

2023 PEER Awards
August 8, 2023 – 8:15 a.m.
EOC Training Room



**CARVER
COUNTY**

minnesota

**Carver County Board of Commissioners
August 8, 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 18, 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 Settlement Agreements for Right of Way Acquisitions for the Highway 40 Project - Belle Plaine Area 4-15
5.2 Resolution to Support and Adopt the Cologne Area Transportation Plan 16-18
5.3 Final Acceptance and Payment to Pearson Brothers, Inc. for the 2023 County Wide Seal Coat Project 19-20
5.4 Final Acceptance and Payment to Kamco, Inc. for the 2023 County Wide Crack Seal Project..... 21-22
5.5 Professional Services Agmt. for Legal Services for Highway 5 Project - Arboretum Area 23
5.6 Professional Services Agmt. for Legal Services for Highway 18 Project - Arboretum Area 24
5.7 Metropolitan Council Grant Agreement for Metropolitan Area Regional Parks Operations and Maintenance Allocation..... 25

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

5.8	Contract with Scott County SWCD - Soil and Water Conservation District for purchase of Wetland Credits for Hwy 51 Bridge Project.....	26
5.9	2023 Carver County Fair Donation of Labor and Equipment Resources	27
5.10	Stipends to community members of the Health Equity and Community Engagement Committee	28
5.11	Out of State Conference for Sheriff's Office Posse	29
5.12	Application for 1 day to 4 day Temporary On-Sale Liquor License for Justin Kukowski Foundation	30
5.13	Metropolitan Emergency Services Board Appointment	31

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

5.14	Temporary MnCHOICES Assessor in the HHS HCBC Department ..	32-33
------	--	-------

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

5.15	Professional Services Agreement with SRF Consulting Group, Inc. for Final Design for the Highway 41/10 Project	34
5.16	Advertisement for Bids for the Sale of County Owned Property as part of the Highway 212-Dahlgren Township Project	35-37
5.17	Amendment 2 to PSA for Final Design Work for Hwy 212 Project – Benton Township with SRF Consulting Group	38
5.18	Larry & June Flewelling - Temporary Manufactured Home for Special Needs Parent (IUP)	39-42
5.19	Resolution of Support for Highway 5 Arboretum Area Mobility Project Federal RURAL Grant Application	43-46
5.20	Professional Services Agmt. for Legal Services for Hwy 41-10 Project..	47
5.21	Freshwater Church - Outdoor Service and Celebration (One-Time Special Event)	48-54
5.22	Final Plat approval for Hilk Acres	55-58

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

5.23	Review Health & Human Services and Commissioner Warrants.....	NO ATT
------	---	--------

9:25 a.m.	6. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government	
	6.1 PEER Award Recognition.....	59
9:40 a.m.	7. GROWTH: Manage the challenges and opportunities resulting from growth and development	
	7.1 Matt Dunn - Request for Recreational Large Scale Activity CUP (Scream Town).....	60-66
10:20 a.m.	8. COUNTY ADMINISTRATOR REPORT	
10:25 a.m.	9. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government	
	8.1 Closed Session for Labor Negotiation Strategy.....	67
11:25 a.m.	ADJOURN CLOSED AND REGULAR SESSION	

WORK SESSION

- 11:25 a.m. **A. FINANCES: Improve the County’s financial health and economic profile**
1. 2024 Budget FTE Requests..... 68-74

*Immediately after the work session the Board will record a
all staff welcome back video for Eastern Carver County Schools*

David Hemze
County Administrator

UPCOMING MEETINGS

- | | |
|-------------------|--|
| August 10, 2023 | 7:00 a.m. Chaska Rotary Meeting
Chaska Event Center |
| 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 18, 2023. Chair John P. Fahey convened the session at 9:00 a.m.

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

Members absent: Tom Workman.

No public comments were received.

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

Lynch moved, Degler seconded, to approve the minutes of the July 11, 2023, Regular Session as presented. Udermann offered an amendment to revise the minutes to add language to explain his lack of support for removing tourism from the list of CDA tasks included in strategic plan. Amendment not accepted by Lynch/Degler.

On vote take to approve the July 11, 2023, minutes as presented, Degler, Fahey, Lynch voted aye. Udermann voted nay. Motion carried.

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

Approved professional services agreement with SRF Consulting Group, Inc., pending finalization of the contract review process and related Public Works budget amendment.

Resolution #48-23, Authorizing Vacation of Portion of the Right of Way of County State Aid Highway No. 33.

Amended Parks grant agreement SG-23P4-03-01 with the Metropolitan Council pending finalization of the contract review process.

Approved 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.

Resolution #49-23, Emergency Services Program Shelter Grant and related HH&S budget amendment.

Accepted MN Department of Commerce Auto Theft prevention equipment grant for \$67,623 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 and related Sheriff's Office budget amendment.

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

Approved issuance of tobacco license to the Fleet Farm Store location subject to receipt of all required paperwork, licensing fee paid, signed affidavit and all delinquent taxes paid.

Contract with Moore Engineering Inc., pending completion of the contract review process.

Contract with Midwest Wetland Improvements LLC pending completion of the contract review process.

Approved 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.

Reviewed July 18, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$335,521.69.

Motion carried unanimously.

Nick Koktavy, Assistant Administrator, requested the Board approve the appointment of Stephen Walker as the Carver County Veterans Services Officer. He noted the position has been vacant since March and explained the recruitment process.

Walker highlighted his military service and stated he was happy to serve his country and veterans. He added he would do his best for every veteran in the County.

The Board recognized they had a culture of honoring vets in Carver County and welcomed Mr. Walker.

Udermann moved, Lynch seconded, to appoint Stephen Walker as the Carver County Veterans Services Officer. Motion carried unanimously.

Chair Fahey administered the oath of office to Mr. Walker.

Mark Metz, County Attorney, appeared before the Board for an update to the Board and the public on the Veterans Court and Drug Treatment Court. He explained treatment courts recognize not all justice involved persons are best served through by the traditional criminal court system.

He stated the Veterans Treatment Court serves current and prior service members charged with crimes that struggle with treatable mental health or substance use problems. The program takes a minimum of twelve months to complete, is intense and requires active participation. Participants must be committed and graduates can avoid a criminal record. Metz stated participants need to meet certain criteria requirements and identified the program goals.

Since the program began they have had 71 participants and 44 have graduated. In the future they are looking to also partner with Scott County. He highlighted the Veterans Court Team members pointing out these were dedicated individuals.

He explained the Drug Treatment Court was established in 2020 and is a voluntary program that serves high risk/high need individuals with substance abuse problems. Metz stated the program has similar goals and noted the grants they have received that are critical to their success. He indicated the Court will now fund a peer recovery specialist and consider entry of probation violations. Metz highlighted testimonials of graduates.

Judge Wentzell explained he has been the Judge on the Drug Treatment Court since its inception and they have had significant success over the years. He noted the extensive experience of the Drug Treatment Team. They meet as a team to discuss needs and, based on the participant's progress, if there needs to be sanctions or incentives. He indicated there are five stages to the program and at the end of program there is a graduation and graduates are asked what they are going to do to give back to the program. Judge Wentzell clarified participants needed to meet certain criteria and cannot be violent offenders.

Eric Johnson, Court Services, pointed out the required work to get through the program and noted the importance of teamwork to the success of the programs.

Mikaela Hunley, Drug Treatment Court Coordinator and Summer Hommerding, Veterans Treatment Court Coordinator, were introduced and acknowledged this was a challenging and rewarding job as well.

Kelly Small, Assistant County Attorney, pointed out the success of the programs and explained traditional probation has not worked for these participants. She stated the peer recovery specialist will work with participants three months after they graduate and participants have an opportunity to come back. She noted this was a rewarding part of her job and was thankful to work with the dedicated team members.

Metz pointed out the Veterans and Drug Treatment Court Team members deserve credit for the success of the program and thanked the Board for their support.

Udermann moved, Degler seconded, to adjourn the Regular Session at 10:09 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:

Settlement Agreements for Right of Way Acquisitions for the Highway 40 Project - Belle Plaine Area

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

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 2024 construction season includes the shoulder widening, grading and re-surfacing of Highway 40 from State Highway 25 on the south to County Highway 52 on the north. Additional right-of-way is needed to complete the project scope. On March 7, 2023, the County Board authorized Public Works staff to make offers for direct purchase of the impacted properties. Negotiations commenced and staff have reached recommended settlements with a number of the property owners along the project corridor.

ACTION REQUESTED:

Motion to approve a resolution for settlements to the impacted property owners related to the Highway 40 Project - Belle Plaine Area.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	<input type="text" value=""/>
CSAH Regular Funds	\$551,750.00
Total	\$551,750.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9233

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

Date: August 8, 2023

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 40 Project - Belle Plaine 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 shoulder widening and pavement improvements as part of the Highway 40 Project - Belle Plaine 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 shoulder widening and pavement improvements as part of the Highway 40 Project - Belle Plaine 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 August 8, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 8th day of August 2023

Dave Hemze County Administrator

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

Highway 40 Project - Belle Plaine Area

Carver County Public Works No. 188844

Property Tax Identification No. 08.0300200

Parcel Number(s): 1

Fee Owners: Michael F. & Shirley M. Carney

Property Address: 19780 County Road 40, Belle Plaine, MN 56011

Permanent easement for roadway purposes contains **19,610 sq. ft.**, more or less.

\$3,150.00

Permanent easement for drainage & utility purposes contains **48,586 sq. ft.**, more or less.

\$7,900.00

Temporary easement for construction purposes contains **48,747 sq. ft.**, more or less.

\$1,200.00

Appraisal Fee.

\$5,000.00

Damages to Crops.

\$750.00

Settlement Amount: **\$18,000.00**

Property Tax Identification No. 08.0310100

Parcel Number(s): 2

Fee Owners: Steinkraus J&M Properties, LLC, and Norbert A. Kraus and Claire J. Fox-Kraus

Property Address: 19760 County Road 40, Belle Plaine, MN 56011

Fee Simple acquisition for roadway purposes **0.87 acres**, more or less.

\$20,650.00

Permanent easement for roadway purposes contains **45,223 sq. ft.**, more or less.

\$51,200.00

Permanent easement for drainage & utility purposes contains **1,628 sq. ft.**, more or less.

\$2,000.00

Temporary easement for construction purposes contains **28,491 sq. ft.**, more or less.

\$3,000.00

Appraisal Fee.

\$1,500.00

Damages to trees.

\$61,150.00

Settlement Amount: **\$139,500.00**

Property Tax Identification No. 08.0300720

Parcel Number(s): 4

Fee Owners: Brian S. & Wanda K. Overline

Property Address: 19370 County Road 40, Belle Plaine, MN 56011

Fee Simple acquisition for roadway purposes **3.17 acres**, more or less.

\$47,300.00

Permanent easement for roadway purposes contains **39,987 sq. ft.**, more or less.

\$19,350.00

Permanent easement for drainage & utility purposes contains **2,770 sq. ft.**, more or less.

\$1,290.00

Temporary easement for construction purposes contains **48,161 sq. ft.**, more or less.

\$3,342.00

Appraisal Fee.

\$1,500.00

Damages to trees and Gate.

\$21,318.00

Settlement Amount: **\$94,100.00**

Property Tax Identification No. 08.0300710

Parcel Number(s): 5

Fee Owners: Stephen L. & Sheila A. Hendricks

Property Address: 19250 County Road 40, Belle Plaine, MN 56011

Permanent easement for public right-of-way purposes contains **12,678 sq. ft.**, more or less;
2,892 sq. ft., after excluding existing easements.

\$1,175.00

Permanent easement for drainage and utility purposes contains **640 sq. ft.**, more or less.

\$250.00

Temporary easement for construction purposes contains **2,764 sq. ft.**, more or less.

\$150.00

Appraisal Fee.

\$1,500.00

Settlement Amount: **\$3,075.00**

Property Tax Identification No. 08.0301200

Parcel Number(s): 6

Fee Owners: Matthew J. Flykt & Jill K. Hink

Property Address: 19220 County Road 40, Belle Plaine, MN 56011

Permanent easement for public right-of-way purposes contains **9,088 sq. ft.**, more or less;
0 sq. ft., after excluding existing easements.

\$ 0.00

Permanent easement for drainage and utility purposes contains **697 sq. ft.**, more or less.

\$850.00

Temporary easement for construction purposes contains **5,357 sq. ft.**, more or less.

\$725.00

Appraisal Fee.

\$1,500.00

Settlement Amount: **\$3,075.00**

Property Tax Identification No. 08.0190120

Parcel Number(s): 7

Fee Owners: Erik Loomis

Property Address: 19200 County Road 40, Belle Plaine, MN 56011

Permanent easement for public right-of-way purposes contains **24,416 sq. ft.**, more or less;
4,169 sq. ft., after excluding existing easements.

\$3,100.00

Permanent easement for drainage and utility purposes contains **444 sq. ft.**, more or less.

\$300.00

Temporary easement for construction purposes contains **11,496 sq. ft.**, more or less.

\$1,125.00

Appraisal Fee.

\$1,500.00

Damages to trees.

\$16,500.00

Settlement Amount: **\$22,525.00**

Property Tax Identification No. 08.0190130, 08.0190100

Parcel Number(s): 8 & 9

Fee Owners: Glenn A. & Heidi S. Schmidt

Property Address: Vacant Land, County Road 40, Belle Plaine, MN 56011,

18980 County Road 40, Belle Plaine, MN 56011

Permanent easement for public right-of-way purposes contains **120,882 sq. ft.**, more or less;
38,069 sq. ft., after excluding existing easements.

\$9,150.00

Permanent easement for drainage & utility purposes contains **10,502 sq. ft.**, more or less.

\$2,550.00

Temporary easement for construction purposes contains **37,709 sq. ft.**, more or less.

\$950.00

Appraisal Fee.

\$5,000.00

Settlement Amount: **\$17,650.00**

Property Tax Identification No. 08.0190210

Parcel Number(s): 10

Fee Owners: Terry J. & Jennifer M. Schmidt

Property Address: 8860 188th Street, Belle Plaine, MN 56011

Permanent easement for public right-of-way purposes contains **4,069 sq. ft.**, more or less;
399 sq. ft., after excluding existing easements.

\$250.00

Temporary easement for construction purposes contains **635 sq. ft.**, more or less.

\$50.00

Appraisal Fee.

\$300.00

Settlement Amount: **\$600.00**

Property Tax Identification No. 08.0170110

Parcel Number(s): 16

Fee Owners: Dean G. & Nancy A. Gavin

Property Address: 17900 County Road 40, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **71,487 sq. ft.**, more or less;
23,096 sq. ft., after excluding existing easements.

\$13,750.00

Permanent easement for drainage & utility purposes contains **8,416 sq. ft.**, more or less.

\$4,950.00

Temporary easement for construction purposes contains **9,569 sq. ft.**, more or less.

\$800.00

Appraisal Fee.

\$1,500.00

Damages to trees.

\$49,000.00

Settlement Amount: **\$70,000.00**

Property Tax Identification No. 08.0160700, 08.0170400

Parcel Number(s): 18 & 23

Fee Owners: Butler Brothers Partnership, LLP

Property Address: 17665 County Road 40, Carver, MN 55315

Vacant Land, County Road 40, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **133,364 sq. ft.**, more or less;
44,475 sq. ft., after excluding existing easements.

\$10,725.00

Permanent easement for drainage & utility purposes contains **4,375 sq. ft.**, more or less.

\$1,050.00

Temporary easement for construction purposes contains **39,977 sq. ft.**, more or less.

\$1,000.00

Appraisal Fee.

\$5,000.00

Damages to trees.

\$22,500.00

Settlement Amount: **\$40,275.00**

Property Tax Identification No. 08.0170520

Parcel Number(s): 19

Fee Owners: Kenneth L. Sieber

Property Address: 17600 County Road 40, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **12,868 sq. ft.**, more or less;
4,363 sq. ft., after excluding existing easements.

\$10,725.00

Permanent easement for drainage & utility purposes contains **1,171 sq. ft.**, more or less.

\$1,900.00

Temporary easement for construction purposes contains **5,202 sq. ft.**, more or less.

\$1,075.00

Appraisal Fee.

\$1,500.00

Damages to trees.

\$10,000.00

Settlement Amount: **\$20,775.00**

Property Tax Identification No. 08.0170510

Parcel Number(s): 20

Fee Owners: Mark D. & Aleata M. Dauwalter

Property Address: 17590 County Road 40, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **10,336 sq. ft.**, more or less;
5,379 sq. ft., after excluding existing easements.

\$4,000.00

Permanent easement for drainage & utility purposes contains **4,413 sq. ft.**, more or less.

\$3,350.00

Temporary easement for construction purposes contains **5,588 sq. ft.**, more or less.

\$625.00

Appraisal Fee.

\$1,500.00

Damages to trees.

\$7,500.00

Settlement Amount: **\$16,975.00**

Property Tax Identification No. 08.8230010

Parcel Number(s): 21

Fee Owners: Mitchell & Madison M. Jamison; Karen J. King & Tia Jamison

Property Address: 17580 County Road 40, Carver, MN 55315

Permanent easement for drainage & utility purposes contains **5,384 sq. ft.**, more or less.

\$2,300.00

Temporary easement for construction purposes contains **2,087 sq. ft.**, more or less.

\$150.00

Appraisal Fee.

\$1,500.00

Damages to electric fence and trees.

\$8,950.00

Settlement Amount: **\$12,900.00**

Property Tax Identification No. 08.0170100

Parcel Number(s): 25

Fee Owners: Lars E. & Darcy R. Akerberg

Property Address: 17835 County Road 40, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **10,842 sq. ft.**, more or less;
3,808 sq. ft., after excluding existing easements.

\$3,550.00

Permanent easement for drainage & utility purposes contains **3,026 sq. ft.**, more or less.

\$2,750.00

Temporary easement for construction purposes contains **4,479 sq. ft.**, more or less.

\$550.00

Appraisal Fee.

\$1,500.00

Damages to trees.

\$8,500.00

Settlement Amount: **\$16,850.00**

Property Tax Identification No. 08.0170120

Parcel Number(s): 26

Fee Owners: Lars E. & Darcy R. Akerberg

Property Address: Vacant Land, County Road 40, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **68,755 sq. ft.**, more or less;
23,894 sq. ft., after excluding existing easements.

\$5,775.00

Permanent easement for drainage & utility purposes contains **12,769 sq. ft.**, more or less.

\$3,050.00

Temporary easement for construction purposes contains **13,007 sq. ft.**, more or less.

\$325.00

Appraisal Fee.

\$3,500.00

Settlement Amount: **\$12,650.00**

Property Tax Identification No. 08.0290100

Parcel Number(s): 28

Fee Owners: WM Mueller & Sons, Inc.

Property Address: 19141 County Road 40, Carver, MN 55315

Permanent easement for public right-of-way purposes contains **5,517 sq. ft.**, more or less;
1,439 sq. ft., after excluding existing easements.

\$325.00

Permanent easement for drainage & utility purposes contains **1,530 sq. ft.**, more or less.

\$225.00

Temporary easement for construction purposes contains **1,157 sq. ft.**, more or less.

\$50.00

Appraisal Fee.

\$600.00

Settlement Amount: **\$1,200.00**

Property Tax Identification No. 08.0300100

Parcel Number(s): 30

Fee Owners: Amelia R. Berry

Property Address: 19205 County Road 40, Belle Plaine, MN 56011

Permanent easement for public right-of-way purposes contains **2,879 sq. ft.**, more or less;
915 sq. ft., after excluding existing easements.

\$600.00

Permanent easement for drainage & utility purposes contains **1,167 sq. ft.**, more or less.

\$900.00

Temporary easement for construction purposes contains **2,304 sq. ft.**, more or less.

\$225.00

Appraisal Fee.

\$1,500.00

Settlement Amount: **\$3,225.00**

Property Tax Identification No. 08.0300700

Parcel Number(s): 31

Fee Owners: CLC Development, Inc.

Property Address: 19363 County Road 40, Belle Plaine, MN 56011

Permanent easement for public right-of-way purposes contains **228,594 sq. ft.**, more or less;
85,853 sq. ft., after excluding existing easements.

\$19,700.00

Permanent easement for drainage & utility purposes contains **34,009 sq. ft.**, more or less.

\$11,775

Temporary easement for construction purposes contains **93,812 sq. ft.**, more or less.

\$3,025

Appraisal Fee.

\$5,000.00

Settlement Amount: **\$39,500.00**

Property Tax Identification No. 08.0300500

Parcel Number(s): 32

Fee Owners: Thomas L. Chard

Property Address: 19365 County Road 40, Belle Plaine, MN 56011

Temporary easement for construction purposes contains **10,469 sq. ft.**, more or less.

\$1,100.00

Appraisal Fee.

\$1,000.00

Settlement Amount: **\$2,100.00**

Property Tax Identification No. 08.0300730

Parcel Number(s): 33

Fee Owners: Daniel L. & Megan M. Chard

Property Address: 19355 County Road 40, Belle Plaine, MN 56011

Temporary easement for construction purposes contains **33,882 sq. ft.**, more or less.

\$3,025

Appraisal Fee.

\$1,000.00

Settlement Amount: **\$2,775.00**

Property Tax Identification No. 08.0200605

Parcel Number(s): 36

Fee Owners: Anne M. Keenan

Property Address: Vacant Land, County Road 40, Belle Plaine, MN 56011

Permanent easement for public right-of-way purposes contains **272,822 sq. ft.**, more or less;
23,401 sq. ft., after excluding existing easements.

\$5,675.00

Permanent easement for drainage & utility purposes contains **8,503 sq. ft.**, more or less.

\$3,225.00

Temporary easement for construction purposes contains **3,344 sq. ft.**, more or less.

\$100.00

Appraisal Fee.

\$5,000.00

Settlement Amount: **\$14,000.00**

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution to Support and Adopt the Cologne Area Transportation Plan

Primary Originating Division/Dept: <u>Public Works - Program Delivery</u>	Meeting Date: <u>8/8/2023</u>
Contact: <u>Darin Mielke</u> Title: <u>Assistant Public Works Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Cologne Area Transportation Plan is a corridor study in and around the City of Cologne to identify a coordinated transportation system improvement vision with recommendations for short, mid, and long-term transportation improvements. The study is a partnership with the City of Cologne and MnDOT with all agencies equally sharing in the cost of the study.

Major study components included public engagement, study visioning, issues and needs identification, development and evaluation of alternatives, and a recommended project implementation and phasing plan. The study area encompasses existing and future state and county highways and local streets in and around the City of Cologne including Highway 284, Highway 212, County Highway 36, County Highway 53, County Highway 41, County Road 153, and County Road 140, and local city collector streets. The study considered future transportation corridor needs to accommodate planned land use and projected development. Traffic, safety, and system connectivity are the primary analysis components for the transportation system needs. The study also included multimodal planning and environmental screening. A major effort of the study has been public communication and public engagement to generate community consensus.

A full corridor planning process was initiated and completed from December 2021 to July 2023 including a robust public engagement process, detailed technical analysis, corridor alternative development, and concept evaluation. The study is complete and includes recommended improvements and an implementation plan for improvements on the highway corridors. The recommended planning level alternatives establish a future vision for agencies to jointly work towards. The implementation framework is subject to funding availability. By supporting the study, corridor study partners agree to continue to coordinate to advance the goals and objectives of the plan. The final report and supporting documents can be found on the study project webpage: <https://www.carvercountymn.gov/departments/public-works/projects-studies/cologne-area-transportation-plan>

ACTION REQUESTED:

Motion to approve a resolution to support and adopt the Cologne Area Transportation Plan.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Total

\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9252

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

Date: August 8, 2023

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution to Support and Adopt the Cologne Area Transportation Plan

WHEREAS, Carver County, the Minnesota Department of Transportation (MnDOT), and the City of Cologne are responsible for the planning and development of a safe and functional multimodal transportation system within their jurisdictional boundaries; and

WHEREAS, Carver County partnered with the Minnesota Department of Transportation (MnDOT) and the City of Cologne to identify transportation system improvements for existing and future state and county highways and local streets in and around the City of Cologne including Highway 284, Highway 212, County Highway 36, County Highway 53, County Highway 41, County Road 153, County Road 140, and local city collector streets; and

WHEREAS, the Cologne Area Transportation Plan recommends roadway corridor visions including roadway typical sections and corridor footprints, pedestrian and bicycle facilities, and access type and intersection control to serve short, mid, and long-term development and transportation infrastructure needs; and

WHEREAS, the Cologne Area Transportation Plan includes an implementation framework with estimated improvement costs, project sequencing, and timeframes to guide capital improvement planning for Carver County, MnDOT, the City of Cologne; and

WHEREAS, Carver County recognizes the recommended planning level alternatives establish a future vision for agencies to jointly work towards, noting additional engineering design and environmental review will be required for individual projects; and

WHEREAS, Carver County acknowledges that the implementation framework is subject to funding availability and Cologne Area Transportation Plan partners will continue to coordinate to advance the goals and objectives of the plan, seek and maximize outside funding sources, and will request approvals as required as individual projects move forward; and

NOW THEREFORE, BE IT RESOLVED that Carver County hereby supports and adopts the findings, recommended corridor visions, and the proposed implementation framework of the Cologne Area Transportation Plan to guide future investments in the study area.

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 8th day of August, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 8 day of August, 2023.

Dave Hemze County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Final Acceptance and Payment to Pearson Brothers, Inc. for the 2023 County Wide Seal Coat Project

Primary Originating Division/Dept: <u>Public Works - Operations</u>	Meeting Date: <u>8/8/2023</u>
Contact: <u>Shelby Sovell</u> Title: <u>Operations Engineer/Assista...</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The 2023 County Wide Seal Coat Project included the seal coating of Highway 133 from the Wright County line to Highway 20, Highway 20 from the McLeod County Line to Sally Ave, Highway 122 from Highway 33 to Highway 21, Highway 32 in its entirety, Highway 135 in its entirety, Highway 92 in its entirety, Airport Road in its entirety, Highway 52 in its entirety, and Highway 17 from the Hennepin County line to just north of Santa Vera Drive.

All work was completed between July 10 and July 17. Pearson Brothers, Inc. provided the labor, equipment, and material to furnish and install the bituminous material. Public Works Operations staff provided the remainder of the labor, equipment, and material to complete the seal coating project. Pearson Brothers, Inc. is requesting to finalize the contract with Carver County and release all retainage. County staff agree and recommend that the Contract be finalized, and that the outstanding retainage be paid in the amount of \$24,765.72

The original Contract amount was \$548,017.50 and the final Contract amount is \$495,314.37.

ACTION REQUESTED:

Motion to adopt a resolution accepting all work as complete and authorizing final payment in the amount of \$24,765.72. to Pearson Brothers, Inc. for the 2023 County Wide Seal Coat Project.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$24,765.72
------------------	--------------------

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Total	\$24,765.72
--------------	--------------------

FTE IMPACT: None

Related Financial/FTE Comments:

Laketown Township will reimburse Carver County for all costs incurred by the County for the seal coat work associated with Airport Road per fully executed JPA.

Office use only:

RBA 2023 - 9253

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

Date: August 8, 2023

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ACKNOWLEDGMENT
2023 County Wide Seal Coat Project
FINAL PAYMENT**

WHEREAS, the construction of the 2023 County Wide Seal Coat Project has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

YES

ABSENT

NO

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 8th day of August, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 8th day of August, 2023.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Final Acceptance and Payment to Kamco, Inc. for the 2023 County Wide Crack Seal Project

Primary Originating Division/Dept: <u>Public Works - Operations</u>	Meeting Date: <u>8/8/2023</u>
Contact: <u>Shelby Sovell</u> Title: <u>Operations Engineer/Assista...</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u> </u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u> </u> Title: <u> </u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The 2023 County Wide Crack Seal Project included the crack sealing of Highway 133 in its entirety, Highway 20 from the McLeod County line to Neaton Lane, Highway 33 from the Wright County Line to approximately the north New Germany city limits, Highway 33 from the Highway 33/25/5 roundabout to 500 feet north of said roundabout. Highway 32 in its entirety, Highway 92 in its entirety, Highway 43 from Highway 10 to Highway 11, Highway 18 from Highway 11 to Highway 13, Highway 17 from the Hennepin County line to just north of Santa Vera Drive, Highway 18 from just west of state Highway 41 to Highway 15, Highway 101 from Highway 14 to Highway 61, Highway 61 from Bluff Creek Drive to the Hennepin County line, Highway 61 from State Highway 41 to Highway 44, Highway 44 from just west of US Highway 212 to Highway 61, Highway 50 from Highway 53 to Highway 41, and Herb Farm Court.

All work was completed between May 11 and June 8. Kamco, Inc. provided the labor and equipment to install the crack seal material. Public Works Operations provided the material to complete the crack seal project. Kamco, Inc. is requesting to finalize the contract with Carver County to release all outstanding work and retainage. County staff agree and recommend that the Contract be finalized, and that the outstanding work and retainage be paid in the amount of \$164,075.24

The original Contract amount was \$159,723.50 and the final Contract amount is \$164,075.24.

ACTION REQUESTED:

Motion to adopt a resolution accepting all work as complete and authorizing final payment in the amount of \$164,075.24. to Kamco Inc. for the 2023 County Wide Crack Seal Project.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	\$164,075.24
Total	\$164,075.24

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9257

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

Date: August 8, 2023

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ACKNOWLEDGMENT
2023 County Wide Crack Seal Project
FINAL PAYMENT**

WHEREAS, the construction of the 2023 County Wide Crack Seal Project has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

YES

ABSENT

NO

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 8th day of August, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 8th day of August, 2023.

Dave Hemze

County Administrator

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:
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 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 Chanhasen. 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. Kennedy & Graven 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. Kennedy & Graven legal staff have considerable expertise relevant to this type of project and have worked with Carver County with success on past similar projects. The scope of work includes an hourly rate that is in line with the industry standard for this type of legal expertise and is on a not to exceed total contract amount.

ACTION REQUESTED:

Motion to approve a professional services agreement with Kennedy & Graven 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

County Dollars =

Transportation Sales Tax

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9271

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:
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 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. Kennedy & Graven 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. Kennedy & Graven legal staff have considerable expertise relevant to this type of project and have worked with Carver County with success on past similar projects. The scope of work includes an hourly rate that is in line with the industry standard for this type of legal expertise and is on a not to exceed total contract amount.

ACTION REQUESTED:

Motion to approve a professional services agreement with Kennedy & Graven for \$40,000 for legal services for the Highway 5 Project - Arboretum Area, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

Transportation Sales Tax

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9273

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Metropolitan Council Grant Agreement for Metropolitan Area Regional Parks Operations and Maintenance Allocation

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

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 Metropolitan Council Grant Agreement for Metropolitan Area Regional Parks provides a contract by which Carver County would receive its share of operations and maintenance funding from the Council. Distribution of operations and maintenance funds will occur after the adoption of the Council's Unified Budget Amendment scheduled for September of 2023.

ACTION REQUESTED:

Motion to contract with METROPOLITAN COUNCIL pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	<input type="text" value=""/>
Met Council Grant Funds	\$200,000.00
Total	\$200,000.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

This grant agreement does not specify an amount. The preliminary 2024 budget already reflects an estimated amount to be received for operation and maintenance funding from the Council of \$200,000. The actual amount may be more or less depending on economic factors.

Office use only:

RBA 2023 - 9277

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract with Scott County SWCD - Soil and Water Conservation District for purchase of Wetland Credits for Hwy 51 Bridge Project

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="8/8/2023"/>
Contact: <input type="text" value="Luke Schwarz"/> Title: <input type="text" value="Engineering Manager"/>	Item Type: Consent <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: Connections: <input type="text" value="Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

Carver County Public Works is replacing a metal culvert under Highway 51 with a precast concrete box culvert. This will be constructed to accommodate a future shoulder widening road project. Due to the extra length needed on the box culvert, the County is required to purchase wetland credits from an approved wetland bank to satisfy permitting requirements. Public Works staff identified two eligible wetland credit banks, and purchased from the one with a more favorable price, which was the Scott County Soil and Water Conservation District. Carver County will purchase 0.3 acres of wetland credit for a price of \$17,379.00.

ACTION REQUESTED:

Motion to enter into an agreement to purchase wetland credits from Scott County SWCD (Soil and Water Conservation District) for \$17,379.00 for the CSAH 51 Bridge Project, 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=""/>	County Dollars = <input type="text" value="\$17,379.00"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$17,379.00"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9261

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2023 Carver County Fair Donation of Labor and Equipment Resources

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

Connections:

BACKGROUND/JUSTIFICATION:

The annual Carver County Fair is scheduled for August 9-13 in Waconia. Over the years, the Carver County Fair requests assistance from Public Works which includes material hauling and equipment usage prior to and during the Fair. To date, Public Works has fulfilled these requests from the Fair. For this year's event, Jim Klein the president of the Carver County Fair Board, again requested Public Works to provide the following services and equipment:

1. County forces haul two tandem loads of gravel to the fairgrounds from Bryan Rock Products. The Carver County Fair will pay Bryan Rock Products for the cost of the gravel.
2. County forces place one County owned front end loader and one County owned pneumatic roller at the fairgrounds and retrieve said equipment upon completion of the Fair. Said County equipment will be used by the Carver County Fair to maintain the fairgrounds and raceways prior to and during the Fair.

It is estimated that the County's labor to prepare, place, use and retrieve the said material and equipment will cost between \$1,600 and \$1,700. Public Works does display a snowplow on Machinery Hill during the Fair and the Carver County Fair does waive the \$50 fee.

ACTION REQUESTED:

Motion to approve a donation agreement with the Carver County Fair for the donation of County furnished labor and equipment resources for the 2023 Carver County Fair, 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:

Stipends to community members of the Health Equity and Community Engagement Committee

Primary Originating Division/Dept: <u>Health & Human Services - Public Health</u>	Meeting Date: <u>8/8/2023</u>
Contact: <u>Richard Scott</u> Title: <u>Deputy Division Director of H...</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County Public Health (CCPH) requests authorization to provide stipends to community members of the Health Equity and Community Engagement Committee (HECEC) to ensure fair and equitable opportunity for eligible County residents to participate in the committee. CCPH asks to provide a \$50 stipend to each community member for each meeting they attend, utilizing a similar process as the existing Carver County Mental Health Local Advisory Council (MHLAC). The stipend amount is subject to change to maintain consistency with the stipend provided to community (non-staff) members of the MHLAC.

The HECEC was launched in May 2023 to serve as the Community Leadership Team (CLT), a key requirement for our State Health Improvement Partnership (SHIP) grant. The HECEC also serves as a subcommittee of the Public Health Advisory Council (PHAC), which provides oversight for the Community Health Assessment (CHA) and the Community Health Improvement Plan (CHIP). The HECEC is composed of 13 Carver County residents who were selected through an application and interviewing process. HECEC members work alongside CCPH staff providing guidance and ideas to improve the conditions that support good health and well-being of all people and all communities across Carver County. They will advise on a broad range of programs, activities, and initiatives to help ensure services are accessible and responsive to the unique and diverse needs of residents, and that services are provided in a fair and impartial manner.

The provision of stipends is to recognize each community member's expertise, lived experience, and allocation of time; stipends have become the standard of practice in many other metro area counties and across the nation. Furthermore, stipends have been authorized by the Minnesota Department of Health as a legitimate expense, and they are allowable under the SHIP guidelines. **No County levy will be required for these stipends.**

ACTION REQUESTED:

Motion to approve provision of stipends to community members of the Health Equity and Community Engagement Committee.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$0.00
SHIP Grant	\$7,800.00
Total	\$7,800.00

FTE IMPACT: None

Related Financial/FTE Comments:

Funding for stipends will be provided by the State Health Improvement Partnership. The total expenditure is based on 13 community members x \$50 per meeting x 12 meetings per year. **No County levy will be used for these stipends.**

Office use only:

RBA 2023 - 9264

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Out of State Conference for Sheriff's Office Posse

Primary Originating Division/Dept: Sheriff - Support Services

Meeting Date: 8/8/2023

Contact: Jason Breunig Title: Lieutenant

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County Sheriff's Office Posse members Ann Labelle and June Hilgers are requesting to travel out of state to attend the 38th Annual National Mounted Police Colloquium at the Alltech Arena in Lexington, Kentucky. The dates of the conference are September 11 - 16, 2023. The Posse members will be paying for their own travel, lodging, meal, and conference expenses, therefore, no budget money will be spent. Additionally, they will be using their own vehicles and not county owned vehicles. This is an opportunity for the Posse members to enhance their skills and network with other professionals in the area of mounted law enforcement while positively representing Carver County and the Sheriff's Office at a national venue.

ACTION REQUESTED:

Approve for two volunteer Carver County Sheriff's Office Posse members to travel out of state to attend a conference and represent the Carver County Sheriff's Office.

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 - 9266

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Application for 1 day to 4 day Temporary On-Sale Liquor License for Justin Kukowski Foundation

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="8/8/2023"/>
Contact: <input type="text" value="Brenda Jurek"/> Title: <input type="text" value="Elections and Licensing Speciali"/>	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:
 Connections:

BACKGROUND/JUSTIFICATION:
 The Justin Kukowski Foundation, 1776 Stieger Lake Ln Victoria, has applied for a 1 Day to 4 Day Temporary On-Sale Liquor License. They are planning an event for Saturday, October 7, 2023. The event will be held at Solseng Farm, 16315 Jonathan Carver Pkwy Carver MN 55315. The officers are Robert Dale Rehbein (President); Kathleen Mary Rehbein (Secretary); Donald August Kukowski (Treasurer). There are no delinquent taxes owing on this property.

ACTION REQUESTED:
 Motion to approve the 1 Day to 4 Day Temporary On-Sale Liquor License application for the Justin Kukowski Foundation for Saturday October 7, 2023.

FISCAL IMPACT: <input type="text" value="None"/>	FUNDING County Dollars = <input type="text"/>
If "Other", specify: <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: <input style="width: 100%; height: 20px;" type="text"/>	

Office use only:
 RBA 2023 - 9274

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Metropolitan Emergency Services Board Appointment

Primary Originating Division/Dept: <input type="text" value="County Board"/>	Meeting Date: <input type="text" value="8/8/2023"/>
Contact: <input type="text" value="Dave Hemze"/> Title: <input type="text" value="County Administrator"/>	Item Type: Consent <input type="text" value=""/>
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: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:
The Metropolitan Emergency Services Board (MESB) was established by Joint Powers Agreement for the purpose of overseeing the 9-1-1 system in the seven county metropolitan area. The Board consists of commissioners from the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and a council member from the City of Minneapolis. Each entity is entitled to two votes each, one for each representative or allocated among their representatives. In January, the Board approved the appointment of John P. Fahey and Gayle Degler to the MESB. Chair Fahey is requesting that the Board rescind his appointment and allocate the County's second vote to Commissioner Degler.

ACTION REQUESTED:
Motion to amend the 2023 Carver County appointments to the Metropolitan Emergency Services Board removing the appointment of Commissioner John P. Fahey and allocating the County's second vote to Commissioner Gayle Degler.

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

Related Financial/FTE Comments:

Office use only:
RBA 2023 - 9276

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Temporary MnCHOICES Assessor in the HHS HCBC Department

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:

This request seeks approval to fund a Seasonal/Temporary/On-Call (STOC) MnCHOICES assessor in the HHS Home and Community Based Care Department (HCBC). The MnCHOICES Unit has a staff on leave and is experiencing an increased volume of initial/early assessment requests. This position will utilize funding from a Health Partners grant awarded to Health and Human Services in 2023 for this purpose. The STOC cost for 67 days (maximum) of a temporary social worker/MNChoices Assessor in Q3/Q4 2023 is \$18,500.

Due to the requirements of this position the candidate must be a Certified MnCHOICES Assessor. Assessors are responsible for initial assessments, annual reassessments, and early reassessments due to change of condition or new waiver service requests. Currently, the HCBC Department intake area is experiencing increased requests for initial assessments from the public and requests for early reassessments from case managers. This is creating a wait list now for initial assessments and an inability to meet required State of Minnesota statutory timelines. With the recent legislative action eliminating parental TEFRA fees, requests for initial assessments is expected to trend upward the rest of this year adding to the wait list.

MnCHOICES assessments are mandated according to M.S. §256B.0911, subd. 3a and 5. It is imperative workloads are maintained at a level manageable by staff. To be within compliance of assessment applicability and timelines the department is requesting to utilize a temporary social worker starting approximately 9/1/2023 for the allowed maximum of 67 days.

ACTION REQUESTED:

Motion to approve the hire of a temporary MNChoices Assessor for up to 67 days starting approximately 9/1/2023 utilizing current Health Partners grant funding.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	<input type="text" value=""/>
Health Partners Grant	\$18,500.00
Total	\$18,500.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

No tax levy dollars are needed for this request.

Office use only:

RBA 2023 - 9280

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Temporary MnCHOICES Assessor in the HHS HCBC Department

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
STOC	11-422-700-0023.6119	\$18,500.00	HP Grant Expenses	11-422-700-0023....	\$18,500.00
TOTAL		\$18,500.00	TOTAL		\$18,500.00

Reason for Request:

To hire a temp MNChoices Assessor utilizing HP grant funding.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with SRF Consulting Group, Inc. for Final Design for the Highway 41/10 Project

Primary Originating Division/Dept: <u>Public Works - Program Delivery</u>	Meeting Date: <u>8/8/2023</u>
Contact: <u>Luke Schwarz</u> Title: <u>Engineering Manager</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Following the Highway 10/11 Corridor Study that was completed in 2021, Carver County, along with the City of Chaska and MnDOT, entered into contract with SRF Consulting Group, Inc. for preliminary design for a construction project slated to take place in the fall of 2024 as the first construction phase of the corridor study. This project will construct four roundabouts along Highway 10 at Bavaria Road, White Oak Drive, Highway 41, and Park Ridge Drive. This project will provide safe and improved transportation for both pedestrians and vehicles by improving traffic operations and installing grade separated pedestrian crossings. Carver County has been working diligently with SRF Consulting Group, Inc. to inform and involve the community and stakeholders, with the goal of advancing the project to final design upon the completion of preliminary design. The preliminary design of this project was competitively bid, with Carver County Public Works receiving 5 proposals from consultants for this work. All proposals were evaluated and scored based on technical and cost components, and SRF was selected based on a combination of their technical expertise, experience and cost to perform the work.

Carver County Public Works, the City of Chaska, and MnDOT wish to move forward with final design as identified in the preliminary design Level 1 layout as submitted to MnDOT. Carver County wishes to continue with the services of SRF Consulting Group, Inc. due to their intimate knowledge of the project to this point, technical expertise, and experience. Carver County requested a proposal of costs to be developed along with a scope of work from SRF Consulting Group, Inc. for final design of the Highway 41/10 Project. The original proposal was reviewed by Carver County Public Works employees, who then worked with the SRF Consulting Group, Inc. team to find an agreeable cost and scope of work that suited all parties. SRF provided a fee for services of 1,101,403.00. This price was determined to be in line with industry standards as the assumption for design services is generally 8%-12%. With an current estimated project cost of 15,000,000.00 and a preliminary design services fee of 569,504.00, the total design services fee is 11%.

ACTION REQUESTED:

Motion to approve a professional services agreement with SRF Consulting Group Inc. for \$1,098,198.00 for final design services for the Highway 41/10 Project, pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	
City of Chaska	\$275,350.75
Sales Tax	\$826,052.25
Total	\$1,101,403.00

Related Financial/FTE Comments:

The professional services for this project will be split according to Carver County's Cost Participation Policy. An estimate of 75 percent County funds (Sales Tax) and 25 percent City funds is shown, which is typical of joint projects.

Office use only:

RBA 2023 - 9249

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Advertisement for Bids for the Sale of County Owned Property as part of the Highway 212-Dahlgren Township Project

Primary Originating Division/Dept: <u>Public Works - Program Delivery</u>	Meeting Date: <u>8/8/2023</u>
Contact: <u>Patrick Lambert</u> Title: <u>Senior Right of Way Agent</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The 2021-2022 construction seasons included the expansion of Highway 212 from Carver to just east of Cologne to a 4-lane divided highway. It was necessary to acquire additional right of way to complete the project. Appraisals of the needed properties were obtained, and approved offers and settlements were reached with property owners affected by the project. To avoid a condemnation proceeding, a residential property located at 12404 Kelly Ave was acquired in fee simple as a total acquisition. However, only a portion of the land acquired at that property address was needed for the project. The remainder of the property acquired remains intact including the existing structures. Carver County Public Works staff are recommending the sale of the remainder of the property acquired, which includes approximately 27 acres of land improved with a 1 bedroom residence, a 2 car built-in garage, and an outbuilding.

By adopting the proposed resolution, Public Works asks the Carver County Board of Commissioners to:

1. Consider the appraisal Carver County obtained to estimate the fee simple market value of the residential real property located at 12404 Kelly Ave, Cologne, County of Carver, Dahlgren Township, Minnesota, 55322, and which is further identified by Tax Parcel Identification Number 04.0080900, and to set the minimum amount of money for which the Public Works Division has the authority to sell or convey that residential real property equal to at least \$525,000;
2. Grant the Public Works Department the authority to advertise the bids or proposals for the sale or conveyance of that residential real property in the official newspaper of the county for three consecutive weeks and once in a newspaper of general circulation in the area where the real estate is located;
3. Grant the Public Works Department the authority to open and consider any and all bids received at the time set for the bid opening; and
4. Grant the Public Works Department the authority to do whatever else it deems necessary to obtain and present the bid (s) most favorable to the county to the Board for approval, recognizing, however, that the Board may, in the interest of the county, reject any or all of the proposals.

ACTION REQUESTED:

Motion to approve a resolution for the advertisement of bids of county owned real property located at 12404 Kelly Ave, Cologne, County of Carver, Dahlgren Township, MN with a minimum bid amount of \$525,000.00

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

<input style="width: 95%;" type="text"/>	<input style="width: 90%;" type="text"/>
--	--

Total

<input style="width: 95%;" type="text"/>	<input style="width: 90%;" type="text"/>
--	--

\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9256

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

Date: August 8, 2023 Resolution No: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

**Ordering Advertisement for Bids of County Owned Property located at 12404 Kelly Ave, Cologne,
County of Carver, Dahlgren Township, Minnesota, 55322**

WHEREAS, pursuant to Resolution 43-21 passed by the Carver County Board of Commissioners on April 6, 2021, the County Board awarded a construction contract to Mathiowetz Construction Company for the Highway 212 Construction Project – Dahlgren Township Phase (“Project”), which the proposed improvements include the construction of Highway 212 from Carver on the east to Cologne on the west; and

WHEREAS, pursuant to Resolution 58-20 passed by the Carver County Board of Commissioners on August 18, 2020, the County Board authorized the acquisition of residential real property located at 12424 Kelly Ave, Cologne, County of Carver, Dahlgren Township, Minnesota, 55322 which was needed to complete the Project; and

WHEREAS, only a portion of said real property acquisition is needed to complete the Project and the County Engineer is recommending the sale of the remainder not needed for the ongoing operation and maintenance of the new Highway 212 route.

NOW THEREFORE, BE IT RESOLVED that the Carver County Engineer, or his designee, is hereby authorized and directed to prepare the advertisement of bids for the sale of County owned real property located at 12404 Kelly Ave, Cologne, County of Carver, Dahlgren Township, Minnesota, 55322, which is further identified by Tax Parcel Identification Number 04.0080900; and

BE IT FURTHER RESOLVED that the Carver County Engineer shall cause said advertisement for bids to be placed on the Carver County website, in the official newspaper of the County and in the newspaper of general circulation in the area where the real property is located. The advertisement shall be published according to Minnesota Statute § 373.01 Subd. 1(b), shall contain the address, Tax Property Identification Number, legal description, and general description of the real property, a brief description of any personal property, and shall note significant conditions of the sale; and

BE IT FURTHER RESOLVED that bids will be received by the Carver County Engineer until the stated day and time in the advertisement, at which time the bids will be publicly opened by two or more persons at Carver County Public Works who have been designated by the Carver County Engineer to open bids; and

BE IT FURTHER RESOLVED that each bid shall be accompanied by a bid security deposit in the form of a bond naming the County of Carver as the obligee, a certified check made payable to the County Treasurer of the County of Carver, or a cash deposit with the County Treasurer of the County of Carver in an amount equal to one-thousand dollars (\$1,000.00). Upon award by the Carver County Board of Commissioners, the bid security deposit of each unsuccessful bidder shall be returned. Carver County shall retain the bid security deposit of the successful bidder and shall apply that bid security deposit as earnest money for the

real property, which shall be forfeited to Carver County if the successful bidder fails to enter into a contract to purchase the real property; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners will only accept bids equal to at least Five Hundred Twenty Five Thousand and No/100's Dollars, (\$525,000.00); and

BE IT FURTHER RESOLVED that Carver County Engineer, or his designee, is hereby authorized to take actions necessary to do whatever else it deems necessary to obtain and present the bid(s) most favorable to Carver County to the Carver County Board of Commissioners for approval, recognizing, however, that the Carver County Board of Commissioners may, in the interest of Carver County, reject any or all of the proposals.

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 8th day of August, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 8th day of August, 2023.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment 2 to PSA for Final Design Work for Hwy 212 Project - Benton Township with SRF Consulting Group

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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 US 212 between the Cities of Chaska and Carver to the City of Norwood Young America for many years. SRF Consulting Group has is currently under contract and is working on preparing the final design construction plan, cost estimate and detailed specifications to prepare the project for bidding in early 2024. Additional work is necessary to revise plans to meet unexpected design requirements to meet permitting approvals, permit submittal for the MPCA 401 Water Quality Certification, additional utility coordination efforts with the large utility facilities, and additional detailed design work to better refine muck excavation limits, Bongards site utility coordination, private driveway coordination, and separate railroad reconstruction and tree clearing plans in order to meet the project schedule. This additional scope and work plan has been reviewed by MnDOT and county Public Works staff and is considered acceptable. MnDOT has allocated state trunk highway bond funds that will pay for this professional design work.

ACTION REQUESTED:

Motion to approve an amendment to the Professional Services Agreement with SRF CONSULTING GROUP for final design for the Highway 212 Project - Benton Township to cover costs for changed conditions that resulted in revisions to the agreed upon project scope, in the amount of \$454,555.58, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

MnDOT SRC Funding

Total

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

MnDOT has allocated state trunk highway bond funds that will pay for this professional design work.

Office use only:

RBA 2023 - 9259

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Larry & June Flewelling - Temporary Manufactured Home for Special Needs Parent (IUP)

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

File PZ20230026. On July 18, 2023, the Planning Commission voted 6-0 to recommend approval of the Larry and June Flewelling Interim Use Permit (IUP) to allow for the installation of a temporary manufactured home due to Mr. Flewelling's health needs on their son and daughter-in-law's property in Section 30, Young America Township. The property is currently improved with a residence, in which the younger Flewellings live, and several accessory structures.

By placing a temporary manufactured home for the elder Flewellings to live, they can be cared for, and the dwelling maintained, by the younger Flewellings. The size of the proposed home meets zoning code requirements. The septic soils report and septic design meet SSTS requirements. The proposed home will use the existing well on the property. The proposed home will be occupied by Larry and June Flewelling, or Kris and Kayla Flewelling as caretakers. The manufactured home must be removed within 120 days of the end of their occupancy or the sale of the property.

The Young America Township Board recommended approval of the IUP request at their June 13, 2023 meeting.

Attached is a Township map and the approved Planning Commission Resolution. A copy of the Planning Commission packet is available for review at: [638243318286570000 \(carvercountymn.gov\)](https://www.carvercountymn.gov/638243318286570000)

ACTION REQUESTED:

A motion to adopt the Findings of Fact and issue Order #PZ20230026 for the issuance of an Interim Use Permit.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9265

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20230026

RESOLUTION #: 23-13

WHEREAS, the following application for an Interim Use Permit has been submitted and accepted:

FILE #: PZ20230026

APPLICANTS: Larry & June Flewelling

OWNERS: Kris & Kayla Flewelling

SITE ADDRESS: 18980 County Road 50 Hamburg, MN 55339

PERMIT TYPE: IUP – Temporary Manufactured Home for Special Needs Parent

PURSUANT TO: County Code: Chapter 152, Section 152.082 (C)(2)(c)

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 11-030-0300

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of July 18, 2023; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Kris and Kayla Flewelling own an approximate 11.88-acre parcel located in the South Half (S½) of the Southwest Quarter (SW¼) of Section 30, Young America Township. The property is improved with a single-family dwelling with attached garage, and several accessory buildings. The parcel is located in the Agricultural Zoning District and Buffalo Creek Watershed District (Buffalo Creek watershed).
2. The applicants, Larry and June Flewelling are requesting an Interim Use Permit for a Temporary Manufactured Home for a Special Needs Parent to be able live on their son and daughter-in-law's property due to Larry's special needs health condition pursuant to Section 152.082 of the Carver County Zoning Code.
3. The applicant's letter (dated June 13, 2023) describes their desire to accommodate the medical need for Mr. Flewelling to be relocated to a manufactured home on his son and daughter-in-law's property. Due to Mr. Flewelling suffering from COPD and being on oxygen on a continual basis, he is not able to do maintenance on their current home and Mrs. Flewelling states that she is not able to perform the maintenance work herself. Due to proximity of mobile home on the son's property to his own dwelling, family would be available to assist the applicants with any house issues. The applicants understand that this a temporary situation and do not identify the length of time they would need the mobile home on the property. They would hook up to the existing well for domestic water service.
4. The applicants have submitted a floor plan (dated June 6, 2023) for the temporary manufactured home. The approximate size of the single-story structure is 15' x 76' with two bedrooms identified. The maximum width of a temporary mobile home is 20-feet, so this size complies with that standard.
5. An Interim Use Permit requires a sunset date or event to be identified which would terminate the use. A condition of this request shall require termination of the permit at such time that Larry and June Flewelling no longer occupy the temporary dwelling or Kris or Kayla Flewelling act as caretakers.
6. The existing SSTS was installed in 1999 and is not sized to accommodate the additional bedroom(s) within the temporary manufactured home. The applicants have submitted a septic report with a design for a Type 1 SSTS system sized for a two-bedroom use, which was reviewed by Environmental Services. In an email dated June 16th, Lori

Brinkman, Advanced SSTS Inspector, wrote: "I completed field review of the soil report submitted for this design. The boring completed meets requirements of the design submitted. The existing house SSTS passed a compliance inspection in 2022. I will need to review the mobile home plan to verify that it matches the SSTS design submitted."

7. The request was heard by the Young America Town Board during their June 13, 2023, Town Board Meeting. The Town Board recommended approval of the IUP request and commented: "Township has no issues with the permit."
8. 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 the approval of IUP #PZ20230026 to install a Temporary Manufactured Home for a Special Needs Parent on the property addressed as 18980 County Road 50. The Planning Commission further recommends that the following conditions should be considered part of the permit:

GENERAL REQUIREMENTS:

1. The permit is subject to compliance review. The Interim Use Permit (IUP) is issued to Larry and June Flewelling to accommodate the occupancy of Larry and June Flewelling or Kris & Kayla Flewelling. This permit is not transferable to another person/owner/occupant. A change in ownership or occupant(s) of the manufactured home shall be cause for the permit to expire. The Land Management Department must be notified if the occupancy changes.
2. The IUP shall expire at such time that Kris & Kayla Flewelling no longer own the property. The temporary manufactured home shall be removed from the property within 120 days of when the occupants named on this permit cease to be occupy the mobile home in accordance with this permit.
3. Prior to any construction activities, the appropriate building permits shall be obtained (submitted, reviewed and issued) for the manufactured home.
4. The Permittee shall maintain a conforming Subsurface Sewage Treatment System pursuant to Chapter 52 of the Carver County Code to accommodate wastewater produced from the manufactured home.
5. The temporary manufactured home shall comply with all local, state and federal regulations

ADOPTED by the Carver County Planning Commission this 18th day of July 2023.

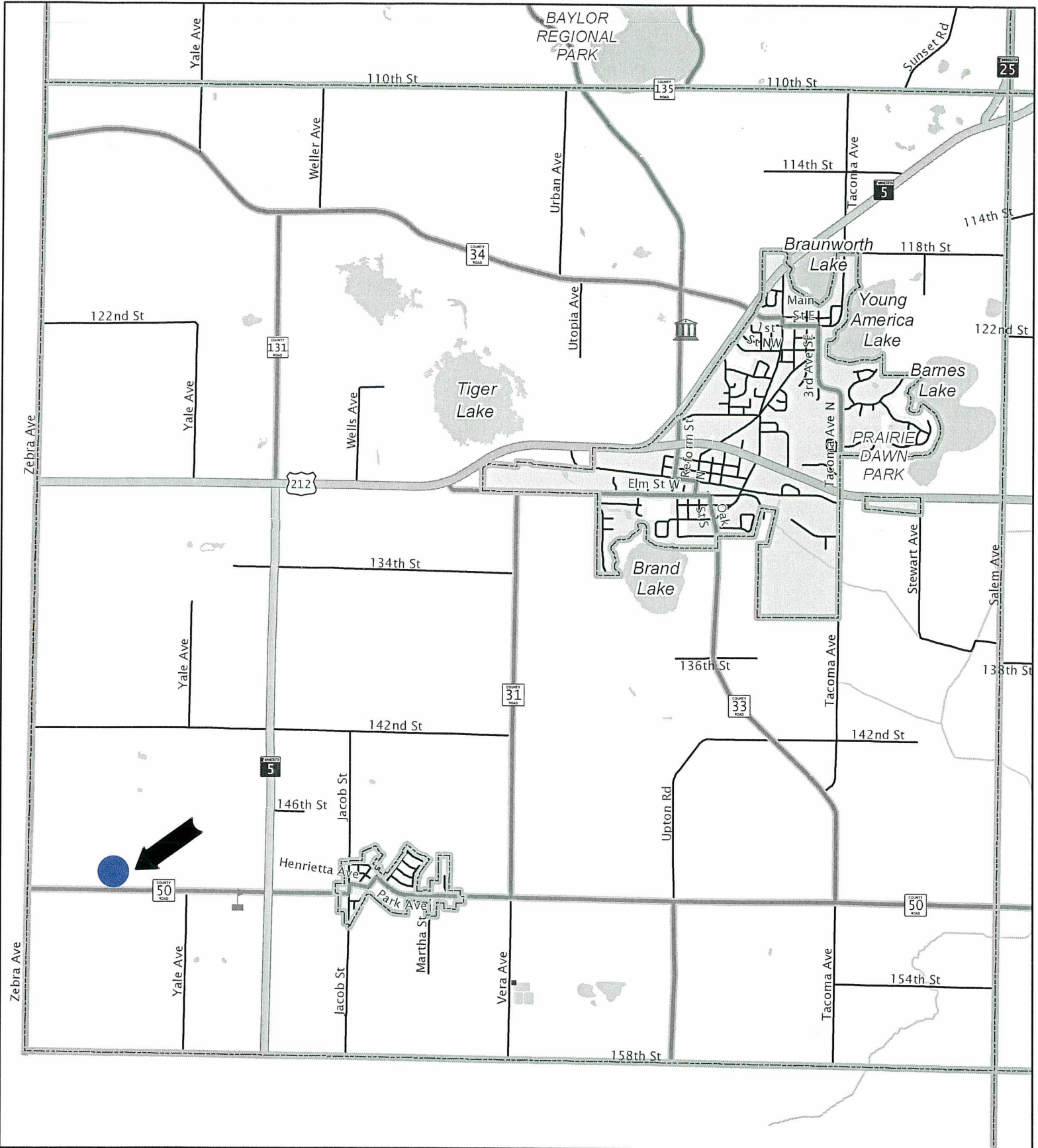


Scott J. Wakefield (Jul 19, 2023 11:11 CDT)

Scott Wakefield, Chairman
Carver County Planning Commission

07/19/23

YOUNG AMERICA 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.



42

Map Created by Carver County GIS

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution of Support for Highway 5 Arboretum Area Mobility Project Federal RURAL Grant Application

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 8/8/2023

Contact: Darin Mielke

Title: Deputy County Engineer

Item Type:

Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter:

Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The U.S. Department of Transportation (USDOT) is soliciting applications for the Fiscal Year (FY) 2023 Rural Surface Transportation Grant program, which provides \$3.5 billion of dedicated, discretionary funding for transportation projects of national or regional significance. The subprogram Rural Surface Transportation Program funds projects that increase connectivity, improve safety, increase reliability for people and freight, improve quality of life, and generate regional economic growth directed towards projects in rural areas.

Carver County, in partnership with the Minnesota Department of Transportation (MnDOT), the University of Minnesota Landscape Arboretum, and the cities of Chanhassen and Victoria is seeking funds to reconstruct Highway 5 from 80th Street in the City of Victoria to Century Boulevard in the City of Chanhassen. Highway 5 within the project area experiences significant congestion, mobility limitations and higher-than-average crash rates. Highway 5 carries 27,000 vehicles through the project area, including 800 heavy commercial vehicles per day, currently serving a demand 50 percent above the threshold of a two-lane highway. Without improvements, by 2040, increased congestion will result in 180,000 hours of annual delay during peak periods. Severe mobility limitations result in frequent two-mile backups throughout the corridor in which travel speeds are regularly reduced to 35 mph on a 55 mph posted speed roadway. Within the project area, 187 crashes occurred between 2014-2018, including a fatality. This results in a crash rate 2.5 times higher than the state average for similar roadways.

The improvements proposed in the Highway 5 Arboretum Area Mobility Project will address current crash and congestion issues while providing a solution that can accommodate growth essential for the region's economic vitality. The proposed solution is sensitive to the surrounding environment, climate change considerations, and a better quality of life for adjacent residents.

The resolution states that the County will provide funding towards the local match and partner with project partners to contribute to the overall local match and project funding as identified in the RAISE grant application. The grant application funding request is for \$25 million of the estimated \$114 million project. Funding secured to date includes \$12 million in federal funding through the Metropolitan Council's Regional Solicitation, \$2 million in federal Congressionally Directed Spending, \$10 million in federal PROTECT funding through the Met Council, \$20 million in State of Minnesota bond funds, as well as commitment from MnDOT of \$5.8 million. The County's share is identified as approximately \$20 million from the transportation sales tax and \$4.5 million of County State Aid Highway funding. A funding gap of \$36.7 million remains for implementation of the full corridor improvement project vision, and county staff continues to pursue competitive funding sources to fill this gap including the current \$7 million federal Congressionally Directed Spending request and \$15 million federal Safe Streets for All (SS4A) request. Additional 2023 pursuit opportunities include, but are not limited to, MnDOT's Transportation Economic Development program and Minnesota Highway Freight Program, and the Metropolitan Council's next round of Regional Solicitation for federal transportation funding.

ACTION REQUESTED:

Motion to adopt a resolution of support and approve the submittal of the Highway 5 Arboretum Area Mobility Project application to the FY 2023 Rural Surface Transportation Grant Program to reconstruct and expand Highway 5 and to authorize and direct the Carver County Engineer to submit the application.

FISCAL IMPACT: Other

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	
Met Council Fed funding	\$12,000,000.00
CDS Fed Funding	\$2,000,000.00
MnDOT	\$5,800,000.00
Cities (Chanhassen, Vic...	\$3,000,000.00
County Sales Tax	\$20,000,000.00
County CSAH funding	\$4,500,000.00
RURAL Grant Request	\$25,000,000.00
State of MN Bond	\$20,000,000.00
PROTECT Funds	\$10,000,000.00
Funding gap for full visi...	\$11,700,000.00
Total	\$114,000,000.00

Related Financial/FTE Comments:

This project is on the approved Transportation Sales Tax project list. Project cost is estimated and is subject to change.

Office use only:

RBA 2023 - 9267

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

Date: August 8, 2023

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution of Support and Authorization for an Application to United States Department of Transportation (USDOT) for a FY23 Rural Surface Transportation Grant for the Highway 5 Mobility Improvement Project

WHEREAS, the USDOT recently announced a discretionary funding opportunity through the FY23 Multimodal Discretionary Grant Programs, which makes \$5.5 billion in federal funds available through multiple grant subprograms; and

WHEREAS, funded through the 2021 Infrastructure Investment and Jobs Act, the Rural Surface Transportation Program funds projects that increase connectivity, improve safety, increase reliability for people and freight, improve quality of life, and generate regional economic growth; and

WHEREAS, Carver County partnered with the Minnesota Department of Transportation (MnDOT), the City of Victoria, the City of Chaska, and the City of Chanhassen to identify transportation system improvements in the area of the Minnesota Landscape Arboretum including Highway 5, Highway 41, Rolling Acres Road, Bavaria Road, and 82nd Street West; and

WHEREAS, the resulting Arboretum Area Transportation Plan includes an implementation framework with estimated improvement costs, project sequencing, and timeframes to guide capital improvement planning for Carver County, MnDOT, the City of Victoria, the City of Chaska, the City of Chanhassen, and their partners for improvements along Highway 5, Highway 41, Rolling Acres Road, Bavaria Road; and

WHEREAS, the Highway 5 Mobility Improvement Project is a high priority project to address critical transportation system failures on a trunk highway and regional thoroughfare; and

WHEREAS, Carver County is the fastest growing county in Minnesota and completion of the Highway 5 Mobility Improvement Project is critical to support planned growth for jobs and housing in the Minneapolis/St Paul Metropolitan region; and

WHEREAS, the Highway 5 Mobility Improvement Project meets program goals by serving the mobility and safety needs of rapidly growing urban fringe community; and

WHEREAS, once funded and constructed the Highway 5 Arboretum Area Mobility Project will provide safer, faster, and more reliable movement of goods and people through Carver County and the metropolitan region.; and

WHEREAS, If awarded Carver County must reach a funding grant agreement no later than September 30, 2026; and

NOW THEREFORE BE IT RESOLVED, that the Carver County Board of Commissioners hereby supports and approves a 2023 Rural Surface Transportation Grant request for \$25 million to construct the Highway 5 Area Mobility Project and the board directs the Carver County Engineer to submit requested project information.

NOW THEREFORE BE IT FURTHER RESOLVED, that the Carver County is committed to providing the 20% local funding match as required by the Rural Surface Transportation Program and ensuring all major project milestones are met. These funds will be provided either through capital investment funds or through local competitive funding sources.

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 8th day of August, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 8th day of August, 2023.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agmt. for Legal Services for Hwy 41-10 Project

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 2024 and 2025 construction season includes the Highway 41/10 Project, which is the expansion and modernization of the Highway 41/10 Intersection and reconstruction of Highway 10 from Bavaria Road to Park Ridge Drive in the City of Chaska. Additional land acquisition is needed to complete the project. There are approximately 30 property owners being impacted by the project; including residential homes and commercial/industrial businesses. 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. Kennedy & Graven 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. Kennedy & Graven legal staff have considerable expertise relevant to this type of project and have worked with Carver County with success on past similar projects. The scope of work includes an hourly rate that is in line with the industry standard for this type of legal expertise and is on a not to exceed total contract amount.

ACTION REQUESTED:

Motion to approve a professional services agreement with Kennedy & Graven for legal services for the Highway 41/10 Project, pending finalization of the contract review process.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

Transportation Sales Tax

Total

Insert additional funding source


Related Financial/FTE Comments:

The City of Chaska will share in the cost of these services once a joint powers agreement is complete with them. The cost share will be defined in the JPA.

Office use only:

RBA 2023 - 9269

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Freshwater Church - Outdoor Service and Celebration (One-Time Special Event)

Primary Originating Division/Dept: <input type="text" value="Public Services - Land Mgmt."/>	Meeting Date: <input type="text" value="8/8/2023"/>
Contact: <input type="text" value="Christina Neel"/> Title: <input type="text" value="Land Management Planner"/>	Item Type: Consent <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:
 Growth: Manage the challenges and opportunities resulting from growth and development

BACKGROUND/JUSTIFICATION:

File #A20230130. Freshwater Church has requested a One-Time Administrative Special Event Permit for an outdoor service and celebration on August 26-27, 2023, in Section 6, Laketown Township. The event would be similar to previous events and would be held entirely on the church property at 6635 Laketown Parkway. The event will include setup and band rehearsal 4-7PM on Saturday August 26, 2023. Worship Service and social festivities will occur Sunday August 27, 2023, 8AM-3PM. All parking for attendees would be on-site pursuant to the submitted site plan. The event is expected to host up to 1,000-1,200 attendees with food trucks, portable restrooms, security, and scheduled disposal pickup after the event ceases.

The applicant has provided an operations narrative, site plan, parking map, invoices for portable restrooms and commercial recycling services, as well as proof of insurance.

Laketown Township reviewed the request and did not have any objections.

ACTION REQUESTED:

A motion authorizing the issuance of a Certificate of Zoning Compliance (#A20230130) for the August 26-27th, 2023, Outdoor Service and Celebration event.

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

Related Financial/FTE Comments:

Office use only:
 RBA 2023 - 9275

COUNTY OF CARVER
CERTIFICATE OF ZONING COMPLIANCE

FILE/CERTIFICATE #: A20230130

DATE ISSUED: 8/8/2023

TYPE OF CERTIFICATE: ONE TIME SPECIAL EVENT
FRESHWATER CHURCH OUTDOOR WORSHIP SERVICE & CELEBRATION

This permit certificate is issued for the Freshwater Church Outdoor Worship Service & Celebration to be held on August 26-27, 2023. The event will be held entirely on property owned by Freshwater Church, at 6635 Laketown Parkway in Section 6, Laketown Township. Festivities at the property will run from 4:00 pm – 7:00pm Saturday, August 26, 2023, for band rehearsal and 8:00 a.m. – 3:00 p.m. for the public worship service and celebration on Sunday, August 27, 2023. The event includes: worship, food trucks, children’s games, and music entertainment. This event is allowed with a Certificate of Zoning Compliance, pursuant to Chapter 152, section 152.074 (B)(6) of the Carver County Code. **This certificate is issued to:**

Freshwater Church
C/O Becky Kutz
6635 Laketown Parkway
Waconia, MN 55387

And is not transferable to another person or to another parcel of property.

Purpose of Certificate: To certify that the permittee and/or organization to which this certificate is issued is permitted and authorized to hold an Outdoor Worship and Celebration event on Saturday August 26, 2023, and Sunday August 27, 2023. The event shall take place in Laketown Township in accordance with the conditions listed on this permit and in accordance with Chapter 152, Section 152.074 (B)(6) of the Carver County Code.

THE FOLLOWING CONDITIONS ARE ATTACHED AND MUST BE COMPLIED WITH:

1. The Permit is valid only for the days of August 26, 2023 (rehearsal only from 4PM to 7PM), and August 27, 2023 (worship and celebration from 8AM to 3PM). No music prior to 4PM on August 26th and promptly ending at 7PM. No music prior to 7:45AM on August 27th and promptly ending at 3PM.
2. The event shall comply with the Noise standards pursuant to Section 152.040 (B)(9) of the Carver County Zoning Code. Noise levels are regulated by the Minnesota Pollution Control Agency (MPCA) Rules (Minn. Rules Ch. 7030). Compliance with the laws shall be as determined by the appropriate state regulatory agency, except as regulated by another county ordinance.

Minn. Rules Section 7030.0040 Noise Standards
 Subp. 2. Noise standards.

Noise Area Classification	Daytime		Nighttime	
	L ₁₀	L ₅₀	L ₁₀	L ₅₀
1	65	60	55	50
2	70	65	70	65
3	80	75	80	75

Based on Minn. Rules Section 7030.0050 Noise Area Classification Standards, religious activities as a land use activity is classified as a NAC 1; therefore, the Daytime L10 sound level shall not exceed 65dB.

3. The event must be conducted in accordance with the Operational Plan & Site Maps attached hereto.
4. Per the event operations plan, there shall be at least seven (7) standard bathroom satellites and at least one (1) handicap accessible portable toilet available for the event, in addition to the indoor bathrooms located on site, as well as handwashing stations.
5. No parking shall be allowed along CSAH 92. Parking for the event must be on the subject property (i.e. PID #: 07-006-1121 - 6635 Laketown Parkway), and as detailed in the application.
6. Traffic shall be managed into and out of the site, with vehicle queuing occurring within the site. Traffic shall not be blocked on CSAH 92. In the event of wet weather, the applicant is responsible for keeping Laketown Parkway clear of mud and debris.
7. If item #4 and #5 cannot be met and the event would require closure of the traveled portion of the roadway or shoulder, a special event permit will need to be obtained through the Carver County Public Works Department.
8. Emergency vehicle access must be provided within the activity areas of the event.
9. The event shall not be detrimental to the highway or to the safety of the Public.
10. Parking within the site should be orderly to allow for maximum vehicle capacity.
11. The applicant shall submit a copy of the Certificate of Liability Insurance for the church to the Land Management Department prior to the event.
12. The church group and any sponsors are responsible to clean up all excess trash and litter during and after the event.
13. The permittee shall inform adjacent residents, Laketown Town Board, and the Carver County Public Works Department of the date(s) in which the event will take place. (Notification shall be provided prior to the event.)

Christina Neel
Land Management Planner

THIS CERTIFICATE IS ISSUED FOR SATURDAY AUGUST 26, 2023, AND SUNDAY, AUGUST 27, 2023, AND IS NOT EFFECTIVE UNTIL SIGNED:

I HAVE READ THE ABOVE CONDITIONS AND AGREE TO FOLLOW THEM. I REALIZE THAT FAILURE TO ABIDE BY THE CONDITIONS IS A VIOLATION OF THE ZONING ORDINANCE. I AGREE THAT THE ZONING ADMINISTRATOR OR A DESIGNATED REPRESENTATIVE MAY ENTER UPON THE SUBJECT PROPERTY TO CHECK FOR COMPLIANCE OR FOR REVIEW PURPOSES. I ALSO UNDERSTAND THAT THIS IS NOT A BUILDING PERMIT AND THAT OTHER PERMITS MAY BE REQUIRED.

Signature of Certificate Holder

Date

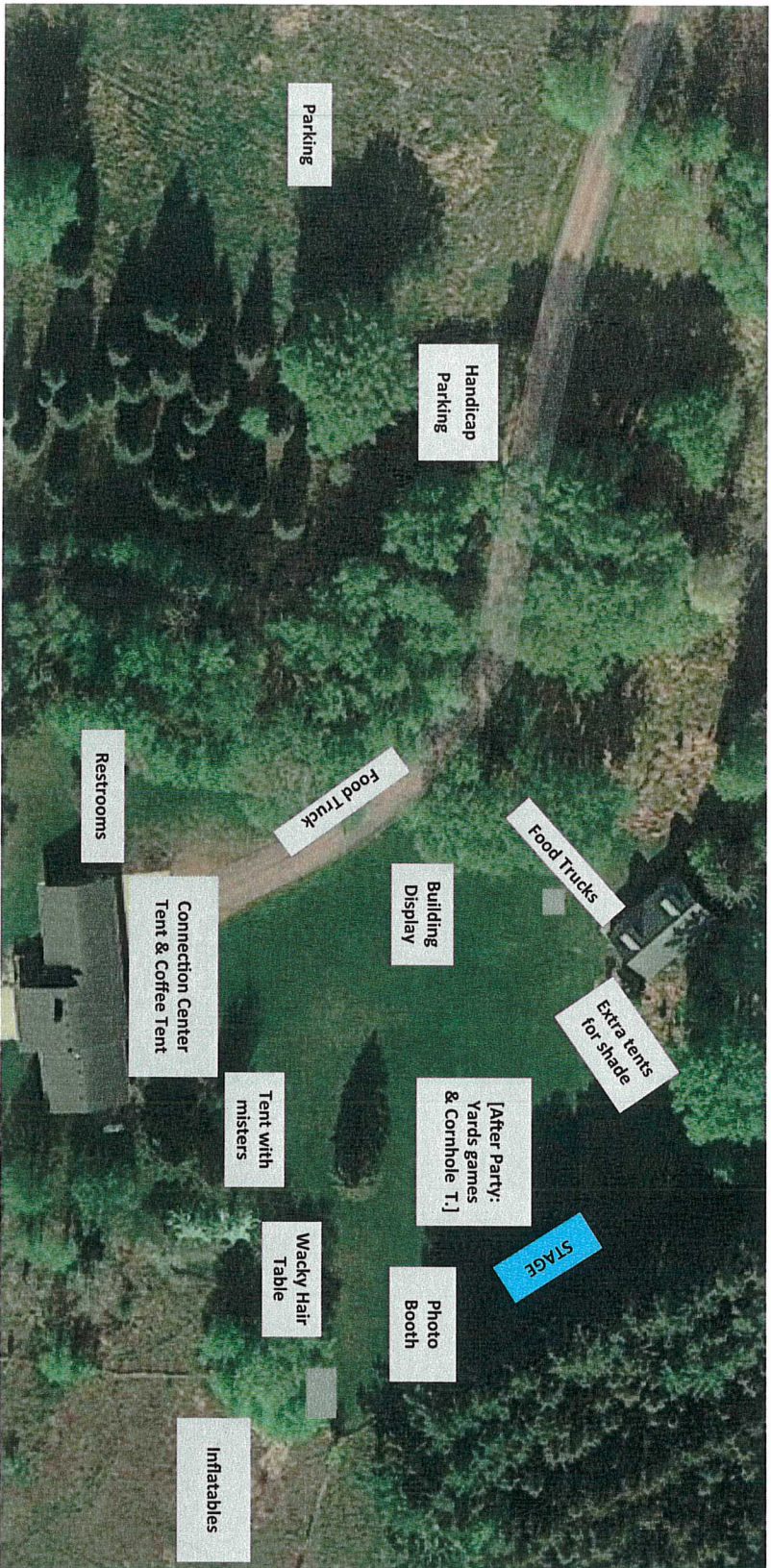
Attached To:

***Property outlined in attached site plans,
And PID #07-006-1121***

That part of the North 884.02 feet of the west 1736.94 feet of the Southeast Quarter that lies Easterly of the Centerline of County Road 30.

Prepared by the Land Management Dept

Outdoor Service — Layout



Freshwater Church Outdoor Service Operational Plan

Date of Event: 8/26/2023 & 8/27/2023
Location: 6635 Laketown Parkway Waconia, MN 55387

Event Coordinator: Zachariah Freitas - Executive Pastor
Contact: Becky Kutz - Office Manager
becky@freshwaterchurch.org
952-200-1593 (cell)
952-446-9090 (office)

Proposed Activity

A gathering event on the land of our future church home for a Sunday service and fellowship that includes music, a time of teaching, and social gathering with others. Saturday afternoon (8/26/23) is rehearsal and Sunday (Worship Service 8/27/23) begins with a spiritually moving worship experience, and is directly followed by a message, and social gathering.

Noise Control/Limitations

We will limit to afternoon band rehearsal with no crowd on Saturday, August 26th, 2023 between the hours of 4-7pm, rehearsal and Worship Service with crowd on Sunday, August 27th, 2023 between the hours of 8am and 3pm.

Litter/Disposable

In order to maintain a clean and litter free environment, the event will have several trash cans stationed throughout the event grounds. All trash cans will be pulled, trash/litter will be gathered, and removed from the property by the trash disposal company.

Sanitary Facilities

The building has indoor plumbing accessible to two full bathrooms. The event will have 7 standard and 1 handicap portable toilets and 2 double sided hand washing stations.

Crowds

Expected Attendance: 1,000-1,200 people

Crowd control and management begins with making sure that all attendees can find their way around the ground and knows where to go. This is done by providing clear directional signs for all activities, tents, and various areas in the event space. The sitting area is controlled by ensuring an appropriate amount of space and aisles between chairs and seating sections.

Parking/Traffic

The parking space is near the exit of the property, identified by signage and is roped off in sections to identify parking aisles. A parking team wearing bright visibility vests are equipped to help direct incoming and outgoing traffic on Sunday, June 3rd, 2023 including parking into designated spots.

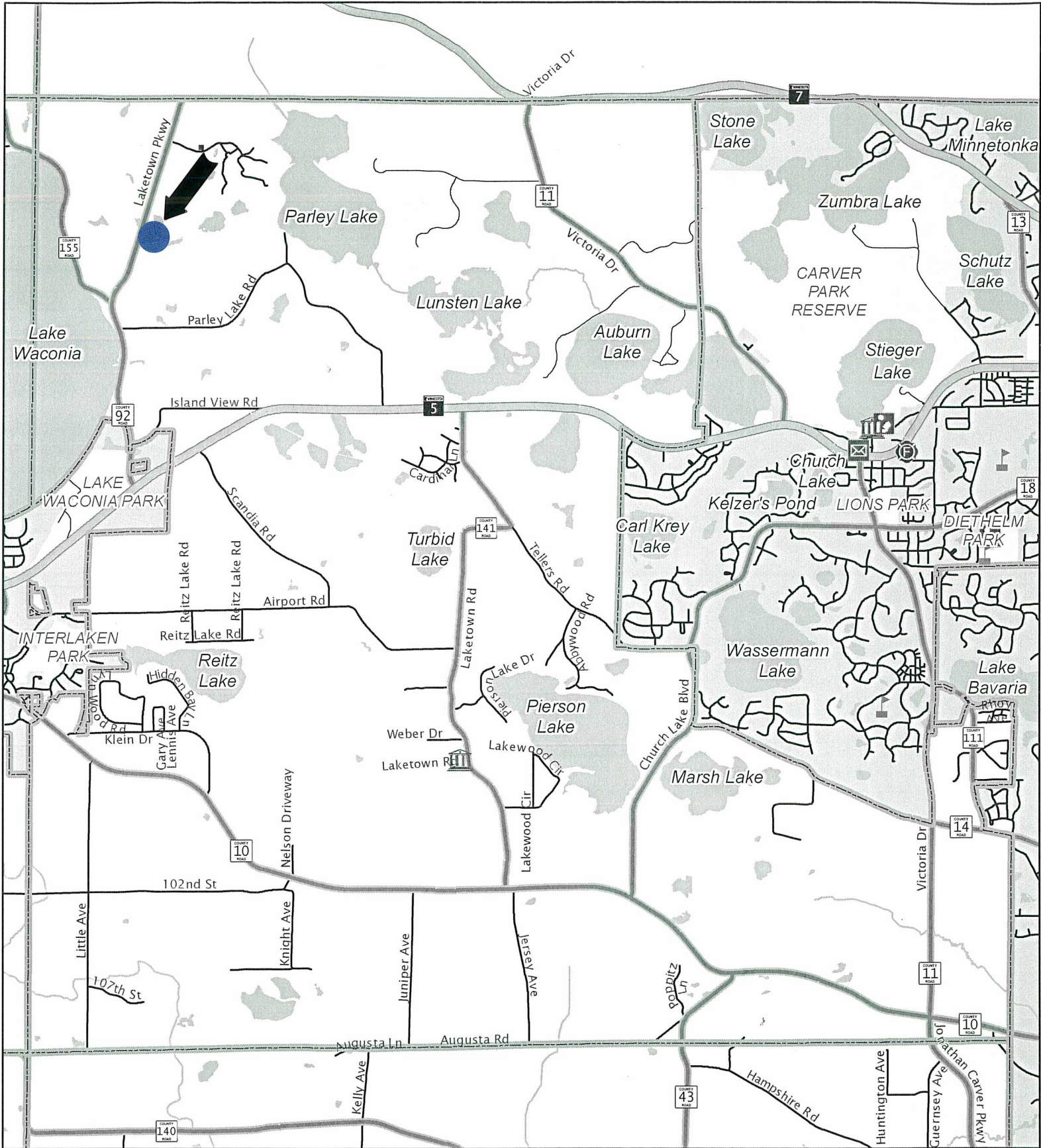
Security/Monitoring of Event

In order to ensure the safety of the event attendees, guests, and staff, a trained security team is present to act accordingly, address, and assist in medical emergencies, assist with crowd control, and de-escalate troublesome guests or unexpected situations and to prevent any damage to the venue and related property.

Food

Food trucks will be providing food as part of our service celebration.

LAKETOWN TOWNSHIP



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



Carver County Board of Commissioners Request for Board Action



Agenda Item:

Final Plat approval for Hilk Acres

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Plat #PZ20230013. Mark Eklo is requesting final plat approval of HILK ACRES located in Section 3 of Waconia Township. The County Board approved the Preliminary Plat (Resolution #37-23) on May 2, 2023, allowing for a total of three (3) additional density provision "Wooded" lots (Lots 1-3, Block 1). All lots would have existing road frontage on a township road (66th Street); therefore, no Developers Agreement is warranted.

The County Surveyor has reviewed the title information, approved the final plat, and signed the official mylar. The Assistant County Attorney has reviewed the required covenants for platting purposes. The document would be recorded with the final plat.

The Carver County Water Mgmt Organization (CCMWO) – Chapter 153 Water Resource Management standards have been met (i.e. stormwater management and vegetative cover). The conditions of the Preliminary Plat (PP-PZ20230013) have been satisfied. The Waconia Town Board has approved the final plat and signed the official mylar.

The final plat map and draft County Board Resolution are attached for the Board's consideration.

ACTION REQUESTED:

A motion adopting a resolution approving the Final Plat of HILK ACRES and authorizing the Chair's signature on the official mylar.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9279

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

Date: August 8, 2023

Resolution #

Motion by Commissioner

Seconded by Commissioner

A RESOLUTION APPROVING THE FINAL PLAT OF HILK ACRES

WHEREAS, the preliminary plat has been submitted and approved by the County Board of Commissioners by Resolution No. 37-23, adopted May 2, 2023; and

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

WHEREAS, the Carver County Planning Commission, by Resolution No. 23-07, waived any additional review of the final plat if no significant changes were made from the preliminary plat it approved; and

WHEREAS, the final plat conforms to the approved preliminary plat (#PZ20230013); and

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

1. The final plat of HILK ACRES meets all the requirements of County Board Resolution No. 37-23.
2. The County Surveyor has reviewed the information pertaining to the Vesting Deed put them into Ownership (dated: October 17, 2022) and determined that Golf Lake Condos, LLC is the fee owner of the subject property to be platted.
3. The Assistant County Attorney, in consultation with the Land Management Department has reviewed the Declaration of Restrictive Covenants which contain all items required by the May 2, 2023, Board of Commissioners' Resolution #37-23, and Conditional Use Permit #PZ20230013.
4. The final plat conforms to the requirements of Chapter 151 (Subdivisions), Chapter 152 (Zoning), Chapter 153 (Water Resource Management, all of the Carver County Code, and Conditional Use Permit #PZ20230013.
5. The Waconia Town Board has approved the final plat (dated: July 10, 2023).
6. The County Surveyor has approved the final plat (dated: July 25, 2023).

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

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

YES	NO	ABSENT
------------	-----------	---------------

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 8th day of August 2023, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 8th day of August 2023.

David Hemze, County Administrator

HILK ACRES

KNOW ALL PERSONS BY THESE PRESENTS: That Golf Lake Condos, LLC, a Florida limited liability company, fee owner, of the following described property:
That part of the East Half of the Northeast Quarter of the Southeast Quarter of Section 3, Township 116, Range 25, Carver County, Minnesota, that lies Northerly of the Northerly right-of-way of the Dakota Railway.

Has caused the same to be surveyed and platted as HILK ACRES and does hereby dedicate to the public for public use the public ways and the drainage easements and utility easements as created by this plat.

In witness whereof said Golf Lake Condos, LLC, a Florida limited liability company, has caused these presents to be signed by its proper officer this day of _____, 20____.

GOLF LAKE CONDOS, LLC

_____, Its _____

STATE OF _____
COUNTY OF _____

This foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____

Its _____ of Golf Lake Condos, LLC, a Florida limited liability company, on behalf of the company.

(Notary Signature)

(Notary Printed Name)

Notary Public, _____

My Commission expires _____

I, Paul E. Otto, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Paul E. Otto, Licensed Land Surveyor
Minnesota License Number 40062

STATE OF MINNESOTA
COUNTY OF WRIGHT

This instrument was acknowledged before me on _____ by Paul E. Otto.

(Notary Signature)

(Notary Printed Name)

Notary Public, _____

My Commission expires _____

Waconia Township Board

This plat was approved by the Board of Supervisors of Waconia Township,

Minnesota, this _____ day of _____, 20____

and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subd. 2.

By: _____ Chairperson

By: _____ Clerk (Attest)

Carver County Board of Commissioners

This plat of HILK ACRES was approved and accepted by the Board of County Commissioners of Carver County, Minnesota, at a meeting held this _____

day of _____, 20____, and is in compliance with the

provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By: _____ Chairperson

By: _____ County Administrator

County Surveyor, Carver County, Minnesota

Pursuant to Chapter 395, Minnesota Laws of 1971, this plat has been approved this _____ day of _____, 20____.

By: _____ Brian E. Praske, County Surveyor

County Auditor, Carver County, Minnesota

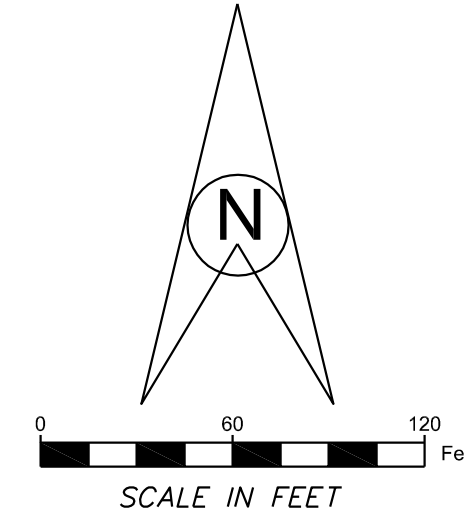
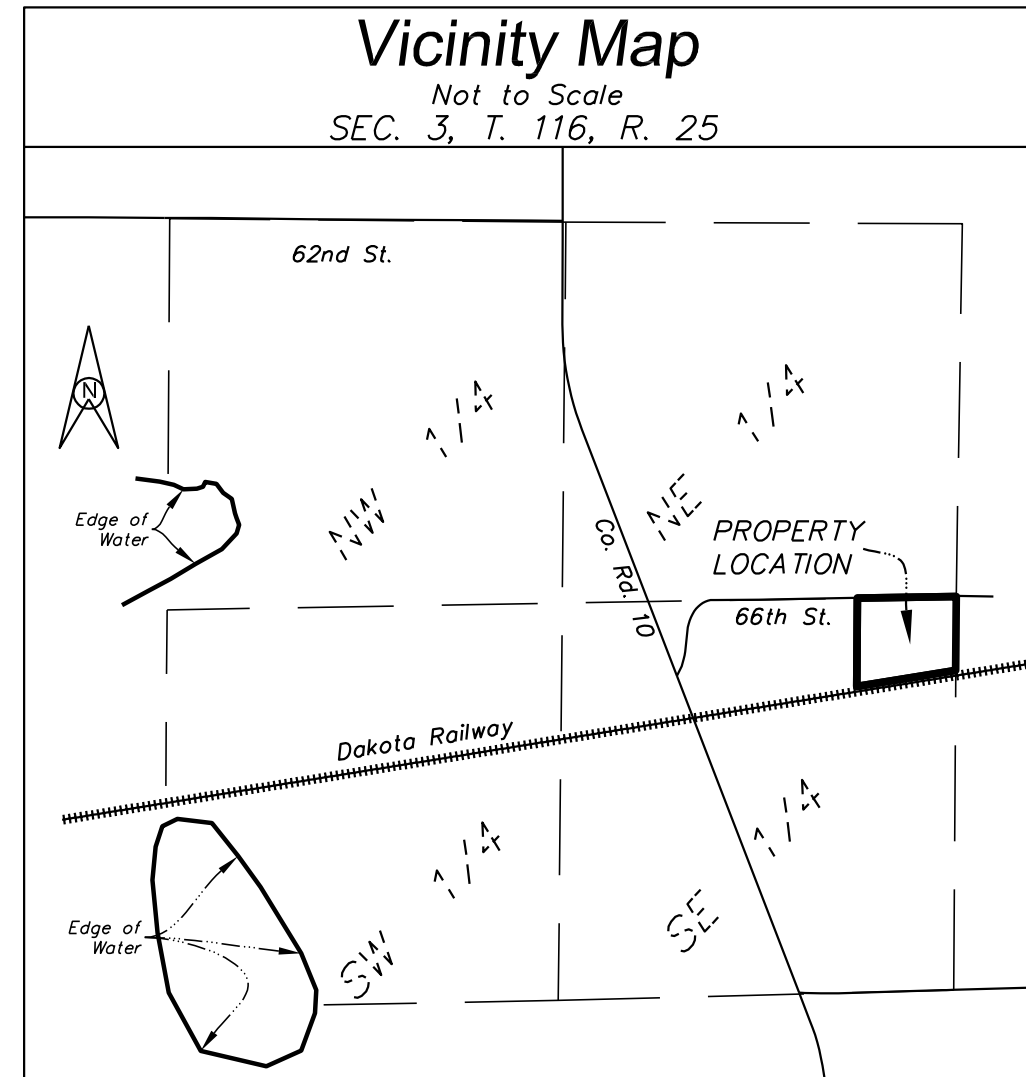
I hereby certify that taxes payable in _____ and prior years have been paid for land described on this plat. Dated this _____ day of _____, 20____.

By: _____ Crystal Campos, County Auditor

County Recorder, Carver County, Minnesota

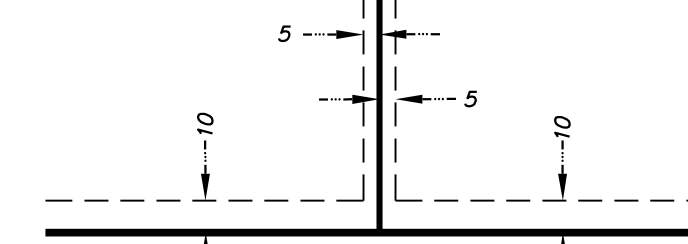
I hereby certify that this plat of HILK ACRES was filed this _____ day of _____, 20____, at _____ o'clock _____ M. as Document No. _____.

By: _____ Karen Lewis, County Recorder

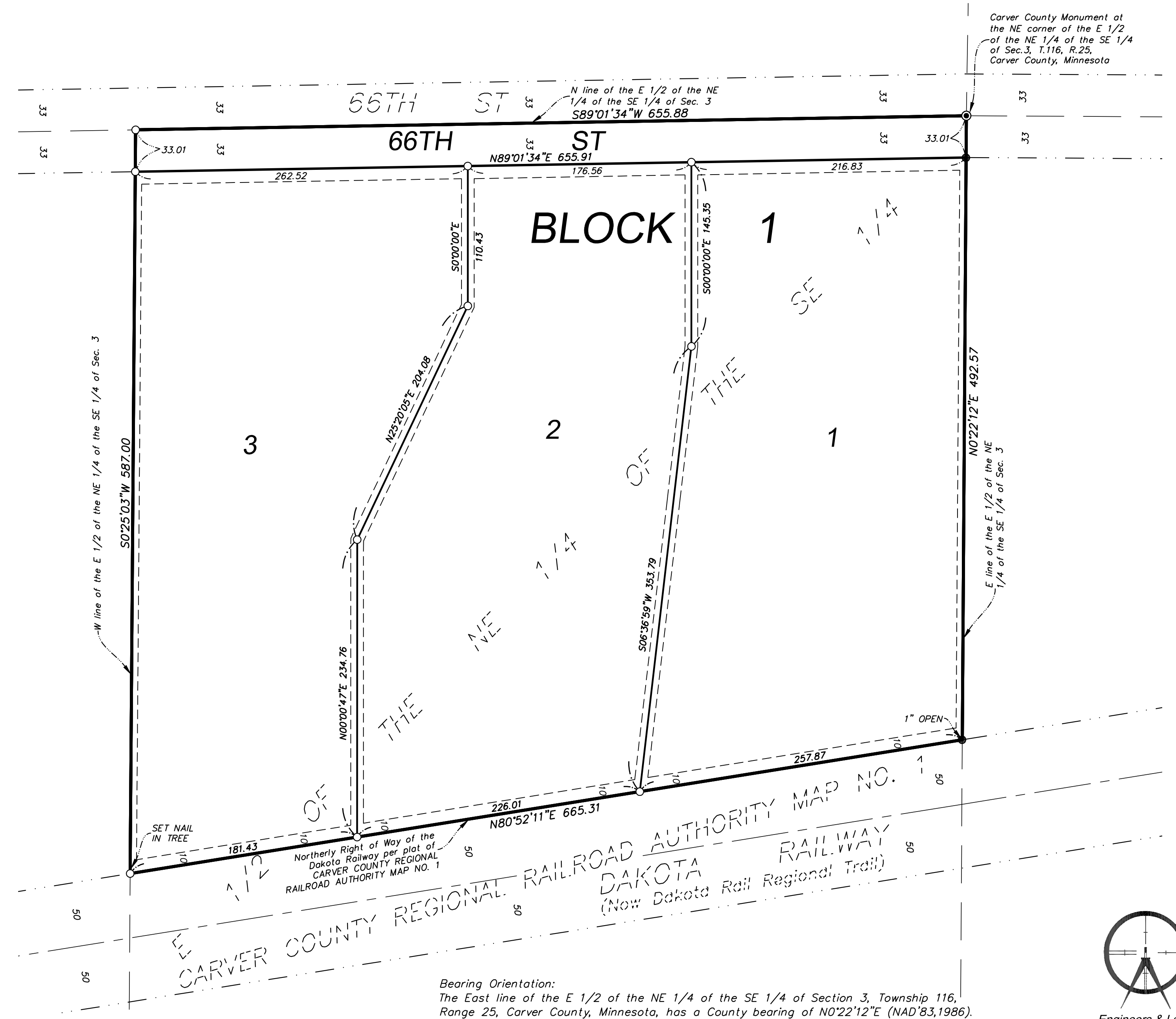
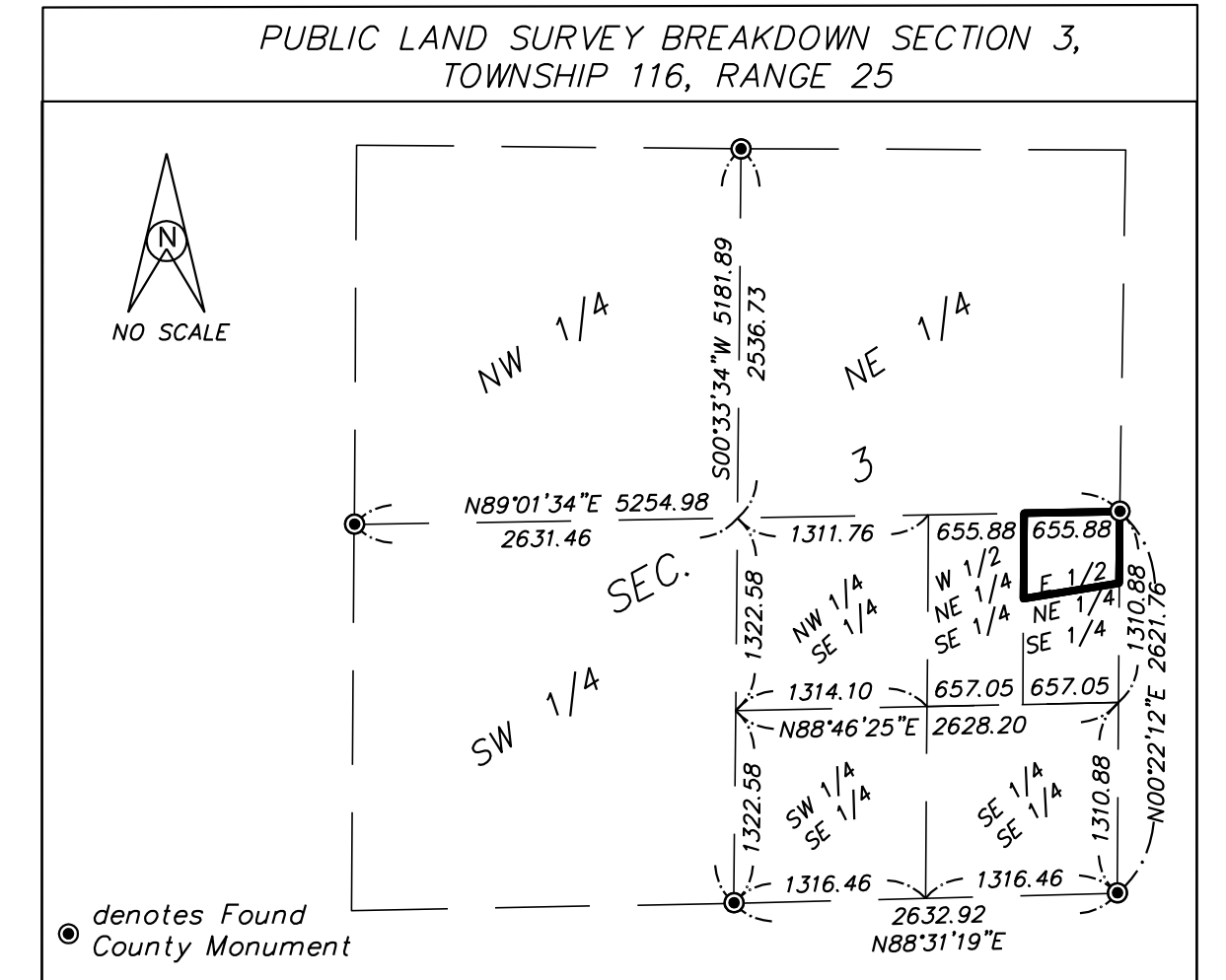


- denotes 1/2 inch open iron pipe found (Unless Otherwise Noted)
- denotes 1/2 inch by 14 inch iron pipe set and marked by License number 40062

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



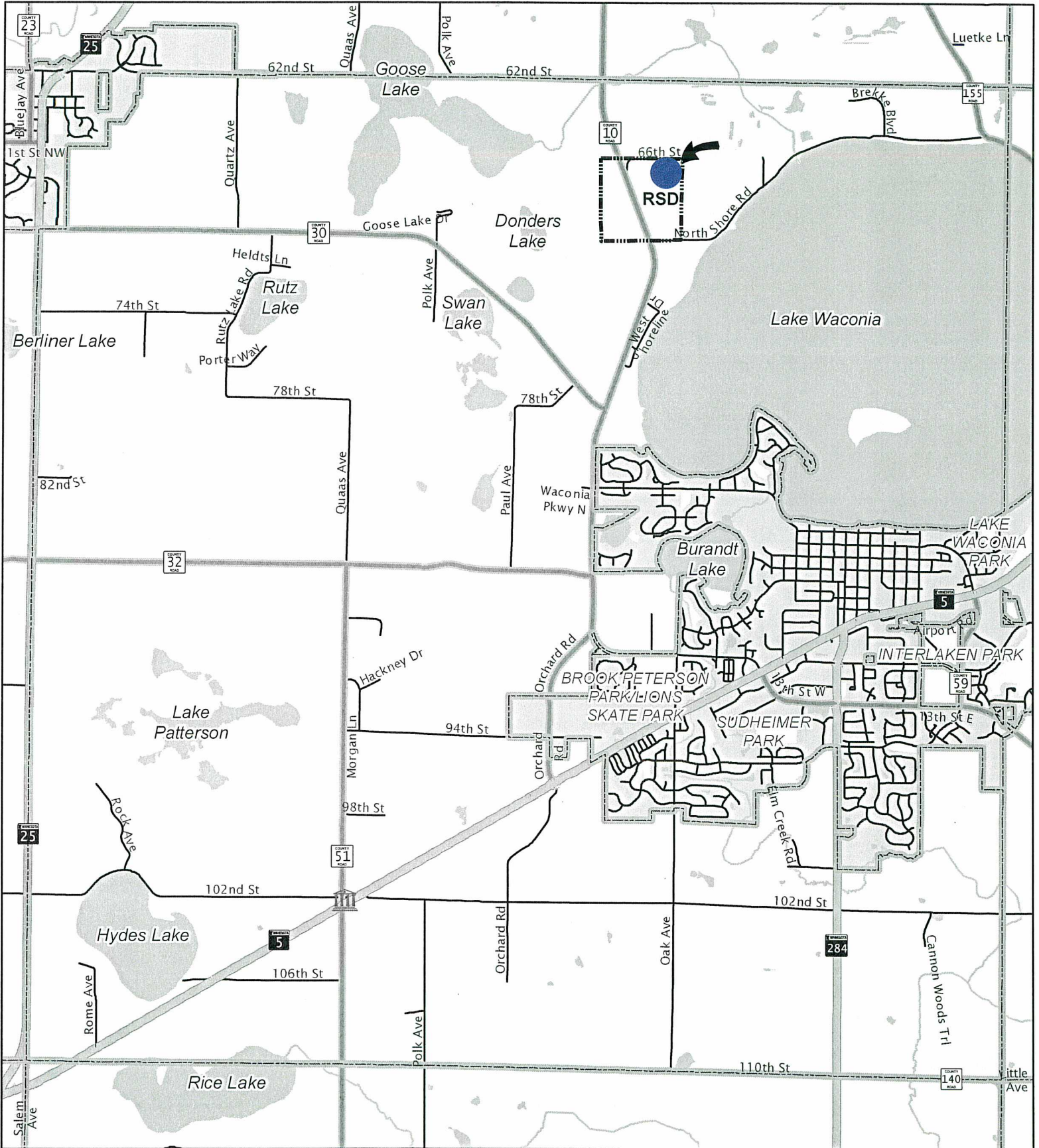
BEING 10 FEET IN WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING RIGHT-OF-WAY LINES, AND BEING 5 FEET IN WIDTH, UNLESS OTHERWISE INDICATED, AND ADJOINING LOT LINES, AS SHOWN ON THE PLAT.



Bearing Orientation:
The East line of the E 1/2 of the NE 1/4 of the SE 1/4 of Section 3, Township 116, Range 25, Carver County, Minnesota, has a County bearing of N0°22'12"E (NAD 83,1986).



WACONIA 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:

PEER Award Recognition

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Regular Session

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Public Employees Excellence Recognition Program (PEER) is Carver County's annual recognition program to honor hard work and exceptional contributions employees have made during the prior year of service. The PEER Program is designed to allow employees of Carver County to nominate their co-workers for an award for having shown excellence in the areas of Customer Service, Innovation, and Project-Based Teamwork.

ACTION REQUESTED:

Recognition of PEER Award recipients in the categories of Customer Service, Innovation, and Project-Based Teamwork, as well as a Judge's Choice award.

FISCAL IMPACT:
If "Other", specify:

FUNDING
County Dollars =

Total

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9281

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Matt Dunn - Request for Recreational Large Scale Activity CUP (Scream Town)

Primary Originating Division/Dept: <u>Public Services - Land Mgmt.</u>	Meeting Date: <u>8/8/2023</u>
Contact: <u>Jason Mielke</u> Title: <u>Land Use Manager</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>25</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Jason Mielke</u> Title: <u>Land Use Manager</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

File #PZ20230020. On May 16, 2023, the Planning Commission voted 7-0 to recommend approval of the Matt Dunn (operator of Scream Town) Conditional Use Permit (CUP) to amend the existing CUP (originally issued in 2008) for the seasonal Halloween attraction on Hwy 212 in Section 9, Dahlgren Township. The applicant requests an expansion of days of operation to include the full week of Halloween, extension of operating hours to midnight "when warranted" and expansion of operational area for additional attractions, customer parking, and an additional internal access drive. The request also involves removing the requirement of two County Sheriff Deputies for traffic control and permission to allow up to 2,000 people on the site at one time.

Carver County Water Management Organization (CCWMO) is in the process of reviewing the request, which includes the recent construction of hayride road. The Carver County Sheriff reviewed the proposal and recommended no required police service contract. MN Department of Transportation, the road authority, requires an annual access permit with required signage, but no traffic control with the newly reconstructed highway. Dahlgren Township at their March 13, 2023, meeting reviewed and recommended approval of the request, with the exception of the extended operating hours to 12PM (midnight). (The current operating hours end at 11PM).

At the May 16th Planning Commission public hearing several neighboring residents opposed the requested operational changes, citing the disruptive nature of the unusual collection of sounds, the seemingly excessive number of visitors in the request, excessive dust, confused drivers, and the hayride road built without a permit. Land Management received a total of five letters opposing the request, with one letter signed by 23 residents. The Planning Commission voted unanimously to recommend approval of the CUP amendment, with the exception of extending operating hours to midnight. The Planning Commission recommended conditions of approval to include, required annual dust control applications and no use of the hayride road until necessary CCWMO permits are obtained.

Attached is the Township Map and approved Planning Commission Resolution. A copy of the Planning Commission packet is available for review at: [638192184210570000 \(carvercountymn.gov\)](https://carvercountymn.gov)

ACTION REQUESTED:

A motion to adopt the Findings of Fact and issue Order # PZ20230020 for the issuance of a Conditional Use Permit.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

--	--

Total

\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20230020

RESOLUTION #: 23-10

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

FILE #: PZ20230020
APPLICANT: Matt Dunn
OWNER: SSP Holdings LP
SITE ADDRESS: 7410 Highway 212 Chaska, MN 55318
PERMIT TYPE: Large Scale Activity (Recreational)
PURSUANT TO: County Code, Chapter 152, Section 152.080 (C)(6)
LEGAL DESCRIPTION: See attached Exhibit "A"
PARCELS #: 04-009-0600

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. SSP Holdings LP, owns an approximate 190-acre parcel, located in the North Half (N½) and South Half (S½) of Section 9, Dahlgren Township. The subject property is located on the northerly side of Highway 212 and the westerly side of Mellgren Lane. The property consists of agricultural production land, an apple orchard, wooded acres, Hwy 212 corridor, and a seasonal commercial business, Scream Town (Conditional Use Permit #PZ20080001). The site is located in the Agriculture Zoning District and the Carver County Water Management Organization (CCWMO) - Carver Creek watershed.
2. Operating at the same site since 2008, the applicant Matt Dunn is requesting approval to expand the seasonal attraction Scream Town's days of operation, operating hours, and operational area. Also, this Conditional Use Permit (CUP) application, which would amend the current CUP (#PZ20080001) requests the removal of the requirement to have two Carver County Sheriff's Deputies perform traffic control, as well as increase attendance from the 600 annual average daily patron limit, to a limit of 2,000 people at any one time.
3. The 2040 Comprehensive Plan provides for "Large-Scale Activities with Unique Land or Location Needs" (LU-21) as potential land uses. The application by Matt Dunn for a CUP is pursuant to Section 152.080 (C)(6) of the Carver County Zoning Code.
4. The current CUP (#PZ20080001) has an annual average of 600 patrons each day the operation is open to the public. The established hours of operation are 5:30PM to 11:00PM Friday, Saturday, and Sunday from the last full weekend in September to the first full weekend in November, and also including the Wednesday and Thursday of MEA weekend. (In 2022 this amounted to 23 days.) "To reduce the risk of accidents on site and on Highway 212," two County Sheriff's Deputies are required for traffic control, as well as warning signage and lights as required by the road authority or law enforcement authority. The permit also requires compliance with other agency (MNDOT, SWCD, Dept. of Health, etc.) regulations, minimization of dust and sediment tracking onto Highway 212, liability insurance coverage, solid waste reduction, and other measures to mitigate impacts on surrounding properties and public infrastructure.
5. With an operational area of approximately 35 acres (i.e. woods, courtyard, access road, and parking), Scream Town employs a staff of about 150 during its operation, about 90 staff members per night. From year-to-year sets, scenes, and maze pathways may be changed. Scream Town obtains temporary structure building permits for the attractions as needed.

6. The applicant has provided a description of Scream Town activities that take place on the site. Scream Town is comprised of a haunted corn maze, other themed mazes, “small sheds with different phobias,” a haunted woods walk, and a welcome area with concessions. The submitted site map (received: April 5, 2023) shows an approximate 1-acre expansion of the night trail area northwest of the current operational area. The new night trail area may have a temporary wooden maze, like other mazes on the site. The site plan shows about 2.3 acres of additional parking area southwest of the existing parking area. There is an additional internal access road proposed. The new road would skirt the property’s eastern boundary and allow vehicles to enter the existing parking area from the east, which would be an addition to the existing access on the south.

7. The submitted narrative (dated: April 17, 2023) proposes changes to the several conditions of the existing permit. The proposed changes to the existing CUP are:
 - *An increase from an average attendance of 600 per night, to a limit of 2,000 people at any one time.*
 - *An increase in time from 11PM to 12AM when warranted.*
 - *The addition of Thursdays as well as the Monday, or Tuesday of Halloween week as well as Halloween (hours limited to no later than 10PM).*
 - *To remove the requirement to have Deputies of any kind on Hwy 212 for traffic control.*
 - *The request for an additional road/ access point for incoming traffic and the ability to decorate/ theme this road with theatrical sets, lighting, and props. – see attached site map*
 - *Additional parking on the southwest corner of the property*
 - *Additional woods space/ Night trail at the Northwest portion of the hayride road.*

8. The submitted narrative offers rationales for the requested changes which include safety improvements with the Highway 212 reconstruction, 15 years of experience at the site, and that a reconfiguration of parking would improve efficiency and help during soggy conditions. The narrative notes that expansion of the operational area “does not impact wetlands, does not impact agricultural land and does not encroach closer and is well-separated from neighboring lands.” Regarding the increase in days and hours of operation, the applicant notes that historically the attraction has never been open to the public all the available days in the season and the additional operating time would provide flexibility in case of inclement weather, larger crowds, or unforeseen circumstances.

9. Pursuant to the Zoning Code, Chapter 152.080 (C)(6)(d) for a Recreational Large-Scale Activity, “a stipulation needs to be made in the permit as to that the number of persons to be using the facility at any one time.” The applicant has proposed that attendance be limited to 2,000 persons using the facility at one time.

10. The applicant proposes no change to the current vehicle access from Highway 212. However, the applicant does propose an additional access drive which would fork off the main access driveway to the north, as shown on the attached site plan (dated: April 5, 2023). The applicant states this new drive can ease traffic flow and provide an additional theatrical experience for visitors on their way to the parking areas. In an email (dated May 12, 2023) Mr. Dunn provided further description of the proposed access road: “The road would be about 12 feet wide and may have decorations, or small theatrical sets to the left and right side about 15 feet in each direction. As with most of Scream Town, low voltage dim lighting may be used to highlight some of these decorations.” The applicant states the additional parking area would improve circulation and vehicle maneuverability to reduce impact to the surrounding fields.

11. The Zoning Code requires that no more than 20% of the land utilized for the activities shall be designated as prime agricultural land under till, as illustrated by the Carver County Geographic Information Systems (GIS) Mapping. The operation area (i.e., woods, courtyard, gravel driveways, and parking) consists of approximately 35 acres, although much of the parking area remains in agricultural production during the growing season, leaving only the gravel roads converted to the Large-Scale Activity (Scream Town) use. The total amount of prime ag land consumed by gravel roads consists of an approximately 2.3 acres, or about 3.9% of the property’s prime agricultural soils under till. When Scream Town is not operating, the acreage under till grows alfalfa.

12. The Carver County Water Management Organization (CCWMO) is in the process of reviewing the request and the proposed operational area with respect to the County Water Rules (Chapter 153), site stabilization requirements, and Best Management Practices (BMP's). The overall area of disturbance and the proposed operational area may trigger additional permit requirements by the CCWMO. If required, all CCWMO related permits and conditions shall be met prior to the issuance of any future building permits or beginning any excavation activity. There are wetlands on the property but would not be impacted by any site improvement proposed in this application. An access road for the hayrides near the western property line was expanded/improved without a permit in 2022. The applicant has submitted materials that are being reviewed as part of the CCWMO permitting process.
13. Carver County Soil and Water Conservation District (Carver SWCD) has been contacted regarding the applicant's proposal; however, no comments have been received at the writing of this report. The SWCD provides construction site review measures for CCWMO permitting.
14. The Carver County Sheriff, Jason Kamerud, has reviewed the proposal and in an email response (dated: June 13, 2022) provided the following statements:
 - A. "The original (and current) CUP reads (in applicable part), "To reduce the risk of accidents on site and on Highway 212 the permittee shall contract a minimum of two (2) County Sheriff's Deputies for the duration of the event. The permittee shall also provide warning signage and lights as required by the road authority and/or sheriff's department and/or state patrol." The proposed change in highway design will likely lessen the need for traffic control at the entrance/exit of the site. If I understand it correctly, all traffic will enter while travelling westbound using a "right turn only lane" and exit going westbound only. If true, there is likely no need for staffed supplemental traffic control at US Hwy 212 and the entrance/exit. I will defer to highway/traffic engineers on this point, however. Traffic control onsite (i.e., parking) is purely a private business matter and not the responsibility of the Sheriff."
 - B. "There is no CUP requirement for sheriff's deputies for grounds patrol. The CUP requires sheriff's deputies for traffic control "to reduce the risk of accidents on Highway 212." The applicant has hired private security to manage onsite security matters. The numbers of onsite police calls for service have been manageable. I do not believe onsite police presence is required, assuming the applicant continues to provide reasonable security measures."
 - C. "If the Board requires law enforcement for traffic control along US Highway 212 or for onsite policing, I respectfully request the CUP reflect a requirement for "licensed peace officers having jurisdictional authority" versus "sheriff's deputies." Our office does not always have adequate resources to fulfill the demands of staffing the position. By allowing "licensed law enforcement," the applicant has the option to explore contracts with MN State Patrol or other authorized service providers in lieu of closing or violating the CUP due to our inability to fulfill the contract."
 - D. **Recommendation:** "No police services contract required, assuming highway construction is complete as detailed."
15. Minnesota Department of Transportation (MnDOT) is the road authority for trunk Highway 212. With the completion of work on Highway 212, there were no additional comments from MnDOT at this time. Any use of, or work within or affecting, MnDOT right of way would require a permit pursuant to the Permits Division. In previous years of operation, the applicant has been issued an access permit for the 20-23 days of operation. On May 10, 2023, MnDOT approved the 2023 season's access permit.
16. Dahlgren Township Board reviewed and recommended approval of all of the CUP requests at their March 13, 2023, meeting, except the extension of operating hours to midnight "when warranted." The Township Supervisors recommended approval of the removal of the car count and the guest capacity limits, recommended the County to decide if Deputy's need to be on site via the public hearing, and recommended approval of the expanded parking area and trail expansion. The Township Board did have concern about the expanding the hours of operation.
17. Prior to the Planning Commission Public Hearing, the Land Management Department received letters of opposition to the application from area residents. The submitted letters are dated: May 11, 2023 (Johnson), May 12, 2023 (Bock and Kathan), May 15, 2023 (Vickerman), and a petition signed by 23 neighbors recommending denial of the application dated May 11, 2023 (Mieseler w/others).

18. During the Planning Commission Public Hearing, the Planning Commission Board Members discussed each requested amendment submitted by Mr. Dunn as part of his application. The board was in support of all items requested other than the extended hours of operation from 11PM to 12AM. Any other changes to the proposed conditions discussed by the board have been modified in the conditions attached to the permit.
19. 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 the approval of the Conditional Use Permit for a Recreational Large-Scale Activity (Scream Town), on the land described in Exhibit "A" of the permit application. The previous CUP (#PZ20080001) would be terminated upon final approval (and recording) of the new CUP (#PZ20230020). Therefore, CUP #PZ20230020 would supersede any prior approvals. The Planning Commission further recommends that the following conditions should be considered part of the permit:

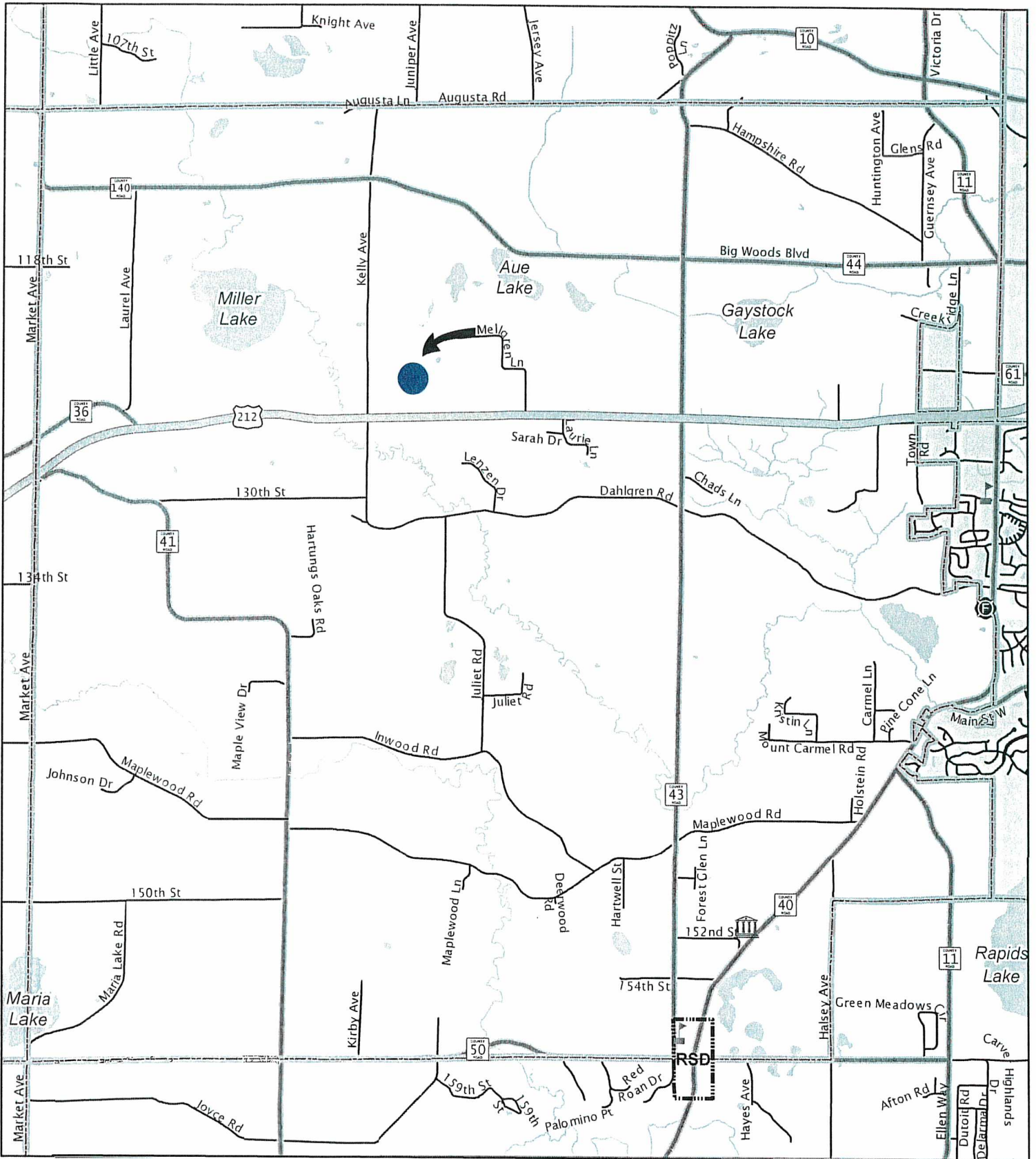
1. The permit is subject to Compliance Review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. Operations shall be substantially in accordance with the operational plan "applicant narrative" (dated: April 17, 2023), Site Plan and Map of Operation (received April 5, 2023). The hours of operation for patrons within the areas of attractions shall be 5:30PM until 11PM (Thursday-Sunday) the last full weekend in September to the first full weekend of November, as well as Wednesday and Thursday of MEA. Days of operation may also include Monday or Tuesday of Halloween week as well as Halloween (if on Monday-Wednesday), with hours of operation for patrons to cease at 10PM. The total number of days allowed during the operating event season is limited to 23 days.
3. The permittee must maintain records of the number of tickets sold to enter the site each day of operation and provide a copy of this record to the Land Management Department at the end of each season or upon request. A maximum 2,000 persons shall be allowed to utilize the facility at any one time.
4. All operational areas, theatrical stages, access roads, and parking areas shall maintain a 10-foot setback from property lines. The permittee shall survey and submit a certificate of survey to the County the western property line along the length of the newly expanded hayride road to ensure the 10-foot setback is maintained.
5. To reduce the potential for dust, vegetation shall be preserved as much as possible. Dust control measures (calcium chloride or other similar substance) shall be applied to all internal access roads with two applications the first season (2023) and a minimum of one application prior to the operating season (annually) thereafter. The Permittee shall be responsible to apply additional applications prior to or during the operating season (annually), at the discretion of the Zoning Administrator.
6. The permittee shall contract with a private security firm to provide on-site security in the operational area (i.e., night trails, night maze, courtyard, and parking areas). A copy of the contract agreement shall be provided to the Land Management Department prior to any public activities taking place on the property (annually).
7. From dusk until the last patron vehicle leaves the site, temporary three-bulb portable lighting or other approved lighting measures shall illuminate the Highway 212 and site driveway intersection. The lighting must be turned off promptly after the last patron vehicle leaves. Lighting shall be approved by the road authority, if applicable.
8. The Permittee shall obtain an appropriate access, signage and construction permits and/or approval(s) from MnDOT prior to any public activities taking place on the property. Any measures required by the appropriate road or zoning authority must be completed in accordance with MnDOT standards prior to public activities taking place on the property. The permittee shall also provide warning signage and lights as required by the road authority.

9. 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 and all 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. Measures shall be implemented to minimize tracking onto the Highway 212 and a sweeper shall be utilized within 12 hours of discovery of mud accumulation on Highway 212, if applicable. Permittee shall obtain CCWMO permit approval, install the permitted improvements, and complete all CCWMO permit requirements prior to the start of the 2023 operating season.
10. The Permittee shall furnish a certificate of Insurance to the County providing coverage by an insurance company duly licensed by the State of Minnesota indicating that the Permittee has in force coverage for public liability, vehicle liability, loading and unloading, completed operations liability, explosion and collapse of underground operations liability, and bodily injury liability in the amount of at least \$2,000,000 for injury of any one person in any one occurrence. Property damage insurance coverage shall be in force with a minimum amount of at least \$1,000,000. Further, the Permittee shall furnish proof of workman's compensation coverage. Insurance certificate(s) described above shall carry an irrevocable notice to the County by the carrier 30 days prior to any change, modification, lapse, or cancellation of the policies required.
11. All structures used in conjunction with the business including tents, facades, and the like, shall meet the applicable requirements of the Carver County Zoning Code and State Building Code. Any required building and septic permit(s) shall be applied for and issued prior to construction. Any future remodeling or construction shall be reviewed by the Zoning Administrator to determine if an amendment to the CUP is necessary. Any fences over seven feet in height require a building permit.
12. Any structure(s), not utilized for the business, shall be used only by the occupant(s) of the property owner for agriculture, personal storage, hobbies, recreation, entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by the County Zoning Code and shall meet State Building Code, if applicable.
13. The permittee shall maintain a conforming Subsurface Sewage Treatment System (SSTS) pursuant to Chapter 52 of the Carver County Code to accommodate any restroom(s) and/or wastewater produced within any structure(s) utilized as part of the business operation, if applicable. Portable restrooms shall be maintained by a licensed company and a copy of the contract agreement shall be submitted annually to the Carver County Land Management Department.
14. The permittee is responsible for obtaining and abiding by all appropriate permits from the Department of Health, Dept of Agriculture and all required food service and alcohol licenses and permits. The Permittee shall submit copies of all required permits and licenses to the Carver County Land Management Department (annually).
15. The permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations. Signage for the activity shall not exceed the provisions set forth in the Carver County Sign Ordinance of the Carver County Code.
16. The permittee shall comply with all conditions of Chapter 50: Solid Waste Management of the Carver County Code of Ordinances pertaining to the storage and disposal of solid waste materials.
17. The permittee is responsible for compliance with all Federal, State and Local rules, regulations, and permitting requirements.

ADOPTED by the Carver County Planning Commission this 16th day of May 2023.


 Scott J Wakefield (May 26, 2023 14:34 CDT)
 Scott Wakefield, Chairman 05/26/23
 Carver County Planning Commission

DAHLGREN 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:

Closed Session for Labor Negotiation Strategy

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Closed Session

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

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

ACTION REQUESTED:

Motion to enter into closed session to discuss labor negotiation strategy.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9282

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2024 Budget FTE Requests

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 Administrator's recommended 2024 Budget Strategy includes \$800,000 to increase levy funded FTEs. Division Directors have requested to increase the 2024 Budget by 18.60 FTEs with a total levy funded cost of \$1,455,801. At this workshop, Division Directors will present their justifications for requesting additional FTEs in the 2024 Budget.

ACTION REQUESTED:

None - Informational only.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

The County Administrator's recommended preliminary 2024 Budget Strategy increases the 2024 levy by \$4.5M (+6.8%) with a 4.9% inflation tax impact of \$65 for the County's \$465k average value home.

Office use only:

RBA 2023 - 9262

Attachment B: Recommended Staffing Changes

as of 7/28/23

Division/Department	Division priorities	Division Requested FTE's	Funding Source	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Direct Reimbursement	Indirect Funding	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
Requested for 2024:										
Employee Relations	1	1.00	Levy		Senior Employee Relations Business Partner	136,508	-	-	136,508	
Employee Relations	1	(1.00)	Levy		Employee Relations Business Partner	(133,775)	-	-	(133,775)	
Employee Relations	2	0.30	Levy		STOC Pool	18,157			18,157	
Attorney's Office	1	(0.18)	Non Levy		Law Clerk	(11,789)	-	(11,789)	-	
Attorney's Office	1	0.35	Levy		Law Clerk	25,182	-	-	25,182	
PFS - Finance	1	1.00	Levy		Accountant	132,565	-	-	132,565	
PFS - Finance	1	(0.10)	Levy		STOC	(6,000)	-	-	(6,000)	
PFS - Finance	1	(0.60)	Levy		Accounting Technician	(46,400)	-	-	(46,400)	
PFS - Property Assessments	2	0.50	Partial Levy		Appraiser Intern	32,176	-	32,176	-	
HHS - Administrative Support	1	1.00	Levy		Accounting Supervisor	138,008	-	-	138,008	
HHS - Child and Family	2	1.00	Partial Levy		Social Worker	127,099	-	28,813	98,286	
HHS - Income Support	3	1.00	Partial Levy		Child Care Specialist	99,693	-	29,908	69,785	
HHS - Income Support	4	2.00	Partial Levy		Child Support Officer II	223,950	147,807	-	76,143	
HHS - Income Support	4	(2.00)	Partial Levy		Child Support Officer	(202,146)	(133,416)	-	(68,730)	
HHS - Behavioral Health	5	1.00	Levy		HHS Administrative Assistant	88,663	-	-	88,663	
HHS - Income Support	6	1.00	Partial Levy		Lead Financial Assistance Specialist	105,136	31,541	-	73,595	
HHS- Court Services	7	1.00	Non Levy		Court Services Agent	128,089		128,089	-	
HHS - Home & Community Based Care	8	2.00	Non Levy		Social Worker	254,198	254,198	-	-	
HHS- All Departments	9	1.00	Levy		STOC Pool	100,000	-	-	100,000	
Public Services - Land Management	1	1.00	Partial Levy		Land Management Planner	133,639	-	33,410	100,229	
Public Services - Information Technology	2	1.00	Levy		IT Support Technician	99,693	-	-	99,693	
Public Services - Public Services Administration	3	0.60	Levy		Communications Specialist	51,597	-	-	51,597	
Public Services - Information Technology	4	1.00	Levy		IT Applications Analyst	127,099	-	-	127,099	
Public Services - Library Services	5	0.35	Levy		Library Assistant	50,298	-	-	50,298	
Public Services - Library Services	6	1.00	Levy		Assistant Library Branch Manager	111,975	-	-	111,975	
Public Services - Public Services Administration	7	0.60	Levy		Data and Records Coordinator	47,510	-	-	47,510	
Public Services - Library Services	8	0.20	Levy		Community Engagement Coordinator	16,497	-	-	16,497	
Public Services- AIS STOC	9	(0.25)	Non Levy		AIS STOC	(11,991)	(11,991)	-	-	
Public Works - Parks	1	1.00	Levy		Parks Maintenance Technician	99,693	-	10,000	89,693	
Public Works - Parks	2	1.13	Partial Levy		STOC - PT Seasonal	46,276	-	40,000	6,276	
Public Works - Administration	3	(1.00)	Levy		Administrative Assistant	(92,354)	-	-	(92,354)	
Public Works - Administration	3	1.00	Levy		Administrative Technician	94,226	-	-	94,226	
Public Works - Operations	4	(1.00)	Levy		Inventory Control Technician	(93,031)	-	-	(93,031)	
Public Works - Operations	4	1.00	Levy		Fleet Technician	98,224	-	-	98,224	
Public Works - Program Delivery	5	1.00	Partial Levy		Communications Specialist	110,475	-	15,000	95,475	
Public Works - Program Delivery	5	(0.40)	Levy		Project Manager	(49,594)	-	-	(49,594)	
Public Works - Parks	6	0.10	Non Levy		Recreation Program Educator	6,014	-	6,014	-	
Subtotal:		18.60		-		\$ 2,055,560	\$ 288,138	\$ 311,621	\$ 1,455,801	\$ -

Division Name	Department Name	Title	2024 Budget	Funding	Est DBM	How Position Funded	Purpose/Need of Position
Attorney's Office	Attorney	Law Clerk	0.17	100% new levy dollars		100% new levy dollars	Eliminating the .18 funded by Forfeiture Fund in 2023 and making it a Levy funded .35 going forward. Assist with court proceedings and research needs within the office. Assist with growing caseload and trial demands along with research assistance for Attorneys. Previously held FTE, eliminated during Pandemic, now case loads are increasing along with court proceedings. This FTE can help take some lower level cases to ensure they are handled timely and attend necessary court proceedings. Cases could be moved making court calendar heavier, benefit to citizens involved as proceedings will be timely. Without this FTE other attorneys will be added more cases.
Employee Relations	Personnel Services	Sr. Employee Relations Business Partner	1.00	100% new levy dollars	C43	100% new levy dollars	Employee Relations has identified a need for an additional experienced Senior ER Business Partner to provide knowledge and assistance with increasingly complex employment related matters such as complaints, investigations, leave management, data practices, and legal compliance matters. Having an additional Senior ER Business Partner will provide an additional resource to strengthen Employee Relations support and service to the Division's customers countywide. If the ER Senior Business Partner is approved, the Employee Relations Division proposes to eliminate an ER Business Partner role to off-set the cost for this position in 2024.
Employee Relations	Personnel Services	Employee Relations Business Partner	-1.00	100% new levy dollars	C42	100% new levy dollars	Increased workloads and demands.
Employee Relations	Personnel Services	STOC - PT Seasonal	0.30	100% new levy dollars		100% new levy dollars	Additional STOC pool funding is requested to assist other Divisions with unexpected but high priority temporary staffing needs, when the Division is unable to identify sufficient available funding to meet the need within their own budget.
Health and Human Services	Administrative Support	Accounting Supervisor	1.00	100% new levy dollars	C43	100% new levy dollars	Increased demands due to mergers of Public Health & Court Services to HHS. Increased local, state & federal grant awards across units. Increased DHS/MDH/CareerForce contracts, amendments, board actions, site audits, increased HHS FTE's which equates to increased receipting, payments, claiming, billing, collections & reporting. Scope of responsibility for has grown too large for 1 supervisor to maintain. Current manager is still supervising the Public Health account tech since merger due to supervisor workload. If approved the plan will be to divide responsibility between the 2 supervisors by Social Service/Behavioral Health/General Receipting & Public Health/Income Support/CareerForce. Note that FSC/Behavioral Health reporting is done by Chaska accounting supervisor. This new position will help to create an elevated environment of fiscal analysis, budget planning, forecasting, internal audit, back-up, work/life balance & future succession planning. The HHS Chaska Manager & Supervisor FTE's have not changed for 27+ years while the division's overall FTE's have increased dramatically. If not funded there is the potential for audit findings, significant lost revenue & burn-out.
Health and Human Services	Behavioral Health	HHS Administrative Assistant	1.00	100% new levy dollars	A13	100% new levy dollars	Increasing demand for mental health services has significantly increased the work load for Admin Assistance at First Street Center. The additions of new programs have also added to the work load. This includes, but is not limited to appointment scheduling, receiving and triaging client calls, medical records & insurance processing, transcription, copying, processing mail, and other Admin Support duties. Temporary COVID-19 pandemic funding through Public Health has helped fund two STOC positions, but this funding will end in 2024. Even with this added support, Admin Supervisor has needed to take time away from her Supervisor duties to assist with Admin Support duties. The addition of 1.0 FTE Admin Assistant will increase capacity of the Behavioral Health Department to meet this increased need for Admin support. Without this help, the efficiency and timeliness of customer services will be jeopardized, risk of errors in processing critical client information will increase, and work performance and efficiency will be compromised. Furthermore, job satisfaction, team dynamics, and office morale will be affected creating additional challenges with staff retention and productivity. Covid-19 grant funding will help offset the cost of this added position during 2024, but will require levy funding once grant funds are depleted.
Health and Human Services	Child and Family	Social Worker	1.00	Partially new levy dollars	C41	Partially new levy dollars	Increase in population, increase in child welfare expectations by law and increase in case loads. The law requires that child protection and children's mental health workers retain a case size that is limited. As the county grows, we are unable to meet those requirements and we will need additional workers. Due to the complexity and intensity of new child protection assessments, children's mental health needs as well as truancy needs rising quickly, we will need additional social workers in order to mitigate risk, find resources and manage the growing population. Funding is 97% levy funded and 3% federally funded. This is a primarily levy funded position but there is some FFP provided. The position does raise revenue through Targeted Case Management for every family that is eligible. If new social workers are not hired, the risk is that children could not be served with mental health issues or child protection responses could be delayed leaving children at risk of harm.
Health and Human Services	Home & Community Based Care	Social Worker	2.00	0% new levy dollars	C41	0% new levy dollars	LTC Waiver Case manager and MnChoices Assessment Worker Consistent annual waiver case load growth of 60 to 65 additional clients per year. Annual MnChoices assessments increasing 110 - 130 additional assessments a year. Note: This position is fully funded through State/Federal reimbursement. The next position(s) will be needed in July 2024 but in an attempt to place these positions on the budget cycle, it is being requested now as long as cost is not applied on January 1, 2024. Providing case management services in accordance with statutory requirements. Complete required assessments to determine program eligibility. Assist clients in accessing services. Monitoring service delivery to ensure health and safety needs are being met. 100% funded by state and federal waiver programs.

Health and Human Services	Income Support	Child Care Specialist	1.00	Partially new levy dollars	B22	Partially new levy dollars	<p>Currently, we have on FTE to support caseload of 185 residents with new applications coming in daily. Second position will allow us to establish back up, address needs of residents and ensure that we utilize all of the funds given to us to serve residents.</p> <p>The risk of not getting the position is that if our current team member decides to move to another job, we have no back up, no skills and knowledge that any of the team members may have continue seamless service delivery. The mandated and essential child care assistance program is administered by the team of one. We will not be able to meet mandated and required outcomes and offer mandated program to the community. Current employee is working approved overtime as it is very hard to almost impossible to keep up with work demands in 40 hours.</p> <p>The funding will come :30 % MFIP (Minnesota Family Investment Program grant), 70 % levy. Improve efficiency of the program, establish back up for the employee, ensure that outcomes and needs of the community are met. High Workload for one person (185)customers plus additional work required: registration of providers, connection to workforce development, communication/outreach, gathering of paper work , assistance with paper work Unpredictable workloads and wait lists, funding dependent. Current outlook is that more and more people will need help as more and more people are impacted by the changes in economic conditions. Support to stabilize spending– our spending has not been stable and with no WL and new applications, one FTE is not enough to process new applications. New expedited rule requires us to process apps within 5 days for homeless applicants – this is difficult to do when workload is too high and requires setting aside other cases that need to be processed that are equally high priority; also it would help if childcare worker has time to connect with homeless applicants and offer support with paper work and resources. Currently, not enough time for outreach, cases are closing for not getting documents back, then reopening again. Ineffective way to address needs of the community. CAP worker should be handling provider registrations – currently supervisor is doing it, with temporary move to the admin assistant to support supervisor. There is no true back-up worker for CCAP – currently we have an EC back-up but she only keeps caseload of 5 and that is not enough to maintain the knowledge needed to do CCAP – CCAP is extremely complicated and rules change all the time – 2nd FTE would allow staff to have someone to case consult with and help when there are questions and provide real coverage when 1 person is out (in our current situation if worker had to go out on medical or long-term leave, we would have no one to cover an entire caseload – supervisor covers for vacations/PTO and this is not sustainable and does not provide the best customer service for customers).EC should not be backing up childcare assistance. Currently, there are demands on ECs to serve customer and meet outcomes, and EC should be focused on EC work. Not only are constant incoming applications an issue, redeterminations happen every month and are as time consuming (maybe more) than processing a new app.W/L management has also been done by supervisor and should be done by worker – supervisor has also been assisting with new apps – supervisor also preps for file audits (this should be done by worker and reviewed by supervisor), supervisor needs to be shifted into offering supervision and support. Can provide better customer service, and extra support to customers to assist them more with collecting what they need for CCAP to help them keep benefits longer when more time to provide more explanation to customers (with a 2nd FTE we could resume CCAP orientations to explain CCAP to customers, we could do more to assist customers to get us what we need to get CCAP open and stay on once opened esp. expedited homeless apps, can respond to customer's questions quicker, can send extra reminder notices when we need info from customers – all of this extra outreach could be done with 2nd person but is not possible with only 1).</p>
Health and Human Services	Income Support	Child Support Officer	-2.00	Partially new levy dollars	B23	Partially new levy dollars	Positions are 66% federal reimbursement. Two FTEs should be deleted only if 2 FTEs for Child Support II are added. Current funding will transfer to cover 2 child support FTE positions, with additional funds secured thru levy investments or federal reimbursement
Health and Human Services	Income Support	Child Support Officer II	2.00	Partially new levy dollars	B24	Partially new levy dollars	<p>Perform all the duties of Child Support Officer I.</p> <p>In addition to those duties the Child Support Officer(s) II will train new staff on child support state computer system, case management duties, and legal process basics. Child Support Officer(s) II will understand complex legal and procedural issues and assist less experienced staff with case consultations on these issues, reconcile complex financial records and fix accounting errors from less experienced staff, assist supervisor in developing and/or drafting training materials, mentor new staff when they begin to transition from direct training to more independent work, carry higher caseload and/or cover open caseloads when needed, participate in county and state work groups to help develop and improve processes on state and county level, screen and open foster care case applications/begin redirections if applicable then assign to ongoing worker explaining case plan, determine jurisdiction and maintaining county issues and helping less experienced staff with these determinations on their cases, stay current on statute/case law/policy & procedure changes and explain to less experienced staff, service conflict cases and/or higher needs cases when needed.</p> <p>The Child Support unit has experienced/is experiencing high turnover and has a lot of new team members. Child Support Officer II will help with employee retention and offer better support and training to new employees. We continue to risk losing our experienced team members as they do not have opportunities for advancements. In addition, we may not be able to meet training demands of the job , as it takes approximately 12 months for someone to be trained. The program is driven by rules and regulations and has specific outcomes. Staff is required to meet outcomes in order to avoid a PIP from the State. Staff must be trained in order to be able to administer the program and meet outcomes.</p> <p>The positions are reimbursable at 66% . Two new positions will be posted internally and, once team members are promoted into the positions, the vacant positions will be eliminated from the FTE component.</p> <p>The overall cost increase to the department will be \$16,776 per position, total \$33,552, with \$11,408 needed from local tax levy.</p>
Health and Human Services	Income Support	Lead Financial Assistance Specialist	1.00	Partially new levy dollars	B23	Partially new levy dollars	<p>Currently, with changes in the economy, more and more people are in need of support. Financial Eligibility/Assistance Specialist Worker's caseloads are increasing; MN DHS requires teams to conduct phone interviews which is increasing the amount of time workers spend with the customer. It is important to maintain reasonable staff to resident caseload ratio to meet demands of the residents and outcomes required by MN DHS. Lead worker with current job description will specialize duties such as case reviews, training, case management/coverage, connection maintenance , attendance at DHS meetings.</p> <p>FAS teams have seen huge staff turnover, increased work demands and expectations, increased depend in attending specific DHS meetings. The goal is to post position as a Lead worker and appeal to an experienced candidate who can offer support and training to current teams. It takes about 12-24 months to be proficient at the job, depending on the team you are working for. The work load can not be left unattended as Financial worker's work deadline driven. DHS measures outcomes based on specific time frames and deadlines.</p> <p>Lack of additional support will result in lack of meeting required outcomes. Currently, Carver Co is already on PIP for not meeting self-support index outcomes. Carver Co needs a lot of support from FAS teams to ensure that all of the data is entered on time, customer's are served and outcomes are met. Carver Co is seeing more aging population and demands on long term care team are increasing as population is aging.</p> <p>The position is 30% to 40 % reimbursable thru random moments study.</p>

Health and Human Services	Court Services	Court Services Agent	0% new levy 1.00 dollars	C41	0% new levy dollars	Our sheer client and case numbers have increased, and we are also attempting to improve supervision of specific cases such as DWI by administering offense specific risk instruments that require closer supervision of these folks, which puts a strain on our resources. Because of this resource strain, we have decided that a Probation Agent would be the most efficient hire we can make at this time. As you know, the MN legislature increased funding for probation services across the state. As I read it, our reimbursement from the Department of Corrections is set to increase by over \$600K per year. These new dollars will be used to fully fund this new Probation Agent.
Health and Human Services	All Departments	STOC - PT Seasonal	1.00		100% new levy dollars	STOC pool to address HHS turnover/workforce shortages/high demand
Property and Financial Services	Finance	Accounting Technician	100% new -0.60 levy dollars	B22	100% new levy dollars	Requesting to create a 1.00 Accountant position with the elimination of a 0.60 Accounting Technician position (the net amount would be the request in levy). With the progressing complexities in accounting requirements and software, plus the added workload levels that Finance has been experiencing- the increase in FTE count, as well as the increase in level of position has become a strong necessity. Staying compliant with new audit requirements, GASB pronouncements, internal controls, workload, etc. have all lead up to this request.
Property and Financial Services	Finance	STOC - PT Seasonal	100% new -0.10 levy dollars		100% new levy dollars	Eliminate STOC budget to offset 1.00 Accountant position
Property and Financial Services	Finance	Accountant	100% new 1.00 levy dollars	C41	100% new levy dollars	Requesting to create a 1.00 Accountant position with the elimination of a 0.60 Accounting Technician position (the net amount would be the request in levy). With the progressing complexities in accounting requirements and software, plus the added workload levels that Finance has been experiencing- the increase in FTE count, as well as the increase in level of position has become a strong necessity. Staying compliant with new audit requirements, GASB pronouncements, internal controls, workload, etc. have all lead up to this request.
Property and Financial Services	Property Assessments	Appraiser Intern	0% new levy 0.50 dollars	A13	0% new levy dollars	The County Assessor is requesting a 6 month intern in 2024 and a second 6 month intern in 2025 to support the Assessors increasing workload due to the County's growth creating more parcels. Assessment contracts with Cities/Townships are based on the number of parcels so additional revenue is being generated as the County grows which is available to cover the additional staffing costs. Due to the increase in parcel counts we've experienced over the past decade, the Assessors office has an ongoing need for additional staffing. The risk of not getting additional staffing include: falling out of compliance with statutory assessment requirements, a possible loss in assessed valuation, the possibility of not achieving equity in assessed values and not fulfilling our assessment contract responsibilities with the individual Cities and Townships. The solution if hiring is delayed would be to prioritize the high growth areas and areas that indicate issues within their sales ratios and pull appraisers away from their assigned jurisdictions to help out in these areas. Critical core functions of the position that are statutorily mandated include, but may not be limited to the annual reassessment of around 50,000 property records with an estimated market value of around \$22 Billion, verifying sales of real property for the county and state sales study purposes, equalizing property values, adding new construction to the tax rolls, resolving property valuation and classification appeals and year-end sales ratio adjustments by property type, neighborhood, city or township to meet the legislative requirements for the appraiser's assigned jurisdiction(s). Normally as an alternative method we consider dividing the increased workload among the staff, but without having added an appraiser FTE in at least 20 years the current workload at full staff is already becoming excessive on the appraisal staff. Without addressing the need for another FTE, the county risks falling out of compliance with statutory assessment requirements which can lead to the Department of Revenue stepping in and making value adjustments to the County's assessment files. A possible loss in assessed value which is the foundation of the tax base. Unequal assessments could occur which undermines the taxpayer's trust in the system. Non-levy funding from assessment contracts with each jurisdiction is the recommended funding source for the additional staffing in the Assessing Department.
Public Services	Information Technology	IT Support Technician	100% new 1.00 levy dollars	B22	100% new levy dollars	IT support tickets and service requests continue to increase with the increase in the number of employees, endpoints (computer hardware, mobile devices) and technology systems at the County. More burden has been put on the IT Support Team with the hybrid work environment (teleworking) with more equipment to support and issues employees have while working remotely. The County can also use more support with our AV systems as they continue to expand in more conference rooms, becoming more complex and have increased usage in County facilities. Today we don't have a dedicated staff member that does AV support. This position would be responsible for the AV support and contribute to the increase in support tickets and service requests. According to a Robert Half Technology study, an organization should have a specific number of helpdesk support positions per employee. The study suggests a range between 136:1 to 82:1 employee to helpdesk staff. Currently, the County has five helpdesk support staff, including a supervisor, resulting in a ratio of 160:1. Hiring an additional helpdesk support staff person would reduce this ratio to 133:1, which is within the high end of the study's range.
Public Services	Information Technology	IT Applications Analyst	100% new 1.00 levy dollars	C41	100% new levy dollars	The County is actively introducing new Cloud applications throughout the organization to enhance collaboration among employees, facilitate video conferencing, streamline data collection and analysis, and enable efficient file sharing. These initiatives aim to improve job efficiency across the board. However, this expansion of new applications is placing a greater workload on the IT Application Analyst position. The added responsibilities include managing and administering these applications from an operational standpoint, as well as dedicating more time to training and providing support for their successful implementation and adoption across the organization. The goal is to ensure that the County's investments in technology are fully utilized. The County's website serves as the primary means of communication with the public. Recently, there has been a noticeable increase in requests from staff to assist departments in updating content and redesigning the website to ensure the public can readily access the information they require. The combination of these new duties and existing responsibilities poses a challenge in simultaneously advancing with the new applications and effectively supporting the current ones.
Public Services	Land Management	Land Management Planner	Partially new levy 1.00 dollars	C42	Partially new levy dollars	Due to the increase in department responsibilities with land use requests including, Conditional Use Permits (CUP), Interim Use Permits (IUP), Variances, Minor Subdivisions, Administrative Permits, Building Eligibility Searches/Transfers, and Building Permit Approvals just to name a few, as well as Code Enforcement, Permit Compliance Reviews, and general Urban/Rural Growth topics, this position would allow the department to better serve the citizens within the unincorporated areas of Carver County. The Department has consisted of five staff for the past 25+ years. As the county's growth continues its upward trend and remains as one of the fastest growing counties in the state, the day-to-day responsibilities placed on current staff has been challenging and hinders us from continuing to provide excellent customer service, manage regular tasks in a timely manner, and provide uniform enforcement throughout the county. This position would be a shared position request with the CCWMO (\$33,410) to help with enforcement/site review.
Public Services	Library Services	Community Engagement Coordinator	100% new 0.20 levy dollars		100% new levy dollars	Increase 0.8FTE Community Engagement Coordinator to a 1.0FTE. With the additional 8 hours this position would be able to adequately support system work and duties related to program contracts, Legacy funding, communications/marketing, system-wide outreach events, and volunteer coordination. Additionally, this position could more fully provide support to Library Administration and work shifts at the Information Desk across the system as needed. With the projected growth of the County, growth in staffing levels is crucial as well. Creating a 1.0 FTE this position would also aid in recruitment and retention.

Public Services	Library Services	Library Assistant	100% new 0.35 levy dollars	100% new levy dollars	Increase 0.65FTE Library Assistant to a 1.0FTE Library Assistant in the Western Libraries. The additional hours will be added uniformly to all three western branches to fill-in gaps in the existing schedule and provide depth for coverage throughout all western branches. This position will share responsibilities as point person for the Express Libraries, the daily statistical records and daily cash reports as well as provide desk coverage. In addition to providing depth on the schedule the goal is to avoid the chronic high cost of recruitment and training new staff, provide stability and longevity. Additionally, this will round out having one full-time library assistant in each of the library clusters. Chanhassen/Victoria and Chaska/Administration each implemented full-time library assistants, which has indeed provided staffing stability and a stepping stone opportunity for part-time staff.
Public Services	Library Services	Assistant Library Branch Manager	100% new 1.00 levy dollars	100% new levy dollars	1.0 FTE Western Cluster Assistant Library Branch Manager for onsite facility leadership and public service support at a management level to adequately support three branch libraries, as well as two express library locations. This position would be able to fill the void in library information desk coverage as person-in-charge providing leadership for patron interactions, customer service, and facility issues. Additionally, this position would support the branch manager in scheduling, project and program oversight, as well as supervisory duties. The risk of not getting this position continues to have branch manager and operations supervisor work additional pay period hours, as well as stretching other staff across three branches. This would bring back the one full-time Assistant Branch Manager position that had ben previously part of the Western Branch structure and had been cut during the recession. The impacts of not having this position have been felt in the system. This position could also serve as a stepping stone for librarians on a branch manager career pathway. Increased hours in the western branches with the two requested positions would bring the ratio of staff-to-building-hours closer to the ration that Chaska/Administration and Chanhassen/Victoria are staffed.
Public Services	Public Services Administration	Data and Records Coordinator	100% new 0.60 levy dollars	B23 100% new levy dollars	The volume and complexity of data requests are increasing dramatically. The County needs trained staff to ensure these are coordinated properly and that we have appropriate procedures in place to respond as required by the data practices laws. The position would support all the responsible authorities in the County by drafting responses, tracking requests, assisting with data gathering and redactions and working closely with the Attorney's Office when a legal opinion is needed. In addition, the position would draft consistent data procedures, workflows and policy. The position would conduct training on best practices regarding data management and retention. As a secondary task and as time allows, the position would support the Assistant County Administrator with coordinating special projects and research.
Public Services	Public Services Administration	Communications Specialist	100% new 0.60 levy dollars	B24 100% new levy dollars	There is a desire to expand and build upon communications in the county. We are short on staff who can create this professional content - especially around design and graphics. This position would allow us to better communicate with the public, customers and residents. In speaking to divisions and studying our communications resources, an area that kept coming up was someone who can manage our homepage and website content, develop social media posts, is skilled at video and is able to create graphics. Some departments have been contracting out for such services. The focus of our communications manager tends to be more on developing strategy, templates, resources, etc. This would be at a lower level than the communications manager and focus on creating content.
Public Services	Planning & Water	AIS STOC	0% new levy -0.25 dollars	0% new levy dollars	The AIS program has seen reduced inspection hours since 2019. This has largely been due to the inability to attract and retain seasonal employees based on the tight labor market. The AIS program shifted priorities to ensure inspections at priority water bodies and partner lakes, and has since aligned the strategic plan (adopted by the Board in 2022) with this priority shift through moving some program resources to monitoring and management of existing AIS. This reduction in STOC will not reduce inspection hours further than what the program has been able to offer the last several years.
Public Works	Administration	Administrative Assistant	0% new levy -1.00 dollars	0% new levy dollars	Revise duties to be shared among two Administrative Technicians. This will be an improvement to the department and division allowing staff to be cross trained in a combination of administrative and accounting duties. As the Public Works Division grows, so do the tasks of the staff in the Administration Department. Allowing staff to be responsible / accountable for administrative and accounting related tasks will better serve all staff of Public Works. As the Public Works Division grows in staff and programs, this request is needed and is the first step in adding another FTE in the future as we continue to grow as a County.
Public Works	Administration	Administrative Technician	0% new levy 1.00 dollars	B21 0% new levy dollars	Combine administrative and accounting duties to be shared among two positions. Review of Admin Tech is needed due to upcoming retirement and need of increasing accounting related duties. If this change does not take place, a possible PT position would still be needed to add to existing staff.
Public Works	Operations	Inventory Control Technician	0% new levy -1.00 dollars	B22 0% new levy dollars	Public Works is requesting to replace the Inventory Control Technician position with a Fleet Technician position. The proposed position update is requested to consolidate Public Works' fleet management software "AssetWorks," tasks to one position within Public Works Operations. Currently, the Public Works Administration department assists Operations with AssetWorks functions such as vehicle on/off boarding, reporting, maintaining, etc. the system. The Fleet Technician position would assume the AssetWorks duties currently carried out by Administration as well as carryout all roles of the Inventory Control Technician.
Public Works	Operations	Fleet Technician	0% new levy 1.00 dollars	B23 0% new levy dollars	Public Works is requesting to replace the Inventory Control Technician position with a Fleet Technician position. The proposed position update is requested to consolidate Public Works' fleet management software "AssetWorks," tasks to one position within Public Works Operations. Currently, the Public Works Administration department assists Operations with AssetWorks functions such as vehicle on/off boarding, reporting, maintaining, etc. the system. The Fleet Technician position would assume the AssetWorks duties currently carried out by Administration as well as carryout all roles of the Inventory Control Technician.
Public Works	Parks	Park Maintenance Technician	100% new 1.00 levy dollars	B22 100% new levy dollars	The request is for one additional Park Maintenance Technician. The addition of a new Waterfront Service Center for Waconia Regional Park will place further demands on our maintenance team. Primary service demands related to the building include custodial care needed for 2 sets of male and female gang restrooms, 3 unisex restrooms/changing rooms, event room, office lobby area, 2 picnic pavilion spaces. Additional grounds care will be needed with expanded beach/waterfront area, new landscaping and maintenance of raingardens. This position will be integrated with other responsibilities of the park system include maintenance and upkeep on over 900 acres of parks and trails grounds and 18 miles of trail, campgrounds, picnic shelters, playgrounds. Service demands include maintaining more developed acreage at Lake Waconia Regional Park and Coney Island, additional trail miles of the MN River Bluffs Regional Trail, increased park usage requiring more service to maintain safe and sanitary conditions at our park facilities. Also, the current service model for relying of seasonal staff to mow park areas has proven to be not sustainable. The mowing season is approximately 110 days. The time period for which we can hire a seasonal operator is 67-73 days. The vehicle CDL licensing requirement for trailering mowers and other equipment to and from trail and park areas is not typically found in a seasonal employee pool. Park operations have become more complicated, additional safety measures are needed with barge operations for Coney Island requiring two Maintenance Technicians to operate and load the vessel safely. Weekly transport of portable biffs during the active park season is planned new service to improve user satisfaction and contribute to longer and more satisfying user visit experiences in addition to other park maintenance services on the island. Emerging diseased tree issues caused by the Emerald Ash Borer will cause more time to be spent on removing diseased and marginal ash trees, replanting, and treating ash trees in our park areas. The service is discretionary. However, we are obligate by statute to maintain safe and sanitary conditions in our park area and provide enough staffing to provide safe operational processes. The requested staffing helps us be compliant with statutes that govern safe and sanitary conditions. If additional 1.0 FTE is not provided to help ensure safe and sanitary conditions, full time staff will be further stretched jeopardizing timely service needs. This will likely reduce user satisfaction with our park and trail areas.

Public Works	Parks	Recreation Program Educator	0% new levy 0.10 dollars	B21	0% new levy dollars	The additional .1FTE is in response to strong demand for recreation program and educational instruction. The additional revenue to support the increase would come from fees for parks programs \$6,500.
						.23FTE of seasonal park maintenance technician s requested to assist with maintaining buildings and grounds of the new park building for Waconia Regional Park. The building will attract many visitors to the building and grounds and generate high demand for custodial and grounds care. Anticipated cost \$7,000 .51 FTE is related recreation programing at the building, offering similar services at Waconia Regional Park as compared to Lake Minnewashta RP and Baylor RP. These services includes youth programing such as day camps and non-school day activities along with adult recreation programs related to canoe, kayak and paddle boarding. Anticipated Cost \$21,000 .25 FTE is requested for Park Service Attendants to facilitate customers using the event room and to provide rent equipment out to customers such as canoes, kayaks, and standup paddleboards. Anticipated costs \$9,000. .14 FTE is requested to collect user count data on our trail areas. User Counts are required as a part of reporting needed to obtain operations and maintenance funding from that state and Metropolitan Council. Anticipated cost \$6,000 Anticipated Revenue: \$27,500 in revenue is estimated to be received from event room rental services \$2,500 from the rental of watercraft. \$10,000 Program Fees from activities at new building/Waconia RP Total STOC anticipated Expense is \$43,000, Total revenue \$40,000
Public Works	Parks	STOC - PT Seasonal	1.13 dollars	STOC		
Public Works	Program Delivery	Project Manager	100% new -0.40 levy dollars	C42	100% new levy dollars	Position is currently vacant. Use funding from eliminating this position to help offset the requested Communications Specialist position.
Public Works	Program Delivery	Communications Specialist	Partially new levy 1.00 dollars	B24	Partially new levy dollars	The request for the position is related to continued growth in projects for roadways and increased demand for recreation programs and the amount of communication needed to successfully connect residents with information. Our service models are changing. The need is for more communications delivered in an appealing way through graphics and content in order to communicate effectively. Increased complexity in new Parks, Road & Bridge projects requiring more advanced and frequent communications for public engagement. Responds to changes in the park and recreation program registration and the need to communicate program offerings. This is a shared position with Parks and Program Delivery (1/3 Parks & 2/3rds Program Delivery). The communication tasks currently being performed by the PW Admin Technician will be moved to this position as the Admin Tech position is needed in other areas.

18.60 FTEs requested by Divisions