



CARVER COUNTY

minnesota

Carver County Board of Commissioners July 18, 2023 Board Meeting

The County Board Room is open to the public

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

Individuals unable to attend in person can provide public comments by email at admin-contact@co.carver.mn.us.

2. Agenda review and adoption
 3. Approve minutes of July 11, 2023, Regular Session 1-4
 4. Community Announcements

9:20 a.m. 5. **CONSENT AGENDA**

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

- 5.1 Professional Services Agreement with SRF Consulting Group, Inc. for Lake Minnewashta Regional Park Playground..... 5-6
 5.2 Resolution to Vacate Right of Way on CSAH No. 33 in Norwood Young America 7-11
 5.3 Grant Agreement Amendment with the Metropolitan Council for the Lake Waconia Regional Park Building 12
 5.4 Professional Service Agreement for Bountiful Basket Food Shelf 13
 5.5 Emergency Services Program Shelter Grant Board Resolution 14-16
 5.6 Approve acceptance of the Mn Dept. of Commerce Auto Theft Prevention Grant and subsequent equipment purchase 17-18
 5.7 2023 Tour de Tonka Donation of Labor and Equipment Resources.. 19-20

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

- 5.8 Tobacco License Renewal-Fleet Farm Store Location..... 21

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

- 5.9 Professional Services Agreement with Moore Engineering Inc. 22
 5.10 Professional Services Agreement with Midwest Wetlands Improvements, LLC 23

5.11 Amendment 4 to PSA with SRF Consulting Group for Highway 212
Project - Benton Township Preliminary Design 24

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

5.12 Review Health & Human Services and Commissioner
Warrants..... NO ATT

9:25 a.m. **6. COMMUNITIES: Create and maintain safe, healthy, and livable communities**
6.1 Appointment of Stephen Walker as Carver County Veteran Services
Officer..... 25
6.2 Update on Veterans Court and Drug Treatment Court..... 26

10:25 a.m. **7. COUNTY ADMINISTRATOR REPORT**

10:30 a.m. **ADJOURN REGULAR SESSION**

David Hemze
County Administrator

UPCOMING MEETINGS

July 25, 2023	9:00 a.m. Board Work Session
August 1, 2023	No Meeting
August 8, 2023	9:00 a.m. Board Meeting
August 15, 2023	9:00 a.m. Board Meeting
August 22, 2023	9:00 a.m. Board Work Session
August 29, 2023	No Meeting
September 5, 2023	9:00 a.m. Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on July 11, 2023. Chair John P. Fahey convened the session at 9:03 a.m.

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

No public comments were received.

Degler moved, Lynch seconded, to move 6.1 MICA Legislative Update to 7.2 and approve the agenda as amended.

Udermann requested that 5.11 be moved from the consent to the regular agenda for a vote. Degler did not accept the amendment.

Udermann questioned the definition of consent and why an item cannot be removed for further discussion

Mark Metz, Attorney, clarified consent items are generally not controversial and passed by a majority vote. He stated the process is lawful and by the Board Operating Rules a majority vote is required to pull an item and have a further discussion.

On vote taken to approve the agenda as amended, Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay. Motion carried.

Workman moved, Degler seconded, to approve the minutes of the June 27, 2023, Special Session. Motion carried unanimously.

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

Approved contract with SRF Consulting Group, Inc., for \$227,878.090 for design of the Highway 10 resurfacing project, pending finalization of the contract review process.

Authorized the purchase of an E350 Super Duty box truck and related budget amendment.

Contract with Blackstone Contractors LLC in the amount of \$66,345.25 upon completion of the contract review process.

Approved an amended agreement with an allocation of \$100,000 for the Carver County Veterans' Treatment Court FY24 and related HH&S budget amendment.

Approved professional services agreement with Granite Ledge Electrical Contractors, in the amount of \$28,055.00 for traffic signal revisions, pending finalization of the contract review process.

Professional services agreement with Stonebrook Engineering in the amount of \$51,670 for 2023 bridge safety inspections, pending finalization of the contract review process.

Approved the elimination of one .9 FTE therapist position and creation of one 1.0 FTE therapist position in the Crisis Program, effective 8/14/23.

Authorized HH&S acceptance of Sauer Foundation grant funds and approved signing the related agreement to explore developing a Family/Community Resource Center in Carver County and related HH&S budget amendment.

Resolution #45-23, Awarding of the Highway 11 Resurfacing Project Contract, Carver County Contract 23-309, Project #'s 218910/228967.

Approved joint powers agreement with the City of Waconia for the Highway 10/Waconia Parkway Intersection Project and additional related work, pending finalization of the contract review process.

Approved the 2023-2024 AFSCME Assistant County Attorneys Bargaining Unit Collective Bargaining Agreement and related budget amendment.

Approved the following staffing changes in the Facilities Department: eliminate 1.0 FTE Facilities Maintenance Lead and 1.0 FTE custodian; add 1.0 FTE Maintenance Supervisor, 1.0 FTE Custodial and Maintenance Assistant and 0.16 FTE for STOC and related budget amendment.

Contract with Valley Rich to bore a new section of the Public Works force line pending the contract review process.

Approved amendment to the professional services agreement for Highway 41/10 project with SRF Consulting Group for preliminary design of a trail from Park Ridge Drive to Ravoux Road in the amount of \$115,597.00, pending finalization of the contract review process.

Resolution #46-23, State of MN Agreement 1052648, Joint Powers Agreement for Preliminary Engineering.

Adopted the Findings of Fact and issue Order #PZ20230025 for the issuance of a conditional use permit, Loren and Susan Kohls, Watertown Township.

Adopted Findings of Fact and issue Order #PZ20230021 for the issuance of a conditional use permit, Joe White (B.H. Aggregate Services), Hollywood Township.

Resolution #47-23, Approving the Final Plat of Mishaven Estates.

Authorized the issuance of a Certificate of Zoning Compliance (#A20230116) for the August 25-26, 2023, Youth and Amateur Rodeo event weekend.

Contract with Stantec Consulting Services, Inc., pending completion of the contract review process.

Approved abatement of tax due to exempt classification for 25.0910050.

Authorized the Sheriff's Office Dive Team acceptance of \$1,850 donation from VFW Post 4046 and related budget amendment.

Reviewed July 4 , 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$538,719.65 and reviewed July 11, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$469,810.48.

Udermann stated he could not support the funding source for the collective bargaining agreement and would be voting against it.

On vote taken on the consent agenda, Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay. Motion carried

Representative Bobbi Harder appeared before the Board for a legislative recap. She pointed out it was a challenging year with the number of bills introduced. She noted the impacts this would have on residents and counties and challenges for elected officials on County and City levels. She explained they started the year with nearly an 18 billion surplus and ended up with a 10 million tax increase. Representative Harder highlighted the increases in taxes that will impact the residents she serves and will affect communities and citizens.

She explained they were able to get funding for nursing homes that were struggling but they were unable to get full repeal of social security taxes. She recognized if the counties are mandated to do something, there should be funding from the State to cover the costs.

Representative Harder suggested there may be some future claw backs and there could be at time when funding shortfalls would have to be dealt with.

The Board thanked her for today's visit, for the work she did and asked for her continued help.

Dave Hemze, Administrator, requested the Board approve an appointment to the Metropolitan Council Governance Task Force. He noted one of their legislative priorities has been to revise the Met Council structure and the legislature created this Task Force. He explained one member of the Task Force will be appointed by AMC with AMC creating a "Kitchen Cabinet" to include one member from each of the counties not represented by AMC's appointment.

Workman agreed to volunteer for the appointment.

Workman moved, Lynch seconded, to appoint Tom Workman to the AMC Metropolitan Governance Task Force "Kitchen Cabinet". Motion carried unanimously.

Hemze requested the Board approve the County's 2023-2024 Strategic Plan. He explained the plan is updated each year and was reviewed back in June with the Board. Hemze stated the vision and mission remain the same and goals were tied strategic initiatives. He indicated the accomplishments were updated, with tasks being added and what they would be doing in the future. Hemze highlighted examples of accomplishments.

The Board discussed elevating two or three tasks and removing tourism from the list of CDA tasks under item #6. The Board recognized the lack of funding to adequately address tourism, who might take tourism on in the future and the impacts of economic development. The importance of coordinating the County's strategic plan with the CDA's strategic plan was recognized and the need to have a work session with the CDA in the future was acknowledged.

Fahey moved, Lynch seconded, to approve the strategic plan as presented with item number six to eliminate the "tourism destination" verbiage under task number two and the word "tourism" under task number four. Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay. Motion carried.

Matt Massman, MICA Executive Director, appeared before the Board for a 2023 end of session legislative briefing. He recognized the mandated work that counties are required to do and not fully funded by the State. He pointed out a significant amount of legislation and additional resources passed for County government. Massman explained increases in County program, public safety and local housing aid, as well as the one time increase in property tax refunds.

Steve Novak, Nancy Silesky, and Carli Stark, MICA liaisons, reviewed legislative changes in the areas of transportation, health and human services and public safety.

The Board thanked MICA for the update.

Udermann moved, Degler seconded, to go into closed session to determine the asking price, review confidential appraisal data and to consider offers for the sale of real property at 12404 Kelly Avenue, Cologne. Motion carried unanimously.

The Board adjourned the closed and Regular Session at 11:40 a.m.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with SRF Consulting Group, Inc. for Lake Minnewashta Regional Park Playground

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Lake Minnewashta Regional Park Playground is approximately 27 years old and at the end of its useful life. The playground is showing signs of deterioration such as wearing of rubberized surfaces exposing metal edges, decaying wooden retaining walls, continued replacement of aged and worn play components.

Staff and Park Commission finds the proposal submitted by SRF Consulting for design services to be the most desirable based on:

- Experience with Regional Park creative play areas and destination playgrounds
- A robust public engagement plan
- Strong community outreach promotion (press releases, social media, email updates to contact listing, use of County communications channels)
- Second survey to obtain additional information including demographic questions and identifying strategies for ensuring underrepresented voices are engaged
- Well laid out and comprehensive proposal taking the project to completion

Total project cost is estimated at \$1,000,000 including design and engineering services.

The Park Commission recommended contracting with SRF Consulting Group at it July 12, 2023 meeting.

ACTION REQUESTED:

Motion to approve a professional services agreement with SRF CONSULTING GROUP INC pending finalization of the contract review process.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	<input type="text" value=""/>
SFY 2024 Parks and Trails	\$89,700.00
Total	\$89,700.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Funding for the playground and design and engineering services will come from state fiscal year 2024 Parks and Trails Funding.

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Professional Services Agreement with SRF Consulting Group, Inc. for Lake Minnewashta Regional Park

Agenda Item: Playground

Department: Public Works - Parks

Meeting Date: 7/18/2023

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: FRANCIS KERBER

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
MWTA PLAYGROUND	34-528-516-0000-6680	\$89,700.00	MWTA PLAYGROUND	34-528-xxx-XXXX-...	\$89,700.00
TOTAL		\$89,700.00	TOTAL		\$89,700.00

Reason for Request:

To set up Met Council grant for playground design services at Lake Minnewashta Regional Park. Grant number not received yet.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution to Vacate Right of Way on CSAH No. 33 in Norwood Young America

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

Wanda Wilson, owner of parcel 58.0500510, during the course of a boundary survey (attached) discovered her building was encroaching within the public right of way of Highway 33 by about three feet. This is based on the current and accepted layout of Block 6 in the plat of NORWOOD as monumented. The building is several decades old and has encroached upon Elm Street prior to that portion being designated as County State Aid Highway No. 33. This area has some history of buildings being laid out within the right of way including Parcel 58.0500450 a block to the east where a similar vacation was granted. With a long standing building in place, Carver County would have no need for public right of way in this specific location excluding any utility easements that may be in place.

ACTION REQUESTED:

Motion to adopt a resolution to vacate a portion of County State Aid Highway No. 33 Right of Way within the City of Norwood Young America, along Parcel 58.0500510 due to building encroachment

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9229

BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA

Date: _____

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

AUTHORIZING VACATION OF PORTION OF THE RIGHT-OF-WAY
OF COUNTY STATE AID HIGHWAY NO. 33

WHEREAS, the Carver County Board of Commissioners, ("**Board**"), has the authority to establish, improve, and vacate county highways located within Carver County, Minnesota pursuant to Minnesota Statutes §§ 163.02 and 163.11; and

WHEREAS, Carver County has certain real property interests associated with CSAH No. 33, in Norwood Young America, Carver County, Minnesota, including a section of CSAH No. 33 that jogs west for about one block, a/k/a Elm Street West, ("**Elm Street W. Section**"); and

WHEREAS, Carver County reconstructed and improved CSAH No. 33 pursuant to its construction plans for Carver County Project SAP 10-633-05, ("**Project**"); and

WHEREAS, CSAH No. 33 has been open for travel, and takes the same place of and serves the purpose as CSAH No. 33 did before the Project; and

WHEREAS, a parcel of real property which is located at 114 Elm Street West in Norwood Young America, Carver County, Minnesota; identified by Tax Parcel Identification Number 580500510; and owned by Wanda K. Wilson, ("**Property**"), borders the Elm Street W. Section of CSAH No. 33; and

WHEREAS, after the Project, the Property was improved at its southern boundary on the Elm Street W. Section of CSAH No. 33 with a building improvement; and

WHEREAS, said building improvement extends into, onto, and across a portion of the exiting right-of-way of the Elm Street W. Section of CSAH No. 33, as depicted generally in Exhibit A, attached hereto, and incorporated herein; and

WHEREAS, pursuant to Minnesota Statute § 163.11, Subd. 4, the Board may vacate a portion of a county highway right-of-way upon the Board determining by a Board Resolution that it is unnecessary to retain said portion of county highway for public purposes; and

WHEREAS, the Carver County Surveyor, in conjunction with the Carver County Engineer, determined that it is unnecessary for Carver County to retain that portion of the Elm Street W. Section right-of-way of CSAH No. 33, which is legally described in Exhibit B, attached hereto, and incorporated herein, for public purposes.

NOW THEREFORE, BE IT RESOLVED, the Board hereby determines that it is unnecessary for Carver County to retain that portion of the right-of-way of the Elm Street W. Section of CSAH No. 33, which is legally described in Exhibit B, for public purposes, and that said portion of the right-of-way of CSAH No. 33 is hereby vacated excepting only any existing permanent utility easements therein.

BE IT RESOLVED, FURTHER, that nothing herein is intended to, or does relinquish or vacate any other rights or interests of Carver County relative to CSAH No. 33.

BE IT RESOLVED, FURTHER, that Carver County staff, in conjunction with the Carver County Attorney’s Office, shall ensure that Carver County complies with Minnesota Statute § 163.11, Subd. 4, relative to the required personal service of this Board Resolution on each occupant of the land through which the vacated portion passes; the posting notice of this resolution for at least ten days; and the filing in the Office of the Carver County Auditor of a copy of the Board Resolution together with proof of service and an affidavit of posting.

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

STATE OF MINNESOTA

COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the ____ day of _____, 2023 now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this ____ day of _____, 2023.

Dave Hemze, County Administrator

EXHIBIT B

(Legal Description of Vacated Portion of CSAH No. 33)

That part of County State Aid Highway No. 33, also being part of Elm Street, The Village (now city) of Norwood, according to the recorded plat thereof, Carver County, Minnesota, described as follows: Beginning at a point on the South line of Block 6, said The Village (now city) of Norwood, which point is 261.50 feet East of the Southwest corner of said Block 6; thence East along said south line 28.24 feet; thence South perpendicular to said south line 3.00 feet; thence westerly 28.24 feet to a point 3.33 feet South of the point of beginning and on the intersection of a line run South perpendicular to said south line through the point of beginning; thence North 3.33 feet to the point of beginning, excepting only any permanent utility easements therein.

Said vacated section of County State Aid Highway 33 contains 89.38 sq. ft., more or less.

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Carver County Board of Commissioners Request for Board Action



Agenda Item:

Grant Agreement Amendment with the Metropolitan Council for the Lake Waconia Regional Park Building

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

In 2019, Carver County was awarded Parks and Trails Legacy grant funding through the Metropolitan Council for the position of Parks and Natural Resources Supervisor. The grant funds were a match to General Fund dollars for the position.

Due to a delay in hiring caused by COVID and a departure by the first hire into that position, both General Fund and matching grant dollars went unspent. Unspent General Fund dollars were reallocated to the Year End Saving Account while grant dollars remain unspent.

It is requested that unspent funds from Metropolitan Council grant SG-11284 of the amount of \$76,764 for the position of Parks and Natural Resources Supervisor be allocated to another existing Metropolitan Council grant, SG-23P4-03-01. This grant would be amended/increased by \$76,764 and increase the grant amount from \$306,819 to \$383,573 for the new park building at Waconia Regional Park

ACTION REQUESTED:

Motion to amend grant agreement SG-23P4-03-01 with the Metropolitan Council pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text" value=""/>
SG-23P4-03-01	\$383,573.00
Total	\$383,573.00

Insert additional funding source

Related Financial/FTE Comments:

\$76,754 from Grant SG-11284 is to be reallocated to Grant SG -23-P4-03-01. SG-23P4-03-01 had an initial amount of \$306,819. The requested amended amount would become \$383,573.

Office use only:

RBA 2023 - 3156

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Professional Service Agreement for Bountiful Basket Food Shelf

Primary Originating Division/Dept: <u>Health & Human Services - Public Health</u>	Meeting Date: <u>7/18/2023</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:

This Professional Service Agreement will utilize up to \$20,000 of Budget Stabilization Account (BSA) funding to support Bountiful Basket Food Shelf's transformation to a SuperShelf at a new location in Cologne. Based on County Board direction at the 12/20/2022 County Board meeting, up to \$20,000 of BSA funds were set aside in the Health and Human Services budget to fund this RBA. Funding will be used to help with start up costs by supporting staff time and the procurement of food. Estimated costs for food for the first year of service is \$27,000. Bountiful Basket will contribute \$17,000 and is asking for up to \$10,000 of BSA funds to offset the additional costs. Estimated staffing needs at \$25/hour x 12 hours/week for the first year of service, will cost \$25,600. Bountiful Basket will contribute \$5,600 for staffing and is asking for up to \$10,000 of BSA funds to cover the balance.

Based on Bountiful Basket's experience at the Chaska location, the majority of individuals they plan to serve will qualify as low-income, at 300% or below current poverty guidelines. The Bountiful Basket Food Shelf will help meet the growing need to reduce food insecurity in Carver County and improve the health and wellbeing of residents, especially those who are have more socioeconomic disadvantages. A robust evaluation and accountability plan has been outlined with Bountiful Basket to track both participant and organizational outcomes. This will include but not be limited to participant dietary intake, cardiovascular health, food selection from food shelf, and satisfaction with food and services provided. Organizational outcomes will include analysis of the nutritional quality, type, and quantity of the food made available to residents, and operational efficiency and effectiveness of program implementation.

ACTION REQUESTED:

Motion to approve the Professional Service Agreement and utilization of BSA funding up to \$20,000 to support Bountiful Basket Food Shelf's transformation to a SuperShelf at a new location in Cologne.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
BSA Funds	\$20,000.00
Total	\$20,000.00

FTE IMPACT: None

Related Financial/FTE Comments:

Based on County Board direction at the 12/20/2022 Board meeting, up to \$20,000 of BSA funds were set aside in the HHS budget to fund this RBA. The PSA has routed and already been approved through the contract review process.

Office use only:

RBA 2023 - 9235

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Emergency Services Program Shelter Grant Board Resolution

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Carver County Housing Unit applied for and received a grant from the Minnesota Department of Human Services Office of Economic Opportunity to provide the Carver County Shelter Program and the Severe Weather Voucher Program. \$229,500 will be received for the grant period of 7/1/2023-6/30/2025. **This grant will not require any increase in County Levy Funding.**

ACTION REQUESTED:

Motion to approve the Board Resolution regarding the Office of Economic Opportunity Emergency Services Program Grant in the amount of \$229,500, pending approval through the contract review process.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	<input type="text" value=""/>
DHS OEO	\$229,500.00
Total	\$229,500.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

DHS OEO will provide \$114,750 annually for the next two years, for a total of \$229,500. All funds are used to pay for housing shelter costs. **This grant will not require any increase in County Levy Funding.**

Office use only:

RBA 2023 - 9238

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

Date: _____
Motion By Commissioner: _____

Resolution No: _____
Seconded by Commissioner: _____

Carver County is accepting responsibility as the Grantee regarding the Emergency Services Program Grant.

WHEREAS, The Office of Economic Opportunity (OEO), an office within the Minnesota (MN) Department of Human Services (DHS), has been authorized to undertake a program to provide funds for Homelessness Assistance Grants; and

WHEREAS, Carver County, has developed an application for the Emergency Services Program (ESP) through the Homelessness Assistance Grants Request For Proposal Process; and

WHEREAS, Carver County has been named the Grantee regarding the ESP Program for grant period July 1, 2023 through June 30, 2025; and

WHEREAS, Carver County will receive a grant amount of \$229,500 for the purposes of providing the Carver County Emergency Shelter Program (\$150,000) and the Severe Weather Voucher Program (\$79,500); and

WHEREAS, Carver County will sub-grant \$79,500 to the CAP Agency for the purposes of providing the Severe Weather Voucher Program for the grant period July 1, 2023, through June 30, 2025; and

WHEREAS, Carver County, in its role as the Grantee, agrees to provide services as defined in the State Contract, Grant Application, and Work Plan.

WHEREAS, The HHS Division Director, Heather Goodwin, is authorized to sign the grant contract agreement.

NOW, THEREFORE BE IT RESOLVED, That Carver County will meet all the requirements of The Office of Economic Opportunity, as the Grantee of the ESP grant and meet its responsibilities as defined in Grant Application as well as the Work Plan which has been submitted to MN DHS.

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 July 18, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____ 2023

David Hemze County Administrator

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Emergency Services Program Shelter Grant Board Resolution

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
OEO ESP Expenditures	11-480-754-0028-6040	\$229,500.00	OEO ESP Shelter Grant	11-480-754-0028-...	\$229,500.00
TOTAL		\$229,500.00	TOTAL		\$229,500.00

Reason for Request:

Acceptance of DHS Office of Economic Opportunity ESP Grant award for shelter assistance funding.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approve acceptance of the Mn Dept. of Commerce Auto Theft Prevention Grant and subsequent equipment purchase

Primary Originating Division/Dept: Sheriff - Patrol Services <input type="button" value="v"/>	Meeting Date: 7/18/2023 <input type="button" value="calendar"/>
Contact: Mike Wollin Title: Commander	Item Type: Consent <input type="button" value="v"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Communities: Create and maintain safe, healthy, and livable communities <input type="button" value="v"/>	

BACKGROUND/JUSTIFICATION:

The State is in need of assistance to reduce the incidence of automobile theft and automobile theft related crime. Carver County is a fast-growing county increasing by 17.4 percent between 2010 (91,042) and 2020 (106,922). With that growth comes a wide variety of calls for service response performed by the Sheriff's office. One of those calls for service is the response and investigation of motor vehicle thefts. While the seven-county metro area has approximately 55% of the state population, the Twin Cities area counties account for 77% of the motor vehicle thefts committed in Minnesota. In Carver County, motor vehicle theft rose 15.91 percent in 2021, with 51 vehicles stolen as compared to 44 in 2020. The Sheriff's Office has annually averaged 9 licensed deputy vacancies during the recent 3 year period of 2019-2021. The Sheriff's Office through a grant award is looking to expand its existing Axon equipment platform by purchasing Axon in car camera systems with Automated License Plate Reader functionality. The Axon Fleet 3 camera system is capable of pairing with our already implemented body worn camera system and storage integration would occur with the already in place Axon evidence system. (ALPR) systems are an effective and efficient technology utilized to detect and deter criminal activity. Stolen motor vehicles are the most notable example of that activity. Through the technology of the ALPR system, it acts as a force multiplier, completing checks at a rate exponentially greater than manual entry. As a force multiplier, ALPR system technology aids in enhancing efforts to provide police services when staffing levels are in challenging times thereby leveraging technology to increase efficiency. Data collected through ALPR reads will only be retained as needed for criminal investigations and as determined by associated policies and/or laws.

ACTION REQUESTED:

Approve acceptance of the MN Department of Commerce Auto Theft prevention equipment grant for \$67,623.00 and the expansion of the existing Axon equipment and storage platform through subsequent purchase of the Axon Fleet 3 in car camera system with ALPR functionality.

FISCAL IMPACT: Budget amendment request form <input type="button" value="v"/> If "Other", specify: \$67,623 reimbursement grant	FUNDING <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"></td> </tr> <tr> <td>Commerce equip. grant</td> <td style="text-align: right;">\$67,623.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$67,623.00</td> </tr> </table>	County Dollars =		Commerce equip. grant	\$67,623.00	Total	\$67,623.00
County Dollars =							
Commerce equip. grant	\$67,623.00						
Total	\$67,623.00						
FTE IMPACT: None <input type="button" value="v"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

Once the grant is fully executed, the grantee will submit final invoice for expenditures incurred back to effective date.

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Approve acceptance of the Mn Dept. of Commerce Auto Theft Prevention Grant and subsequent equipment

Agenda Item: purchase

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
Professional Services	01-201-236-1617.6260	\$67,623.00
TOTAL		\$67,623.00

CREDIT		
Description of Accounts	Acct #	Amount
Auto Theft Prevention Grant	01-2001-236-161...	\$67,623.00
TOTAL		\$67,623.00

Reason for Request:

MN Department of Commerce Auto Theft prevention equipment grant for \$67,623.00 and the expansion of the existing Axon equipment and storage platform through subsequent purchase of the Axon Fleet 3 in car camera system with ALPR functionality.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2023 Tour de Tonka Donation of Labor and Equipment Resources

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The annual Tour de Tonka bike ride event is scheduled for Saturday August 5, 2023. This year, the event has six routes, four of which travel through Carver County. Over the years, Tour de Tonka representative, Tim Litfin, requests assistance from Carver County Public Works to sweep the county roads prior to the event and provide traffic control equipment to increase safety of the bikers and motorists. Prior to this year's event, it was requested that Carver County Public Works staff prepare and provide the following services and equipment:

1. Placement and retrieval of 3 portable message boards. One located in Chaska on Highway 14 (Pioneer Trail) adjacent to Target, the second located in Chanhassen on Highway 14 (Pioneer Trail) at the Carver/Hennepin County line and the third located in Waconia on Highway 10, just south of Highway 5 intersection.
2. Roadway sweeping of the highway 10 and highway 32 intersection, the southbound shoulder of highway 10 as well as roundabouts from Watertown to Waconia, the eastbound shoulder of Highway 10 (Engler Boulevard) between Highway 59 (Main Street) and Highway 43 North.
3. Placement and retrieval of 100 traffic cones at the intersection of Highway 14 (Pioneer Trail) and Highway 17 (Powers Boulevard) in Chanhassen. Placement and retrieval of an additional 75 traffic cones at the intersection of Highway 17 (Powers Boulevard) and Pleasantview Road in Chanhassen. Of the 175 total traffic cones to be provided for this event, Public Works would like to donate 44 of the traffic cones that are outdated and no longer used by county staff for traffic control to the Tour de Tonka.

It is estimated that the labor to prepare, place and retrieve the traffic control equipment, sweep the specified highways, and donate the cones will cost between \$4,000 and \$5,000. Public Works does require the Tour de Tonka to complete a Special Events permit, which costs the Tour de Tonka \$100.00 for administrative review.

The existing permit process does not contain terms for the county to get reimbursed for services provided. The schedule of the event does not allow us time to come up with these terms this year. Public Works will develop the appropriate reimbursement and revenue estimates for county services for special events during the 2024 Fee Schedule process.

ACTION REQUESTED:

Motion to approve the donation of County furnished labor and equipment resources to the 2023 Tour de Tonka bike ride event at locations within Carver County.

FISCAL IMPACT: Included in current budget
If "Other", specify:

FUNDING

County Dollars = **\$5,000.00**

FTE IMPACT: None

Total **\$5,000.00**

Insert additional funding source

Related Financial/FTE Comments:

Public Works will be updating our permit language and annual fee schedule to address county requested services for this and other potential special events.

Office use only:

RBA 2023 - 9242

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Tobacco License Renewal-Fleet Farm Store Location

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 Fleet Farm Store location has applied for a tobacco license and are in compliance with the Carver County Tobacco Ordinance. The owners are requestion the Carver County Board of Commissioners approval to sell tobacco products. This is a tobacco license renewal.

ACTION REQUESTED:

Approval of the County Board to issue a tobacco license to the Fleet Farm Store location. Board approval is subject to receipt of all required paperwork, licensing fee paid, signed affidavit, and all delinquent taxes paid.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9226

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Professional Services Agreement with Moore Engineering Inc.

Primary Originating Division/Dept: <input type="text" value="Public Services - Planning & Water Mgmt"/>	Meeting Date: <input type="text" value="7/18/2023"/>
Contact: <input type="text" value="Paul Moline"/> Title: <input type="text" value="PWM Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

Implementation of the Carver County Water Management Organization (CCWMO) Water Plan requires engineering services. Pursuant to state statute (MS 103B.227), the CCWMO issued a Request for Qualifications (RFQ) for engineering services in May 2023. Based on the scoring of the 7 submitted proposals, staff is recommending that Moore Engineering Inc. (Moore) be included in the pool for engineering services.

Moore has had past experience with assisting the CCWMO with wetland management and implementing the MN Wetland Conservation Act (WCA), is currently assisting with the Watertown Wetland Bank, and has good familiarity and experience with projects in the County.

CONTRACT POOL BENEFITS - Engineering services are essential to implement pieces of the water management plan, including stormwater review, project design, modeling work or review, and construction oversight. The CCWMO does not have an engineer on staff. CCWMO staff believes that the use of outside consultants is the most efficient way to accomplish engineering tasks for July 2023 through June 2025.

The funds noted are a "not to exceed" estimate for the two-year period. This contract would NOT be a commitment by the County to allocate funds to the firm, as projects would be handled on a work order basis. Individual projects may also be handled through a request for quotes or bid process.

ACTION REQUESTED:

Motion to contract with Moore Engineering Inc. pending completion of the contract review processes.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	
CCWMO Levy	\$50,000.00
State/Federal Grants	\$50,000.00
Total	\$100,000.00

Insert additional funding source

Related Financial/FTE Comments:

Not to exceed amount of \$100,000 based on estimated max for two-year period (2023-25). 2023 funds are included in the budget. 2024-25 funds will be based on County Board approved budgets and CCWMO levy, existing grants and potential future grants.

Office use only:

RBA 2023 - 9222

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with Midwest Wetlands Improvements, LLC

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Implementation of the Carver County Water Management Organization (CCWMO) Water Plan requires engineering services. Pursuant to state statute (MS 103B.227), the CCWMO issued a Request for Qualifications (RFQ) for engineering services in May 2021. Based on the scoring of the 7 submitted proposals, the staff is recommending that Midwest Wetland Improvements LLC (MWI) be included in the pool for engineering services.

MWI has had past experience with assisting the CCWMO, is currently assisting with the design and construction of a CCWMO project, and has good familiarity and experience with the type of capital project work needed.

CONTRACT POOL BENEFITS - Engineering services are essential to implement pieces of the water management plan, including stormwater review, project design, modeling work or review, and construction oversight. The CCWMO does not have an engineer on staff. CCWMO staff believes that the use of outside consultants is the most efficient way to accomplish engineering tasks for July 2023 through June 2025.

The funds noted are a "not to exceed" estimate for the two-year period. This contract would NOT be a commitment by the County to allocate funds to the firm, as projects would be handled on a work order basis. Individual projects may also be handled through a request for quotes or bid process.

ACTION REQUESTED:

Motion to contract with Midwest Wetland Improvements LLC pending completion of the contract review processes.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
CCWMO Levy	\$50,000.00
State/Federal Grants	\$50,000.00
Total	\$100,000.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Not to exceed amount of \$100,000 based on estimated max for two-year period (2023-25). 2023 funds are included in the budget. 2024-25 funds will be based on County Board approved budgets and CCWMO levy, existing grants and potential future grants.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment 4 to PSA with SRF Consulting Group for Highway 212 Project - Benton Township Preliminary Design

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="7/18/2023"/>
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:

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

ACTION REQUESTED:

Motion to approve Amendment 4 with SRF CONSULTING GROUP INC for \$99,635.26 for scope of work additions for the Highway 212 Project - Benton Township, pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING						
If "Other", specify: <input type="text" value=""/>	<table style="width: 100%;"> <tr> <td>County Dollars =</td> <td><input type="text" value=""/></td> </tr> <tr> <td>MnDOT Bond Funds</td> <td style="text-align: right;">\$99,635.26</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$99,635.26</td> </tr> </table>	County Dollars =	<input type="text" value=""/>	MnDOT Bond Funds	\$99,635.26	Total	\$99,635.26
County Dollars =	<input type="text" value=""/>						
MnDOT Bond Funds	\$99,635.26						
Total	\$99,635.26						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						
Related Financial/FTE Comments: <input style="width: 100%; height: 20px;" type="text"/>							

Office use only:

RBA 2023 - 9232

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Appointment of Stephen Walker as Carver County Veteran Services Officer

Primary Originating Division/Dept: <input type="text" value="Public Services"/>	Meeting Date: <input type="text" value="7/18/2023"/>
Contact: <input type="text" value="Nick Koktavy"/> Title: <input type="text" value="Assistant County Administrator"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> 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="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

Per MN State Statute 197.60, each County in the State of Minnesota shall appoint a County Veterans Service Officer (CVSO). The term of appointment of a CVSO shall be four years with the first 12 months of the initial appointment being a probationary period.

For the past 8 years, Stephen Walker served as a Veteran Service Officer for the MN Department of Veterans of Foreign Wars (VFW) of the US. He has over 19 years of experience in the MN Army National Guard, currently has the rank of First Sergeant, and he served three deployments to Iraq, Kuwait and Afghanistan. In addition, he has a Bachelor's degree in Criminal Justice with a minor in Political Science from St. Cloud State University.

Stephen meets the qualifications of County Veterans Service Officers as outlined in Statute. The Assistant County Administrator, with the assistance of the Minnesota Department of Veterans Affairs, local veterans community and County staff, interviewed qualified candidates. The Assistant County Administrator recommend's that the County Board appoint Stephen Walker to the position of Carver County Veteran Services Officer.

Staff would request that the Board Chair administer the oath of office.

ACTION REQUESTED:

Motion to appoint Stephen Walker as Carver County Veteran Services Officer.

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

Office use only:

RBA 2023 - 9240

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Update on Veterans Court and Drug Treatment Court

Primary Originating Division/Dept: <u>Attorney</u>	Meeting Date: <u>7/18/2023</u>
Contact: <u>Mark Metz</u> Title: <u>County Attorney</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>30</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Mark Metz & Eric Johnson</u> Title: <u>County Attorney & Court Servi...</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County's Substance Abuse Court began in 2020 and the Veterans Court began in 2014. Eligible participants for both courts go through a screening process and intensive and rigorous program that is focused on accountability, rehabilitation, sobriety, treatment and extensive services. Both programs have proven to be quite successful.

The Veterans Court joined with Dakota County to share resources and expertise in 2022. The new court's title is Carver Dakota Veterans Treatment Court. The Veterans Court is a problem solving court that serves veterans who have been charged with a crime and are struggling with addiction, serious mental illness and/or occurring disorders.

Carver County Drug Treatment Court administers evidence-based treatment and services over a 16-month period for each participant that includes frequent court appearances and drug testing. A multidisciplinary team monitors client progress, consisting of a drug court judge, prosecutor, defense attorney, treatment provider agent, probation officer, court coordinator, and court statistician. Carver County's Drug Treatment Court operates in accordance with best practice standards. The county has been awarded significant financial grants to fund the court.

County Attorney Metz stated in a press release, "Drug courts have proven to be an effective and novel approach to address the serious problem of substance abuse and crime. Through a team of court and community professionals, offenders are held accountable through close supervision to ensure public safety while at the same time they receive intensive treatment. Our goal is that drug courts will reduce drug dependency, reduce recidivism, improve public safety and save taxpayer money."

ACTION REQUESTED:

Receive update, status, and successes of Veterans Court and Drug Treatment Court.

FISCAL IMPACT: None

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

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Total

\$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9179