



**CARVER  
COUNTY**

*minnesota*

**Carver County Board of Commissioners  
February 21, 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](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>

- |           |     |  |       |
|-----------|-----|--|-------|
| 9:00 a.m. | 1.  | a) <b>CONVENE</b><br>b) <b>Pledge of allegiance</b><br>c) <b>Public comments</b>                           |       |
|           | 2.  | Agenda review and adoption   |       |
|           | 3.  | Approve minutes of February 7, 2023 Regular Session .....  | 1-3   |
|           | 4.  | Community Announcements  |       |
| 9:20 a.m. | 5.  | <b>CONSENT AGENDA</b>  |       |
|           |     | <i>Communities: Create and maintain safe, healthy, and livable communities</i>                             |       |
|           | 5.1 | 2023 Seasonal Road Restrictions.....   | 4-5   |
|           | 5.2 | Turnback Agreement for Highway 40 with the City of Carver .....  | 6-7   |
|           | 5.3 | Approve 2023 Federal Boating Safety Supplemental Equipment Grant<br>and subsequent new boat purchase ..... | 8-9   |
|           | 5.4 | Request for approval of Joint Powers Agreement with<br>Minnesota BCA.....                                  | 10-11 |

- 5.5 Eliminate 0.8 FTE AMH RN, create 0.6 FTE AMH RN and add a 0.5 Case Management Associate ..... 12-14

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

- 5.6 Charitable Gambling Application to conduct a Raffle in Carver County-Watertown Rod and Gun Club ..... 15
- 5.7 Request for approval to contract with Eagle View Corporation..... 16

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

- 5.8 Request for Approval to Renew Contract with Madden Galanter Hansen, LLP..... 17
- 5.9 Approval of the Teamsters Detention Deputies, 911 Dispatchers and TAC Officer Unit 2023-2024 Collective Bargaining Agreement ..... 18-20
- 5.10 Approval of the MNPEA Licensed Deputies 2023-2024 Collective Bargaining Agreement ..... 21-23
- 5.11 Request for Approval of Updated 2023 STOC Wage Scale ..... 24-26

*Customer service: Continue the County’s delivery of high value, timely service and support*

- 5.12 Request for approval to contract with Telamon Corporation..... 27
- 5.13 Two STOC positions for HHS Income Support ..... 28-29

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

- 5.14 Firehouse Subs Public Safety Grant - CCSO Dive Team..... 30-31
- 5.15 Review Health & Human Services and Commissioner Warrants..... NO ATT

- 9:20 a.m. **6. CUSTOMER SERVICE: Continue the County’s delivery of high value, timely service and support**
- 6.1 Close Encore Adult Day program, eliminate 5.0 FTEs, create 5.0 FTEs..... 32-35

10:10 a.m. **7. COUNTY ADMINISTRATOR REPORT**

10:15 a.m. **ADJOURN REGULAR SESSION**

David Hemze  
County Administrator

**UPCOMING MEETINGS**

- February 28, 2023 9:00 a.m. Veterans Van Unveiling
- February 28, 2023 9:15 a.m. Board Work Session
- March 7, 2023 9:00 a.m. Board Meeting
- March 14, 2023 No Meeting
- March 21, 2023 9:00 a.m. Board Meeting
- March 28, 2023 9:00 a.m. Board Work Session
- April 4, 2023 9:00 a.m. Board Meeting
- April 11, 2023 No Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on February 7, 2023. Chair John P. Fahey convened the session at 9:00 a.m.

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

Members absent: None.

No public comments were received.

Degler moved, Lynch seconded, to approve the agenda. Motion carried unanimously.

Udermann moved, Workman, to approve the minutes of the January 17, 2023, Regular Session. Motion carried unanimously.

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

Approved staff recommendations for 2023 city and township waste reduction and recycling grants.

Resolution #07-23 Authorizing Settlement of Compensation to Owners for Loss of Trees and Potential Trespass Litigation Related to the Highway 50 Bevens Creek Area Project.

Contract with Minnesota Department of Public Safety pending finalization of the contract review process and receiving the 2023 UASI grant and related Sheriff's budget amendment.

Resolution #08-23 Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for US 212 Project-Dahlgren Township.

Resolution #09-23, Awarding of the 2023 County Wide Pavement Marking Safety Project Carver County contract 23-020 Project #218895.

Professional service agreement with Love Inc., for diaper/wipe distribution with a not to exceed amount of \$100,000 for the period beginning with the Board's approval through February 28, 2025.

Resolution #10-23, Agreement between Carver County and the State of Minnesota.

Resolution #11-23, Minnesota GreenCorps Support and authorized the Assistant County Administrator to sign the host site agreement.

Contract with NorthStar Regional for certified recovery specialist services.

Approved creating a 0.5 FTE Senior Health Services professional position and related HH&S budget amendment.

Approved hiring one STOC Administrative Support position for HH&S utilizing MDH Covid 19 response grant funds and related HH&S budget amendment.

Authorized HH&S acceptance of donations to Encore program.

Approved the appointment of Lauren Salvato to the Lower Minnesota Watershed District Board of Managers.

Approved issuing a charitable gambling license to Chaska Snow Hawks to conduct a raffle to be held on March 4, 2023.

Approved charitable gambling application for Watertown Rod and Gun Club to conduct a raffle and bingo on April 22, 2023.

Resolution #12-23 Support and Authorization for an Application to United States Department of Transportation (USDOT) for a FY23 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program for the Highway 5 Arboretum Area Mobility Project.

Approved the 2023-2024 Teamsters Detention Sergeants and Emergency Communications Supervisors Unit Collective Bargaining Agreement and related budget amendment.

Approved acceptance of 31 new AED's provided by the Helmsely First Responder Program and related Sheriff's budget amendment.

Approved agreement between Carver County and Hennepin County to board Hennepin County inmates during a scheduled facility maintenance project.

Authorized acceptance of \$63,201 from the Carver County Veterans Council which will be used towards the purchase of a bus and related budget amendment.

Reviewed January 24, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$1,412,728.4; reviewed January 31, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$360,762.85 and reviewed February 7, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$256,102.81.

Motion carried unanimously.

Darin Mielke, Public Works, appeared before the Board for a project status update on Highway 212. He stated Phase I in Dahlgren Township was essentially complete, with Phase II mostly in Benton Township. He pointed out key reasons to undertake the project that included the number of crashes and the severity of them. Mielke highlighted proposed improvements on the corridor. He identified funding sources for Phase I and Phase II. Mielke stated they are trying to get additional funding for the Bongards interchange. Mielke shared a fly through video of the project and noted these would be posted on the County's website.

He pointed out potential access changes to the Public Works Headquarters site and noted high level space planning efforts would also be taking place in the future. Mielke reviewed the next steps for Phase II and indicated a meeting with landowners would occur in March. He indicated they anticipated construction to occur mid 2024 to 2026.

Chair Fahey thanked Mielke for the update.

Kerie Anderka, Employee Relations, requested the Board approve a separation agreement.

Workman moved, Degler seconded, to approve the settlement agreement between Carver County and AFSMCE Council 65 representing Jonathon Nibbe, not to exceed \$34,804.78 for 2023 cost. Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay. Motion carried.

Degler moved, Lynch seconded, to go into closed session at 9:55 a.m. as provided by Statutes to discuss County Administrator Hemze's annual performance evaluation. Motion carried unanimously.

The Board adjourned the closed and Regular session at 10:35 a.m.

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:**

**2023 Seasonal Road Restrictions**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:  
Consent

Amount of Time Requested:  minutes  
Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Seasonal road restrictions in Carver County can be established in accordance with Chapter 169, Laws of Minnesota, at the ton per axle limitations of the 2023 Seasonal Road Restriction map for Carver County, on file at Public Work's headquarters in Cologne and posted on the County web site. The County Engineer can increase or decrease said restrictions whenever conditions warrant pursuant to Chapter 163, Section 163.02, Subdivision 3, Laws of Minnesota.

The spring load restriction start and end dates are determined by MnDOT and will be announced with at least a 3-day advance notice. Advance notice is available on the Internet at:

<http://www.dot.state.mn.us/materials/pvmtdesign/sll/index.html>

and via recorded messages at (651) 366-5400 or toll free at 1-800-723-6543.

MnDOT policy is to not restrict loads in the Spring for more than 8 weeks, however the county can extend the end date if conditions warrant.

**ACTION REQUESTED:**

Motion to adopt a resolution authorizing the posting of maximum seasonal load limits on Carver County Highways in 2023.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 8894

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

Date: February 21, 2023  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

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**2023 SEASONAL ROAD RESTRICTIONS**

BE IT RESOLVED that the seasonal road restrictions in Carver County be established in accordance with Chapter 169, Section 169.87, Laws of Minnesota, at the ton per axle limitations of the 2023 Seasonal Road Restriction map for Carver County, and

BE IT FURTHER RESOLVED that the County Engineer is hereby authorized to impose and to increase or decrease said restrictions whenever conditions warrant pursuant to Chapter 163, Section 163.02, Subdivision 3, Laws of Minnesota.

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 21<sup>st</sup> day of February, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 21<sup>st</sup> day of February 2023.

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County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Turnback Agreement for Highway 40 with the City of Carver**

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 has determined that a portion of Highway 40 from the easterly right of way of Highway 11 to the south right of way of Highway 61, is no longer needed for county highway purposes within the City of Carver. The City of Carver is agreeable to the turnback of Highway 40 east of Highway 11 and south of Highway 61 through downtown Carver. Carver County Public Works had planned to perform seal coating, crack filling and pavement rehabilitation work on this segment of Highway 40. During negotiations with the City, it was agreed that the City would perform the needed maintenance work to their standards and preferences, and in exchange the County would make a lump sum payment to the City of Carver upon the release of Highway 40.

**ACTION REQUESTED:**

Motion to adopt a resolution for a turnback agreement with the City of Carver for Highway 40, pending finalization of the contract review process.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

<b>County Dollars =</b>	<input type="text" value=""/>
Wheelage Tax	\$1,138,000.00
<b>Total</b>	<b>\$1,138,000.00</b>

**FTE IMPACT:**

Insert additional funding source

**Related Financial/FTE Comments:**

The County will pay the City of Carver a lump sum for planned maintenance (seal coat and crack filling) and pavement rehabilitation work that was budgetted by the County for 2023, but the City would prefer to complete the work.

*Office use only:*

RBA 2023 - 8725



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

Date: February 21, 2023  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

**Revocation and Turnback of County Sate Aid Highway No. 40**

WHEREAS, County Sate Aid Highway No. 40 is a duly established county highway, and

WHEREAS, County Sate Aid Highway No. 40, lying immediately east of County Sate Aid Highway No. 11 and south of County Sate Aid Highway No. 61 in the City of Carver is no longer needed for county highway purposes, and

WHEREAS, it is appropriate for the County to revoke and turnback this highway and to devote its limited resources to other areas, and

WHEREAS, the City of Carver has concurred with this revocation and turnback, and

WHEREAS, the County has authority under Minnesota Statute § 162.02 and § 163.11 for turnback and revocation of county highway corridors.

NOW THEREFORE, BE IT RESOLVED, by the County Board of County of Carver, that County Sate Aid Highway No. 40, beginning in Section 24, Township 115 North, Range 24 West at the intersection of County Sate Aid Highway No. 40 and County Sate Aid Highway No. 11 at a point approximately 150 feet southerly of the northwest corner of the southeast quarter of the southeast quarter of said Section 24; thence continuing easterly along that County Sate Aid Highway No. 40 (Main Street) through Section 24, Township 115 North, Range 24 West; thence continuing easterly and northeasterly along that County Sate Aid Highway No. 40 through Sections 19, 18, and 17, Township 115 North, Range 24 West, to the City of Carver border at a point approximately 1,075 feet east of the northwest corner of said Section 17, and there terminating, is hereby revoked and turned back to said city for use as a city street, and

BE IT FURTHER RESOLVED that Carver County enter into Carver County Agreement No. 22-478 with the City of Carver and that the County Board Chair and County Administrator are authorized to execute the Agreement and any amendments to the Agreement, and

BE IT FURTHER RESOLVED that a copy of this Resolution shall be recorded with the Carver County Recorder by the Carver County Administrator.

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

STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified Interim 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 21<sup>st</sup> day of February, 2023 now on file in the Administration office, and have found the same to be a true and correct copy thereof.

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve 2023 Federal Boating Safety Supplemental Equipment Grant and subsequent new boat purchase**

Primary Originating Division/Dept: Sheriff - Support Services <input type="text"/>	Meeting Date: 2/21/2023 <input type="text"/>
Contact: Michael Wollin <input type="text"/> Title: Commander <input type="text"/>	Item Type: Consent <input type="text"/>
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: Communities: Create and maintain safe, healthy, and livable communities <input type="text"/>	

**BACKGROUND/JUSTIFICATION:**

The Carver County Sheriff's Office is seeking purchase of a new 2023 SeaArk Bay Runner 210 costing \$49,720.00. This purchase is in compliance with Carver County Local Preference Policy. The SeaArk Bay Runner 210 can be used daily during the boating season, and also used by the Sheriff's Dive Team for water emergencies. This boat will sufficiently meet requirements for public boat launches within the county. This boat will be dual purpose for boating safety/enforcement and water rescue/recovery better meeting the needs to further our activities and responses for which the Sheriff is statutorily obligated to provide. The boat will replace an existing 2009 Crestliner boat that will be traded in and used toward the purchase of the new boat. Quotes were recieved from marinas dealing in SeaArk Bayrunner boats consisting of Foster Bros Marine in Delano, MN, Cimmarina Boats in Nebraska, and Ox-Bo Marine in Wisconsin. The lowest pricing estimate taking into account estimated offered trade in value was from Foster Bros. Marine at \$49,720.00. This grant (\$29,000) coupled with trade in (estimated \$23,000) of an existing 2009 Crestliner boat allows Carver County to purchase a new 2023 SeaArk Bay Runner 210 with lights and siren equipment between January 1, 2023 and August 1, 2023.

**ACTION REQUESTED:**

Approve acceptance of the 2023 Federal Boating Safety Supplemental Equipment Grant for \$29,000.00, trade-in of an existing boat, and in compliance with the County's Financial Policy on claims, approve the subsequent purchase from Foster Bros. Marine of a new replacement boat in the form of a 2023 SeaArk Bay Runner 210 with lights and siren equipment.

<b>FISCAL IMPACT:</b> Budget amendment request form <input type="text"/>	<b>FUNDING</b>
If "Other", specify: \$29,000 grant reimbursement <input type="text"/>	County Dollars = <input type="text"/>
<b>FTE IMPACT:</b> None <input type="text"/>	Boat & Water Grant <input type="text"/> \$29,000.00
	<b>Total</b> <input type="text"/> \$29,000.00
	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

Once this grant is fully executed, the Grantee may claim reimbursement for expenditures incurred back to the effective date. Reimbursements will only be made for those expenditures made according to the terms of the grant.

Office use only:

RBA 2023 - 8877

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Approve 2023 Federal Boating Safety Supplemental Equipment Grant

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Boat & Water	01-201-231-1655-6660	\$29,000.00	Equipment	01-201-231-1655-...	\$29,000.00
<b>TOTAL</b>		\$29,000.00	<b>TOTAL</b>		\$29,000.00

Reason for Request:

Once this grant is fully executed, the Grantee may claim reimbursement for expenditures incurred back to the effective date. Reimbursements will only be made for those expenditures made according to the terms of the grant.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for approval of Joint Powers Agreement with Minnesota BCA**

Primary Originating Division/Dept: Sheriff

Meeting Date: 2/21/2023

Contact: Brian Sloat  Title: Lieutenant

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 Sheriff's Office and MN BCA desire to work together to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through human trafficking and sexual exploitation. We wish to partner in order to dismantle organizations engaging in these activities. The Sheriff's Office wants to participate in the Minnesota Human Trafficking Investigators Task Force and be provided reimbursement of the following: equipment, training, and expenses (including travel and overtime) as are incurred by law enforcement as a result of ongoing investigations. Carver County and the BCA enter into this Agreement to implement a three-pronged approach of prevention, education and enforcement to combat human trafficking and sexual exploitation of children. This Agreement provides the mechanism to reimburse the Governmental Unit (i.e., Carver County) for equipment, training and expenses (including travel and overtime), which are incurred by law enforcement as a result of these investigations.

**ACTION REQUESTED:**

Approval of a Joint Powers Agreement (JPA) with the Minnesota Bureau of Criminal Apprehension to conduct joint investigations in regards to human trafficking and sexual exploitation of children. Adopt resolution and Joint Powers Agreement, having been previously reviewed and approved by legal and risk.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total**  \$0.00

Insert additional funding source

**Related Financial/FTE Comments:**

Eligible for reimbursement for overtime and related expenses associated with joint investigations.

Office use only:

RBA 2023 - 8907

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: \_\_\_\_\_ Resolution No: \_\_\_\_\_  
 Motion By Commissioner: \_\_\_\_\_ Seconded by Commissioner: \_\_\_\_\_

## RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENT WITH THE COUNTY OF CARVER ON BEHALF OF ITS SHERIFF'S OFFICE

WHEREAS, the County of Carver on behalf of its Sheriff's Office desires to enter into a Joint Powers Agreement with the State of Minnesota, Commissioner of Public Safety, Bureau of Criminal Apprehension to participate in the Minnesota Human Trafficking Investigators Task Force to work together to investigate and prosecute human trafficking and sexual exploitation of children.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Commissioner, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Commissioner of Public Safety, Bureau of Criminal Apprehension and the County of Carver on behalf of its Sheriff's Office is hereby approved.
2. That the Sheriff, Jason Kamerud, or his or her successor, is designated the Authorized Representative for the Sheriff's Office. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's participation in the MNHITF
3. That John P. Fahey, the County Board Chair of the County of Carver, and David Hemze, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreement.

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

STATE OF MINNESOTA)

) ss.

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 21<sup>st</sup> day of February, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

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

# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

**Eliminate 0.8 FTE AMH RN, create 0.6 FTE AMH RN and add a 0.5 Case Management Associate**

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

Meeting Date: 2/21/2023

Contact: Richard Scott

Title: Deputy Division 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:

The HHS Behavioral Health Community Support program is seeking to add a 0.5 FTE Case Management Associate and eliminate a 0.8 FTE Adult Mental Health (AMH) Registered Nurse (RN) and create a 0.6 FTE AMH RN.

It is necessary to increase staffing for the HHS Behavioral Health Community Support Program (CSP) service provision to ensure that mental health case managers revenue producing productivity (targeted case management) is not reduced due to providing coverage for CSP services. CSP provides services to adults experiencing serious and persistent mental illness (SPMI), per MN Statute 245.4712. The creation of a 0.5 FTE Case Management Associate position in the Community Support Program will ensure that sufficient mandated CSP services are provided to residents of the county.

An AMH RN provides medication monitoring and administration of long-acting antipsychotic medications to prevent hospitalizations and support individuals in maintaining quality of life in the community. Currently, the AMH RN position in the HHS Behavioral Health Community Support program is a 0.8 FTE due to having additional tasks required for Encore Adult Day Program/Public Health. These additional tasks will be eliminated and therefore HHS is requesting to eliminate the 0.8 FTE position and create a 0.6 FTE position. The RN service needs of adults with SPMI can be met effectively with a 0.6 FTE. The applicable employee and Employee Relations are both aware of and in support of this plan.

In addition to the nursing services provided through CSP, MN Statute 245.4712 identifies that County Boards must provide sufficient community support services within the county to meet the needs of adults with serious and persistent mental illness who are residents of the county. Supportive services, that can be provided by a case management associate are in the areas of 1) conducting outreach activities such as home visits, health and wellness checks, and problem solving; 2) connecting people to resources to meet their basic needs; 3) finding, securing, and supporting people in their housing; 4) attaining and maintaining and health insurance benefits and other state and federal benefits including Supplemental Security Income, general assistance and MSA; 5) fostering social support, including support groups, mentoring, peer support, and other efforts to prevent isolation and promote recovery; and 6) educating about mental illness, treatment, and recovery.

The cost savings of eliminating the 0.8 FTE AMH RN position and creating a 0.6 FTE AMH RN position is \$35,306. The cost of creating a 0.5 FTE Case Management Associate position is \$34,022. This results in an overall total cost savings of \$1,284. The Community Support Program Grant and Adult Mental Health Initiative Grant provide funding for services in BRASS Code 434; this will cover the costs of both the 0.6 FTE AMH RN and .5FTE Case Management Associate positions within the Community Support Program. The current grant term is CY 2023 and CY 2024; these grants are expected to be renewed for CY 2025 and ongoing in the future.

**No additional levy tax dollars will be needed for this FTE change.**

## ACTION REQUESTED:

Motion to approve the elimination of 0.8 FTE Adult Mental Health Registered Nurse position (C-41), and the creation of 0.6 FTE Adult Mental Health Registered Nurse position (C-41) and add a 0.5 FTE Case Management Associate position (B-21).

**FISCAL IMPACT:** Budget amendment request form

If "Other", specify:

**FTE IMPACT:** Increase budgeted staff

**FUNDING**

County Dollars =	<b>\$0.00</b>
CSP/AMHI Grant	(\$35,306.00)
CSP/AMHI Grant	\$34,022.00
<b>Total</b>	<b>(\$1,284.00)</b>

Related Financial/FTE Comments:

FTE Impact: Overall increase of 0.3 FTE. The cost savings of reducing AMH RN position from 0.8 FTE to 0.6 FTE is \$35,306. With the creation of a 0.5 FTE Case Management Associate position, there will be an overall cost savings of \$1,284, which will be repurposed under the grant through a budget amendment. The Community Support Program Grant and Adult Mental Health Initiative Grant currently cover the cost of the positions for service provision within BRASS Code 434.

**No additional tax levy dollars will be needed for this FTE change.**

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:	2.60
Feb 21st RBAs non-levy funded net FTE change:	<u>0.30</u>
2023 Total FTE - 1/17/23	760.08

Office use only:

RBA 2023 - 8909

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Eliminate 0.8 FTE AMH RN, create 0.6 FTE AMH RN and add a 0.5 Case Management Associate

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
AMH Program Costs	11-480-741-0000-6040	\$1,284.12	AMH Salaries	11-480-741-0002-...	\$1,284.12
<b>TOTAL</b>		\$1,284.12	<b>TOTAL</b>		\$1,284.12

Reason for Request:

Request to eliminate a 0.8 FTE AMH RN, create a 0.6 FTE AMH RN and add a 0.5 Case Management Associate.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Charitable Gambling Application to conduct a Raffle in Carver County- Watertown Rod and Gun Club**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

A Charitable Gambling application to conduct a raffle in Carver County was received from Watertown Rod and Gun Club. They plan to hold a raffle on August 30, 2023 at Watertown Rod and Gun Club 13380 Co Rd 122 Watertown, MN 55388. This organization has received this type of permit before.

**ACTION REQUESTED:**

Approval for Watertown Rod and Gun Club to conduct a raffle in Carver County on August 30, 2023.

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

**FUNDING**  
County Dollars =   
  
**Total**  \$0.00

**FTE IMPACT:**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 8901

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for approval to contract with Eagle View Corporation**

Primary Originating Division/Dept: <u>Public Services - IT</u>	Meeting Date: <u>2/21/2023</u>
Contact: <u>Chad Riley</u> Title: <u>IT Manager – GIS and Software</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:**

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

**BACKGROUND/JUSTIFICATION:**

Every three years since 2008, Carver County has contracted to acquire updated oblique imagery to support GIS mapping applications. Prior years of collection were in 2008, 2011, 2014, 2017, and 2020. The contract includes software licensing and an online Cloud hosting solution. Oblique imagery is used to get a birds-eye view of the earth. These are high resolution 4-way shots (north, south, east, west) at a 40-degree angle. The oblique imagery gives the County staff a great view of objects that cannot be seen through a traditional straight-down image. Oblique imagery answers questions and provides better decisions without having to make a field visit. Resolution, which refers to the area of ground covered by an individual pixel in a photo, is generally a key factor in cost of aerial photography, where high resolution generally cost more than lower resolution photos. In the past, Carver County flights have been flown at 6" resolution in urbanized areas of the County while rural areas were flown at a slightly lower quality 9" resolution. As technology has improved, costs for higher resolution photos have decreased. This flight will be flown uniformly with 6" resolution and will benefit departments such as Public Works, Land Management, Planning and Water, and the Sheriff's Office as their operations are not confined to areas of high population.

No additional official quotes were obtained for this flight. The county utilizes Eagle View's (formally Pictometry) Cloud hosted image viewer for all flights that have been flown to date. Moving away from Eagle View would require separate tools to view historical imagery and a new hosting fee for imagery from another vendor would be required. Additionally, Carver County benefits from their MnCCC membership which provides the County with cost savings through a MnCCC master contract that is only with Eagle View. This flight includes collaborative efforts between Carver County and cities to fly at the same time to share costs. Cities that participate in the project share 50% of the cost covering their geographic area. Six cities have shown interest in participating in the 2023 project. The Information Technology Department would like to purchase Eagle View Oblique Imagery and software/hosting fees based on the MnCCC Master Contract. This is the third time Carver County has purchased Eagle View Oblique imagery through the MCCC master contract.

**ACTION REQUESTED:**

Motion to contract with Eagle View Corporation pending finalization of the contract review process.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$60,225.00</b>
<b>Total</b>	<b>\$60,225.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

Three-year contract agreement - 2023 = \$20,075; 2024 = \$20,075; 2025 = \$20,075. Estimated \$6894 in reimbursement revenue from the cities' cost-sharing contributions which would reduce the County cost.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for Approval to Renew Contract with Madden Galanter Hansen, LLP**

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>2/21/2023</u>
Contact: <u>Kerie Anderka</u> Title: <u>ER 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:**

This is a renewal of the Professional Services Agreement between Carver County and Madden Galanter Hansen, LLP law firm from January 1, 2023 through December 31, 2024 to provide legal counsel in areas of labor relations, collective bargaining, negotiations and mediation. The agreement includes the monthly retainer and hourly rates for hearings, special projects, and litigation outlined below by year.

**Monthly Retainer:**

2023 – \$6,329.00

2024 – \$6,508.00

**Hourly Rates for Hearings and Special Projects:**

2023 – \$210.00

2024 – \$220.00

**Hourly Rates for Litigation:**

2023 – \$220.00

2024 – \$230.00

**ACTION REQUESTED:**

Motion to renew contract with Madden Galanter Hansen, LLP.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$75,948.00</b>
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**FTE IMPACT:** None

<b>Total</b>	<b>\$75,948.00</b>
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**Related Financial/FTE Comments:**

Cost reflects annual figure for year-one of the agreement, based on monthly retainer.

2022 Monthly Retainer: \$6,150.00

2022 Hourly Rates for Hearings and Special Projects: \$200.00

2022 Hourly Rates for Litigation: \$210.00

# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

**Approval of the Teamsters Detention Deputies, 911 Dispatchers and TAC Officer Unit  
2023-2024 Collective Bargaining Agreement**

Primary Originating Division/Dept: Employee Relations

Meeting Date: 2/21/2023

Contact: Kerie Anderka Title: ER Director

Item Type:  
Consent

Amount of Time Requested:      minutes

Attachments:  Yes  No

Presenter:                                  Title:                                 

## Strategic Initiative:

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

## BACKGROUND/JUSTIFICATION:

The Teamsters Detention Deputies, 911 Dispatchers, and TAC Officer Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2023-2024 CBA.

Following is a summary of the highlights of the tentative agreement reached with the Teamsters Detention Deputies, 911 Dispatchers, and TAC Officer Unit Bargaining Unit:

- Two year agreement (2023 – 2024)
- 2023 General Adjustment: 3.00%
- 2024 General Adjustment: 3.00%
- 2023 Pay-for-Performance (PFP) Matrix: 0%, 2%, 3%, 4% effective first full pay period in March
- 2024 Pay-for-Performance Matrix: 0%, 2%, 3%, 4% effective first full pay period in March
- Implement salary ranges as established by County Board effective first full pay period in January 2023.
- Implement salary ranges as established by County Board effective first full pay period in January 2024.
- Implement various holiday language updates and provisions as proposed by the County. Designated holidays to be compensated at 8 hours rather than 12 hours / shift commensurate.
- Addition of Christmas Eve as a designated holiday
- MOA stating if Minnesota State legislature amends list of official state holidays outlined in Minn. Stat. 645.44, subd. 5 to include Juneteenth, then the Holiday Article of the CBA shall be modified effective upon effective date of legislation to include Juneteenth as a designated holiday.
- Agreement regarding County Health Insurance Plan updates including:
  - 2023 HSA plan deductible increasing to \$3,000/\$4,800 (from \$2,800/\$4,800 in 2022)
  - 2024 HSA plan deductible increasing to \$3,000/\$5,400
  - Elimination of health insurance waiver payment in 2024
- 2023 Insurance: Increase County cafeteria contributions by amounts essentially in line with the contractual percentage obligations of 100% single / 68.6% family. Maintain percentages defined in current contract language for employee-only and full-family coverage tiers.
  - Employee: \$936.24
  - Employee + Child(ren): \$1,160.32
  - Employee + Spouse: \$1,541.43
  - Family: \$1,961.56
- 2024 Insurance: Increase County cafeteria contributions as outlined below. Maintain percentages defined in current contract language for employee-only and full-family coverage tiers.
  - Employee: \$1,048.59
  - Employee + Child(ren): \$1,405.58
  - Employee + Spouse: \$1,880.61
  - Family: \$2,369.88

- Uniform Allowance:
  - Increase to \$875 (+ \$35) for Detention Deputies effective in 2023
  - Increase to \$900 (+ \$25) for Detention Deputies effective in 2024
  - Increase to \$450 (+ \$35) for Dispatchers effective in 2023
- Night Shift Differential: Increase to \$1.25 (+ \$0.40)
- Weekend Differential: \$1.00 for each hour worked from 00:00 Saturday through 23:59 Sunday
- MOA outlining one-time base rate adjustments or one-time lump sum payments for employees in the positions of Detention Deputy, 911 Dispatcher, and TAC Officer. Approximately half of the bargaining unit members receive base rate adjustments. Individuals not receiving a base rate adjustment will be provided a one-time lump sum payment in the amount of \$500. The MOA adjustments are responsive to unique market and attraction and retention issues and negotiated concession on holiday compensation structure.

**ACTION REQUESTED:**

Motion to approve the 2023–2024 Detention Deputies, 911 Dispatchers, and TAC Officer Unit Collective Bargaining Agreement.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$141,520.00</b>
BSA funds	\$209,596.00
<b>Total</b>	<b>\$351,116.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

The incremental cost for the 2023 Detention Deputies, 911 Dispatchers, and TAC Officer Unit Collective Bargaining Agreement total compensation is \$351,116. A budget amendment is necessary to allocate Budget Stabilization Account (BSA) funds to the respective Department wage accounts that are not included in the 2023 Adopted Budget, as well as, reallocate funds to the respective department health insurance contribution accounts. The total compensation 2023 Budget for the Detention Deputies, 911 Dispatchers, and TAC Officer Unit Collective Bargaining Agreement is \$5,306,670.

*Office use only:*

RBA 2023 - 8912

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Approval of the Teamsters Detention Deputies, 911 Dispatchers and TAC Officer Unit 2023-2024 Collective

Agenda Item: Bargaining Agreement

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Cafeteria Contributions	01-201-xxx.6121	\$6,063.00
Shift Pay	01-201-xxx.6114	\$30,396.00
Uniform	01-201-xxx.6457	\$4,200.00
Salary & Benefits	01-201-xxx.61xx	\$175,000.00
<b>TOTAL</b>		<b>\$215,659.00</b>

CREDIT		
Description of Accounts	Acct #	Amount
Health & Life Insurance	01-820.6152	\$6,063.00
COVID-19 BSA Funds	01-820-000-1120....	\$209,596.00
<b>TOTAL</b>		<b>\$215,659.00</b>

Reason for Request:

The above is to allocate additional funds to the cafeteria contribution based on the approval of the Detention Deputies, 911 Dispatchers and TAC Officer Unit employee insurance contributions. The incremental increase not covered in the respective 2023 department budgets is show above. The BSA funds are being utilized to cover the cost of shift pay, uniform changes, and MOA that are not included in the 2023 Budget.

# Carver County Board of Commissioners

## Request for Board Action



**Agenda Item:**

**Approval of the MNPEA Licensed Deputies 2023-2024 Collective Bargaining Agreement**

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>2/21/2023</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:**

The MNPEA Licensed Deputies Bargaining Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2023-2024 Collective Bargaining Agreement.

Following is a summary of the highlights of the tentative agreement reached with the MNPEA Licensed Deputies Bargaining Unit:

- Two year agreement (2023 – 2024)
- 2023 General Adjustment: 3.00%
- 2024 General Adjustment: 3.00%
- Eliminate Performance Based Retention Increases Program for employees whose base rate is below the target rate and have not reached 60 months of continuous employment as a Deputy Sheriff.
- 2023 Pay-for-Performance (PFP) Matrix: 0%, 2%, 3%, 4% effective first full pay period in March
- 2024 Pay-for-Performance Matrix: 0%, 2%, 3%, 4% effective first full pay period in March
- Implement Decision Band Method (DBM) B25 salary range designation effective first full pay period in January 2023
- Implement PFP salary ranges as established by County Board effective first full pay period in January 2023
- Implement PFP salary ranges as established by County Board effective first full pay period in January 2024
- Addition of Christmas Eve as a designated Holiday
- MOA stating if Minnesota State legislature amends list of official state holidays outlined in Minn. Stat. 645.44, subd. 5 to include Juneteenth, then the Holiday Article of the CBA shall be modified effective upon effective date of legislation to include Juneteenth as a designated holiday.
- Agreement regarding County Health Insurance Plan updates including:
  - 2023 HSA plan deductible increasing to \$3,000/\$4,800 (from \$2,800/\$4,800 in 2022)
  - 2024 HSA plan deductible increasing to \$3,000/\$5,400
  - Elimination of health insurance waiver payment in 2024
- 2023 Insurance: Increase County cafeteria contributions by amounts essentially in line with the contractual percentage obligations of 100% single / 68.6% family. Maintain percentages defined in current contract language for employee-only and full-family coverage tiers.
  - Employee: \$936.24
  - Employee + Child(ren): \$1,160.32
  - Employee + Spouse: \$1,541.43
  - Family: \$1,961.56
- 2024 Insurance: Increase County cafeteria contributions as outlined below. Maintain percentages defined in current contract language for employee-only and full-family coverage tiers.
  - Employee: \$1,048.59
  - Employee + Child(ren): \$1,405.58
  - Employee + Spouse: \$1,880.61
  - Family: \$2,369.88

- Uniform Allowance: Increase to \$940 (+ \$100)
- Night Shift Differential: Increase to \$1.25 (+ \$0.40)
- Weekend Differential: \$1.00 for each hour worked from 00:00 Saturday through 23:59 Sunday
- FTO Pay: Increase to 3 hours premium pay (from 1.5) and eliminate the option to accrue as compensatory time in deferred holiday bank associated with FTO pay.
- Educational Incentive: Each full-time Licensed Deputy Sheriff who holds a bachelor's degree or higher degree from a regionally accredited school shall receive an educational incentive of forty cents (\$0.40) per hour paid for actual hours of work.

**ACTION REQUESTED:**

Motion to approve the 2023-2024 MNPEA Licensed Deputies Unit Collective Bargaining Agreement.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$1,003,319.00</b>
BSA Funds	\$60,994.00
<b>Total</b>	<b>\$1,064,313.00</b>

**FTE IMPACT:** None

Related Financial/FTE Comments:

The incremental cost for the 2023 MNPEA Licensed Deputies Unit Collective Bargaining Agreement total compensation is \$1,064,313. A budget amendment is necessary to allocate Budget Stabilization Account (BSA) funds to the respective Department wage accounts that are not included in the 2023 Adopted Budget, as well as, reallocate funds to the respective department health insurance contribution accounts. The total compensation 2023 Budget for the MNPEA Licensed Deputies Unit Collective Bargaining Agreement is \$9,138,818.

*Office use only:*

RBA 2023 - 8914



# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Approval of the MNPEA Licensed Deputies 2023-2024 Collective Bargaining Agreement

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Cafeteria Contributions	01-201-xxx.6121	\$8,419.00
Shift Pay	01-201-xxx.6114	\$9,915.00
Uniform	01-201-xxx.6457	\$5,800.00
Salary & Benefits	01-201-xxx.61xx	\$45,279.00
<b>TOTAL</b>		<b>\$69,413.00</b>

CREDIT		
Description of Accounts	Acct #	Amount
Health & Life Insurance	01-820.6152	\$8,419.00
COVID-19 BSA Funds	01-820-000-1120....	\$60,994.00
<b>TOTAL</b>		<b>\$69,413.00</b>

Reason for Request:

The above is to allocate additional funds to the cafeteria contribution based on the approval of the MNPEA Licensed Deputies Unit employee insurance contributions. The incremental increase not covered in the respective 2023 department budgets is show above. The BSA funds are being utilized to cover the cost of shift pay, uniform changes, and education incentive that are not included in the 2023 Budget.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**Request for Approval of Updated 2023 STOC Wage Scale**

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 Employee Relations Division maintains a schedule of wage ranges for various seasonal, temporary and on-call (STOC) positions, which in addition to regular full-time and part-time employees, allow the County to effectively deliver services in a variety of areas. Where seasonal or occasional assistance is required, these positions play a valuable role in our workforce.

Employee Relations recommends an update to the STOC wage ranges to allow for greater flexibility in the current job market and to continue to enable departments to attract candidates to seasonal, temporary, and on-call position in a competitive employment market. Recent STOC Wage Schedule updates focused primarily on addressing seasonal worker ranges ahead of annual seasonal staffing. The proposed STOC Wage Schedule also removes the stand-alone 911 Dispatcher, Detention Deputy, and Deputy Sheriff and adds a Public Safety Personnel STOC wage range that encompasses various public safety personnel.

Recommended STOC Wage Scale updates do not have a direct immediate impact on actual rates for current staff. Employee Relations, in partnership with the hiring manager, will continue to review qualifications of the candidate and related market conditions when determining actual wage.

Divisions utilizing STOC personnel will continue to be responsible to maintain overall STOC costs within the approved budgets for this purpose and no funds are being requested with these recommended adjustments.

**ACTION REQUESTED:**

Motion to approve the updated attached 2023 rate chart for seasonal, temporary and on-call (STOC) positions.

FISCAL IMPACT:

If "Other", specify:

**FUNDING**

County Dollars =

FTE IMPACT:

**Total**  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 8924

## 2023 Rates for Seasonal, Temporary, and On-Call Positions

<p><b>On-Call/Temporary/Seasonal Public Works</b>            (Highway Maintenance Aide, Shop Helper, Parks Services Attendants, Park Maintenance, Light Duty Operator, Recreation Instructor, Recreation Asst, Campground Attendant, etc.)</p>	<p><b>\$15.00 - \$24.00</b></p>
<p><b>On-Call/Temporary/Seasonal Public Works - Skilled Operator</b>            (Highway Maintenance Worker, Equipment Technician, Transportation Technician, &amp; other heavy equipment operator positions)</p>	<p><b>\$20.00 - \$38.00</b></p>
<p><b>AIS Watercraft Inspector (level 1)</b></p>	<p><b>\$15.00 - \$18.00</b></p>
<p><b>AIS Watercraft Inspector (level 2)</b></p>	<p><b>\$16.00 - \$19.00</b></p>
<p><b>AIS Lead Inspector</b></p>	<p><b>\$18.00 - \$22.00</b></p>
<p><b>Election Judges</b></p>	<p><b>\$15.00 - \$25.00</b></p>
<p><b>On-Call/Temporary Support Personnel</b>            (Library Shelves, Library Asst, Receptionists, File Clerks, Accounting Clerks, Admin Asst, Paraprofessionals, HHS Program Tech, Engineering/Survey Asst, GIS Asst, Interns, Greeters, IT Support, etc.)</p>	<p><b>\$15.00 - \$38.00</b></p>
<p><b>On-Call/Temporary Professional Level Personnel</b>            (Associate Librarian, Librarian, Therapist, Social Worker, Attorney, Public Health Nurse, Engineer, Accountant, Project Manager, Business Analyst, Supervisor/Manager, &amp; other Degreed Professionals)</p>	<p><b>\$22.00 - \$60.00</b></p>
<p><b>On-Call/Temporary Information Technology Personnel</b>            (Systems Engineer, GIS Analyst, Solutions Architect, Database Administrator, Security Analyst, Infrastructure, Applications Analyst, &amp; other IT technical positions )</p>	<p><b>\$27.00 - \$70.00</b></p>
<p><b>On-Call/Temporary Public Safety Personnel</b>            (911 Dispatcher, Deputy Sheriff, Detention Deputy, &amp; other Public Safety Personnel)</p>	<p><b>\$20.00 - \$42.00</b></p>

Seasonal, temporary and on-call workers shall generally be paid within the first quartile of the range listed above for the type of work they will perform. The Employee Relations Division Director or designee may authorize a higher wage based on the qualifications and background of the worker or related market conditions. Movement within the range shall be based on the specific situation of each worker, given the nature of the assignment. No STOC worker shall be paid above the maximum listed above for any given position.

*\*Minimum wage requirements will be adjusted to comply with the large employer provisions for MN. As of January 1, 2018, Minnesota's minimum wage is indexed to inflation; the inflationary increase is capped at 2.5% per year. Impacted minimum wages will be adjusted accordingly.*

Approved by the County Board on XX/XX/XXXX

**STOC Wage Scale Amendment Crisis Program Intermittent Staff**

**Ready Reserve - Telephone and Mobile Status for Non-Exempt Intermittent Employees**

1. Employees who are required by the Employer to be in Ready Reserve - Telephone Status shall be compensated at the rate of \$6.00 per hour while assigned to be in Ready Reserve - Telephone Status. Employees who are required by the Employer to be in Ready Reserve - Mobile Status shall be compensated at the rate of \$18.00 per hour while assigned to be in Ready Reserve - Mobile Status.
2. Employees in Ready Reserve - Telephone Status who answer a telephone call move from Ready Reserve - Telephone Status to Active Work Status. Employees in Ready Reserve - Mobile Status who answer a telephone call or initiate a mobile response move from Ready Reserve - Mobile Status to Active Work Status.
3. Employees in Active Work Status shall report hours worked to the nearest quarter hour increment.
4. Time spent in Ready Reserve - Telephone Status shall constitute hours of work for the purposes of calculating overtime after forty (40) hours in a work week.
5. Employees working on the designated holiday shall receive premium pay of time and one half for all compensated hours.
6. Employees shall not receive both Ready Reserve Status pay and their regular straight time rate of pay for the same hours.

**Intermittent Mental Health Professional and Practitioner Non-Ready Reserve Shifts**

1. Intermittent Mental Health Professionals and Practitioners working between 12:00 a.m. (midnight) and 8:00 a.m. on a Non-Ready Reserve shift shall receive shift differential of \$0.80 per hour for the time they are deemed to be working. Shift differential as outlined above is not available to Intermittent Mental Health Professionals and Practitioners serving in Ready Reserve - Telephone Status or in Active Work Status as part of their assigned Ready Reserve - Telephone Status shift.
2. Intermittent Mental Health Professionals and Practitioners working on the designated holiday shall receive premium pay of time and one half for all compensated hours.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for approval to contract with Telamon Corporation**

Primary Originating Division/Dept: <u>Public Services - IT</u>	Meeting Date: <u>2/21/2023</u>
Contact: <u>Summer Rischmiller</u> Title: <u>IT Lead Project 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:**

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

**BACKGROUND/JUSTIFICATION:**

This contract is to purchase the services of a Contractor for wireless network design, installation of a bi-directional amplifier system (BDA), support and testing for the lower level of the County Courthouse in Chaska. The lower level of the County Courthouse contains the County's Emergency Operation Center (EOC), Employee Relations, a portion of Information Technologies and the law library. Due to the below-grade nature of the lower level, there is little to no cellular phone signal coverage. In late 2021, AT&T funded the installation of a bi-directional amplifier system (BDA) for the lower level of the County Courthouse and the Sheriff's Office building. This provides excellent cellular service for AT&T devices. Verizon and T-Mobile have little to no cellular signals in the lower level of the County Courthouse. When the EOC is activated for an emergency, personnel from multiple agencies utilize the location and require cellular service for their devices. A BDA system will pull the Verizon and T-Mobile cellular signals from an antenna on the rooftop of the County Courthouse building and amplify those signals through the lower level. This will benefit staff and public when in the lower level of this building. Additionally, should the need arise, this system is scalable and can be extended into the lower level of the Sheriff's Office in the future.

A Request for Proposal (RFP) process was used to gather bids and an independent consultant was employed by the County to provide technical guidance and recommendations as there are emergency communication systems in the Courthouse and Sheriff's Office buildings and any system interference must be prevented. The initial scope also included the tunnel and Sheriff's Office building. Four bids were received and ranged from \$170,100 - \$221,214. To reduce costs, signal coverage was reduced to just the lower level of the County Courthouse and revised bids were requested. Three bids were received and ranged from \$75,904 - \$147,452. Carver County IT, along with its technical consultant, reviewed the proposals and recommends we contract with Telamon due to their design plan, cost of \$75,904.32, and customer references.

**ACTION REQUESTED:**

Motion to contract with Telamon Corporation pending finalization of the contract review process.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$75,904.32</b>
<b>Total</b>	<b>\$75,904.32</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

2022 budget approved one-time capital project - \$75,904.32.

*Office use only:*

RBA 2023 - 8900

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Two STOC positions for HHS Income Support**

Primary Originating Division/Dept: <input type="text" value="Health &amp; Human Services"/>	Meeting Date: <input type="text" value="2/21/2023"/>
Contact: <input type="text" value="Kate Probert Fagundes"/> Title: <input type="text" value="Income Support Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Customer Service: Continue the County's delivery of high value, timely service and support"/>	

**BACKGROUND/JUSTIFICATION:**

The recovery phase of the COVID-19 pandemic means the end of food pandemic benefits for residents, a concentrated competitive labor market, inflation, increase in requests for public assistance from residents, and the start of Medical Assistance (MA) renewals in April 2023 after a three-year mandated hiatus. These factors combined with unforeseen high staff turnover in the Income Support department pose the need for additional temporary resources for the HHS Income Support Financial Assistance Services (FAS) units to meet the needs of Carver County residents.

To manage the temporary surge of need, HHS is requesting two (2) STOC Financial Assistance Specialist positions for the Income Support FAS units. The maximum 2023 cost per County Finance for each STOC position is \$21,904.32, for a total maximum cost of \$43,808.64 for two (2) STOC positions at a maximum of 67 days each. Carver County received a 2023 grant from Health Partners which specifically states:

- We acknowledge the ongoing challenges counties have experienced during the pandemic and the anticipated challenges when the federal Public Health Emergency (PHE) ends, and every Minnesotan with Medicaid coverage must re-determine their eligibility.
- The goal is that Carver County uses the grant to benefit [HealthPartners] Medicaid members. Some activities may include preparation and planning for the end of the PHE and the obligations to update addresses and process re-enrollment determinations.

The Health Partners grant will be utilized to cover 100% of the STOC position cost. No county tax levy will be required to fund these temporary positions. Employee Relations is in support of this plan to address short-term workforce challenges in HHS.

**ACTION REQUESTED:**

Motion to approve hiring two STOC Financial Assistance Specialist positions for HHS Income Support Department utilizing Health Partners Grant funds, effective February 21, 2023.

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/>	<b>FUNDING</b>						
If "Other", specify: <input type="text" value=""/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td>Health Partners Grant</td> <td style="text-align: right;">\$43,808.64</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$43,808.64</b></td> </tr> </table>	County Dollars =	<b>\$0.00</b>	Health Partners Grant	\$43,808.64	<b>Total</b>	<b>\$43,808.64</b>
County Dollars =	<b>\$0.00</b>						
Health Partners Grant	\$43,808.64						
<b>Total</b>	<b>\$43,808.64</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

**Related Financial/FTE Comments:**

Cost should be receipted to the Health Partners Grant. No local county tax levy will be utilized.

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Two STOC positions for HHS Income Support

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Financial Assistance Salaries	11-420-600-0023-6119	\$43,808.64
<b>TOTAL</b>		\$43,808.64

CREDIT		
Description of Accounts	Acct #	Amount
Health Partners Grant	11-422-700-0023-...	\$43,808.64
<b>TOTAL</b>		\$43,808.64

Reason for Request:

Request for 2 STOC Financial Assistance positions to be funded by a Health Partners Grant.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Firehouse Subs Public Safety Grant - CCSO Dive Team**

Primary Originating Division/Dept: Sheriff - Support Services

Meeting Date: 2/21/2023

Contact: Ben Beyer Title: Dive Team Supervisor / Assistar

Item Type:  
Consent

Amount of Time Requested: minutes

Attachments:  Yes  No

Presenter: Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Firehouse Subs Public Safety Foundation has awarded the Carver County Dive Team with a grant of \$18,425.00 for the purchase of water rescue gear: five buoyancy control devices and five drysuits to replace aging equipment. The procurement of funds is scheduled for the first full week in March, 2023 through direct vendor purchase made by the foundation or ACH transfer to Carver County.

**ACTION REQUESTED:**

Approve the grant from the Firehouse Subs Public Safety Foundation.

**FISCAL IMPACT:** Budget amendment request form

If "Other", specify:

**FUNDING**

<b>County Dollars =</b>	
grant-Firehouse	\$18,425.00
<b>Total</b>	<b>\$18,425.00</b>

**FTE IMPACT:** None

Insert additional funding source

**Related Financial/FTE Comments:**

\$18,425.00 grant for water rescue gear, budget amendment included.

Office use only:

RBA 2023 - 8896



# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Firehouse Subs Public Safety Grant - CCSO Dive Team

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Law Enforcement Supplies	02-206.6454	\$4,675.00
Noncap Equipment	02-206.6480	\$13,750.00
<b>TOTAL</b>		<b>\$18,425.00</b>

CREDIT		
Description of Accounts	Acct #	Amount
Firehouse Subs PS Grant	02-206.5756	\$18,425.00
<b>TOTAL</b>		<b>\$18,425.00</b>

Reason for Request:

Increase budget for Firehouse Subs Public Safety Foundation grant to purchase water rescue gear.

# Carver County Board of Commissioners Request for Board Action



## Agenda Item:

Close Encore Adult Day program, eliminate 5.0 FTEs, create 5.0 FTEs

Primary Originating Division/Dept: Health & Human Services

Meeting Date: 2/21/2023

Contact: Heather Goodwin

Title: HHS Director

Item Type:

Regular Session

Amount of Time Requested: 40 minutes

Presenter: Brian Esch

Title: HCBC Department Manager

Attachments:  Yes  No

Strategic Initiative:

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

## BACKGROUND/JUSTIFICATION:

The Encore Adult Day Services program was closed due to the COVID-19 pandemic from March 2020 – October 2021 at which time a variety of funding including the Health and Human Services (HHS) budget helped cover the cost for the 5.0 Full-Time Equivalent (FTE) positions assigned to work in the Adult Day program. Since reopening, participants have not returned to the program at a level needed to sustain the program. In 2022, the program earned only 19% of the revenue needed to cover staff costs. It is not anticipated that this pattern will change. HHS is requesting closure of the Encore Adult Day Services program, effective April 2, 2023.

Expanded FTE need in the Home and Community-Based Care (HCBC) department over the past seven years has been primarily driven by additional Minnesota Department of Human Services (MN DHS) requirements and/or changing State/Federal rules which led to caseload growth. Due the following, the HCBC Department is requesting the creation of 5.0 FTEs to meet current and future business need for 2023 and beyond:

- **MnCHOICES Revision Project:** In April 2023, MN DHS will launch the new MnCHOICES Assessment tool. The county will experience a 20% growth in the number of annual assessments over the next two years.
- **Community First Services and Support (CFSS):** Program will implement in 2023, replacing the Personal Care Attendant (PCA) and Consumer Support Grant (CSG) programs. Currently cases that are on PCA or CSG do not have case management. The CFSS program will require that clients have administrative case management. The HCBC Department projects 160 CFSS clients requiring administrative case management support by 2024.
- **Medical Assistance (MA) Renewal Process:** The MA renewal process has been on hold during the pandemic. In April 2023, MA annual renewal notices will be mailed out to residents for the first time in three years. The MA renewal process can be complicated and confusing for elderly and vulnerable adults. Without direct assistance these clients are likely unable to complete the renewal process and will lose their MA eligibility. The HCBC Department is partnering with the Financial Eligibility Department to reduce barriers to access.
- **Lead Agency Review (LAR):** The HCBC Department is preparing for the LAR conducted by the MN DHS in February 2024. This is an extensive review/audit of the 830 cases open to the Community Access for Disability Inclusion (CADI) Waiver and Developmental Disabilities (DD) waiver programs. The review examines the previous 18 months of case file documentation. The Department must ensure new documentation standards are implemented and met.
- **Medical Assistance (MA) Waiver Program Growth:** Carver County continues to experience significant growth in the number of residents accessing MA waiver programs. There were 78 additional residents accessing waivers in 2022. Prior to the pandemic the average annual growth rate from 2019 to 2020 was 65 cases a year. In 2023, Waiver program recipients are expected to increase by an additional 90-100.

The HCBC Department requests approval from the County Board for the following:

Eliminate 5.0 FTEs assigned to the Encore Adult Day Services program effective April 2, 2023:

- 1.0 FTE Encore Social Worker (C41)
- 1.0 FTE Encore Therapeutic Recreation Specialist (C41)
- 1.0 FTE Encore Human Services Program Technician (B21)
- 1.0 FTE Encore Human Services Program Technician (B21)
- 1.0 FTE Encore Human Services Program Technician (B21)

Create 5.0 FTEs in the HHS Home and Community-Based Care (HCBC) Department effective, February 21, 2023:

- 1.0 FTE LTC Unit Waiver Case Manager / Social Worker (C41)
- 1.0 FTE MA Eligibility Case Manager / Social Worker (C41)
- 1.0 FTE HCBC/Finance Assistance MA Eligibility Case Aide (B21)
- 1.0 FTE HCBC Case Aide (B21)
- 1.0 FTE HCBC Case Aide (B21)

With the requested closure of Encore, HHS is asking approval to reduce the following classifications from HHS: 1.0 FTE Social Worker (C41), 1.0 FTE Therapeutic Recreation Specialist (C41), and 3.0 FTE Human Services Technicians (B21). The 5.0 FTEs assigned to the Encore Adult Services program are eligible for and invited to apply for the requested new (5.0) FTEs in the HCBC Department. If the request for the creation of 5.0 FTEs in HCBC are not approved, HHS will still need to determine how to meet the new MN DHS requirements listed above.

Revenue to cover staff cost of \$463,144 in 2023 is as follows:

<b>Funding Source</b>	<b>2023</b>
Attachment A1 (60k 2021 Budget & 50k 2023 Budget)	\$110,000
CADI State Portion	\$45,000
CADI Federal Portion	\$45,000
DD Revenue State Portion	\$45,000
DD Revenue Federal Portion	\$45,000
LTSS / SSTS State Portion	\$86,572
LTSS / SSTS Federal Portion	\$86,572

No additional local tax levy dollars are being requested to create these 5.0 FTE's. Employee Relations and Finance are aware of and supportive of this plan.

**ACTION REQUESTED:**

Motion to approve the closure of Encore: Carver County Adult Day Services Program, effective April 2, 2023. Motion to approve the elimination of 5.0 FTEs assigned to Encore. Motion to approve the creation of 5.0 FTEs to remain in the HHS HCBC Department, effective February 21, 2023.

**FISCAL IMPACT:** Budget amendment request form

If "Other", specify:

**FUNDING**

County Dollars =	<b>\$0.00</b>
2021 Attachment A1	\$60,000.00
2023 Attachment A1	\$50,000.00
CADI State/Federal	\$90,000.00
DD State/Federal	\$90,000.00
LTSS/STSS State/Federal	\$173,144.00
<b>Total</b>	<b>\$463,144.00</b>

**FTE IMPACT:** Other staffing change (grade, classification, hours, etc.)

**Related Financial/FTE Comments:**

Actual annual staffing costs in 2023 for the 5.0 FTEs assigned to Encore is \$463,144. 2023 funding includes \$110,000 for the HCBC Department from Attachment A1: Budget 2021 & Budget 2023. New HCBC positions start earning revenue Q2 2023 through waiver case management or case aide work and (LTSS/SSTS) time study revenue. Currently, the hourly rate to bill MN DHS for CADI/DD case management is \$97.88 per hour. The hourly rate to bill MN DHS for case aide work is \$37.56 per hour.

No additional local tax levy dollars will be needed to eliminate Encore 5.0 FTEs and then create HCBC 5.0 FTE's.

**Net FTE impact for this RBA is zero.**

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:	2.60
Feb 21st RBAs non-levy funded net FTE change:	<u>0.30</u>
2023 Total FTE - 2/21/23	760.08

*Office use only:*

RBA 2023 - 8870

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Close Encore Adult Day program, eliminate 5.0 FTEs, create 5.0 FTEs

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
HCBC Salaries	11-422-700-0000-6111	\$463,144.00
<b>TOTAL</b>		\$463,144.00

CREDIT		
Description of Accounts	Acct #	Amount
2021/2023 levy contribution	11-426.6111	\$110,000.00
CADI State	11-445-761-0000-...	\$45,000.00
CADI Federal	11-445-761-0000-...	\$45,000.00
DD State	11-425-750-0000-...	\$45,000.00
DD Federal	11-425-750-000-5...	\$45,000.00
LTSS/SSTS State	11-445-760-3015-...	\$86,572.00
LTSS/SSTS Federal	11-445-760-3015-...	\$86,572.00
<b>TOTAL</b>		\$463,144.00

Reason for Request:

Request to close Encore Adult Day Program, eliminate 5.0 FTE's and create 5.0 FTE's in HCBC