

10:15 a.m.	B. CONNECTIONS: Develop strong public partnerships and connect people to services and information	
	1. CarverLink Update and Discussion on Broadband Funding Options.....	26

David Hemze
County Administrator

UPCOMING MEETINGS

January 24, 2023	9:00 a.m. Board Work Session
January 31, 2023	No Meeting
February 7, 2023	9:00 a.m. Board Meeting
February 14, 2023	No Meeting
February 21, 2023	9:00 a.m. Board Meeting
February 28, 2023	9:00 a.m. Board Work Session

Commissioners Gayle Degler, John P. Fahey, Tim Lynch, Matt Udermann and Tom Workman met in session this day as required by law for organizational purposes for the year 2023.

The session was called to order by County Administrator, David Hemze, at 9:00 a.m. Administrator Hemze requested for nominations for the 2023 Board Chair.

Degler nominated John P. Fahey to serve as Chair of the Board of Commissioners for 2023. Udermann seconded the nomination. Hearing no other nominations, Administrator Hemze closed nominations.

On vote taken to elect John P. Fahey to serve as Chair of the Board of Commissioners for 2023, all voted aye.

Chair Fahey requested nominations for 2023 Vice Chair. Lynch nominated Tom Workman as Vice Chair of the Board of Commissioners for 2023. Udermann seconded the nomination.

On vote taken to elect Tom Workman as Vice Chair for 2023, all voted aye.

The following amendment was made to the agenda:

6.1 Additional advisory Committee applications for Library Board, Park Commission and WMO Board.

Degler moved, Workman seconded, to approve the agenda as amended. Motion carried unanimously.

Hemze requested the Board adopt their 2023 Board Operating Rules. He explained the first proposed amendment would provide the Chair more authority in preparing the draft agenda and the second proposed amendment would provide for the rotation of Chair and Vice chair and delete reimbursement for remote computer access.

Lynch moved, Degler seconded, to the adopt the 2023 Board Operating Rules. The Board agreed to discuss amendments further prior to voting.

Workman moved, Degler seconded, to approve the amendment #1 to the 2023 Board Operating Rules, Section VII. County Board Agenda: A. Preparation and Distribution and C. Consent Agenda. Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay. Motion carried.

Udermann moved, Workman seconded, to approve amendment #2 to the 2023 Board Operating Rules related to the Chair/Vice Chair rotation and deleting remote computer access reimbursement. Following discussion Udermann agreed to separate amendment #2 into two separate motions and withdrew his motion.

Udermann moved, Workman seconded, to strike “In addition, remote computer access expenses are eligible for cost reimbursement” from Section G. Monthly Expense Allowance. Motion carried unanimously.

Udermann moved, Workman seconded, to approve amendment #2 related to the Chair/Vice Chair rotation under E. Officers. Udermann, Workman voted aye. Degler, Fahey, Lynch voted nay. Motion failed.

Degler moved, Lynch seconded, to approve the 2023 Board Operating Rules as now amended. Motion carried unanimously.

The Board considered their 2023 meeting schedule.

Workman moved, Udermann seconded, to approve the 2023 Board meeting schedule as presented. Motion carried unanimously.

Workman moved, Fahey seconded, to approve the following AMC appointments:

Association of Minnesota Counties Board of Directors	Degler, Alt. Fahey
AMC Environment & Natural Resources Policy Committee	Lynch
AMC General Government Policy Committee	Degler
AMC Health & Human Services Policy Committee	Udermann
AMC Public Safety Policy Committee	Fahey
AMC Transportation Policy Committee	Workman
AMC Voting Delegates	Degler, Fahey, Lynch, Udermann, Workman, David Hemze, Lyndon Robjent, Heather Goodwin

Motion carried unanimously.

Workman moved, Degler seconded, to approve the following Commissioner appointments:

CAP Agency Board of Directors	Degler, Alt. Udermann
Carver County Arts Committee	Udermann & Workman
Carver County CDA	Fahey, Liaison, Alt Udermann
Carver County Leaders	Udermann & Lynch
Community Leaders (Eastern)	Degler, Udermann, Workman, Fahey
County Strategic National Stockpile (SNS) Requestors	Degler, David Hemze, Richard Scott
Courts Committee	Fahey & Degler, Alt Lynch
Fair Board	Lynch, Liaison, Alt. Fahey
Greater MSP Board of Directors	Udermann
Greater MSP Partner Advisory Council	Julie Frick (public) Deborah Everson (private)
Hennepin Carver Workforce Development Board	Udermann, Alt Workman
Historical Society Committee	Workman, Alt. Fahey
Health Insurance LMC	Degler, Alt Udermann

Joint Ditches:	
Joint Ditch #1	Fahey, Udermann, Degler
Joint Ditch #2	Fahey, Degler
Joint Ditch #3A	Fahey
Joint Ditch #4	Fahey, Lynch, Workman
Joint Ditch #5	Fahey, Lynch, Udermann
Joint Ditch #21	Fahey, Lynch, Workman, Degler
Joint Ditch #22	Fahey, Lynch, Udermann
Joint Ditch #24	Fahey, Lynch, Degler
Joint Ditch #28	Fahey
Law Library Board	Degler
Legislative Committee	Fahey & Workman, Alt Udermann
Library Board	Udermann, Liaison
Lower Minnesota River Watershed	Udermann & Degler, Liaisons
MCIT Voting Delegates	David Hemze, Alt Sonja Wolter
MELSA	Udermann
Mental Health Advisory Committee	Lynch, Alt. Udermann
Metro GIS Policy Board	Workman, Alt. Peter Henschel
Metropolitan Emergency Services Board	Degler & Fahey
Metropolitan Emergency Services Executive Board	Degler, Alt Fahey
Metropolitan Emergency Services Radio Technical Operations Committee	Susan Bowler, Alt Deb Paige
Metropolitan Emergency Services 911 Technical Operations	Susan Bowler, Alt Deb Paige
Minnehaha Creek Watershed District	Workman, Liaison, Alt Udermann
Minnesota Counties Computer Consortium	Peter Henschel, Alt David Frischmon, Mary Kay Wahl
Minnesota Extension Committee	Degler & Lynch
Minnesota Inter-County Association	Workman, Second Appt Open
Minnesota Valley Regional Rail Authority	Workman, Alt. Fahey
Mobility Management Board (SmartLink)	Fahey
Mosquito Control District	Degler & Workman
Park Commission	Lynch, Liaison, Alt Udermann
Planning Commission	Fahey, Alt. Lynch
Regional Hauler Licensing Board	Workman, Alt. Lynch
Riley-Purgatory-Bluff Creek Watershed	Workman & Degler, Liaisons
Southwest Corridor Transportation Coalition	Workman & Fahey, Alt. Degler
State CHS Advisory Committee (SCHSAC)	Richard Scott, Alt Fahey
Suburban County Representatives	Lynch & Workman
Transportation Advisory Board – TAB	Workman, Alt. Fahey
Water Management Organization Committee	Lynch, Alt. Fahey

The Board considered appointments to advisory committees.

Udermann moved, Degler seconded, to appoint Megan Bielefeldt to the Arts Committee. Motion carried unanimously.

Lynch moved, Degler seconded, to nominate and appoint Gerald Bruner as the District 4 appointment to the Board of Adjustment. Motion carried unanimously.

Udermann moved to nominate and appoint Kayla Pascoe to serve as the at large appointment on the Board of Adjustment. Following discussion on the commissioner representation, Udermann withdrew his motion

Degler moved, Workman seconded, to nominate and appoint Chad Reisner to serve as the at large appointment on the Board of Adjustment. Degler, Udermann, Workman voted aye. Fahey, Lynch voted nay. Motion carried.

Workman moved, Fahey seconded, to nominate and appoint Jeff Thompson as the District 2 representative on the Board of Adjustment. Motion carried unanimously.

Fahey moved, Lynch seconded, to nominate and appoint Scott Selkin as the District 5 representative on the Board of Adjustment. Motion carried unanimously.

Fahey moved, Udermann seconded, to nominate and appoint Molly Kouvumaki to the Community Development Agency. Motion carried unanimously.

Udermann moved, Workman seconded, to nominate and appoint Charles Teh as the District 3 appointment and Tenley Rutledge as the youth representative to the Library Board. Motion carried unanimously.

Lynch moved, Degler seconded, to nominate and appoint Derek Gunderson and Kayla Pascoe to serve on the Mental Health Committee. Motion carried unanimously.

Fahey moved, Degler seconded, to nominate and appoint Patti Dietzel to the Minnesota Extension Committee. Motion carried unanimously.

Udermann moved, Workman seconded, to nominate and appoint Jen Brewington as the District #2 appointment on the Park Commission. Motion carried unanimously.

Fahey moved, Degler seconded, to nominate and appoint Reid Welch to serve as the at large appointment on the Park Commission. Motion carried unanimously.

Lynch moved, Fahey seconded, to nominate and appoint Christine Fenner as the District 4 appointment on the Park Commission. Motion carried unanimously.

Udermann moved, Fahey seconded, to nominate and appoint Steven Dummer as the at large appointment to the Personnel Board of Appeals. Motion carried unanimously.

Workman moved, Degler seconded, to nominate and appoint Frank Mendez to the Planning Commission. Motion carried unanimously.

Fahey moved, Degler seconded, to nominate and appoint Andrew Steinhagen to the Planning Commission. Motion carried unanimously.

Degler moved, Udermann seconded, to nominate and appoint Jim Boettcher to the WMO Board to represent District 1. Motion carried unanimously.

Udermann moved, Workman seconded, to nominate and appoint Nathan Lindall to serve as the District 3 appointment and Kayla Pasco to serve as the Carver Creek Watershed District representative on the WMO Board. Degler, Fahey, Udermann, Workman voted aye. Lynch voted nay. Motion carried.

Workman moved, Lynch seconded, to approve the minutes of the December 20, 2022, Regular Session. Motion carried unanimously.

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

Authorized the Sheriff's Office acceptance of one year donation of GrayKey Essentials License subscription.

Approved 2023 police contracts with Waconia, Cologne, Norwood Young America and Hamburg and the two additional contract licensed deputy FTEs in the Sheriff's Office and related budget amendment.

Resolution #01-23, Awarding of the Highway 41 Bridge Project Carver County Contract 22-275 Project #158796.

Resolution #02-23 to Support Funding for Community Supervision.

Resolution #03-23 Agreement No. 10459182 to Accept Grant Funds from the Minnesota Department of Transportation.

Professional services agreement with OldCastle Infrastructure for box culvert production of the Highway 51 Bridge Project, pending finalization of the contract review process.

Approved STOC funding to hire two temporary Child & Family Social Workers for up to 67 days each in 2023 starting in mid-January and related HH&S budget amendment.

Approved agreement with Karpel Computer Systems, Inc. for the Prosecutor licensed software, including professional support services, pending completion of the contract review process.

Authorized HH&S acceptance of donations as outlined.

Contract with Minnesota Occupational Health.

Approved amendment no. 2 to Joint Powers Agreement No. 1045437 with the State of Minnesota for professional and technical services for the Highway 212 Project-Benton Township, pending finalization of the contract review process.

Adopted Findings of Fact and issued Order #PZ20220046 for the issuance of a Conditional Use Permit, Mark Eklo, Waconia Township.

Resolution #04-23, State of Minnesota and County of Carver Agency Agreement for Federal Participation in Construction.

Motion carried unanimously.

Lyndon Robjent, Public Works, requested the Board adopt a Resolution to award the contract for the Highway 20/25 intersection project.

Neil Heinonen, engineering manager, identified the project location. He explained the project would correct site lines, improve intersection alignment, include dedicated turn lanes and add lighting. He reviewed project schedule and detours. Heinonen stated eleven bids were received and outlined project funding.

Degler offered the following Resolution, seconded by Fahey:

Resolution #05-23
Awarding of the 20-25 Intersection Project
Carver County Contract 22-574 Project #198866

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

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

Workman moved, Degler seconded, to appoint John P. Fahey as Chair, Tom Workman as Vice Chair and Matt Udermann as Secretary/Treasurer of the Carver County Regional Rail Authority. Motion carried unanimously.

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

Dave Hemze, Administrator, noted Senator Klobuchar would be visiting Carver County on Thursday to discuss upcoming projects in the County.

Workman moved, Lynch seconded, to adjourn the Regular Session at 10:33 a.m. Motion carried unanimously.

Dave Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request for Board Approval for out of state training for two licensed deputies to complete DRE certification

Primary Originating Division/Dept: Sheriff

Meeting Date: 1/17/2023

Contact: Mike Wollin Title: Commander

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

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

BACKGROUND/JUSTIFICATION:

The Drug Recognition Evaluator Program (DRE) was started to teach officers and deputies alike to recognize people that are under the influence of drugs/narcotics in general. The National Highway Traffic Safety Administration (NHTSA) adopted the program with certain standards being tested for validation, just like how standardized field sobriety testing is validated by standards. The training program utilizes a 12 step process that the officer follows to evaluate a party suspected to be under the influence of a drug, narcotic, dangerous substance, or controlled substance. A DRE deputy will have the ability to further investigate or aid fellow law enforcement officers in drugged driving investigation/case building and furthering prosecutions for successful case resolution. The Sheriff's Office currently participates in the Toward Zero Deaths (TZD) program receiving federal funding to further public safety through grant funded shifts aimed at changing driving behaviors through traffic enforcement. Enforcement is geared towards speed, distracted driving, seatbelt use and impaired driving to include drugged driving. With the anticipated legalization of marijuana, the Sheriff's Office needs to stay abreast of current developments in our professional field and focus efforts to ensure public safety by being better prepared to detect drug use/impairment. Drug use recognition maintains operational goals aimed at reducing crashes, injuries, and fatalities and aids in initiatives to create and maintain safe, healthy, livable communities.

ACTION REQUESTED:

In accordance with County policy on Employee Training and Development, please approve the necessary out of state training for two licensed deputies during the year 2023.

FISCAL IMPACT: Included in current budget

FUNDING

If "Other", specify:

County Dollars = \$0.00

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

The DRE training program is sponsored and paid by the State of MN through federal grants/programs thereby covering all costs for materials, classroom, training and evaluation related travel. The agency is committed to deputy salary and food per diem which is included in the current budget. Continuing education for the assignment is eight hours annually with two witnessed evaluations and cost if any included in allocated budget with no levy impact.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request to Authorize Parks & Recreation Department 2023 Donation/Voucher Items

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Annually, the Parks Department requests the County Board approve the issuance of redeemable vouchers for parks and recreation services and products. The vouchers respond to a need for cost effective promotional offering(s), charitable donation requests, and acknowledgement of volunteer service. For the 2023 calendar year, staff recommend vouchers for:

- Up to five (5) park shelter reservations.
- Up to Fifteen (15) two-night Baylor Park campground reservations.
- Up to \$500.00 in service value for outdoor recreation educational programs
 - Examples of where vouchers for services or products could be issued include but are not limited to: County sponsored outdoor recreation programs/special events; drawings at various charitable events; promotional exhibits in the County.

Additionally, vouchers for services and products listed above, may be awarded to someone who has provided significant/outstanding volunteer service to Carver County.

ACTION REQUESTED:

Motion to authorize the Parks Department to issue redeemable vouchers for outdoor recreation services and reservable park system facilities.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars = **\$0.00**

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 8846

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Authorization to issue a Special Event Use Permit to Special Olympics Minnesota

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>1/17/2023</u>
Contact: <u>Sam Pertz</u> Title: <u>Parks & Trails Supervisor</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Special Olympics Minnesota has requested a special event use permit from the Parks & Recreation Department to conduct a polar plunge fundraiser on Saturday, February 10 & 11, 2023 at Lake Waconia Regional Park.

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

Pending Board authorization, this will be the third time the event has been conducted in the park. Past events have been successful.

The County Attorney's Office has reviewed the event and has indicated that the event can proceed as planned to include implementation of the necessary safety precautions for addressing the hole in the ice which is created for the event. The event and safety precautions are also coordinated with the Sheriff's Office.

Should snow/ice maintenance may be needed on the park grounds, the Parks Department has offered to provide this service at no cost.

The County's general liability insurance requirements will be received, reviewed by Risk Management for approval in advance to the event. The organization is expected to meet the insurance requirements as it has with past events.

Department staff have indicated to event coordinators where other permitting items are likely needed – City of Waconia, Sheriff's Department, etc.

Consistent with the Public Works Policy for Park & Recreation special event permitting tier two requests, the Park Commission heard and reviewed this special use permit request on January 11, 2023, making recommendation to the County Board to authorize issuance of the permit.

ACTION REQUESTED:

Motion to approve the special event use permit for with Special Olympics Minnesota for a polar plunge on February 10 & 11, 2023 at Lake Waconia Regional Park.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars = **\$0.00**

<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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Total **\$0.00**

FTE IMPACT: None

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Request for approval to contract with Blue Earth and Nicollet County

Primary Originating Division/Dept: Sheriff

Meeting Date: 1/17/2023

Contact: Reed Ashpole Title: Commander of Jail and Adminis

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

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

BACKGROUND/JUSTIFICATION:

We will be providing one secure juvenile bed for Blue Earth and Nicollet county. The Counties will be sharing the cost for one secure bed.

ACTION REQUESTED:

Motion to contract with Blue Earth and Nicollet County for one secure juvenile detetion bed..

FISCAL IMPACT: Other
If "Other", specify:

FUNDING
County Dollars =

Total \$0.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:
This is a new contract for Carver County and the contract will pay Carver County \$43,800.00 yearly for this secure juvenile bed.

Office use only:

RBA 2023 - 8771

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Service Agreement with A Better Society for Project Lin-Kij: Community Connector

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

Strong communities are a critical source of social connection and a sense of belonging. Research suggests that individuals who feel a sense of security, belonging, and trust in their community have better overall health and wellness outcomes.

On October 4, 2022 (RBA 8616), the Carver County Board of Commissioners approved \$125,000 from Carver County's Budget Stabilization Account (BSA) to support A Better Society's work for Carver County residents through partner engagement and recruitment, onboarding and training, data analysis and reporting, and promotion and community outreach activities. A Better Society will complete this work at the rate of \$175 per hour between January 17, 2023, and December 31, 2024. Today's request is to approve the Professional Service Agreement (PSA) for A Better Society to conduct this work. The PSA has already routed and been approved through the county's internal contract review process.

The Health and Human Services Division has partnered with A Better Society organization to focus on building a better, more connected and engaged community to address essential health, wellness, and economic needs of local residents and families. A Better Society's Project Lin-kij will create a collaborative network that connects community organizations, schools, government agencies, businesses, and faith communities to address the needs of Carver County residents. A Better Society will develop a more efficient and equitable system that refers people for support and shares resources throughout the county.

ACTION REQUESTED:

Motion to approve a Professional Service Agreement with A Better Society for the creation of a collaborative network with a not to exceed amount of \$125,000 for the period of January 17, 2023, through December 31, 2024.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

Budget Stabilization Acco

Total

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

On October 4, 2022, the Carver County Board of Commissioners approved \$125,000 from the Carver's County Budget Stabilization Account to support A Better Society's work. This RBA is to approve the PSA as the funding as mentioned was previously approved in 2022. The PSA has routed and been approved in the contract portal.

Office use only:

RBA 2023 - 8848

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Advisory Committee Appointments

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Robin Bielefeldt, residing in Commissioner District 3, has submitted an application to serve on the Extension Committee.

Charles Lawler, residing in Commissioner District 3, has submitted an application to serve on the Mental Health Advisory Committee.

The Carver County Township Association, at their January 10th meeting, recommended that Scott Hoeser continue to serve as the township appointment to the Planning Commission. The Board is being asked to confirm Scott Hoeser's appointment to the Planning Commission.

ACTION REQUESTED:

Appoint Robin Bielefeldt to the Carver County Extension Committee, appoint Charles Lawler to the Mental Health Advisory Committee and confirm the appointment of Scott Hoeser as the township appointment to the Planning Commission.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 8850

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2023 Pay-for-Performance Salary Range Increase

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="1/17/2023"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations 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="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

Carver County employees are on a pay-for-performance compensation system, which provides employees with differential salary increases based on their specific contributions to organizational success. Objectives of the pay-for-performance system include attracting and retaining top talent and rewarding excellence. Certain collective bargaining agreements provide authority to the Carver County Board of Commissioners to establish the pay-for-performance salary ranges for classifications of represented employees participating in pay-for-performance.

It is recommended for non-bargaining employees and for bargaining units participating in pay-for-performance in 2023 to increase the 2022 salary ranges by three percent (3.00%), effective January 2, 2023. This salary range increase shall be applied prior to calculating the general adjustment increases due January 2, 2023. The range increase alone does not have a direct immediate impact on individual employees' salaries.

ACTION REQUESTED:

Motion to increase the 2022 salary ranges by three percent (3.00%) for non-bargaining employees and for bargaining units participating in pay-for-performance in 2023, to be effective January 2, 2023.

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

Related Financial/FTE Comments:

Salary ranges are set independently of individual employee wage rates. There is no direct immediate impact on individual wage rates.

Office use only:

RBA 2023 - 8853

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Resolution Defining 2023 Non-Bargaining Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="1/17/2023"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations 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 checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

Carver County follows a pay-for-performance compensation system, which provides employees with differential salary actions based on their specific contributions to organizational success. Objectives of the pay-for-performance system include attracting and retaining top talent and rewarding excellence.

The attached resolution includes the following:

For 2023, the percentage amount of the performance-based compensation is determined by each employee's overall rating on their performance evaluation as outlined: zero percent (0.00%) for needs improvement, two percent (2.00%) for successful, three percent (3.00%) for exceeds expectations, and four percent (4.00%) for outstanding. The pay-for-performance matrix incorporates base and lump sum payments for employees whose base rate of pay is above 110% of the assigned salary range target rate.

Eligibility for general adjustment at three percent (3.00%) in 2023 is defined.

The resolution also states the Board's authority to make additional adjustments to compensation through future action.

The action requested is adoption of the Resolution defining the 2023 compensation for non-bargaining employees.

ACTION REQUESTED:

Motion to adopt the Resolution defining 2023 non-bargaining employee compensation.

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

Related Financial/FTE Comments:

The incremental cost for the 2023 non-bargaining employee wages and benefits (excluding health insurance contributions) is \$689,966. The wages and benefits (excluding health insurance contributions) 2023 Budget for non-bargaining employees is \$5,937,093.

Office use only:

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

Resolution Defining 2023 Non-Bargaining Compensation

DATE _____ RESOLUTION NO. _____

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has authority to establish and revise compensation systems for non-bargaining employees; and

WHEREAS, the Carver County Board of Commissioners has established a pay-for-performance system for non-bargaining employees; and

WHEREAS, the pay-for-performance system includes the salary ranges for the affected employees' classifications, the methods, amounts and timing of salary actions based on employee performance evaluation ratings; and

THEREFORE, BE IT RESOLVED, Carver County shall set forth a pay-for-performance system effective in 2023 for non-bargaining employees, indicating salary payment methods, percentage salary actions based on employee performance evaluation overall ratings, and timing of salary actions:

- A. In 2023, regular non-bargaining employees and probationary employees shall receive a three percent (3.00%) general increase, not to exceed the 2023 range maximum, effective the first full pay period of January 2023.
- B. In 2023, the percentages used to compute pay-for-performance salary actions based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for needs improvement, two percent (2.00%) for successful, three percent (3.00%) for exceeds expectations, and four percent (4.00%) for outstanding.
- C. In 2023, pay-for-performance salary actions shall be calculated and applied as follows:
 1. For employees whose base rate of pay is at or below the assigned salary range target rate, their pay-for-performance salary action shall be a base pay adjustment, computed on the target rate of the assigned salary range, not to exceed the salary range maximum.
 2. For employees whose base rate of pay is above the assigned salary range target rate and is at or below 110% of the assigned salary range target rate, their pay-for-performance salary action shall be a base pay adjustment, computed on the employee's base rate of pay not to exceed the salary range maximum.
 3. For employees whose base rate of pay is above 110% of the assigned salary range target rate and below the maximum of the salary range, their pay-for-performance salary action shall be a combination of base and lump sum payment, as outlined in the 2023 pay-for-performance matrix; and the salary action percentage shall be calculated on the employee's base rate of pay not to exceed the salary range maximum.
 4. Pay-for-performance salary actions shall be lump sums for any amount of the compensation that exceeds the salary range maximum.
 5. For any employee whose current base rate of pay is at or above the assigned salary range maximum, the pay-for-performance salary action shall be calculated based on the assigned salary range maximum.
- D. Effective with the first full pay period following successful completion of a new hire probationary period or a trial period resulting from a promotion, non-bargaining employees shall receive a performance compensation salary action that correlates to the overall rating on the probationary or trial period evaluation, and as outlined in the 2023 pay-for-performance matrix.

- E. Non-bargaining employees shall only receive pay-for-performance compensation based on the months they are actively employed by the County in a position eligible for pay-for-performance, or on an eligible leave of absence, during the calendar year under review.
- F. Non-bargaining employees shall be evaluated for all months worked in an eligible position; and there shall be no compounding of pay-for-performance compensation; and employees shall only receive pay-for-performance compensation based on the months they are actively employed in the eligible group.
- G. The pay-for-performance annual salary actions shall be effective the first full pay period in March 2023, based on the overall performance evaluation rating for 2022 work, with the evaluation completed and signed by all parties, no later than February 15, 2023.

BE IT FINALLY RESOLVED, that the County reserves the right to make additional adjustments to compensation or 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 ___ day of January 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of January 2023

 County Administrator

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =	\$134,817.00
<input type="text"/>	<input type="text"/>
Total	\$134,817.00

FTE IMPACT: None

Related Financial/FTE Comments:

The incremental cost for the 2023 non-bargaining employee health insurance contribution is \$134,817. A budget amendment of \$5,132 is necessary to reallocate funds to the respective department health insurance contribution accounts. The health insurance 2023 Budget for non-bargaining employees is \$700,606.

Office use only:

RBA 2023 - 8852

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: 2023 Non-Bargaining Employee Insurance Contributions

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
Cafeteria Contributions	xx.xxx.6121	\$5,132.00	Health & Life Insurance	01-820.6152	\$5,132.00
TOTAL		\$5,132.00	TOTAL		\$5,132.00

Reason for Request:

The above is to allocate additional funds to the cafeteria contribution based on the approval of the NBG employee insurance contributions. The incremental increase not covered in the respective 2023 department budgets is show above.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2023 Retiree Health Insurance Contributions

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>1/17/2023</u>
Contact: <u>Kerie Anderka</u> Title: <u>Employee Relations Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County Personnel Policy and certain collective bargaining agreements provide for the County to contribute to County-sponsored health insurance for certain retirees. Personnel Policy indicates the Board will set the amount the County will contribute to each retiree's insurance for the coming year. In order to qualify for this benefit, retirees must meet the following criteria:

- Must have been hired as a regular employee prior to June 1, 2010,
- Must be retiring from a non-bargaining role covered by the policy or from a position covered by a collective bargaining agreement referring to this policy,
- Must have been employed by Carver County with uninterrupted full time service of twenty (20) years or more,
- Must have attained age 60, but not yet be Medicare-eligible,
- Must have maintained County-sponsored insurance since retirement,
- Must accept coverage offered by the provider of health insurance coverage to Carver County non-bargaining employees, and the terms of covered being offered to non-bargaining employees,
- And must maintain health coverage through the County.

The recommended monthly contributions for active employees are \$936.24 for single, \$1,541.43 for employee + spouse, \$1,160.32 for employee + child(ren), and \$1,961.56 for family, based on employee health insurance plan election. The County's contribution shall not exceed the coverage tier level provided at the time of separation. In past years, the County Board has set the contribution for eligible retirees at an amount consistent with the cafeteria contributions for active employees. Retirees selecting family coverage would receive \$1,961.56 per month toward their insurance, employee + spouse would receive \$1,541.43, employee + child(ren) would receive \$1,160.32, and those electing single coverage would receive the lesser of the single premium amount or \$936.24 per month.

ACTION REQUESTED:

Set health insurance contribution for eligible retirees as follows, not to exceed the coverage tier level provided at the time of separation: Retirees selecting family coverage would receive \$1,961.56 per month toward their insurance, employee + spouse would receive \$1,541.43, employee + children would receive \$1,160.32, and those electing single coverage would receive the lesser of the single premium amount or \$936.24 per month.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	<input style="width: 100%;" type="text"/>
OPEB Trust	\$221,602.00
Total	\$221,602.00

FTE IMPACT: None

Related Financial/FTE Comments:

Retiree health insurance contribution covered by County's Irrevocable OPEB Trust. Above reflects 2023 annual cost based on retiree health insurance elections.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Eliminate 0.50 FTE Finance Accounting Technician and create 0.60 FTE Finance Accounting Technician

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services - AR"/>	Meeting Date: <input type="text" value="1/17/2023"/>
Contact: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Finance Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

Finance has continued to maintain a lean staffing model over the years. To meet internal/external deadlines, project completions, and demands from a growing County, Finance is requesting to eliminate an existing 0.50 Part-time Accounting Technician and creating a 0.60 FTE PT Accounting Technician position. This change can be funded through a 0.10 reduction in our Office Clerical STOC budget. Leveraging increased hours in an existing position is more efficient and beneficial than hiring a temporary employee for Finance Office needs.

ACTION REQUESTED:

Motion to approve the elimination of the 0.50 Part-time Accounting Technician position and 0.10 Office Clerical STOC FTE and then create a 0.60 Part-time Accounting Technician position with no net impact on the County's overall budget/levy.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="Increase budgeted staff"/>	<input type="text" value="\$0.00"/>
	Total <input type="text" value="\$0.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Reducing the Finance Office Clerical STOC budget (\$7k) by 0.10 FTE covers the additional cost from increasing the Part-Time Accounting Technician position from 0.50 to 0.60. Note the Summary of Permanent FTEs below only recognizes the 0.10 increase to PT FTE as the STOC FTE is not included in the below chart.

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

2023 Budget Board approved FTEs - 1/1/23 (adjusted based on reconciliation):	757.18
Non-levy funded Board Approved net FTE changes so far in 2023:	2.00
January 17th RBA non-levy funded net FTE change:	0.10
2023 Total FTE - 1/17/23	759.28

Office use only:

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Eliminate 0.50 FTE Finance Accounting Technician and create 0.60 FTE Finance Accounting Technician

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
PT Salaries	01-045.6112	\$6,738.00	STOC	01-045.6119	\$6,738.00
TOTAL		\$6,738.00	TOTAL		\$6,738.00

Reason for Request:

Reducing the Finance Office Clerical STOC budget by 0.10 FTE to cover the difference between the 0.50 Accounting Technician eliminated and 0.60 created.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Recognition of Advisory Committee Members

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/17/2023

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 15 minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Several advisory committee members have reached their term limits (nine years). Time is being set aside on today's agenda to formally recognize these members. The members to be recognized are:

- Virgil Stender, Board of Adjustment
- Mark Willems, Carver County Extension Committee
- Jim Boettcher, Park Commission
- Gerald Bruner, Park Commission

ACTION REQUESTED:

Recognize and thank advisory committee members.

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 2023 - 8815

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Transit Planning and Coordination

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Health and Human Services Division, through its Public Health Department, is required to conduct a community health assessment. A community health assessment is foundational to improving and promoting health of the community and helps to ensure that local resources are directed towards where they can make the greatest and most timely impact. Through the assessment process, transportation was determined to be one of the key elements to keep the community vibrant and healthy. Public transit not only improves community health, but increases economic benefits, reduces air pollution, improves road congestion and community mobility, offers an equitable transportation system, and supports commuters' productivity.

The Carver County Community Health Improvement Plan Action Committee, the committee that was formed to address the outcomes of the assessment and the needs of public transit and accessibility, identified the need to do a transit survey to determine the unmet transit needs of Carver County residents. SouthWest Transit, Smartlink Mobility Management, Public Works, Health and Human Services, and Planning & Water Management staff have worked together to implement the survey and discuss results and recommended next steps. Staff are seeking Board direction and input.

ACTION REQUESTED:

Board direction and input.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 8722

Carver County Board of Commissioners Request for Board Action



Agenda Item:

CarverLink Update and Discussion on Broadband Funding Options

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

CarverLink is exploring immediate and near future grant funding opportunities to further our efforts in making available 100% fiber broadband connectivity countywide. Staff will provide an update on CarverLink's current efforts and initiatives which includes the status of our facilitated city fiber agreements, our ongoing Connect Up Carver Initiative, and other parallel efforts we have secured and in the works.

New topics of discussion include:

- State of Minnesota Line Extension Program
- State of Minnesota Border to Border Broadband Grant Funding Opportunity
- FCC Broadband Availability maps
- Challenge of countywide outreach and the Broadband Equity, Access & Deployment Grant Program (BEAD)
 - A \$42 billion Federal program that is supposed to be made available sometime in spring/summer 2013

Staff will present options relating to the required county match funding that would be needed as part of any current or future grant funding opportunities.

ACTION REQUESTED:

Guidance from the County Board on County match funding options and applying for broadband grant opportunities.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 8842