



# CARVER COUNTY

# minnesota

## Carver County Board of Commissioners June 13, 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) **CONVENE**
- b) **Pledge of allegiance**
- c) **Public comments**
- 2. Agenda review and adoption
- 3. Approve minutes of May 16, 2023 Regular Session ..... 1-3
- 4. Community Announcements
- 9:20 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy, and livable communities*
- 5.1 Joint Powers of Agreement with City of Chanhassen for Hwy 17 and 101 Resurfacing Projects..... 4
- 5.2 Donations to HHS Child and Family - Foster Parent Appreciation ..... 5
- 5.3 Eliminate 0.8 FTE Public Health Nurse and add 1.0 FTE Public Health Nurse ..... 6-7

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5.7	Contract with Rink Management Services Corporation - Lifeguard Services for Lake Waconia Regional Park.....	11
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5.9	Settlements for Necessary Right of Way Acquisitions for the Highway 50 Project - West Hamburg Area .....	13-16
5.10	Sentencing to Service (STS) contract FY 24-25.....	17
5.11	Contract Amendment No.1 with Affinitech for Waterfront Service Center .....	18
5.12	Carver County Veterans Treatment Court Grant Agreement FY24 .....	19
5.13	Accept State of MN appropriation and approve STOC positions for HHS.....	20-21

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

5.14	Tobacco License Renewals .....	22-24
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*Culture: Provide organizational culture fostering accountability to achieve goal and sustain trust/confidence in County government*

5.15	Public Services Division Request for Out of State Conference Approval .....	25
5.16	Request for Approval to Update Holiday Policy In Personnel Policy Manual .....	26

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

5.17	STOC - Professional Level Support Position for Public Works.....	27-28
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*Growth: Manage the challenges and opportunities resulting from growth and development*

5.18	Mitchell Jamison - Request for Public Equestrian Facility (Boarding)	29-33
5.19	Amendment 2 to Professional Services Agreement for Program Management Services with Bolton and Menk Inc.....	34
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5.21	Approval to contract with Bituminous Roadways, Inc. for West Creek Re-Meander Phase 2 Project .....	36-37

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

5.22	Donation to the Carver County Sheriff’s Office Dive Team.....	38-39
5.23	State Performance Measurement Program (2023) .....	40-52
5.24	Approve PaintCare Agreement for Cost Reimbursement and Indemnification Protection .....	53
5.25	Review Health & Human Services and Commissioner Warrants.....	NO ATT

9:25 a.m.	6.	<b>CONNECTIONS: Develop strong public partnerships and connect people to services and information</b>	
	6.1	Legislative Recap from Senator Gruenhagen .....	54
	6.2	Legislative Recap from Representative Rehm .....	55
	6.3	State Lobbyist Legislative Update.....	56

10:25 a.m.	<b>7. COMMUNITIES: Create and maintain safe, healthy, and livable communities</b>	
	7.1	Amendment No. 3 to Professional Services Agreement with HGA Architects ..... 57-58
	7.2	Professional Services Agreement Amendment No. 2 with RJM Construction for Construction Management Services ..... 59-60
11:00 a.m.	<b>8. GROWTH: Manage the challenges and opportunities resulting from growth and development</b>	
	8.1	Professional Services Agreement for Park and Trail Visioning and Strategic Investment Planning ..... 61
11:30 a.m.	<b>RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY COMMUNITY HEALTH BOARD</b>	
11:30 a.m.	<b>9. COMMUNITIES: Create and maintain safe, healthy, and livable communities</b>	
	9.1	Semi-Annual Report to the County Health Board ..... 62
11:50 a.m.	<b>10. COUNTY ADMINISTRATOR REPORT</b>	
11:55 a.m.	<b>ADJOURN AS CARVER COMMUNITY HEALTH BOARD AND CARVER COUNTY BOARD</b>	

David Hemze  
County Administrator

#### UPCOMING MEETINGS

June 20, 2023	9:00 Board of Equalization Meeting
June 27, 2023	9:00 a.m. Board Work Session
July 4, 2023	No Meeting
July 11, 2023	9:00 a.m. Board Meeting
July 18, 2023	9:00 a.m. Board Meeting
July 25, 2023	9:00 a.m. Board Work Session

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on May 16, 2023. Chair John P. Fahey convened the session at 9:02 a.m.

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

Members absent: Gayle Degler

No public comments were received.

Lynch moved, Workman seconded, to add the Motorcycle Awareness Month in Carver County Proclamation as agenda item 7.2. Motion carried unanimously.

Udermann moved, Workman seconded, to move consent item 5.14, Approval of the Supervisors and Manager Association of Carver County 2023-2024 Collective Bargaining Agreement, to regular agenda item 7.3. Udermann, Workman voted aye. Fahey, Lynch voted nay. Motion failed.

Lynch moved, Workman seconded, to approve the agenda as revised. Fahey, Lynch, Workman voted aye. Udermann voted nay. Motion carried.

Workman moved, Lynch seconded, to approve the minutes of the May 2, 2023, Regular Session. Motion carried unanimously.

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

Authorized the Assistant County Administrator to sign the MPCA Replacing Failing Septic Systems to Protect Groundwater Grant Agreement pending contract review and related Public Services budget amendment.

Professional services agreement with Nicollet Partners for \$69,250 for appraisal services on the Highway 41/10 project pending finalization of the contract review process.

Approved the Joint Powers Agreement, Amendment 2, between Hennepin County and Carver County until June 30, 2024, for Workforce program administration.

Approved joint powers agreement with Laketown Township for seal coating and re-shouldering of Airport Road, pending finalization of the contract review process.

Approved the issuance of the special event use permit for T-Road Tavern for planned events between May 1-August 1, 2023 and authorized staff to work with T-Road Tavern to make appropriate adjustments to the event(s) as warranted for public safety and risk management.

Approved the issuance of the special event use permit to Minnesota Run Series for the Lola's Endurance Events on June 3, 2023.

Approved issuance of the special event use permits to the Waconia Chamber of Commerce and KaBoom for the coordination and delivery of 4<sup>th</sup> of July fireworks at Lake Waconia and Lake Minnewashta Regional Parks.

Authorized the County Engineer to submit and support the transportation project application for Highway 5/Highway 11 project to the MnDOT Metro District for consideration in the Local Partnership Program grant funding solicitation.

Resolution #39-23, Awarding of the 2023 Rural Highway Preservation Program Contract, Carver County Contract 23-208 Project #s 208880/218908/218909/228951/228965/228967.

Approved the appointment of Ryan Brinkman to the Carver County Extension Committee to represent District #2.

Resolution #40-23, Agreeing to Host a GreenCorps Member in 2023-2024.

Professional services agreement with the YMCA of the North for the facilitated personal transformation learning sessions with a not to exceed amount of \$25,000 for the period of September 1, 2023 through December 31, 2023, pending finalization of the contract review process.

Professional services agreement with the YMCA of the North for staff development with a not to exceed amount of \$13,550 for the period of August 1, 2023, through December 31, 2024, pending finalization of the contract review process.

Approved the 2023-2024 SMACC Bargaining Unit Collective Bargaining Agreement and related budget amendment.

Contract with Exscape Property Services pending finalization of the contract review process.

Approved the minivan purchase for \$42,438.88 to fulfill the AMHI HCBS FMAP grant.

Approved the upgrade of the PollPad electronic pollbooks subject to the required approvals from the County's contract review process.

Approved entering into an agreement with Xcel Energy on County owned parcel with a PID of 110120810 pending review by County Attorney/Risk Management.

Resolution #41-23, Support and Approval for Allowed Equity Investments Per Minnesota Statute 118A.09, approved revised Investment Policy and contract with Ehlers Public Finance Advisors for investment management services pending finalization of the contract review process.

Reviewed May 9, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$262,630.79 and reviewed May 16, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$328,709.62.

Motion carried unanimously.

Jason Kamerud, Sheriff, requested the Board approve a budget amendment to provide for mandated jail health services. He pointed out the challenges they are facing throughout Minnesota to provide medical care. Sheriff noted the previous contract to provide jail health services and the vendor filing bankruptcy in late 2022. He reviewed the previous board actions to create two limited term FTE positions and funding shortfall to fully cover mandated jail health services in 2023. Sheriff explained the request to redirect certain 2023 budget funds and rolling over certain 2022 budget line savings to cover the 2023 costs.

He added they are currently seeking proposals to determine whether to keep internal employees or go back to the contracting model in 2024.

Dave Hemze, Administrator, indicated as they look at the 2024 budget, jail costs will be a top issue.

Workman moved, Udermann seconded, to approve the Sheriff's Office request to redirect 2023 budget and a \$146,868 special budget rollover from 2022 savings to pay for mandated jail health services. Motion carried unanimously.

The Board considered an appointment to the Board of Adjustment to fill a vacancy due to a resignation.

Lynch moved, Fahey seconded, to appoint Steve Washburn to fill at large vacancy on the Board of Adjustment. Motion carried unanimously.

Workman requested the Board adopt a Proclamation to proclaim May as Motorcycle Awareness Month. He pointed out accidents motorcyclists face with inattentive drivers and read the Proclamation into the record.

Workman moved, Udermann seconded, to adopt a Proclamation recognizing May 2023 as Motorcycle Awareness Month in Carver County. Motion carried unanimously.

Lynch moved, Workman seconded, to adjourn the Regular Session at 9:36 a.m. Motion carried unanimously.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Joint Powers of Agreement with City of Chanhassen for Hwy 17 and 101 Resurfacing Projects**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The County and City of Chanhassen are proposing to work together on highway and trail resurfacing work on Highway 17 from Highway 14 to Highway 5 and Highway 101 from W. 86th Street to Highway 5. Chanhassen will reimburse the county for trail costs on both projects since they are city trails. Trail work will be bid as alternates, which allows trail work to be removed from the project if bids are higher than the City of Chanhassen funding allows. It is the desire of both parties to enter into a joint powers agreement regarding these projects.

**ACTION REQUESTED:**

Motion to approve a Joint Powers of Agreement with City of Chanhassen for the Highway 101 and Highway 17 Resurfacing Projects, pending finalization of the contract review process.

**FISCAL IMPACT:**

*If "Other", specify:*

**FTE IMPACT:**

**FUNDING**

<b>County Dollars =</b>	<b>\$1,293,683.75</b>
City of Chanhassen	\$993,404.00
State Aid (CSAH)	\$932,388.00
<b>Total</b>	<b>\$3,219,475.75</b>

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 9089

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Donations to HHS Child and Family - Foster Parent Appreciation**

Primary Originating Division/Dept: <u>Health &amp; Human Services - Child &amp; Family</u>	Meeting Date: <u>6/13/2023</u>
Contact: <u>Clint Mack</u> Title: <u>Child &amp; Family Services Super...</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:**

HHS Child and Family Department has received donations from the community to support the Carver County Adult and Child Fostercare Program. These donations were given out to foster parents at the Foster Parent Appreciation Banquet on May 9<sup>th</sup> 2023 or will be used to support other fostercare programming throughout the rest of this year. The annual banquet occurs in May since May is Foster Care Appreciation Month.

St. Paul Saints	St Paul Saints game tickets (2 tickets) - \$40 Value
B's on the River Golf Club	9 Hole Round of Golf (2 passes given) - \$36 Value
Carver County Parks	Two night camping pass - \$60 Value
Golden Dragon	\$50 Gift Certificate - \$50 Value
Lions Tap	\$10 Gift Certificate (2 given) - \$20 Value
Willy McCoys	\$25 Gift Certificate - \$25 Value
TFI	AMC- \$25 Gift Certificate (6 given) - \$150 Value
Chanhassen Rec Center	10 Punch passes (5 given) - \$175 Value
Youngstedts	\$25 Gift Card (2 given) - \$50 Value
Dalgreen Golf Club	Two-some round of golf + cart (2 given) - \$200 Value
Chick-fil-a	Free Sandwich, Nuggets or Grilled Sandwich (26 given) - \$100 Value
Cooper's Foods	\$10 Gift Certificate (5 given) - \$50 Value
The Burrow	Free Round of Mini-Golf (2 given) - \$24 Value
Total Value of Donations = \$980 A public thank you will be advertised on social media and posted at the Foster Parent Appreciation Banquet.	

**ACTION REQUESTED:**

Motion to approve and accept the above listed donations received by the HHS Child and Family Department.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =	<input type="text"/>
Business Donations	\$980.00
<b>Total</b>	<b>\$980.00</b>

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

Total Value = \$980. All funds will be utilized to support foster parents and children in fostercare.

*Office use only:*

RBA 2023 - 9117



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Eliminate 0.8 FTE Public Health Nurse and add 1.0 FTE Public Health Nurse**

Primary Originating Division/Dept: <u>Health &amp; Human Services - Public Health</u>	Meeting Date: <u>6/13/2023</u>
Contact: <u>Richard Scott</u> Title: <u>Deputy Division 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:**

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

**BACKGROUND/JUSTIFICATION:**

Carver County Public Health (CCPH) is requesting approval to eliminate an existing 0.8 FTE Public Health Nurse position and add a 1.0 FTE Public Health Nurse position.

CCPH has seen a significant increase in referrals to the homevisiting program for families who have recently given birth. There are currently twenty (20) families waiting to be seen by a public health nurse. Minnesota Department of Health recommends a maximum caseload of ten (10) families for every 1.0 FTE Family Homevisiting PHN. CCPH currently has 2.6 FTE Family Homevisiting PHNs.

Demand for family homevisiting is expected to grow due to a projected increase in the population of families with young children and increasing diversity of residents requiring supportive nursing and public health services. Furthermore, there is a continued need to have public health nurses assist with recovery activities associated with the pandemic adding further demands on PHN capacity. Research has shown that providing early and frequent homevisiting services to these families greatly improves parent-child attachment, optimal growth and development, and it significantly reduces risk for child maltreatment and poor health outcomes. It has also been shown to reduce the long-term dependency on governmental subsidies and ongoing social services.

The cost associated with the 0.2 FTE increase in Public Health Nursing is \$20,869. This increase will be solely funded by existing Minnesota Department of Health Grants and third-party billing for reimbursable services. Funds from the MDH Grant Amendment for CDC Federal Infrastructure (RBA 23-9053) and CDC Crisis Response Coop Agreement Public Health Workforce Supplement (RBA 21-8034) will be used to pay for increase in the FTE for the first five years. Third party reimbursement for billable homevisiting services will cover the increase in cost after grant funds are utilized.

**No county levy will be required for this FTE increase.**

**ACTION REQUESTED:**

Motion to eliminate 0.8 FTE Public Health Nurse position and add 1.0 FTE Public Health Nurse position.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$0.00</b>
MDH Grant Funding	\$20,869.00
<b>Total</b>	<b>\$20,869.00</b>

**FTE IMPACT:** Increase budgeted staff

**Related Financial/FTE Comments:**

The cost associated with the 0.2 FTE increase in Public Health Nursing is \$20,869. This increase will be solely funded by existing Minnesota Department of Health Grants and third-party billing for reimbursable services. Plan to use CDC Workforce

Development grant first year (contract #21-474), and CDC Federal Infrastructure grant (contract #23-148) for the following four years. Third party billing for reimbursable homevisiting services will offset cost of increase after grant expenditures have been utilized.

**No county levy will be required for this FTE increase.**

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:	4.25
6/13 RBAs non-levy funded net FTE change:	<u>0.70</u>
2023 Total FTE - 6/13/23	762.13

Office use only:

RBA 2023 - 9118

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Jail Medical Director June - December**

Primary Originating Division/Dept: Sheriff - Jail Services

Meeting Date: 6/13/2023

Contact: Ben Beyer Title: Assistant Jail Administrator

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 Carver County Jail is requesting approval to retain our current Jail Medical Director by entering into another Professional Service Agreement with WGH Group, LLC / Goosebusters in an amount not to exceed \$87,500. The Jail Medical Director's team consists of a Doctor/Medical Director, Community Paramedics, and a clinic administrator. The team provides medical care to the inmates through onsite evaluations, virtual consultations, and after-hour on-call services.

**ACTION REQUESTED:**

Motion to approve PSA with WGH Group, LLC / Goosebusters for Jail Medical Director date of execution until 01/01/2024.

**FISCAL IMPACT:** Included in current budget

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total** \$0.00

Insert additional funding source

**Related Financial/FTE Comments:**

Remaining funds from account #01-201-235-1682-6260 and Rollover funds from RBA #9049 will be used to fund this contract.

Contract amount not to exceed \$87,500.00

Office use only:

RBA 2023 - 9125

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agmt. for Legal Services for Highway 5 Project - Arboretum Area**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

▼

**BACKGROUND/JUSTIFICATION:**

The 2025 and 2026 construction season includes the Highway 5 Project - Arboretum Area, which is the expansion and modernization of Highway 5 from potentially 78th Street in the City of Victoria to Century Boulevard in the City of Chanhassen. Additional land acquisition is needed to complete the project. There are approximately 40 parcels being impacted by the project; including residential homes, commercial/industrial businesses and the University of Minnesota Landscape Arboretum. Due to the complexity of the right-of-way acquisitions and staff workload, it is necessary to hire a consultant legal firm with extensive experience in document drafting, negotiation and litigation for land acquisition for highway projects. LeVander Gillen and Miller PA has many years of experience in handling this type of legal work. They will coordinate their work with the County Attorney's staff while at the same time consulting with the county's project manager, right of way acquisition agent, title agents and appraisers on the drafting of easement documents, assist in negotiations for potential settlements, draft and file necessary documents for eminent domain proceedings and conduct condemnation hearings, if necessary.

**ACTION REQUESTED:**

Motion to approve a professional services agreement with LeVander Gillen and Miller PA for \$80,000 for legal services for the Highway 5 Project - Arboretum Area, pending finalization of the contract review process.

**FISCAL IMPACT:**  ▼

*If "Other", specify:*

**FUNDING**

<b>County Dollars =</b>	<input type="text"/>
Transportation Sales Tax	\$80,000.00
<b>Total</b>	<b>\$80,000.00</b>

**FTE IMPACT:**  ▼

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 9128

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agmt. for Legal Services for Highway 18 Project - Arboretum Area**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The 2024 and 2025 construction season includes the Highway 18 Project - Arboretum Area, which is the reconstruction and modernization of Highway 18 from approximately the intersection of Highway 13 (Bavaria Road) in the City of Victoria to 1/4 mile west of Highway 41 in the City of Chaska. Additional land acquisition is needed to complete the project. There are approximately 20 parcels being impacted by the project; including residential homes, commercial/industrial businesses and the University of Minnesota Landscape Arboretum. Due to the complexity of the right-of-way acquisitions and staff workload, it is necessary to hire a consultant legal firm with extensive experience in document drafting, negotiation and litigation for land acquisition for highway projects. LeVander Gillen and Miller PA has many years of experience in handling this type of legal work. They will coordinate their work with the County Attorney's staff while at the same time consulting with the county's project manager, right of way acquisition agent, title agents and appraisers on the drafting of easement documents, assist in negotiations for potential settlements, draft and file necessary documents for eminent domain proceedings and conduct condemnation hearings, if necessary.

**ACTION REQUESTED:**

Motion to approve a professional services agreement with LeVander Gillen and Miller PA for \$80,000 for legal services for the Highway 5 Project - Arboretum Area, pending finalization of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

<b>County Dollars =</b>	<input type="text" value=""/>
Transportation Sales Tax	\$40,000.00
<b>Total</b>	<b>\$40,000.00</b>

**FTE IMPACT:**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9132

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract with Rink Management Services Corporation - Lifeguard Services for Lake Waconia Regional Park**

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:**

The Parks & Recreation Department proposes to contract with Rink Management Services Corporation for lifeguard services at the beach area of Lake Waconia Regional Park for the 2023 summers season. Rink Management Services Corporation is a larger national business that currently operates and provides lifeguard staffing at the Safari Island Community Center & Pool for the City of Waconia.

Parks staff were very recently informed by Minnetonka Aquatics, a department of Minnetonka School District, that they are unable to fulfill the full terms of the contract for the 2023 season, due to intensive staff shortages. They are only able to provide staffing for the Lake Minnewashta Regional Park Beach.

Rink Management Services Corporation hires, train and manage lifeguards, to American Recross standards like the service provided by Minnetonka Aquatics.

The contract is for lifeguard services at Lake Waconia Regional Park for the 2023 beach season. The level of service, 12pm - 6pm all days of the week is consistent with the other beach area at Lake Minnewashta Regional Park. However, service will begin Saturday, June 17, 2023, rather than Saturday, June 10, 2023, due to the time needed to complete the contract process. Services will conclude on Sunday, August 20, 2023.

A contract amendment has been submitted to reduce the service level and contract amount with Minnetonka Aquatics, which is mutually agreeable by both parties.

The total cost of lifeguard service with the two service providers remains within budget.

**ACTION REQUESTED:**

Motion to contract with Rink Management Services Corp. pending finalization of the contract review process.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract Amendment - Minnetonka Public Schools**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Minnetonka Aquatics, a department of the Minnetonka school District, has provided notice that they are unable to completely fulfill their 2022-2023 contract arrangement with the County for lifeguard services at the beaches of Lake Minnewashta and Lake Waconia Regional Parks. They are unable to guard both beach areas this summer due to intensive staff shortages.

Minnetonka Aquatics will continue to provide lifeguard services for the beach area at Lake Minnewashta Regional Park. The contract amendment reflects the reduction in scope of service and contract amount for lifeguard services for 2023.

Staff has arranged for a new lifeguard service provider for the beach area at Lake Waconia Regional Park for a comparative service and price. Funding original planned for lifeguard services with Minnetonka Aquatic for the Lake Waconia Regional Park Beach will be redirected to the new service provider. The two lifeguard services combined do not exceed the original contract amount with Minnetonka Aquatics for lifeguard services at the county two beaches. There is not a net negative financial impact to the budget for lifeguard services

**ACTION REQUESTED:**

Motion to approve the contract amendment with Minnetonka Public Schools for the reduction of lifeguard service for the summer of 2023.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =  **\$0.00**

**FTE IMPACT:**

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

Insert additional funding source

**Related Financial/FTE Comments:**

The contract amount with Minnetonka Aquatics will be reduced by approximately \$28,000. This reflects the lifeguard service reduction for the beach at Lake Waconia Regional Park for the 2023 summer season.

Office use only:

RBA 2023 - 9142

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Settlements for Necessary Right of Way Acquisitions for the Highway 50 Project - West Hamburg Area**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="6/13/2023"/>
Contact: <input type="text" value="Patrick Lambert"/> Title: <input type="text" value="Senior Right of Way Agent"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

The 2023 construction season includes the re-surfacing of Highway 50 from Highway 5 to Zebra Avenue. Additional right of way is needed to replace and maintain a culvert crossing the roadway. Minimum damage assessments (MDA's) were created by County Right of Way staff in order to determine market value for the needed right of way. Negotiations commenced and tentative settlements were made with the property owners.

**ACTION REQUESTED:**

Motion to approve a resolution for settlements to the impacted property owners related to the Highway 50 Project - West Hamburg Area based on the Minimum Damages Assessments completed by county staff. Properties located at PID#'s 11.0300200, and 11.0310400.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>				
If "Other", specify: <input type="text"/>	<b>County Dollars =</b>				
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">Wheelage Tax</td> <td style="width: 30%; text-align: right;">\$1,900.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$1,900.00</b></td> </tr> </table>	Wheelage Tax	\$1,900.00	<b>Total</b>	<b>\$1,900.00</b>
Wheelage Tax	\$1,900.00				
<b>Total</b>	<b>\$1,900.00</b>				
<input checked="" type="checkbox"/> Insert additional funding source					

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9144



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

Date: 6/13/23

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

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

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

---

**Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for the Highway 50 Project – West Hamburg Area**

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for pavement improvements as part of the Highway 50 Project – West Hamburg Area (“Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owner submits to County the information necessary for reimbursement; and

WHEREAS, the Carver County Board of Commissioners authorized the Public Works Division Director or agents under his supervision, to make initial written offers of just compensation to the Owners within the Project from whom property interests are required; and

WHEREAS, the Public Works Division Director or agents under his supervision, have negotiated settlement(s) with the Owners impacted by the Project as described in said Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that County’s acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements of pavement improvements as part of the Highway 50 Project – West Hamburg Area constitute a valid public use or public purpose; and

BE IT FURTHER RESOLVED that based upon the estimate of damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A which the County obtained either from an appraisal(s) or a minimum damage acquisition report(s) and the negotiations between said Owner(s) and the Public Works Division Director or agents under his supervision, County shall make a payment of compensation to the Owners within the Project from whom the County must acquire needed real property interests, in the amounts as described in said Exhibit A; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Stipulation of Settlement Agreement with said property owner(s), in the name of the County of Carver for the Project.

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

STATE OF MINNESOTA  
COUNTY OF CARVER

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

Dated this 13<sup>th</sup> day of June 2023.

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

**Exhibit A**  
**to**  
**Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property**  
**Interests**

**Highway 50 Project – West Hamburg Area**

Carver County Public Works No. 218909

**Property Tax Identification No. 11.0300200**

**Parcel Number(s): NA**

Fee Owners: Patricia J. Mackenthun

Property Address: 18970 County Road 50, Hamburg, MN 55339

Permanent easement for public right-of-way purposes contains **1,008 sq. ft.**, more or less;  
**315 sq. ft.**, after excluding existing easements.

**\$70.00**

Appraisal fee

**\$530.00**

Settlement Amount: **\$600.00**

**Property Tax Identification No. 11.0310400**

**Parcel Number(s): NA**

Fee Owners: Thalmann Seeds Inc.

Property Address: Vacant Land, County Road 50, Hamburg, MN 55339

Permanent easement for public right-of-way purposes contains **3,110 sq. ft.**, more or less;  
**1,064 sq. ft.**, after excluding existing easements.

**\$234.00**

Temporary Easement for construction purposes contains **1,659 sq. ft.**, more or less.

**\$30.00**

Appraisal Fee

**\$1,036.00**

Settlement Amount: **\$1,300.00**

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Sentencing to Service (STS) contract FY 24-25**

Primary Originating Division/Dept:  ▼

Meeting Date:

Contact:  Title:

Item Type:  
 ▼

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

▼

**BACKGROUND/JUSTIFICATION:**

Agreement with the State of Minnesota to provide 1 crew leader to Carver County to supervise adult and juvenile clients in the community while providing community service.

Carver County has contracted for Sentencing to Service (STS) services with the MN DOC since 1990. Each year, the STS Crew Leader supervises groups of clients on probation and those released from the jail for the purpose of reducing jail sentences and fulfilling court orders. As a result, Carver County benefits from the labor provided by non-violent probationers. STS crews have worked directly with Carver County Parks, Public Works, Environmental Services, Carver County Facilities, Sheriff's Office, Three Rivers Park District, and many other entities, including cities and townships. The State of MN covers 25% of the total cost of the program each year, including management and training for crew leaders, maintenance of vehicles and equipment, fuel costs, insurance, and liability. Court/Probations Services also receives additional outside revenue of \$9,000 per year through a contract with Three Rivers Park District.

**ACTION REQUESTED:**

Motion to approve the contract with Minnesota Department of Corrections for the Sentencing to Service (STS) program in Carver County for state FY 24-25.

**FISCAL IMPACT:**  ▼

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**  ▼

**Total**

Insert additional funding source

**Related Financial/FTE Comments:**

Payments due: Quarterly payments of \$38,813.74

Office use only:

RBA 2023 - 9145

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract Amendment No.1 with Affinitech for Waterfront Service Center**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

At the March 28<sup>th</sup> workshop session of the County Board, staff provided an update on the construction of the Waterfront Serviced Center at Lake Waconia Regional Park. At that meeting, technology in the building was briefly discussed and it was requested that the event room have capabilities of teleconferencing. The initial scope of service with Affinitech Inc., low voltage service provider, who is providing security cameras, audio and visual technology, did not include teleconferencing capabilities.

Parks and IT staff have met with Affinitech Inc. on the additional scope of work, obtained and have reviewed a proposal for equipping the event room with teleconferencing equipment.

The added technology and installation is priced at \$25,538.65

Current contract with Affinitech Inc. is \$104,436.45

New Total contract amount \$129,975.10

**ACTION REQUESTED:**

Motion to approve contract Amendment No. 1 with Affinitech Inc. upon completion of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

WSC Project Budget  \$129,975.10

**Total**  \$129,975.10

Insert additional funding source

**FTE IMPACT:**

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9156

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County Veterans Treatment Court Grant Agreement FY24**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

This agreement, allocated to Carver County by the State of Minnesota through the First Judicial District, funds a Veterans Court Coordinator, as well as expenses related to the Veterans Treatment Court program such as drug testing, training, supplies, and program evaluation. This one (1) year grant begins on July 1, 2023, and extends through June 30, 2024.

**ACTION REQUESTED:**

Motion to approve the Carver County Veterans Treatment Court Grant Agreement FY24.

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

**FUNDING**

<b>County Dollars =</b>	<input type="text" value=""/>
State Grant	\$89,000.00
<b>Total</b>	<b>\$89,000.00</b>

**FTE IMPACT:**

Insert additional funding source

**Related Financial/FTE Comments:**

Program 259 in budget

*Office use only:*

RBA 2023 - 9159



# Budget Amendment Request Form



To be filled out AFTER RBA submittal

**Agenda Item:** Accept State of MN appropriation and approve STOC positions for HHS

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
Unwinding STOC	11-420-600-0026-6119	\$111,435.00
Unwinding Over-time	11-420-600-0026-6113	\$27,338.00
Unwinding Equipment	11-420-600-0026-6414	\$200,000.00
<b>TOTAL</b>		\$338,773.00

CREDIT		
Description of Accounts	Acct #	Amount
DHS Unwinding Funds	11-420-600-0026-...	\$338,773.00
<b>TOTAL</b>		\$338,773.00

Reason for Request:

Acceptance and approval of the State of MN unwinding funds and correlating expenditures to include, STOC, Over-time, and equipment as it relates to MA renewal work.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**Tobacco License Renewals**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

Attached is a list of businesses that have applied for a tobacco license and are in compliance with the Carver County Tobacco Ordinance. The owners are requesting the Carver County Board of Commissioners approval to sell tobacco products. These are all tobacco license renewals.

**ACTION REQUESTED:**

Approval of the County Board to issue tobacco licenses to the attached businesses. Board approval is subject to the receipt of all required paperwork, licensing fee paid, signed affidavit, and all delinquent taxes are paid.

**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 - 9143

**Tobacco License Applications to Be Approved by County Board**

<p><b>License #10-513</b>      <b>58-0140951</b>  <b>Good Time Liquors LLC</b>  Danielle L Butler, Owner  400 Faxon Road  Norwood Young America, MN 55368</p>	<p><b>License # 10-515</b>      <b>25-8900010</b>  <b>Holiday Stationstores, LLC dba Holiday Stationstore #199</b>  Sarah Willis, License Analyst  441 79th Street West  Chanhassen, MN 55317-4505</p>
<p><b>License # 10-523</b>      <b>40.0140700, 40.1500010</b>  <b>Mid-County Coop dba Holiday Stationstore #3577</b>  William F. Reimers, General Manager  409 Paul Avenue North  Cologne, MN 55322</p>	<p><b>License # 10-526</b>      <b>58-6880230</b>  <b>R E Smith Oil &amp; Tire Co., Inc.</b>  Russell E Smith, Owner  503 Faxon Road North  Norwood Young America, MN 55368</p>
<p><b>License # 10-566</b>      <b>20-0500390</b>  <b>Schoknecht, Inc dba Lisa's Place</b>  Lisa M Schoknecht, President  205 Broadway North  Carver, MN 55315</p>	<p><b>License # 10-578</b>      <b>25-2860010</b>  <b>Kwik Trip, Inc dba Kwik Trip #402</b>  Scott P. Zietlow, President  2201 West 78th Street  Chanhassen, MN 55317</p>
<p><b>License # 10-594</b>      <b>65-2050010, 65.5100090</b>  <b>Holiday Stationstores, LLC dba Holiday Stationstore #360</b>  Sarah Willis, License Analyst  1793 Arboretum Blvd.  Victoria, MN 55386-7706</p>	<p><b>License # 10-596</b>      <b>25.4510010</b>  <b>Champlin 2005 LLC dba Cub Foods #1644(31564)</b>  Linda Schmeichel, Licensing Specialist  7900 Market Blvd.  Chanhassen, MN 55317</p>
<p><b>License # 10-604</b>      <b>58.0145100</b>  <b>Holiday Stationstores, LLC dba Holiday Stationstore #371</b>  Sarah Willis, License Analyst  502 Faxon Rd N  Norwood MN 55368</p>	<p><b>License # 10-605</b>      <b>25.2520010</b>  <b>Walgreen Co dba Walgreens #09728</b>  John Standley, President  600 West 79th Street  Chanhassen, MN 55317</p>
<p><b>License # 10-611</b>      <b>58.0510380</b>  <b>Last Call Too dba Last Call</b>  Diane R. Henning, Owner  118 Main Street East  NYA, MN 55397</p>	<p><b>License # 10-613</b>      <b>20.3500010</b>  <b>Casey's Retail Co. dba Casey's General Store #2655</b>  Stephen P Bramlage Jr, President  300 County Road 40 East  Carver, MN 55315</p>
<p><b>License # 10-624</b>      <b>25.4510010 - Tenant</b>  <b>JDK Liqours Inc DBA MGM Wine &amp; Spirits</b>  Jason Kleinprintz  7856 Market Blvd., P.O. Box 412  Chanhassen, MN 55317</p>	<p><b>License # 10-627</b>      <b>25.2480010</b>  <b>Kwik Trip, Inc. dba Kwik Trip #492</b>  Scott P. Zietlow, President  8921 Crossroads Blvd.  Chanhassen, MN 55317</p>
<p><b>License # 10-628</b>      <b>25.7940010</b>  <b>Walgreen Co. dba Walgreens #12434</b>  John Standley, President  2499 Highway 7  Excelsior, MN 55331-9701</p>	<p><b>License # 10-633</b>      <b>25.7940030</b>  <b>Northern Tier Retail LLC dba Speedway #4366</b>  Kimberly K Duncan, Secretary  2391 Highway 7  Excelsior, MN 55331</p>
<p><b>License # 10-634</b>      <b>40.0750010 - Tenant</b>  <b>GMB Enterprise, LLC dba Inn Town Wine &amp; Spirits</b>  Gary Bjurstrom, Owner  102 Lake Street West  Cologne, MN 55322</p>	<p><b>License # 10-637</b>      <b>20.2700020</b>  <b>Fleet Farm of Green Bay LLC dba Fleet Farm Fuel</b>  Maria Kozlowski / License Dept.  1921 Levi Griffin Road  Carver, MN 55315</p>
<p><b>License # 10-638</b>      <b>58.8490020</b>  <b>Family Dollar Inc. dba Family DollarStore #26540</b>  Carolyn Brown, AB License Specialist  713 Faxon Road  Norwood, MN 55397</p>	<p><b>License # 10-643</b>      <b>25.0760010</b>  <b>Northern Tier Retail, LLC dba Speedway #4095</b>  Kimberly K Duncan, Secretary  2960 82nd Street  Chaska MN 55318-2329</p>

<b>License # 10-646</b> <b>25.2480020</b> <b>MLNG LLC dba The Vintage</b> Michael Clausen, Owner 8971 Crossroads Blvd., Suite 160 Chanhasen, MN 55317	<b>License # 10-648</b> <b>58.0143851</b> <b>Kwik Trip, Inc dba Kwik Trip #854</b> Scott P Zietlow, President 520 Reform Street N NYA, MN 55368
<b>License # 10-649</b> <b>65.5100011</b> <b>Churchills Quality Cigars &amp; Gifts</b> Derrick Smigiel, Owner/President 8000 Victoria Drive Victoria, MN 55386	<b>License # 10-652</b> <b>25.7650020</b> <b>Minnesota Fine Wines &amp; Spirits, LLC dba Total Wine &amp; More</b> Thomas Haubenstricker, Treasurer 510 Lake Dr Chanhasen, MN 55317
<b>License # 10-655</b> <b>50.7000050</b> <b>Casey's Retail Company dba Casey's General Store #3591</b> Stephen P Bramlage Jr, President 313 Shimmcor St Mayer, MN 55360	<b>License # 10-656</b> <b>04.0150610</b> <b>Big Stick's LLC</b> Michele Imdieke 6940 Dahlgren Rd Chaska MN 55318
<b>License # 10-657</b> <b>25.4460010</b> <b>Greenleaf Tobacco &amp; E Cigs dba Greenleaf Tobacco</b> Mohammad Mirib 600 Market St Unit 120 Chanhasen MN 55317	<b>License # 10-658</b> <b>07-116-22-33-0027</b> <b>Yayin Gado I, LLC dba Top Ten Liquors</b> Jonathan Halper 19900 W 78th St Chanhasen MN 55317
<b>License # 10-660</b> <b>20.0500840</b> <b>Brian Charles Bar LLC DBA Dog House Bar</b> Brian Chilman 313 N Broadway Carver MN 55315	<b>License # 10-661</b> <b>50.0500350</b> <b>FILLMEUP LLC DBA FILLMEUP</b> Ashvin K Patel 308 Ash Ave N Mayer MN 55360
<b>License # 10-662</b> <b>06.0331242</b> <b>FILLMEUP LLC DBA FILLMEUP</b> Ashvin K Patel 17535 Highway 7 New Germany MN 55367	<b>License # 10-665</b> <b>25.1720010</b> <b>Tobacco &amp; Vapes</b> Ahmed Abualzain 578 78th St W Chanhasen MN 55317
<b>License # 10-667</b> <b>65.4920030</b> <b>Hamsa LLC dba HI Five Market</b> Rizwan Ullah 1510 Commercial Ave Victoria MN 55386	<b>License # 10-668</b> <b>20.0970010</b> <b>Kwik Trip, Inc dba Kwik Trip #1095</b> Scott P Zietlow 1700 Monroe Dr Carver MN 55315
<b>License # 10-671</b> <b>25.8790040</b> <b>E-CIG POD USA LLC</b> TOM MADDEN 840 W 78TH STREET CHANHASSEN MN 55317	<b>License # 10-672</b> <b>25.0690020</b> <b>ONE STOP STATION TWO CHANHASSEN LLC</b> MERVAT GIRGIS 7755 CENTURY BLVD CHANHASSEN MN 55317
<b>License # 10-673</b> <b>65.2110280</b> <b>DEER RUN GOLF CLUB</b> THOMAS ABTS 8661 DEER RUN DR VICTORIA MN 55386	<b>License #</b>

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**Public Services Division Request for Out of State Conference Approval**

Primary Originating Division/Dept: <input type="text" value="Public Services - Library"/>	Meeting Date: <input type="text" value="6/13/2023"/>
Contact: <input type="text" value="Jodi Edstrom"/> Title: <input type="text" value="Library 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 &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

Out of state travel request for an additional library staff member to attend the American Library Association Conference from June 22-27, 2023 in Chicago Illinois. As the world's largest library event, the ALA Annual Conference & Exhibition brings together thousands of librarians and library staff, educators, authors, publishers, friends of libraries, trustees, special guests, and exhibitors. ALA Annual offers educational programming; important announcements and updates; relevant legislation and policies; and discussions that majorly impact libraries, their roles, and their ongoing transformation. The County's budget identified three library staff attending the conference. The library is requesting that another staff member attend - costs will be covered by Metropolitan Library Service Agency (MELSA) funds.

**ACTION REQUESTED:**

Approval for out of state conference and travel for additional library staff member to attend the 2023 American Library Association Conference June 22-27, 2023 in Chicago, Illinois.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>						
If "Other", specify: <input type="text"/>	<table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td><input type="text"/></td> </tr> <tr> <td>MELSA Funds</td> <td style="text-align: right;">\$2,500.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$2,500.00</b></td> </tr> </table>	<b>County Dollars =</b>	<input type="text"/>	MELSA Funds	\$2,500.00	<b>Total</b>	<b>\$2,500.00</b>
<b>County Dollars =</b>	<input type="text"/>						
MELSA Funds	\$2,500.00						
<b>Total</b>	<b>\$2,500.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

**Related Financial/FTE Comments:**

Conference cost will be covered through existing MELSA professional development funding. The figure listed includes anticipated travel, lodging and expenses, as well as conference registration fees.

Office use only:

RBA 2023 - 9152

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**Request for Approval to Update Holiday Policy In Personnel Policy Manual**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="6/13/2023"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="ER 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="Culture: Provide organizational culture fostering accountability to achieve goals &amp; sustain public trust/confidence in County government"/>	

**BACKGROUND/JUSTIFICATION:**

Current Personnel Policy defines which days have been designated by the County Board as official holidays. On May 24, 2023, the Minnesota State legislature amended the list of official state holidays outlined in Minnesota Statutes § 645.44, subd. 5 to include Juneteenth beginning in 2023. The County wishes to address the inclusion of Juneteenth as a recognized holiday in 2023. Employee Relations is recommending adding Juneteenth to the listing of designated holidays.

Current Personnel Policy also defines how designated holidays are observed. Occasionally, the calendar aligns so that the County would be observing an observed holiday and a designated holiday on the same day (e.g., this scenario occurs in 2023, and not again until 2027). Employee Relations is recommending updating policy language to convert the holiday to be observed, to a floating holiday, in years when a designated holiday would be observed on the same day as a different designated holiday.

**ACTION REQUESTED:**

Motion to authorize Employee Relations to update the County's Holiday Policy in the Personnel Policy Manual to add Juneteenth effective in 2023 and add a provision that provides a floating holiday in years when a holiday would be observed on the same day as another designated holiday.

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

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 9160

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**STOC - Professional Level Support Position for Public Works**

Primary Originating Division/Dept: <input type="text" value="Public Works - Administration"/>	Meeting Date: <input type="text" value="6/13/2023"/>
Contact: <input type="text" value="Francis Kerber"/> Title: <input type="text" value="Administrative Services Manage"/>	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="Customer Service: Continue the County's delivery of high value, timely service and support"/>	

**BACKGROUND/JUSTIFICATION:**

Public Works has numerous projects that need assistance to move forward without delaying other necessary duties and is requesting a STOC Professional Level Support position to allow project work to continue without compromising ordinary accounting duties. This STOC position will focus on general accounting, software planning, implementation support, system design/architecture, and staff training and documentation. The recruiting will target a very unique skillset that includes mastery of both governmental software systems and public sector accounting packages. This position will not exceed 67 days. The cost for this position will be funded through current budget, no additional funds are requested.

**ACTION REQUESTED:**

Motion to approve the temporary hiring of a STOC - Professional Level Support position for Public Works.

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	<b>FUNDING</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">\$25,246.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$25,246.00</b></td> </tr> </table>	County Dollars =	\$25,246.00					<b>Total</b>	<b>\$25,246.00</b>
County Dollars =	\$25,246.00								
<b>Total</b>	<b>\$25,246.00</b>								
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source								

**Related Financial/FTE Comments:**

Budget amendment included to cover temporary staffing.

*Office use only:*

RBA 2023 - 9129

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: STOC - Professional Level Support Position for Public Works

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Temp- STOC	03-301.6119	\$25,246.00	Professional Services	03-303.6260	\$12,623.00
			ER- STOC	01-050.6119	\$12,623.00
<b>TOTAL</b>		\$25,246.00	<b>TOTAL</b>		\$25,246.00

Reason for Request:

Cover cost of temp STOC in PW.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Mitchell Jamison - Request for Public Equestrian Facility (Boarding)**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

File #PZ20230022. On May 16, 2023, the Carver County Planning Commission voted 6-0 to recommend approval of Mitchell Jamison's Conditional Use Permit (CUP) for a Public Equestrian Facility (Burly Maple Stables) on a 16.27-acre parcel located in Section 17 in San Francisco Township. The parcel is improved with a single-family dwelling, two accessory structures, several agricultural buildings and outdoor riding arenas.

Mr. Jamison is requesting to operate a commercial equestrian boarding facility that could accommodate up to 29.9 animal units within the existing structures and pastures. The estimated hours of operation are sunrise-7PM with an average of four vehicle trips per day. The applicant and his wife are the sole employees and they have one work vehicle (tractor).

Carver County Environmental Services reviewed the proposal and since the existing SSTS is sufficient for the small number of visitors to the site, no additional review is needed. Carver County Public Works reviewed the request. No access permit is required, though the permittee will have to comply with Public Works requirements.

The San Francisco Township Town Board recommended approval of the request.

The Planning Commission Resolution is attached for the Board's Consideration. The following Carver County Planning Commission website link [638192184196630000 \(carvercountymn.gov\)](https://638192184196630000.carvercountymn.gov) (Mitchell Jamison - Request) is attached to allow the review of the May 16, 2023, staff report.

**ACTION REQUESTED:**

A motion to adopt the Findings of Fact and issue Order # PZ20230022 for the issuance of a Conditional Use Permit.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9124



**COUNTY OF CARVER**  
***PLANNING COMMISSION RESOLUTION***

**FILE #: PZ20230022**

**RESOLUTION #: 23-09**

**WHEREAS**, the following application for a Conditional Use Permit has been submitted and accepted:

**FILE #:** PZ20230022

**APPLICANT:** Mitchell Jamison

**OWNERS:** Mitchell Jamison, Madison Nelson, Karen King

**SITE ADDRESS:** 17580 County Rd 40 Carver, MN 55315

**PERMIT TYPE:** Public Equestrian Facility

**PURSUANT TO:** Carver County Code Section 152.079 (C)(5)

**LEGAL DESCRIPTION:** See attached Exhibit "A"

**PARCEL #:** 08-823-0010

**WHEREAS**, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of May 16, 2023; and,

**WHEREAS**, the Carver County Planning Commission finds as follows:

1. Mr. & Mrs. Jamison live at the subject property, and along with Ms. King own an approximate 16.27-acre parcel located in the Northeast Quarter (NE¼) of the Northeast Quarter (NE¼) of Section 17, San Francisco Township. The property is improved with a single-family dwelling, two accessory structures, several agricultural buildings and outdoor riding arenas. A sizable portion of the parcel is considered pasture. The property is located within the Residential Cluster Zoning District (Molnar Addition, platted in 1998), partially located within the Shoreland Overlay District (Johnson Lake), and the Carver County Water Management Organization (CCWMO) - Bevens Creek Watershed.
2. The current owners recently purchased the property (May 2021) on which an established, though unpermitted, public equestrian facility was in operation. In 2019, after County staff became aware of the zoning code and feedlot ordinance compliance issues on the property, the previous owner was sent an enforcement letter. That owner did not bring the property into compliance. During the sale to the current owners, the previous owner had presented the horse boarding operation as “approved by the County.”
3. The applicant is requesting a Conditional Use Permit (CUP) to operate a commercial equestrian boarding facility that would accommodate up to 29.9 animal units. The property is an agricultural parcel in the Residential Cluster District where the approving CUP #9856 prohibited all CUPs on the agricultural parcel except for CUPs related to the use of existing agricultural structures for storage. Therefore, Mr. Jamison applied for and received a variance (V-#PZ20230011) to allow the possibility of a public horse boarding facility on the property.
4. The applicant is requesting a Conditional Use Permit (CUP) pursuant to Section 152.079 (C)(5) of the Carver County Zoning Code.
5. The owners purchased the property to reside in the existing residence and utilize the property for horse boarding and other equine purposes. The property was purchased with existing feedlot components and horse boarding facilities that currently exist on the property. The site plan (dated May 8, 2023) shows the current layout of commercial buildings, feedlot components (lean-tos), pastures, and customer parking area on the property. Mr. Jamison has not erected any new structures on the property and does not intend to in the future.

6. The submitted narrative (dated April 20, 2023) describes the horse boarding operation. The current operation (Burly Maple Stables) consists of 15 horses and mules of which the applicant is currently boarding 10 horses on site. The hours of operation are “sunrise-sunset” in summer and “sunrise-7:00PM” in winter. Emergency visits may occur outside of the regular hours of operation. Mr. Jamison reports that some days there are no visitors to the horse boarding facility; however, there is an average maximum of four vehicle trips per day, mostly from two clients who live in the area. There is one dedicated work vehicle (a tractor), and the applicant and his wife are the sole employees of the operation.
7. In the submitted narrative (dated March 20, 2023) Mr. Jamison states that the owners have “made substantial financial investments in order to operate this facility to date.” He notes that prior to the property purchase they visited the property and witnessed a horse boarding business with 26 horses. He states that the property buyers ‘were initially misled by the sellers of this property during the property transfer process. The sellers advertised this property as ‘County Approved’, ‘Zoned for up to 26 horses’, ‘Start your own horse boarding business here’, and ‘We were unaware that this was even an issue.’”
8. Jacob McLain, Senior Environmentalist with Carver County Environmental Services, reviewed the proposal and noted that the Subsurface Septic Treatment System (SSTS) was recertified in September 2020; therefore, the system is compliant. The applicant reports that visitors for the horse boarding operation rarely use the house bathroom while at the property. Mr. McLain indicated in an email (dated March 14, 2023) using the house bathroom would be acceptable.
9. Matt Steele, Carver County Feedlot Officer, reviewed the variance request. In a document attached to an email (dated May 3, 2023) he offered comments on the current Feedlot Ordinance permitting and horse boarding facilities:
  - *The feedlot operation consists of 15 horses/mules (15 animal units) and the applicant is currently boarding 10 of those animals. Livestock utilize a 1,200 square foot barn with eight 9' x 11' stalls, partial confinement barns, paddock areas (open lots), and pasture ground. There is also an outdoor riding arena for training and rider lessons/consultations.*
  - *The feedlot was registered for 15 horses (animal units) on March 17, 2023, and registration information has been updated to accurately reflect the change in ownership and operation. The site was previously registered for five slaughter steer/stock cow and two horses (7 animal units) on January 25, 2010.*
10. After having reviewed the submitted CUP materials, Jack Johansen, Transportation Planner with Carver County Public Works in an email (dated May 3, 2023) stated: “As a condition of approval of the Conditional Use Permit, there is to be a 25-foot turning radius at the access of the site to accommodate horse trailers that may enter the site. Please contact Traffic Engineer Whitney Schroeder at [wschroeder@co.carver.mn.us](mailto:wschroeder@co.carver.mn.us).”
11. The San Francisco Town Board reviewed and recommended approval of the request at their March 20, 2023, Town Board meeting without any additional comments or conditions.
12. Prior to the Planning Commission Public Hearing, the Land Management Department received a CUP letter of support from Lee Wickstrom dated May 13, 2023.
13. At the May 16, 2023, Planning Commission meeting the Board Members noted that the County Feedlot Ordinance allowed for up to 29.99 animal units at this site and that applicant’s proposal only mentioned horses while the current livestock on the property includes mules. In order to eliminate any discrepancy with type of livestock (horse vs. mule) and allow for the maximum capacity of the site, Board Members agreed that permit should allow up to 29.99 animal units.
14. The Planning Commission has considered all the factors required by Section 152.251 of the Carver County Code and finds that all are either true in this case or can be mitigated by conditions placed on the permit.



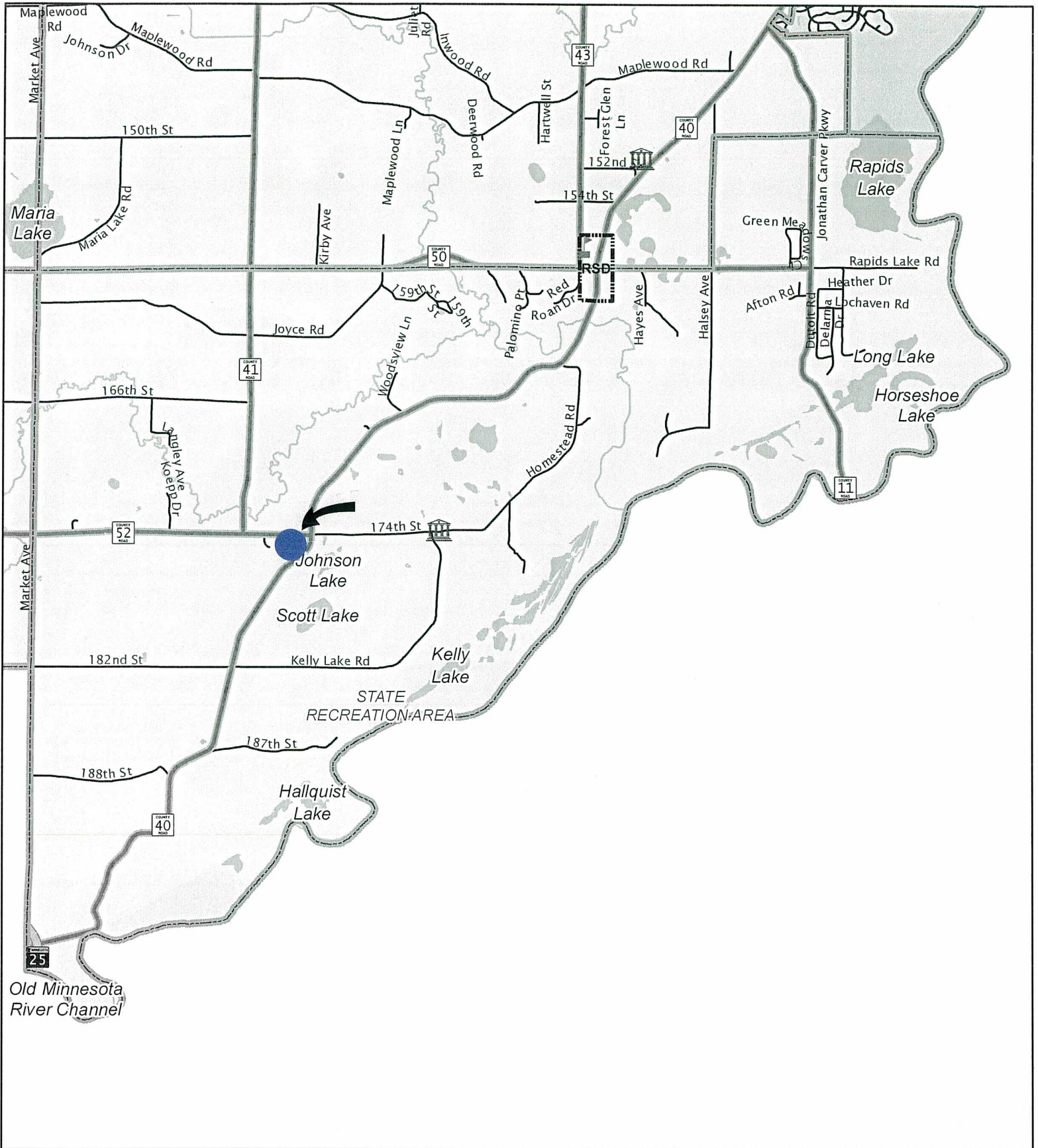
**THEREFORE, BE IT RESOLVED, THAT** the Carver County Planning Commission hereby recommends approval of the Conditional Use Permit application for a Public Equestrian Facility on the subject parcel located at 17580 County Road 40. The Planning Commission further recommends that the following conditions should be considered part of the permit:

1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. The Public Equestrian Facility shall operate in accordance with the operational plan (dated: April 20, 2023) and site plan (dated: March 9, 2023) and allow up to 29.99 animal units on the property. These plans shall be attached to and become part of this permit. Changes in the use of existing structures or the construction of new buildings or any plans to enlarge the facility in the future, would require the applicant to apply and receive a new Conditional Use Permit.
3. The existing structure(s), not utilized for the business, shall be used only by the occupant(s) of the residence and/or property owner for agriculture, personal storage, hobbies, personal recreation and entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by this Ordinance.
4. The facility would continue to operate year-round, sunrise to sunset during the summer season and sunrise to 7PM during winter, and otherwise only in the case of a veterinary emergency. Changes to the months, days and/or hours of operation would require the submittal of a new CUP application.
5. Any Special Events or “public activities” taking place on the property must be reviewed and approved by the Land Management Department prior to commencing the activities.
6. Any grading and/or filling activity on the property shall be completed in accordance with the Carver County Water Management Organization (CCWMO) and the Wetland Conservation Act (WCA), if applicable. Any site improvements shall be completed pursuant to Chapter 153 – Water Resource Management. Stormwater Management review and approvals are required prior to the issuance of construction and/or building permits.
7. The Permittee shall comply with the road authority’s (Carver County Public Works) access requirements, improvements and/or standards, if any. Parking along any County right-of-way shall be prohibited.
8. Permittee shall submit Certificate of Workers’ Compensation Insurance to the Land Management Department annually when there are additional employees beyond the owner/operator. The insurance shall be maintained for the duration of the CUP.
9. The Permittee shall comply with all conditions of Variance #PZ20230011, the variance issued by the Board of Adjustment that allowed a Public Equestrian facility on an agricultural parcel in the Residential Cluster zoning district.
10. The permittee shall contact the County Feedlot Officer to schedule a compliance inspection by June 5, 2023, and operate the facility in full compliance with MPCA Feedlot Rules and the Carver County Feedlot Management Ordinance.

**ADOPTED** by the Carver County Planning Commission this 16<sup>th</sup> day of May 2023.

  
Scott J Wakefield (May 18, 2023 16:04 CDT)  
Scott Wakefield, Chairman                      05/18/23  
Carver County Planning Commission

# SAN FRANCISCO TOWNSHIP



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





# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Amendment 2 to Professional Services Agreement for Program Management Services with Bolton and Menk Inc.**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="6/13/2023"/>
Contact: <input type="text" value="Darin Mielke"/> Title: <input type="text" value="Deputy County Engineer"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

This agreement is being amended to include additional services needed through the end of calendar year 2023. This is a professional services contract for program management services for project areas including Highway 5 from Victoria to Chanhassen, Rolling Acres Rd. (CSAH 13), and 82nd St. W (CSAH 18), similar to the project area from the Arboretum Area Transportation Plan (Plan). The Plan identified \$200 million in transportation investment over the next 20 year. In the next 5 to 10 years total project costs may likely exceed \$100 million, with construction in the area potentially taking place over a 10 plus year period. The purpose of this contract is to provide services to streamline development of transportation projects in this major investment area with the goal of coordinating and minimizing construction disruption to a smaller window. Contract services include project scoping, scheduling, strategy development, agency coordination, public engagement, contract management, and overall advancement of project development activities for these projects. A portion of the contract is dedicated to specific transportation planning and engineering tasks such as traffic studies, public engagement activities, or other transportation planning reports or memos. These items will be identified by work order and completed as needed and approved by the County.

**ACTION REQUESTED:**

Motion to approve an Amendment 2 to PSA for Program Management Services with Bolton and Menk Inc. for additional services needed through 2023 for \$227,060.00, pending review of the contract review process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>						
If "Other", specify: <input type="text" value=""/>	<table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td><input type="text" value=""/></td> </tr> <tr> <td>Transportation Sales Tax</td> <td style="text-align: right;">\$227,060.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$227,060.00</b></td> </tr> </table>	<b>County Dollars =</b>	<input type="text" value=""/>	Transportation Sales Tax	\$227,060.00	<b>Total</b>	<b>\$227,060.00</b>
<b>County Dollars =</b>	<input type="text" value=""/>						
Transportation Sales Tax	\$227,060.00						
<b>Total</b>	<b>\$227,060.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						
Related Financial/FTE Comments: <input type="text" value=""/>							

Office use only:

RBA 2023 - 9135

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreement with TKDA for Design Services of Highway 11/14 Roundabout**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The Highway 11 and Highway 14 intersection has received federal funding in the amount of 2 million dollars through a Highway Safety Improvement Project grant. This intersection was identified a location that will have increased safety concerns in the near future due to increased population to the west of Chaska. This project has been advanced on the CIP to a fall of 2024 construction due to the important connection while other major projects are under construction such as Highways 41/10 in 2025, and Highway 5 in 2026. Carver County will be partnering with the City of Victoria and the City of Chaska on this project. The public works staff received proposals from four (4) consulting firms for the design services on this project. These were reviewed and scored by three (3) members of the Public Works staff and TKDA was selected to perform design, project management, and other necessary tasks.

**ACTION REQUESTED:**

Motion to approve a professional services agreement with TKDA for \$160,382.00 for design services for the Highway 11/14 Roudabout, pending finalization of the contract review process.

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

**FUNDING**

<b>County Dollars =</b>	<input type="text"/>
City of Victoria (698)	\$40,095.50
Transportation Sales Tax	\$120,286.50
<b>Total</b>	<b>\$160,382.00</b>

**FTE IMPACT:**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 9147

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval to contract with Bituminous Roadways, Inc. for West Creek Re-Meander Phase 2 Project**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

The West Chaska Creek Re-Meander Project will re-meander approximately 1,100 linear feet of a ditched segment of West Chaska Creek. The goals of the project are to lengthen the ditch section, which will reduce water speeds, lower stress on the banks, reconnect the stream to a floodplain, and reduce the amount of sediment transported downstream. Phase 1 of the project was completed in November of 2019 and constructed five new meanders for the new section of the ditch, floodplain excavation, and establishment of native vegetation.

This contract is for Phase 2 of the project and will connect the existing ditch to the meanders, increase floodplain storage, and stabilize bank reaches through the whole section. The City of Chaska and the developer of the site are collaborating on this project to ensure a successful outcome. Staff applied for and received a Competitive Grant of \$283,000 from the Board of Water and Soil Resources for the completion of Phase 2.

The CCWMO requested bids for the construction of Phase 2 of this project and 8 bids were opened on May 25<sup>th</sup>, 2023. Bituminous Roadways, Inc. submitted the lowest qualifying bid. Attached is the engineer's Letter of Recommendation to select the lowest bid and contract with Bituminous Roadways, Inc. for \$249,496.00. Staff concurs with this recommendation.

**ACTION REQUESTED:**

Motion to authorize the Chair to sign the contract with Bituminous Roadways, Inc. pending the contract review process..

**FISCAL IMPACT:**

If "Other", specify:

**FTE IMPACT:**

**FUNDING**

<b>County Dollars =</b>	<b>\$0.00</b>
Clean Water Fund (BWSR)	\$249,496.00
<b>Total</b>	<b>\$249,496.00</b>

Insert additional funding source

**Related Financial/FTE Comments:**

\$249,496 allocated from BWSR Grant. Matching funds have been budgeted by the Carver County Water Management Organization (CCWMO) and will be spent on engineering and construction oversight.

Office use only:

RBA 2023 - 9149

To: Tim Sundby, Water Resources Supervisor From: Nick Wyers, PE,  
 Carver County Water Management Organization Stantec  
 Project/File: 227705172 Date: May 30, 2023  
 Subject: Bid Results – West Chaska Creek Restoration Remeander: Phase 2

**Board Action Requested**

Stantec is recommending the Board of Commissioners authorize a Notice of Award for the construction of the West Chaska Creek Restoration Remeander: Phase 2.

The West Chaska Creek Restoration Remeander: Phase 2 will complete the remeander project that began in 2019.

**Construction Bid Results**

Bids were opened for the West Chaska Creek Restoration Remeander: Phase 2 project on May 25, 2023. During the bid opening, the bid for Minnesota Dirt Works Inc did not include the required acknowledgement of the responsible Contractor documents. Since a successful bid must conform to these requirements, this bid should be rejected.

There was a total of 8 bids received. Attached to this memo is a copy of the Bid Tabulation for your information and file and the following summarizes the results of the Bids received:

	<b><u>Contractor</u></b>	<b><u>Total Base Bid</u></b>
Low	Bituminous Roadways Inc.	\$249,496.00
#2	Minnesota Dirt Works Inc	\$255,747.00
#3	Sunram Construction, Inc.	\$302,636.00
#4	MNL	\$321,475.00
#5	Rachel Contracting, LLC	\$322,616.00
#6	Veit & Company, Inc.	\$346,415.60
#7	Minger Construction Co. Inc.	\$384,061.50
#8	Peterson Companies	\$459,561.85

The low bidder is Bituminous Roadways, Inc. with a total Base Bid of \$249,496.00. The Engineer’s estimate was \$326,145.00.

Stantec Consulting Services has reached out to Bituminous Roadways, Inc. and confirmed their commitment to the bid.

**Engineer’s Recommendation**

The bids were competitive, therefore, Stantec recommends that the project be awarded to Bituminous Roadways, Inc. for \$249,496.00.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Donation to the Carver County Sheriff's Office Dive Team**

Primary Originating Division/Dept: Sheriff - Support Services

Meeting Date: 6/13/2023

Contact: Ben Beyer Title: Dive Team Supervisor

Item Type:  
Consent

Amount of Time Requested: minutes  
Presenter: Title:

Attachments:  Yes  No

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

**BACKGROUND/JUSTIFICATION:**

The Carver County Sheriff's Office Dive Team has been fundraising for a public safety grade surface supplied air system to increase safety for the recovery divers. Surface supplied air lowers the risk of the diver drowning and the virtually unlimited breathing gas supply allows the diver to work longer periods of time underwater. The proven safety, efficiency, and versatility of surface supplied air has made its use the gold standard for commercial/military diving and the preferred tool for many public safety teams. Members of the dive have presented to six Lion's Club in the area and have received verbal confirmation of pledges from all the groups. This RBA is for the funds received so far as of March 28, 2023. Once all the funds are received and approved, the Sheriff's Office plans to publicly acknowledge the generous support from these groups.

**ACTION REQUESTED:**

Accept the following donations: City of Shakopee Lions Club \$4500.00, Carver Lions \$2,000 and Chanhasen Lions \$2,000

FISCAL IMPACT: None  
If "Other", specify:

FTE IMPACT: None

**FUNDING**

County Dollars =	
Shakopee Lions Donation	\$4,500.00
Carver Lions Donation	\$2,000.00
Chanhasen Lions Donati	\$2,000.00
<b>Total</b>	<b>\$8,500.00</b>

Insert additional funding source

Related Financial/FTE Comments:

Account#02-206-000-0000-5756

Office use only:

RBA 2023 - 9047

# Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Donation to the Carver County Sheriff's Office 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-surface supplied air system	01-201-231-1651-6454	\$8,500.00
<b>TOTAL</b>		\$8,500.00

CREDIT		
Description of Accounts	Acct #	Amount
Shakopee Lions Donation	02-206.5756	\$4,500.00
Chanhassen Lions Donation	02-206.5756	\$2,000.00
Carver Lions Donation	02-206.5756	\$2,000.00
<b>TOTAL</b>		\$8,500.00

Reason for Request:

Increase budget for donations received from Lions Clubs (Shakopee, Waconia, Victoria) to purchase a surface supplied air system for the CCSO Dive Team.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**  
**State Performance Measurement Program (2023)**

Primary Originating Division/Dept: <input type="text" value="Property &amp; Financial Services"/>	Meeting Date: <input type="text" value="6/13/2023"/>
Contact: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Dire"/>	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="Finances: Improve the County's financial health and economic profile"/>	

**BACKGROUND/JUSTIFICATION:**

On 6/21/11, the Carver County Board approved the 2011 participation in the State's Performance Measurement program. On 6/26/12, the Board certified that it had adopted and implemented the 10 performance measures developed by the Council on Local Results and Innovation and that the County is implementing a local performance measurement system.

For 2023, the Carver County Board is asked to approve the 2023 participation in the State's Performance Measurement Program by certifying prior to or on July 1, 2023 that it has adopted and implemented at least 10 performance measures developed by the Council; implement a system to use this information to help plan, budget, manage, and evaluate programs and processes for optimal future outcomes; and continue to report the results of the performance measures to its residents.

**ACTION REQUESTED:**

Motion to approve the attached resolution and the Performance Measures- 2023 Report

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>
If "Other", specify: <input type="text" value=""/>	<b>County Dollars =</b> <input type="text" value=""/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	State Performance Aid (2) <input type="text" value="\$15,333.00"/>
	<b>Total</b> <input type="text" value="\$15,333.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source

**Related Financial/FTE Comments:**

Eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in 2023 if levy limits are in effect. In 2022, the county received \$15,333 for participation in this program.

Office use only:

RBA 2023- 9137



CARVER  
COUNTY

Program Year 2023  
**Performance Measures**

# About This Program

The Minnesota State Legislature in 2010 created the Council on Local Results and Innovation to develop standard performance measures to aid residents, taxpayers, and state and local elected officials in determining the efficiency and effectiveness of counties and cities in providing services and measuring residents' opinion of those services. The Council released a standard set of 10 performance measures for counties and created a comprehensive performance measurement system for counties to implement.

Carver County voluntarily agreed to participate in the state's Performance Measurement Program in 2011 and has participated each year since that time. The County follows the guidelines sent out by the Council and receives Local Government Aid reimbursement for its participation in the program. Carver County is one of 28 counties in the state (32 percent of all counties) that participate in the Performance Measurement Program.

The Performance Measurement Program reinforces Carver County's work to achieve its vision, mission, and goals listed and described as follows:

**Vision:** Where the future embraces the past in keeping Carver County a great place to live, work and play for a lifetime.

**Mission:** To meet the service requirements and special needs of our residents in a fiscally responsible and caring way. We will plan the county's growth to preserve its uniqueness and will encourage rural and urban compatibility. We will protect our history while planning for a dynamic future.

**Goals and Outcome/Output Measures:** Carver County's Strategic Plan outlines five goals designed to serve as the foundation for all future strategies, work, and priorities of the County. Each year, the County Board works with County staff to develop an Implementation Plan that outlines outcome/output measures that address the following five goals:

- **Communities Goal:** Create and maintain safe, healthy, and livable communities
- **Connections Goal:** Develop strong public partnerships and connect people to services and information.
- **Finances Goal:** Improve the County's financial health and economic profile.
- **Growth Goal:** Manage the challenges and opportunities resulting from growth and development.
- **Culture Goal:** Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

Within this Performance Measurement and Indicators Report, the County's goal statements related to Communities, Connections, Finances, and Growth are listed with one or more performance measures or indicators listed under the goal. No performance measures or indicators for the Culture goal were included in this report since none of the state standards for performance measures align with the County's goal statement related to Culture.

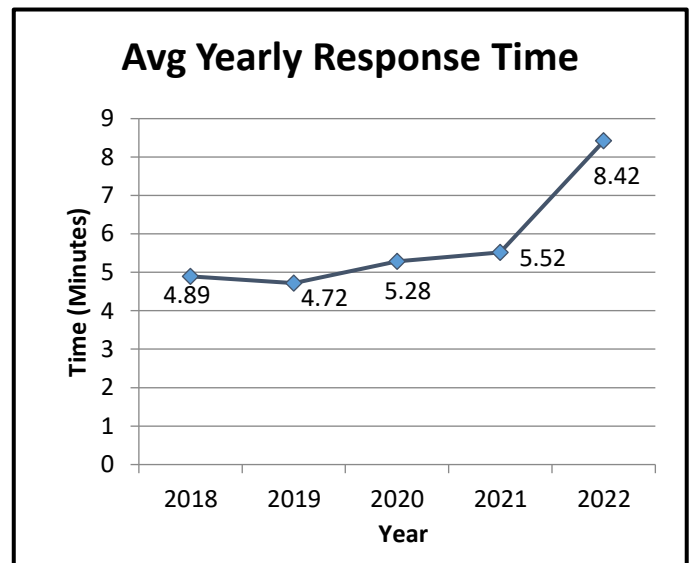
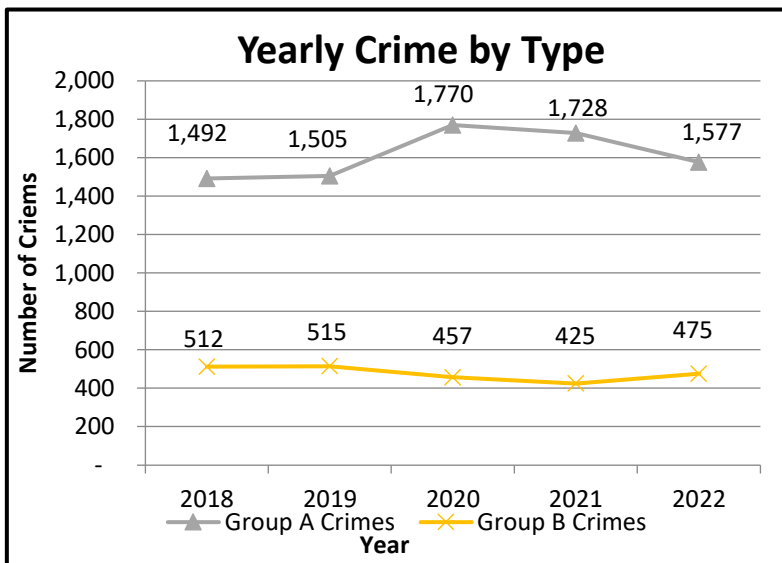
# Communities Goal

Create and maintain safe, healthy, and livable communities.

## Public Safety Standard Measures

**Crime Rates and Response Times:** One aspect of public safety is reflected in data submitted by the Minnesota Bureau of Criminal Apprehensions on Part I and Part II crimes committed in Carver County. Part I crimes include: homicide, rape, aggravated assault, burglary, robbery, auto theft, theft, and arson. Part II crimes include: other assaults, forgery, fraud, stolen property, vandalism, weapons, prostitution, other sex offenses, narcotics, gambling, family/children crime, driving under the influence (DUI), liquor laws, disorderly conduct, and other offenses. In 2016 a government mandated change in classification for crimes was released, Group A and Group B. Group A crimes include: animal cruelty, arson, assault, aggravated assault, bribery, burglary, counterfeiting/forgery, property damage, drugs, embezzlement, extortion/blackmail, fraud, gambling, homicide, human trafficking, kidnapping, theft/larceny, motor vehicle theft, pornography, prostitution, robbery, sex offenses (forcible and non-forcible), stolen property offenses, and weapons. Group B crimes include: bad checks, curfew/loitering, disorderly conduct, driving under the influence (DUI), drunkenness, family offenses (non-violent), liquor law violation, peeping tom, runaway, trespassing, ordinances, and all other offenses. The following table indicates Part I, Part II, Group A, and Group B crime rates for Carver County and the Carver County Deputy average response times for these types of crimes. The average response time is indicated in minutes from the time the call was dispatched to the first squad on the scene for a top-priority call for Part I, Part II, Group A, and Group B crimes:

Public Safety			
Year	Group A Crimes	Group B Crimes	Average Response Time in Minutes
2018	1,492	512	4.89
2019	1,505	515	4.72
2020	1,770	457	5.28
2021	1,728	425	5.52
2022	1,577	475	8.42



**Adult Offenders with New Felony Convictions:** The recidivism rate for felony offenders is another measure of public safety. Data from the Minnesota Sentencing Guidelines Commission is used to determine the percent of adult offenders with a new felony conviction within three years of discharge. Pre-trial supervision cases were excluded as these cases are not formal supervision, and different results are expected for cases placed on supervision postadjudication.

Adult Offenders with New Felony Convictions Within 3 Years of Discharge	
Data Sample Analysis Year	Percent of Recidivism
2015-2016 Data Sample Analyzed in 2018	5.0% (1)
2016-2017 Data Sample Analyzed in 2018	4.0% (2)
2017-2018 Data Sample Analyzed in 2019	4.0% (3)
2018-2019 Data Sample Analyzed in 2020	6.0% (4)
2019-2020 Data Sample Analyzed in 2021	4.0% (5)

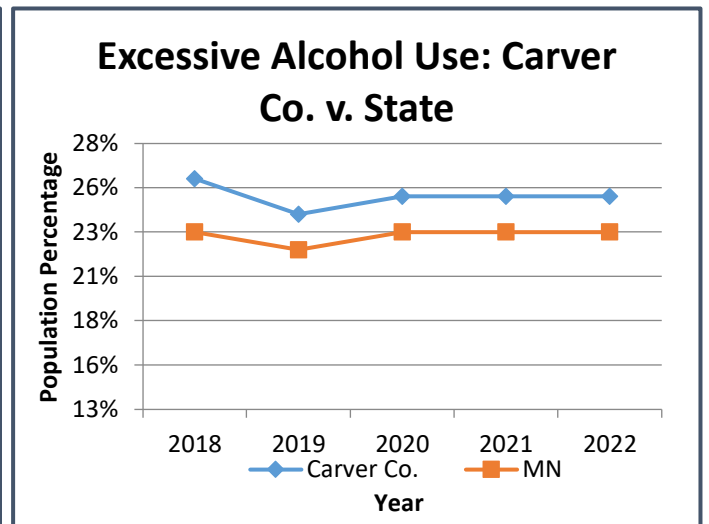
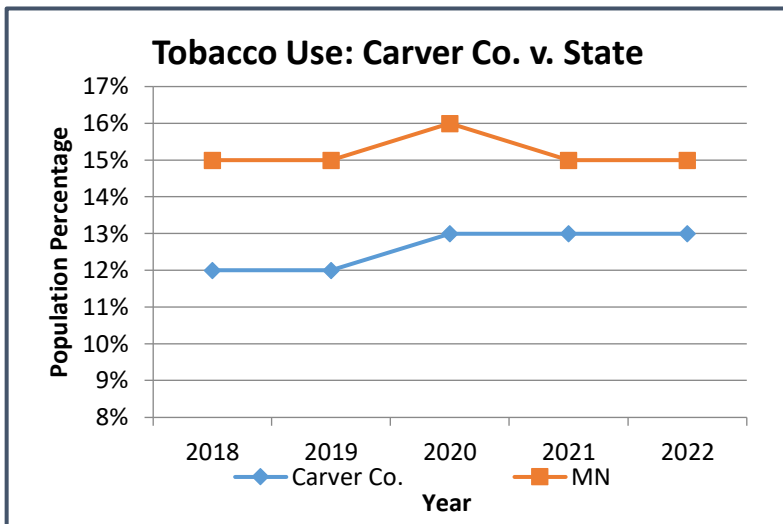
- (1) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from 6/1/15 to 6/1/16 Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 504 cases, random clients were selected to total a sample of 100 offenders, which is approximately a 20% sample. Recidivism was tracked on these cases. 5 offenders reoffended at a felony level.*
- (2) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from 6/1/16 to 6/1/17 Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 466 cases, random clients were selected to total a sample of 93 offenders, which is approximately a 20% sample. Recidivism was tracked on these cases. 4 offenders reoffended at a felony level.*
- (3) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from to 5/17/17 to 5/17/18. Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 519 cases, random clients were selected to total a sample of 64 offenders, which is approximately a 13% sample. Recidivism was tracked on these cases. 2 offenders reoffended at a felony level.*
- (4) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from to 6/1/18 to 6/1/19. Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 671 cases, random clients were selected to total a sample of 83 offenders, which is approximately a 12% sample. Recidivism was tracked on these cases. 5 offenders reoffended at a felony level.*
- (5) *Sample generated from a Court Services Tracking System (CSTS) report of closed cases from to 1/1/19 to 1/1/20. Three year recidivism was tracked. Only felony convictions were counted as recidivism for this result. Pre-Trial Supervision cases were excluded, as these cases are not formal "supervision" and we expect different results for cases placed on supervision post-adjudication. Out of the sample of 632 cases, random clients were selected to total a sample of 105 offenders, which is approximately a 17% sample. Recidivism was tracked on these cases. 5 offenders reoffended at a felony level.*

## Public Health/Social Services Standard Measures

**Tobacco and Alcohol Use:** In assessing the health of the County, areas of focus for the Public Health Department have included tobacco use and excessive alcohol use by County residents. The department uses the County Health Rankings to obtain information on tobacco and alcohol use by County residents.

The table below compares the percentage of County residents who use tobacco with the state average, and it compares the percentage of County residents who drink alcohol excessively with the state average. Tobacco and Excessive Alcohol

Tobacco and Excessive Alcohol Use				
Year	Carver County Tobacco Use	Minnesota Tobacco Use	Carver County Excessive Alcohol	Minnesota Excessive Alcohol
2018	12%	15%	26%	23%
2019	12%	15%	24%	22%
2020	13%	16%	25%	23%
2021	13%	15%	25%	23%
2022	13%	15%	25%	23%



**Low-Weight Births:** Another measure of a healthy community is reflected in the percentage of low-weight births that occur each year. Data from the Minnesota Department of Health (MDH) and the County Health Rankings provide information on the percentage of low-birth-weight babies born to County residents. As the table below indicates, the percentage of low-weight births in the County has remained consistently below the state average from 2018-2020, data is not available for 2021-2022.

Low-Weight Births		
Year	Carver County	Minnesota
2018*	4.7%	5.3%
2019*	3.1%	5.3%
2020*	3.5%	5.1%
2021	Not Available	Not Available
2022	Not Available	Not Available

\*Due to corrections made by MDH, prior periods have been restated.



**Maltreatment of Children:** The safety of children in terms of the prevention of child abuse and neglect is also a measure of a community's health and safety. County records are used to determine the percent of children where there is a recurrence of maltreatment following an intervention. The measures indicated in the table below follow federal measurement guidelines used to determine the percentage of children who were victims of substantiated or indicated child abuse and/or neglect during the reporting period that had another substantiated or indicated report within 12 months.

Maltreatment of Children Recurrence	
Year	Percent of Recurrence of Child Abuse and/or Neglect in 12-Month Period
2018	2.0%
2019	5.3%
2020	0.0%
2021	0.0%
2022	9.6%

### **Election Standard Measures**

**Accuracy of Post-Election Audit:** One measure of a livable community is participation in elections and confidence in the accuracy of election results. Minnesota counties perform a post-election audit of election results returned by the optical scan ballot counters used in state general elections. The review is a hand count of the ballots for each eligible election in the precinct compared with the results from the voting system used in the precinct. The following table indicates the percentage of accuracy for the past five state elections.

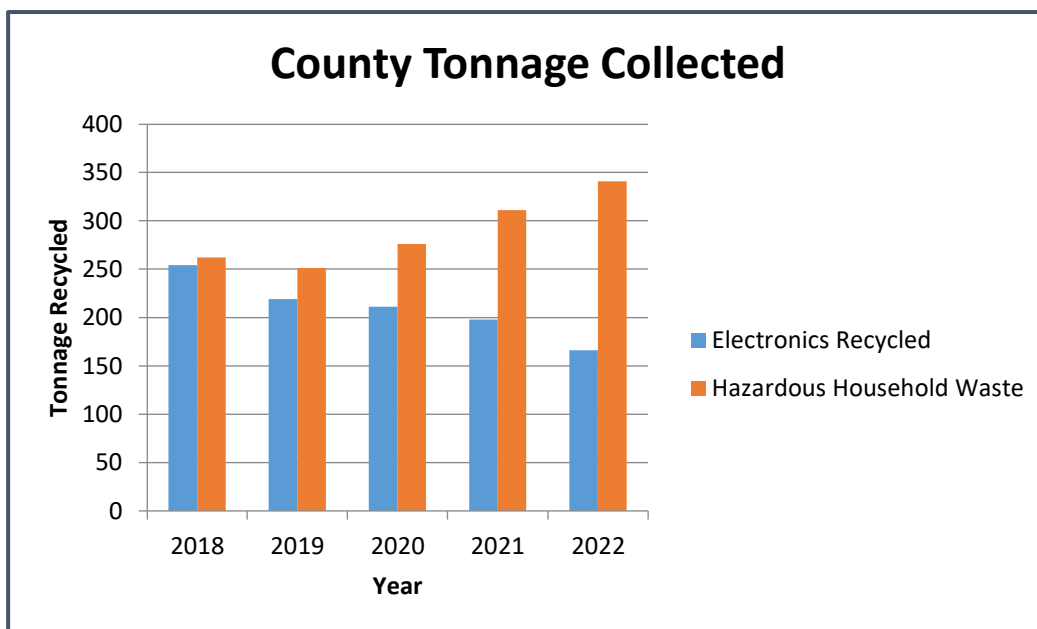
Election Results Accuracy Base on Post-Election Audit	
Year	Percentage of Accuracy
2014	100%
2016	100%
2018	100%
2020	100%
2022	100%

### **Environment Standard Measures**

**Collection of Hazardous Household Waste and Electronics:** Hazardous waste can contaminate the soil and/or water supply if not disposed of properly, posing a threat to health and the environment. Recycling rates for hazardous household waste and electronic provide another measure of a healthy community.

The Carver County Environmental Center records the total tonnage of hazardous household waste and electronics collected for recycling. The following table lists the tonnage for electronics recycled in the County and the combined total for hazardous household waste and electronics.

Hazardous Household Waste and Electronics Collected			
Year	Electronics Recycled	Hazardous Household Waste	Total Hazardous Household Waste and Electronics Recycled
2018	254 tons	262 tons	516 tons
2019	219 tons	251 tons	470 tons
2020	211 tons	276 tons	487 tons
2021	198 tons	311 tons	509 tons
2022	166 tons	341 tons	507 tons



## Connectins Goal

Develop strong public partnerships and connect people to services and information.

### Social Services Standard Measures

**Workforce Participation (Rates (also known as Self Support Index)):** The Minnesota Family Investment Program (MFIP) is the state’s public assistance reform program for low-income families with children. It helps families work their way out of poverty by focusing, supporting, and rewarding work. Direct benefits include food support and cash assistance. MFIP families also receive Medical Assistance (MA), childcare help, and employment and educational services. When most families first apply for cash assistance, they will participate in the Diversionary Work Program, or DWP. This is a four-month program that helps parents go immediately to work rather than receive long term public assistance benefits. Connecting MFIP/DWP participants to services and information so they can become self-sufficient through employment is one measure of strong public partnerships.

The table below reflects data from the Minnesota Department of Human Services on the percent of MFIP/DWP adult residents of the County who are working 30 or more hours per week or are off cash assistance three years after beginning the program.

Workforce Participation Rate (Self Support Index) for MFIP/DWP Participants	
Year	Percentage Working or Off Cash Assistance After Three Years
2018	40.3%
2019	39.0%
2020	11.9%
2021	22.8%
2022	27.5%

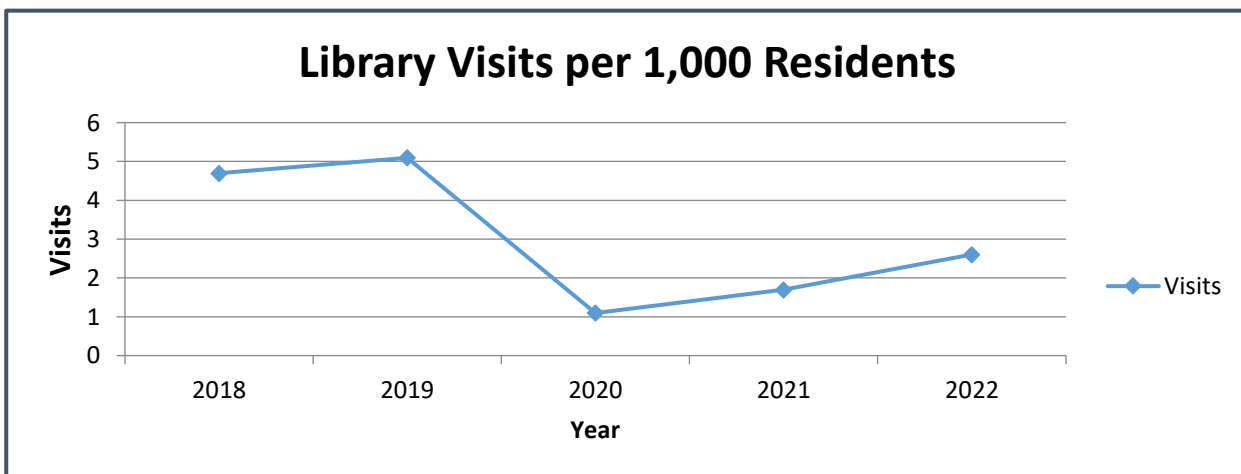
### Library Standard Measures

**Library Use:** Another measure of the County’s efforts to connect people to services and information is reflected in the number of annual visits to County libraries. The County’s Library System consists of six public branch libraries in the communities of Chanhassen, Chaska, Norwood Young America, Victoria, Waconia and Watertown, a law library at the Government Center in Chaska, and four express library locations in Carver, Cologne, Mayer and Victoria.

The following table reflects the number of Library visits using County records to compare the total population, total number of visits per year, and the number of visits per 1,000 residents.

Library Annual Visits			
Year	County Population	Total Library Visits	Visits per 1,000 Residents
2018	103,551	482,482	4.7
2019	105,089	533,596	5.1
2020	106,922	121,465	1.1*
2021	108,805	182,719	1.7*
2022	108,626	277,409	2.6

\* Impacts from COVID-19

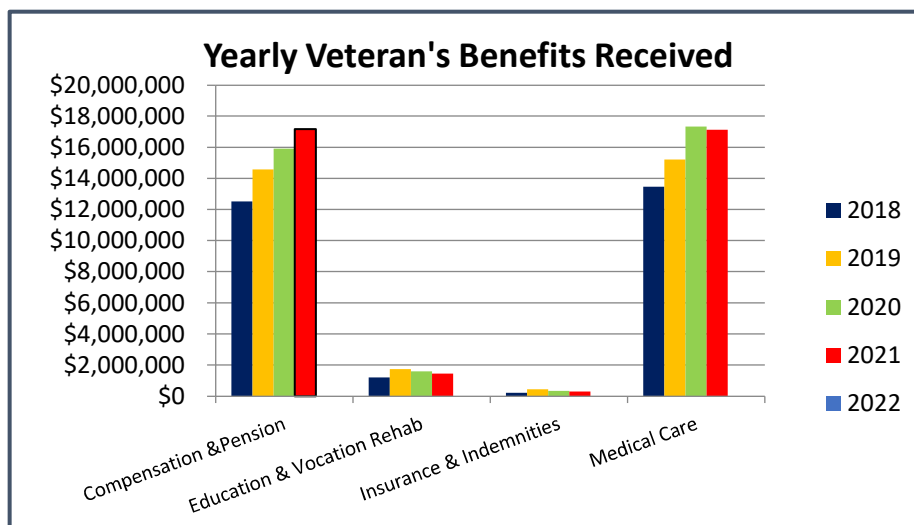
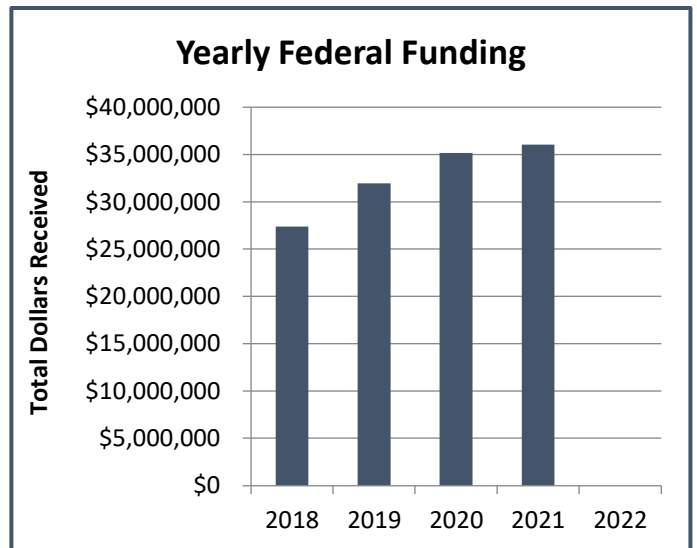
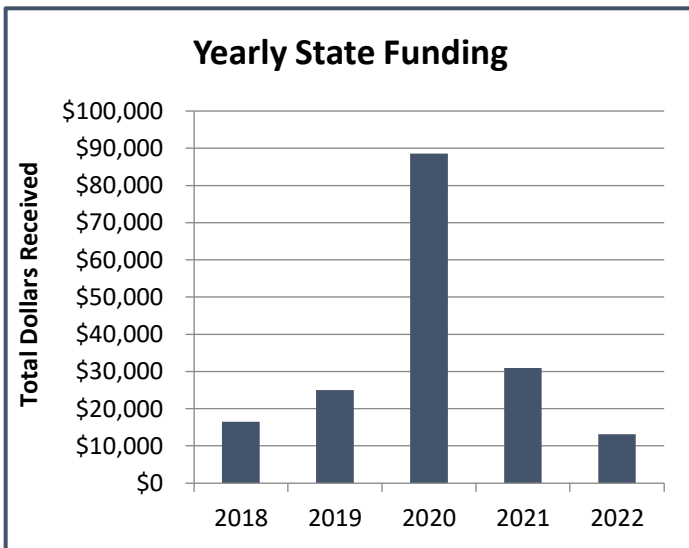


## Veterans Services Standard Measures

**Veterans Benefits:** A main purpose of the County’s Veterans Services Office is to connect veterans and their families with the benefits they are entitled to receive. One measure of the County’s ability to connect veterans to the services and information they need is reflected in the total number of dollars brought into the County as benefits for veterans. The table below reflects the totals for federal and state programs.

Veterans Benefits						
Year	Federal: Compensation & Pension	Federal: Education & Vocation Rehab	Federal: Insurance & Indemnities	Federal: Medical Care	State: Soldiers Assistance	State: Post 9/11 Service Bonus
2018	\$ 12,509,000	\$ 1,204,000	\$ 221,000	\$ 13,452,000	\$ 16,473	N/A
2019	\$ 14,578,000	\$ 1,734,000	\$ 431,000	\$ 15,208,000	\$ 25,032	N/A
2020	\$ 15,908,000	\$ 1,592,000	\$ 326,000	\$ 17,319,000	\$ 88,579	N/A
2021	\$ 17,168,000	\$ 1,442,000	\$ 289,000	\$ 17,129,000	\$ 30,980	N/A
2022	*	*	*	*	\$ 13,160	\$ 310,000

\* Federal VA numbers were not available at the time of issuance for this report. The 2021 numbers are still reflected in the below graphs for Federal funds.



# Finances Goal

Improve the County's financial health and economic profile.

## Financial Standard Measures

**Bond Ratings:** One indication of a county's financial health is its bond rating. Bond ratings are expressed as letters ranging from "AAA," which is the highest grade, to "C," also referred to as "Junk," which is the lowest grade. An issuer that is rated AAA has an exceptional degree of creditworthiness and can easily meet its financial commitments

Carver County's ratings shown in the table below were issued by Standard and Poor's (S&P) Rating Services. Carver County is one of six Minnesota counties that received an "AAA" rating. Carver County's rating is also higher than Minnesota's rating of AA+.

Bond Ratings	
Year	S&P Rating
2018	AAA
2019	AAA
2020	AAA
2021	AAA
2022	AAA

# Growth Goal

Manage the challenges and opportunities resulting from growth and development.

## Taxation Standard Measures

**Level of Assessment Ratio:** Carver County is among the fastest growing counties in the state. As the number of households in the County increases along with population growth, the challenge is to provide accurate property value assessments. The level of assessment ratio is an indication of the quality and accuracy of the County's property value assessments. It is based on the difference between a property's assessed value and the actual sale price of the property. If the ratio falls between 90% and 105%, the level of assessment is determined to be acceptable. The following table shows the level of assessment ratio for all property types.

Level of Assessment Ratio	
Year	S&P Rating
2018	95.2%
2019	95.8%
2020	94.3%
2021	94.1%
2022	95.0%

## Public Works Standard Measures

**Snow Plowing:** As the County’s population has increased, so has traffic on its County road system. One of the challenges the County faces is to meet the financial challenge associated with plowing 279 miles of roadway in a timely manner during snow events. The following table provides estimates of how much time it takes to plow all County roads each year.

Snow Plowing - Hours to Plow County Road System		
Year	Range	Average
2018	5.00 - 8.00 hours	6.31 hours
2019*	6.00 - 15.50 hours	9.03 hours
2020	4.13 - 15.50 hours	7.22 hours
2021	4.50 - 13.50 hours	7.45 hours
2022	3.00 - 14.00 hours	7.57 hours

*\*The department was short staffed by 2 FTE for the majority of 2019*

**County Pavement Condition Rating:** Another challenge brought about by increased use of the County’s road system is maintaining road pavement conditions. The Public Works Division uses a rating of the surface quality of the pavement known as the Pavement Condition Index (PCI). The PCI uses a scale of 0 to 100 in which a rating of 85+ is Excellent, 55-84 is Acceptable, and 0- 55 is Failed. The table below shows that the pavement conditions for all County Roads for each year.

Average County PCI Rating	
Year	Pavement Condition Index Rating
2018	77.9
2019	76.4
2020	73.2*
2021	75.4*
2022	79.1

*\*MnDOT digital pavement testing included exaggerated crack detection values that have been corrected in the 2022 data*

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE June 13<sup>th</sup>, 2023  
MOTION BY COMMISSIONER \_\_\_\_\_

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

**Performance Measurement Program, 2023 Report**

WHEREAS, Benefits to Carver County for participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, the Council on Local Results and Innovation developed a Performance Measurement Program that is voluntary for counties and cities to participate in; and

WHEREAS, Any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW, THEREFORE, BE IT RESOLVED, Carver County will continue to report the results of the performance measures to its citizenry by the end of the year through posting on the county’s website.

BE IT FINALLY RESOLVED, Carver County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the County.

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 \_\_\_ of \_\_\_\_\_, 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 PaintCare Agreement for Cost Reimbursement and Indemnification Protection**

Primary Originating Division/Dept: <input type="text" value="Public Services - Environ. Svc."/>	Meeting Date: <input type="text" value="6/13/2023"/>
Contact: <input type="text" value="Greg Boe"/> Title: <input type="text" value="Env Services Manager"/>	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:**

Carver County is authorized by MN Statute 115A.96 to operate a Household Hazardous Waste (HHW) program. Each year the Carver County Environmental Center and Special Waste Events collect and manage large volumes of paint, stain, and varnish from residents and businesses.

PaintCare represents paint manufacturers (paint producers), and they have administered a stewardship program in Minnesota since 2014 as required by MN Statutes 115A.1415. Carver County has successfully partnered with PaintCare for several years and wishes to continue that beneficial relationship.

This agreement between Carver County and PaintCare will provide the county with indemnification protection, and reimbursement of costs incurred while collecting and managing qualifying types of paint through 2027. Those reimbursement funds allow the county to accept paint at no charge from both residents and businesses within our communities.

Environmental Services requests Board authorization for the County Administrator and the Board Chair to sign this PaintCare agreement.

**ACTION REQUESTED:**

Motion to authorize the County Administrator and Board Chair to sign an agreement between PaintCare and Carver County, pending approval through the county contract approval process.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/>	<b>FUNDING</b>				
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>				
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">PaintCare funding</td> <td style="width: 30%; text-align: right;">\$500,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$500,000.00</b></td> </tr> </table>	PaintCare funding	\$500,000.00	<b>Total</b>	<b>\$500,000.00</b>
PaintCare funding	\$500,000.00				
<b>Total</b>	<b>\$500,000.00</b>				
<input checked="" type="checkbox"/> Insert additional funding source					

**Related Financial/FTE Comments:**

Carver County receives reimbursement for costs associated with the collection and management of paints and stains. Current ES budgets include a PaintCare reimbursement of \$100,000 per year, so the five-year agreement should produce \$500,000 of revenue.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Legislative Recap from Senator Gruenhagen**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 6/13/2023

Contact: Dave Hemze  Title:

Item Type:  
Regular Session

Amount of Time Requested: 20  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Senator Gruenhagen will be presenting a State legislative recap.

**ACTION REQUESTED:**

Information only.

**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 - 9150

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Legislative Recap from Representative Rehm**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 6/13/2023

Contact: Dave Hemze  Title:

Item Type:  
Regular Session

Amount of Time Requested: 20  minutes

Attachments:  Yes  No

Presenter: Rep Rehm  Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Representative Rehm will be presenting a legislative recap.

**ACTION REQUESTED:**

Information Only.

**FISCAL IMPACT:** Included in current budget

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 - 9158

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**State Lobbyist Legislative Update**

Primary Originating Division/Dept: Administration (County)

Meeting Date: 6/13/2023

Contact: Dave Hemze Title: County Administrator

Item Type:  
Regular Session

Amount of Time Requested: 30 minutes

Attachments:  Yes  No

Presenter: Tony Albright Title: Lobbyist

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

A legislative update will be provided by the County's State legislative lobbyist, Tony Albright from Poul Haas Government Relations.

**ACTION REQUESTED:**

None -- informational only.

**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 - 9133

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Amendment No. 3 to Professional Services Agreement with HGA Architects**

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>6/13/2023</u>
Contact: <u>Martin Walsh</u> Title: <u>Parks and Recreation Director</u>	Item Type: <u>Regular Session</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:**

In 2021, Carver County entered into a professional services agreement with HGA Architects for design and construction administration services for the waterfront service center at Waconia Regional Park. The contract period was to extend through the planned completion date of June 2023.

At the March 28, 2023, County Board Work Session, staff updated the Board on progress for the waterfront service center. At that time, staff stated there has been a substantial delay in receiving a permit from the MN Department of Labor and Industry. The delay has set back the project over 100 working days and that work has progressed slower through the winter season because of winter conditions. It is now projected that the new building would be turned over to the County in early November instead of the end of June as originally contracted. This will extend the construction period by approximately 4 months. While construction management services has limited the cascading effects of the permit delay, unfortunately it will require more time by both the architect and construction management firms for construction administration and management.

HGA Architects has proposed to continue construction administrative services at a negotiated rate of an additional \$73,600, including expenses. The fee represents a 25% reduction in service rate as compared to an average monthly fee for services.

The contract period would extend until November 2023. The additional cost for the contract extension is to be covered by project contingency funding approved at the time of the bid awards.

Current contract amount \$724,500

Proposed amendment increase \$73,600

Proposed total contract \$798,100.

**ACTION REQUESTED:**

Motion to approve amendment No. 3 to the professional service agreement with HGA Architects for construction administration at Waconia Regional Park and authorize the Board Chair to sign.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FTE IMPACT:** Increase budgeted staff

**FUNDING**

County Dollars =	<b>\$0.00</b>
WSC Project Budget	\$798,100.00
<b>Total</b>	<b>\$798,100.00</b>

**Related Financial/FTE Comments:**

The requested amendment No. 3 increases the contract by \$73,600. Total contract amount with HGA will be \$798,100 which is covered in the contingency budget for the Waterfront Service Center Project Budget approved by the Board on June 28, 2022.

Current budgeted contingency of \$431,700 less \$142,534 (Construction Management) less \$73,600 (Architectural Construction Administration) = \$215,566 as current remaining contingency.

*Office use only:*

RBA 2023 - 9108

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreement Amendment No. 2 with RJM Construction for Construction Management Services**

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>6/13/2023</u>
Contact: <u>Martin Walsh</u> Title: <u>Parks and Recreation Director</u>	Item Type: <u>Regular Session</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:**

On December 13, 2022, the County Board amended the contract with RJM Construction for construction management as well as construction services. Total contract amount \$728,878.

At the March 28, 2023, County Board Work Session, staff updated the Board on progress for the waterfront service center. At that time, staff stated there has been a substantial delay in receiving a permit from the MN Department of Labor and Industry. The delay has set back the project over 100 working days and that work has progressed slower through the winter season because of winter conditions. It is now projected that the new building would be turned over to the County in early November instead of the end of June as originally contracted. This will extend the construction period by approximately 4 months. While construction management services has limited the cascading effects of the permit delay, unfortunately it will require more time by both the architect and construction management firms for construction administration and management.

RJM Construction has proposed to continue construction management services including materials and supplies for an additional \$142,534 which represents management services, labor and supplies until November of 2023. The fee is proportional, reduced from a monthly average to what is actually needed to continue services.

The additional cost for the contract extension is to be covered by project contingency funding approved at the time of the bid/contract awards for the project.

Current Contract Amount \$728,878

Proposed Amendment Increase \$142,534

Proposed Total Contract \$871,412

**ACTION REQUESTED:**

Motion to approve amendment No. 2 to the professional service agreement with RJM Construction for construction management services at Waconia Regional Park and authorize the Board Chair to sign.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$0.00</b>
WSC Project Budget	\$871,412.00
<b>Total</b>	<b>\$871,412.00</b>

**FTE IMPACT:** Increase budgeted staff

**Related Financial/FTE Comments:**

\*The requested amendment No. 2 increases the contract by \$142,534. Total contract amount with RJM will be \$871,412 which is covered in the contingency budget for the Waterfront Service Center Project Budget approved by the Board on June 28, 2022. Current budgeted contingency of \$431,700 less \$142,534 (Construction Management) and less \$73,600 ( Architectural Construction Administration) = \$215,566 as current remaining contingency.

*Office use only:*

RBA 2023 - 9110

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Professional Services Agreement for Park and Trail Visioning and Strategic Investment Planning**

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>6/13/2023</u>
Contact: <u>Hope Mack</u> Title: <u>Parks Administrative Assistant</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>15</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: _____ Title: _____	

**Strategic Initiative:**

Growth: Manage the challenges and opportunities resulting from growth and development

**BACKGROUND/JUSTIFICATION:**

Carver County contracted with HKGI, a planning and consulting firm, in June 2022 to help the County develop stronger park and trail planning using asset management principles. This was to help prioritize replacement of existing parks and trail assets as well as document future needs for the parks and trail system and the related costs.

At the December 13, 2022 County Board Work Session, HKGI and staff reported on park system assets conditions. Provided information on operation and maintenance needs. Prioritizing CIP projects and how replacement of existing assets and new projects/assets could be funded. This information is guiding the Parks Department in grant applications and the in the current budget cycle. It is proposed that the next level of planning work be done to identify a vision and service model for the park and trail system that will guide the County in making strategic investment decisions for the next 10+ years.

A more strategic vision and direction will help the County prioritize and program investments, while balancing existing needs that were identified as part of HKGI's assessment of the park's assets.

Work would be done to identify an overarching vision for the parks department by incorporating the County's comprehensive plan's Value Statements and Goals. The work will include park use trend analysis from national, regional levels. This information will be supplemented by obtaining local data with an online survey and pop-up meetings to engage the public. Analysis will be done to understand the broader scope of recreation services provided by others in the County and how this will influence the County's park and trail service model. Additional work will be done to understand what sources of funds should be used for the park system along with cost recovery and enterprise models.

The County Parks Commission made recommendation at its May 10, 2023 to proceed with contracting with HKGI for park and trail visioning and strategic investment planning.

**ACTION REQUESTED:**

Motion to approve a professional services agreement with HKGI for park and trail visioning and strategic investment planning pending finalization of the contract review process.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$46,250.00</b>
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<b>Total</b>	<b>\$46,250.00</b>
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**FTE IMPACT:** None

**Related Financial/FTE Comments:**

A scope of work was provided by HKGI which a cost not to exceed \$42,000.00.

*Office use only:*

RBA 2023 - 9154



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Semi-Annual Report to the County Health Board**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Dr. Richard Scott, Carver County Community Health Services Administrator and Deputy Division Director for Health Services, will provide the Carver County Board of Health with a Semi-Annual Update as required by MS 145A. The update will include discussion of the 2023 County Health Report, 2023-2024 Community Health Assessment process, and the future outlook on health in Carver County.

**ACTION REQUESTED:**

Motion to convene as the Carver County Board of Health and receive the semi-annual report from the Community Health Services Administrator.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 9141