



CARVER COUNTY

minnesota

Carver County Board of Commissioners July 13, 2021 Regular Session

The County Board Room is open to the public. However, Board Room audience capacity is limited to twelve (12) due to COVID-19 concerns.

Individuals who are not able to attend in person and wish to provide public comments can do so by email at admin-contact@co.carver.mn.us or by leaving a voicemail at (952) 361-1516. Public comments received in writing such as those received by e-mail will be summarized during the meeting and posted on the County website at <https://www.co.carver.mn.us/government/county-board-of-commissioners/county-board-meetings-and-agendas> following the meeting. Voicemail public comments will be played during the meeting. If you would like to join the Regular Session videoconference please send an e-mail, no later than noon on the Monday prior to the scheduled meeting date, to Carver County Administration at admin-contact@co.carver.mn.us to receive a WebEx invitation.

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

The Regular Session portion of the meeting will be webcast live at: <https://www.youtube.com/user/CarverCountyMN/live>

Commissioner Tom Workman will be participating in the Board meeting via WebEx from Wisconsin and will be at the outdoor public seating area located at 817 Ford Road, LaPointe, Wisconsin

- 9:00 a.m. 1. a) **CONVENE**
 b) **Pledge of allegiance**
 c) **Public comments submitted via email/voice mail**
2. Agenda review and adoption
3. Approve minutes of June 22, 2021, Special Session and June 22, 2021
 Board of Appeal and Equalization 1-3
4. Community Announcements
- 9:10 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy, and livable communities*
 5.1 OJP Coronavirus Emergency Response Grant 2021 4-5

5.2	Professional Services Agreement with Stonebrooke Engineering for 2021 Bridge Safety Inspections	6
5.3	Caseload/Workload Reduction Grant FY22-23	7
5.4	Professional Services Agreement with HGA Architects for Design and Construction Documents of Vault Latrines For Coney Island	8
5.5	Settlements for Right of Way Acquisition for the Highway 10 Project-North Watertown	9-13
5.6	Parks and Trails Crack Seal Contract with Bargaen Inc.....	14

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

5.7	Application for 1 day to 4 day Temporary On-Sale Liquor License for Justin Kukowski Foundation	15
5.8	Request for approval to contract with the OnDemand Group for IT professional technical support services	16-17

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

5.9	Property Tax Department Staffing Change	18
5.10	Steven Zeller (Parley Lake Winery & Deardorff Apple Orchard) – Large Scale Activity (Agri-Tourism).....	19-25
5.11	Final Plat approval of Sally Avenue Addition.....	26-29
5.12	Approval to Make Offers for Necessary Right of Way Acquisitions Related to the Highway 24 Project.....	30-41
5.13	Professional Services Agreement with Stantec Consulting Services Inc.....	42

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

5.14	Land Records Temporary Employee	43-44
------	---------------------------------------	-------

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

5.15	Request for approval to contract with GMH Asphalt.....	45
5.16	Review/Social/Commissioners' Warrants.....	NO ATT

9:10 a.m.	6. GROWTH: Manage the challenges and opportunities resulting from growth and development
	6.1 Property & Financial Services Division Re-Org Phase III
9:20 a.m.	7. COMMUNITIES: Create and maintain safe, healthy, and livable communities
	7.1 Carver County Strategic Plan Update
9:40 a.m.	8. CONNECTIONS: Develop strong public partnerships and connect people to services and information
	8.1 MICA Legislative Update
10:10 a.m.	9. County Administrator Report
10:15 a.m.	ADJOURN REGULAR SESSION

David Hemze
County Administrator

UPCOMING MEETINGS

July 13, 2021	11:15 a.m. Minnesota River Bluffs Regional Trail Ribbon Cutting Ceremony – meet at Government Center to travel to site
July 20, 2021	9:00 a.m. Board Meeting
July 27, 2021	7:30 a.m. Carver County Leaders Meeting
July 27, 2021	No Board Work Session
August 3, 2021	9:00 a.m. Board Meeting
August 10, 2021	No Meeting
August 17, 2021	9:00 a.m. Board Meeting
August 24, 2021	9:00 a.m. Board Work Session
August 31, 2021	No Board Meeting

SPECIAL SESSION
June 22, 2021

A Special Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on June 22, 2021. Chair Tim Lynch convened the session at 8:31 a.m.

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

Members absent: None.

No public comments were received.

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

Workman moved, Degler seconded, to approve the minutes of the June 8, 2021, Regular Session. Motion carried unanimously.

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

Approved the income contract with the MN Department of Corrections for reimbursement for a 1.0 FTE probation agent.

Approved the special use permit to the Bass Federation to conduct 2021 State of Minnesota High School club team tournament planned for July 13, 2021, at Lake Waconia Regional Park upon the successful completion of all permit contingencies.

Reviewed June 15, 2021, Community Social Services' actions/Commissioners' warrants in the amount of \$326,620.44 and reviewed June 22, 2021, Community Social Services' actions/Commissioners' warrants in the amount of \$284,603.38.

Motion carried unanimously.

Dave Hemze, County Administrator, requested the Board approve an appointment to the Riley Purgatory Bluff Creek Watershed District Board of Managers. He explained Carver County had one appointment on this Board and the incumbent's term expires in July. Hemze pointed out three applications had been received to serve on this Board.

Larry Koch, 471 Bighorn Drive, Chanhassen, explained he was the current appointee to this Watershed Board and was appointed in 2018. He stated it has been a privilege to serve and asked to be reappointed to allow him to continue to help the constituents of the District. Koch indicated it was a Manager's job to preserve and protect the water in the Watershed and indicated this year 2.5 million was going to be spent on projects in the County.

He pointed out his work experience and time spent on the citizens advisory committee for the Watershed. Koch stated he took his role seriously and was mindful of the constituents that live in the County. He asked to be reappointed to continue his work and believed his training and experience made him suited for this position.

Workman moved, Degler seconded, to appoint Larry Koch to the Riley Purgatory Bluff Creek Watershed District Board of Managers for a three-year term. Motion carried unanimously.

SPECIAL SESSION
June 22, 2021

The Board recognized there were several people that showed interest and inquired on the appointment process. Hemze confirmed Statutes were reviewed and followed.

Degler moved, Fahey seconded, to adjourn the Special Session at 9:00 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.)

The County Board of Appeal and Equalization met this day as required by law. Present were Board members: Tim Lynch, Chair, Gayle Degler, Vice Chair, John P. Fahey, Matt Udermann, Tom Workman and Crystal Campos, County Auditor.

Keith Kern, County Assessor, administered the oath of office to Board members.

Degler moved, Workman seconded, to adopt Robert's Rules of Order for the County Board of Appeal & Equalization. Motion carried unanimously.

Kern clarified acting Carver County Auditor, Crystal Campos, was a member of this Board and has a vote.

Kern pointed out the low number of appeals they received this year due to the excellent work of the Assessment staff. He stated they got values set to reflect market values and treated everyone fairly and equally. He indicated they would address calls when received and come up with a reasonable solution. He pointed out the strong residential market that has not slowed down with more homes built and lots being created. The commercial market has been stagnant with the shutdown causing some businesses to close, but they may come back. Kern indicated the ag market has been stable with very limited sales. He stated they have been fortunate to have a commercial appraiser, Ryan Johnson, to handle Tax Court petitions. Because the commercial appraiser position will be vacant in the near future, Kern has been working with Employee Relations to increase the DBM rating to help attract qualified candidates. He pointed out maintaining the tax base due to tax court appeals was extremely important to the taxing districts.

He thanked the Board for their support and giving them the resources they need. He indicated they are anticipating the housing market to slow down. The current growth has been unprecedented. He pointed out assessments are based on the previous twelve months of sales and can lag when values go up.

Kern recognized with the pandemic they had to change inspections and indicated the Department of Revenue will be looking at the necessity of physical inspections going forward.

Kern recognized the outstanding work that Vanessa Thompson, Assessment Systems Analyst, has done this past year. She has developed numerous workflow improvements to ensure we are in compliance with the Department of Revenue and that all property owners are being treated fairly.

No appeals were received.

Workman moved, Udermann seconded, to adjourn the County Board of Appeal and Equalization at 9:39 a.m. Motion carried unanimously.

Crystal Campos
County Auditor

Carver County Board of Commissioners Request for Board Action



Agenda Item:

OJP Coronavirus Emergency Response Grant 2021
OJP Coronavirus Emergency Response Grant 2021

Primary Originating Division/Dept: Sheriff

Meeting Date: 7/13/2021

Contact: Kelly Miller

Title: EM Specialist

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Minnesota Office of Justice Programs is the administering agency for these coronavirus response funds awarded to the Federal Bureau of Justice Assistance (BJA) through the federal CARES Act for these Coronavirus Emergency Supplemental Funding grants. CESF provides funding to prevent, prepare for, and respond to coronavirus to agencies operating across the criminal justice system.

Effective communication is key during a pandemic. It allows leaders and public safety agencies to stay connected with staff and provide key public safety messages to our communities. The Sheriff's Office conference spaces and remote offices currently lack full video/audio capability to remotely communicate with employees, as well as with our communities when it is not possible to congregate in social gathering places.

ACTION REQUESTED:

Motion to authorize the County Board Chair and the County Administrator to sign and accept the Grant Agreement for the Office of Justice Programs (OJP) Grant. The grant has been reviewed and approved by the County Attorney's Office and Risk Management.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =

\$25,000.00

FTE IMPACT: None

Total

\$25,000.00

☒ Insert additional funding source

Related Financial/FTE Comments:

There is no grant match required.

Office use only:

RBA 2021 - 7740

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: OJP Coronavirus Emergency Response Grant 2021 OJP Coronavirus Emergency Response Grant 2021

Department:

Meeting Date: 7/13/2021

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: Kelly Miller

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Equipment	01-201-280-1930.6414	\$25,000.00	OJP Grant	01-201-280-1930....	\$25,000.00
TOTAL		\$25,000.00	TOTAL		\$25,000.00

Reason for Request:

We have been awarded the OJP grant and are adding it to our budget. Please create a new service code for this grant.

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Professional Services Agreement with Stonebrooke Engineering for 2021 Bridge Safety Inspections

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 7/13/2021

Contact: Andrew Engel Title: Assistant Engineering Program

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County Public Works is the responsible agency for completing annual bridge safety inspections on 112 bridges located on County roads, Township roads and City streets (cities under 5000 population) throughout the County. The consultant engineer, Ron Benson of Stonebrooke Engineering, has completed these inspections for the County since 2007 and Public Works recommends hiring Stonebrooke Engineering again in 2021.

The professional services agreement includes \$42,320.00 for the safety inspection and reporting (average of \$378 per bridge) and \$25,000.00 on retainer for other services related to the bridge safety inspections upon request by the County. These services may include special bridge inspections, cost estimating, bridge load ratings, truck permit requests, or other similar services needed.

The proposed contract is an hourly not to exceed contract at \$211.60 per hour. Other engineering firms that perform similar services include Erickson Engineering, WSB, and Bolton and Menk, with billing rates between \$180 and \$200 per hour. Public Works did not request additional proposals as Mr. Benson has provided excellent service over the years with no corrective actions needed from MnDOT and Federal Highway Administration audits last year. He is a recognized expert in this field and is very familiar with the Carver County bridges and is thorough yet efficient in performing the safety inspections. Although Mr. Benson's rate is slightly higher than other firms he can perform the work in considerably less time than others.

ACTION REQUESTED:

Motion to approve a professional services agreement with Stonebrooke Engineering in the amount of \$67,320 for 2021 Bridge Safety Inspections, pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars = \$67,320.00

FTE IMPACT: None

Total \$67,320.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Caseload/Workload Reduction Grant FY22-23

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

Meeting Date: 7/13/2021

Contact: Eric Johnson

Title: Court Services Director

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

This is a biennial grant contract from the State of Minnesota to provide additional funding for caseload management. Created in 1996, this grant was a result of a caseload/workload study across probation departments in MN. The Minnesota Department of Corrections, upon analyzing best practices in probation as well as optimal caseload sizes for enhancing public safety and reducing recidivism, provided grant funds to MN counties to assist with caseload management. Carver County's grant amount has remained static and has not been adjusted for many years. Typically, the state requires an application every two years in order to receive the funds. However, for FY22-23, the MN DOC simply amended the grant and added two more years.

ACTION REQUESTED:

Motion to approve Caseload/Workload Reduction Grant FY22-23

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

State Grant

\$196,908.00

Total

\$196,908.00

☒ Insert additional funding source

Related Financial/FTE Comments:

\$98,454.00/yr

Office use only:

RBA 2021 - 7745

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agmt with HGA Architects for Design and Construction Documents of Vault Latrines For Coney Island

Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 7/13/2021

Contact: Martin Walsh Title: Parks and Recreation Director

Item Type:

Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County has created as master plan for Coney Island, and has begun implementation of Phase I Development by cleaning up site debris, removal of dilapidated structures, installed a dock, constructed trails and picnic areas. As a part of the Phase 1 development program, the next site improvement programmed to be added are restroom facilities which will provide convenience and increase user satisfaction.

The Parks Department recommends hiring HGA Architects to lead design, meet with permitting authorities, create construction documents and provide construction administration for vault latrines to be built on Coney Island.

HGA was selected based on previous contract work for the development of Phase I design for Coney Island.

ACTION REQUESTED:

Motion to enter into a professional services agreement with HGA Architects for design and construction administration services for Coney Island development pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

\$35,000.00

\$0.00

FTE IMPACT: None

Total

\$35,000.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Funding to come from the professional services budget of the Parks Department : #520-000-6260.

Office use only:

RBA 2021 - 7747

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Settlements for Right of Way Acquisition for the Highway 10 Project-North Watertown

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 7/13/2021

Contact: Zachary Mahan

Title: Right of Way Agent

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The 2022 construction season includes the Highway 10 Project - North Watertown which is the reconstruction of Highway 10, which includes pavement rehabilitation and shoulder widening of Highway 10 from Highway 25 in the City of Watertown north to the Wright County border. Additional right-of-way is needed to complete this project. Appraisals were completed by Kelly Lindstrom and the County Board approved the making of offers based on the appraised values at its June 8, 2021 regular session. The Public Works Director, or agents under his supervision, made offers to the affected property owners based on the appraisals and negotiations then commenced. Settlements with the property owners located at PID #85.0050200, 10.0041000, 10.0040900, 85.0050400 have been reached.

ACTION REQUESTED:

Motion to adopt a resolution for settlements for right-of-way acquisitions for the Highway 10 Project-North Watertown.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Wheelage Tax

\$71,250.00

Total

\$71,250.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 7750

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: July 13th, 2021

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for Highway 10 Project – North Watertown

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 as part of the Highway 10 Project – North Watertown (“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 as part of the Highway 10 Project – North Watertown 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 July 13th, 2021, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of July 2021

Dave Hemze	County Administrator

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

Highway 10 Project – North Watertown

Carver County Public Works No. 158793

Property Tax Identification No. 85.0050200

Fee Owners: Harry & Anita Murphy

Property Address: 637 County Road 10 NW, Watertown, MN

Settlement Amount: \$12,050.00

Permanent easement for public right-of-way purposes contains **2,441 sqft**, more or less.

\$6,050.00

Impacts to improvements – Landscape Trees

\$4,500.00

Appraisal Fee

\$1,500.00

Property Tax Identification No. 10.0041000

Fee Owners: Lee & Linda Farber

Property Address: 1545 County Road 10 N, Watertown, MN

Settlement Amount: \$23,000.00

Permanent easement for public right-of-way purposes contains **23,719sqft**, more or less.

\$9,300.00

Temporary easement for construction purposes contains **7,198 sqft**, more or less.

\$350.00

Impacts to improvements: Landscape Trees

\$8,350.00

Appraisal Fee

\$5,000.00

Property Identification No. 10.0040900

Fee Owners: Lee & Linda Farber

Property Address: 1655 County Road 10 N, Watertown, MN

Settlement Amount: **\$28,000.00**

Permanent easement for public right-of-way purposes contains **5,979 sqft**, more or less.

\$2,750.00

Temporary easement for construction purposes contains **5,799 sqft**, more or less.

\$350.00

Impacts to improvements – Landscape Trees

\$19,900.00

Appraisal Fee

\$5000.00

Property Identification No. 85.0050400

Fee Owners: William & Elaine Rehmann

Property Address: 621 County Road 10 NW, Watertown, MN

Settlement Amount: \$8,200.00

Permanent easement for public right-of-way purposes contains **2,550 sqft**, more or less.

\$6,700.00

Appraisal Fee

\$1,500

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Parks and Trails Crack Seal Contract with BARGEN INC

Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 7/13/2021

Contact: Jason Goehring Title: Parks Director

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Proposals were obtained to crack seal trails and roadways within the county park system. Proposed areas where the work will occur include 12 miles of the Dakota Rail Regional Trail, an approximate mile segment of the MN River Bluffs Regional Trail, and trails and roadways of Lake Minnewashta Regional Park.

Proposals:

Bargen Inc. \$44,025

B & D Striping, LLC \$ \$50,090

ACTION REQUESTED:

Motion to approve a professional services agreement with BARGEN INC for crack sealing services for \$44,025.00 pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars = \$20,330.00

CCRRA \$23,695.00

FTE IMPACT: None

Total \$44,025.00

☒ Insert additional funding source

Related Financial/FTE Comments:

County funds to come from Parks Department Site and Grounds Improvement 01-520-000-6610

CCRRA Funds to come from CCRRA Sites and Grounds Improvement 015-000-6610

Office use only:

RBA 2021 - 7758

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:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

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 2, 2021. The event will be held at Solseng Farm, 16315 Jonathan Carver Pkwy Carver MN 55315. The officers are Robert Dale Rehbein (President); Kyle Donald Kukowski (Vice-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 2, 2021.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

☒ Insert additional funding source

Related Financial/FTE Comments:

1 Day to 4 Day Temporary On-Sale Liquor License fee: \$100.00 per event.

Office use only:

RBA 2021 - 7751

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request for approval to contract with the OnDemand Group for IT professional technical support services

Primary Originating Division/Dept: Public Services - IT	Meeting Date: 7/13/2021
Contact: Peter Henschel Title: Chief Information Officer	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:

The Information Technology (IT) Department is requesting funding from the Year End Savings ("YES") Account to contract with the OnDemand Group for professional support services to help reduce the backlog of IT support tickets due to significant technology demands related to COVID-19 work transitions. The IT Department has seen a rise in IT support requests during COVID-19 with employees having technology issues, distribution of equipment for at home use and technology support for projects related to COVID-19. The backlog of tickets is delaying the response time it takes to troubleshoot technology issues employees are having, which can impact their ability to do their job.

The professional technical support services will help reduce the IT ticket backlog back down to pre-COVID-19 numbers. At the conclusion of this contract IT feels the ticket counts will be stabilized and manageable by current staff levels.

ACTION REQUESTED:

Motion to authorize \$57,500 to be transferred from the Year End Savings (YES) Account to contract with the OnDemand Group for professional technical support services pending finalization of the contract review process.

FISCAL IMPACT: Budget amendment request form	FUNDING
If "Other", specify:	County Dollars =
FTE IMPACT: None	YES Account \$57,500.00
	Total \$57,500.00
	☒ Insert additional funding source

Related Financial/FTE Comments:

Currently, the Year End Savings has \$5.1M after the \$700K reserve for a negative Mark to Market Adjustment. Staff will track this expense and may recommend shifting the expenditure from YES to ARP or COVID-19 BSA as appropriate.

Office use only:

RBA 2021 - 7753

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Request for approval to contract with the OnDemand Group for IT professional technical support services

Department:

Meeting Date: 7/13/2021

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: Peter Henschel

DEBIT		
Description of Accounts	Acct #	Amount
Professional & Tech. Fees for Services	1-049-000-1998-6260	\$57,500.00
TOTAL		\$57,500.00

CREDIT		
Description of Accounts	Acct #	Amount
YES Account	30-34.2815	\$57,500.00
TOTAL		\$57,500.00

Reason for Request:

Utilize the YES Account for a contract to provide IT professional technical support services.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Property Tax Department Staffing Change

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Property & Financial Services Division has been working toward streamlining our departments and the tasks handled by staff. We are concurrently requesting a Phase III Re-Org of duties and responsibilities within the PFS Division to combine all of the property tax related duties into a One-Stop Property Department. See separate RBA for details.

Currently, we have three Property Tax Analysts in the Property Tax Department. In review of the current duties, we have found a better way to structure the tasks handled by the three Property Tax Analysts. We propose continuing with two Property Tax Analysts and creating a Property Tax Technician position. These positions all have the same DBM rating so there is no fiscal impact to the change. It will however allow us to better align duties to streamline tasks in the department.

One of the current Property Tax Analysts positions is vacant due to a June 30 retirement so we are requesting that this position be eliminated and replaced with a Property Tax Technician.

ACTION REQUESTED:

Motion to approve the elimination of a Property Tax Analyst position and replace it with a Property Tax Technician position.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

No levy impact as both positions have the same DBM rating.

Office use only:

RBA 2021 - 7732

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Steven Zeller (Parley Lake Winery & Deardorff Apple Orchard) - Large Scale Activity (Agri-Tourism)

Primary Originating Division/Dept: Public Services - Land Mgmt.

Meeting Date: 7/13/2021

Contact: Jason Mielke Title: Land Use Manager

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

File #PZ20210038. On June 15, 2021, the Planning Commission voted unanimously to recommend approval of Steven Zeller's request for a Conditional Use Permit (CUP) for an agri-tourism business (large-scale activity with natural setting needs), located in Section 8 of Laketown Township.

This request would allow the existing businesses (Parley Lake Winery and Deardorff Apple Orchard), permitted by Conditional Use Permit PZ20080035, to operate as a Large-Scale Activity (i.e. Agri-Tourism) on a property that no longer requires a single-family dwelling pursuant to Section 152.080 of the Zoning Code. The current land use request (i.e. activity centered around a home/farm combination) is specifically limited to the ongoing orchard operations, wine production and retail sales, art events, as well as outdoor music, weddings, tickets music events, and corporate events. Portions of the business are seasonal in nature; therefore, hours of operation vary depending on the stage of production. Apple operations occur August through December, seven days a week from 9:00AM to 7:00PM. Wine operations occur year-round, Monday through Saturday from 9:00AM to 1:00AM and Sundays from 12:00PM to 12:00AM. Events with music shall be allowed within the approved business hours of operation. Outdoor amplified music/sound shall cease at 12:00AM, unless it is a reviewed and approved in accordance with the special event provisions. Amplified music/sound shall be allowed until 1:00AM, exclusively inside the fully insulated barn, as specified in the operational plan and building code. The attached resolution includes more detail on the operational plan.

The Carver County Environmental Services Department has reviewed the request and stated no Subsurface Sewage Treatment System (SSTS) related concerns have been identified.

Laketown Township supports the request.

If approved, this permit would terminate and supersede CUP #PZ20080033 and any other permits or amendments for a Farm-Related Business/Large-Scale Activity on the property.

ACTION REQUESTED:

Motion to adopt the Findings of Fact and issue Order #PZ20210038 for the issuance of the Conditional Use Permit.

FISCAL IMPACT: None

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Total

\$0.00

☒ Insert additional funding source

19

Related Financial/FTE Comments:

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20210038

RESOLUTION #: 21-08

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

FILE #: PZ20210038

OWNERS: Lindley Clarence Deardorff & Bonnie Faye Deardorff Revocable Trust

APPLICANT: Steven P Zeller

SITE ADDRESS: 8350 Parley Lake Road, 55387

PERMIT TYPE: Conditional Use Permit - Agri-tourism

PURSUANT TO: Carver County Code: Section 152.080 (C)(6)(7)

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCELS #: 07-800-0040, 07-800-0050, 07-800-0060 & 07-800-0070

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of June 15, 2021; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. The Lindley Clarence Deardorff & Bonnie Faye Deardorff Revocable Trust owns an approximate 124.0-acres split between four parcels located in part of the Northeast Quarter (NE¼) of Section 8, Laketown Township. In 1980, the parcels were platted as Lots 2, 3, 4 and 5, of Block 2, of the Wisconsin Province Addition. The land is a mixture of wooded land, wetlands, and agricultural lands being used for vineyards and orchards to support the Parley Lake Winery and Deardorff's Apple Orchard. The property is located in the Agricultural Zoning District, the Shoreland Overlay District of a Recreational Development Lake (Parley Lake), and the Minnehaha Creek Watershed.
2. On June 3, 2021, the applicant was sent a 60-day Extension Notice pursuant to Minnesota Statute 15.99 which states, that the County may extend the timeline by providing written notice of the extension to the applicant. It also states that the notification must state the reasons for the extension and its anticipated length, which may not exceed the additional 60 days unless approved by the applicant. The applicant submitted a complete application for Planning Commission on May 21, 2021. County Board meetings are scheduled for the first and third Tuesday of each month. However, the meeting scheduled for the first Tuesday in July (July 6, 2021) has been canceled; therefore, the soonest the request can be acted on would be during the July 13, 2021, County Board meeting. The letter served as the final written notice of a timeline extension, reflecting a September 18, 2021 deadline for a final decision.
3. In January of 2009, Conditional Use Permit #PZ20080035 was issued and authorized the owners/applicant to operate a Farm Related / Large Scale Activity Business (Parley Lake Winery & Deardorff's Apple Orchard) on the subject property. The 2009 Conditional Use Permit was approved under Section 152.079 of the Carver County Zoning Code which allows for some business type activities when they are centered around a home or home/farm combination.
4. The applicant is proposing to split off 21.85 acres of land which includes the winery operations, two vineyards and one apple orchard. The existing farmhouse would remain on approximately 1.97 acres and its ownership would be retained by Lindley & Bonnie Deardorff. The Parley Lake Winery and Deardorff's Orchard would continue to operate as previously approved. Because there would no longer be a single-family residence associated with the winery operation, a new Conditional Use Permit would need to be issued pursuant to Section 152.080 of the Carver County Zoning Code.

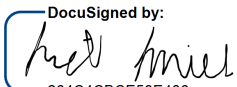
5. The updated Master Plan consists of the submitted Business Plan (dated May 1, 2021) and Site Plan (submitted May 24, 2021). The current land use request is specifically limited to the ongoing orchard operations, wine production and retail sales, art events, as well as outdoor music, weddings, tickets music events, and corporate events. This request would allow those operations permitted under Conditional Use Permit PZ20080035 to continue without a single-family residence being located on the subject parcel. Any change of use to the existing barn (both main level and/or basement level) would require application for a CUP amendment, if applicable.
6. The proposed operations and new layout would meet the requirements of Section 152.080 of the Zoning Code, provided all existing buildings are suitable for public use as per the MN State Building Code.
7. Portions of the business are seasonal in nature; therefore, hours of operation vary depending on the stage of production. Apple operations occur August through December, seven days a week from 9:00 a.m. to 7:00 p.m. Wine operations occur year-round, Monday through Saturday from 9:00 a.m. to 1:00 a.m. and Sundays from 12:00 p.m. to 12:00 a.m.
8. The operational plan indicates the “Deardorff Orchards” and “Parley Lake Winery” have received federal approval and permits as well as licensure from the State of Minnesota under the Farm Winery Law. The applicant shall maintain the required permits and licensure for the permitted retail, food production and growing operations.
9. This request involves a total of thirty-five (35) employees (nine (9) full-time and twenty-seven (27) part-time) or independent contractors. Approximately three (3) those thirty-six (35) are family members. The Zoning Code requires the applicant to submit a copy of workers compensation insurance.
10. The applicant has estimated the annual 53 cars per day. Currently, the structure used in conjunction with the Conditional Use Permit can be split into two areas. The north portion (approx. 67' x 52') is used for a use like that of a restaurant, bar, café, etc., and the south portion (approx. 95' x 40') is used for the processing of a product and retail sales of apples, etc. The Zoning Code requires a restaurant, café, and similar, to provide one (1) parking space for each 35 square feet. In addition, the Zoning Code requires a facility used for manufacturing or processing of a product to provide four (4) parking spaces plus one (1) for each 400 square feet. Based on the different uses on the subject property, the Zoning Code requires a minimum of 114 parking spaces (99.5 spaces for the northern portion and 13.5 spaces for the southern portion). The applicant has stated that they currently offer 126 parking spaces and plan to add 25 more spaces by the end of 2022.
11. This request has been reviewed by the County’s Environmental Services Department. On June 1, 2021, this request was reviewed by Joe Enfield, the County’s Senior Environmentalist. Mr. Enfield stated that prior to the issuance of the CUP, an alternate drain field site needs to be identified by an SSTS designer.
12. The Minnehaha Creek Watershed (MCWD) as reviewed the proposed request and provided comments on June 7, 2021. Will Rouch, MCWD Permitting Assistant, stated, *“the proposed CUP is to allow the existing business to continue operating and a permit from the MCWD would not be needed at this time. A future project at this site may require an MCWD permit.”*
13. All signage on the property is required to comply with all regulations in Chapter 154 – Sign Regulations.
14. The Laketown Town Board reviewed and recommended approval the request during their April 26, 2021, Town Board Meeting. The Township stated that their recommendation was contingent on adding more onsite parking over the course of the next two years, and then ensuring all onsite parking was being utilized prior to allowing guest parking along Parley Lake Road.
15. 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 issuance of Conditional Use Permit #PZ20210038 for the creation of a large-scale activity with unique land or location needs (Agri-Tourism) on the land described in Exhibit “A” of the permit application. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners/operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. The Parley Lake Winery and Deardorff Orchards (Large Scale Activity Business – Agri-tourism) shall operate in accordance with the operational letter(s) and site plans (dated: 5/1/2021, and 5/24/2021). These plans shall be considered requirements of this permit. Prior to the issuance of any building permits for additional/remodeled buildings, discussion with Land Management is necessary for a determination as to whether an application for amendment or similar consideration is warranted. The operation shall maintain that (90) ninety percent of the products offered for sale from the property are grown on-site.
3. Permittee shall comply with any road access requirements and/ or maintenance, as determined by Laketown Township or the responsible road authority (i.e. parking, dust control, grading, or similar issues).
4. The operation shall be limited to the maximum number of persons as determined by the County’s Building Inspector. Any special event proposed outside of the normal business hours of operation, shall require an Administrative Special Use Permit. Said permit shall be subject to review by the Laketown Town Board (road authority approval), the Land Management Department, and final approval by the County Board of Commissioners pursuant to Section 152.074 of the Carver County Zoning Code.
5. Events with music shall be allowed within the approved business hours of operation. Outdoor amplified music/sound shall cease at 12:00 a.m., unless it is a reviewed and approved in accordance with the special event provisions. Amplified music/sound shall be allowed until 1:00 a.m., exclusively inside the fully insulated barn, as specified in the operational plan and building code.
6. All buildings/structures utilized by the operation must meet the State Building Code. A Certificate of Occupancy must be issued before retail sales or events commence within the interior of any existing or new structure.
7. The existing structure(s), not utilized for the business, shall be used only by the occupant(s) of the residence and/or property owner for agriculture, personal storage, hobbies, 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 this Ordinance.
8. Any grading, filling or site improvement activity on the property shall be completed in accordance with the Minnehaha Creek Watershed (MCWD) standards and the Wetland Conservation Act (WCA), if applicable. Stormwater Management review and approvals are required prior to the issuance of construction and/or building permits.
9. The Permittee is responsible to the Minnesota Department of Agriculture, and to any other County, State or Federal agencies, for maintaining the required permits and licensure for any retail, food production and growing operations. The Permittee shall submit copies of all required permits and licenses to Carver County Land Management annually.
10. The Permittee shall maintain a conforming Subsurface Sewage Treatment System pursuant to Chapter 52 of the Carver County Code to accommodate any restroom(s) and/or wastewater produced within the structure(s) utilized as part of the business operation.

11. The Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations. The Permittee shall not exceed the allowed square footage of signage per property. Any proposed signage within public road right-of-way must be approved by the local road authority.
12. The Permittee shall submit proof of Workers Compensation or an affidavit stating that they do not have any employees.

ADOPTED by the Carver County Planning Commission this 15th day of June 2021.

DocuSigned by:

204C4CBCE58E486...

6/17/2021 | 4:23:12 PM PDT
Scott Smith, Chair
Carver County Planning Commission

Minor Subdivision & Site Plan

~ for ~ Parley Lake Winery
8350 Parley Lake Road
Waconia, MN 55387

EXISTING LEGAL DESCRIPTION:

Lot 3, Block 2, WISCONSIN PROVINCE ADDITION, according to the recorded plat thereof, Carver County, Minnesota.

PROPOSED LEGAL DESCRIPTIONS:

PARCEL A:

That part of Lot 3, Block 2, WISCONSIN PROVINCE ADDITION, according to the recorded plat thereof, Carver County, Minnesota, described as follows:

Commencing at the Northwest corner of said Lot 3; thence South 40 degrees 14 minutes 15 seconds East, assumed bearing along the westerly line of said Lot 3, 117.28 feet; thence southerly 163.65 feet along said westerly line, along a tangential curve concave to the West having a radius of 349.20 feet and a central angle of 25 degrees 51 minutes 03 seconds; thence South 13 degrees 23 minutes 05 seconds East, tangent to the last described curve and along said westerly line 574.91 feet to the point of beginning of the property to be hereinafter described; thence North 73 degrees 36 minutes 34 seconds East 263.51 feet; thence South 16 degrees 23 minutes 26 seconds East 47.00 feet; thence North 73 degrees 36 minutes 34 seconds East 115.00 feet; thence South 50 degrees 00 minutes 00 seconds East 70.00 feet; thence South 19 degrees 45 minutes 51 seconds East 128.25 feet; thence South 70 degrees 00 minutes 00 seconds West 31.00 feet; thence South 05 degrees 49 minutes 35 seconds East 75.00 feet to the southerly line of said Lot 3; thence North 83 degrees 05 minutes 45 seconds West, along said southerly line, 306.36 feet; thence northwesterly 201.99 feet along the southwesterly line of said Lot 3 and along a tangential curve concave to the Northeast having a radius of 166.01 feet and a central angle of 69 degrees 42 minutes 52 seconds; thence North 13 degrees 23 minutes 05 seconds East, along said westerly line, 26.70 feet to the point of beginning.

PARCEL B:

Lot 3, Block 2, WISCONSIN PROVINCE ADDITION, according to the recorded plat thereof, Carver County, Minnesota, except that part described as follows:

Commencing at the Northwest corner of said Lot 3; thence South 40 degrees 14 minutes 15 seconds East, assumed bearing along the westerly line of said Lot 3, 117.28 feet; thence southerly 163.65 feet along said westerly line, along a tangential curve concave to the West having a radius of 349.20 feet and a central angle of 25 degrees 51 minutes 03 seconds; thence South 13 degrees 23 minutes 05 seconds East, tangent to the last described curve and along said westerly line 574.91 feet to the point of beginning of the property to be hereinafter described; thence North 73 degrees 36 minutes 34 seconds East 263.51 feet; thence South 16 degrees 23 minutes 26 seconds East 47.00 feet; thence North 73 degrees 36 minutes 34 seconds East 115.00 feet; thence South 50 degrees 00 minutes 00 seconds East 70.00 feet; thence South 19 degrees 45 minutes 51 seconds East 128.25 feet; thence South 70 degrees 00 minutes 00 seconds West 31.00 feet; thence South 05 degrees 49 minutes 35 seconds East 75.00 feet to the southerly line of said Lot 3; thence North 83 degrees 05 minutes 45 seconds West, along said southerly line, 306.36 feet; thence northwesterly 201.99 feet along the southwesterly line of said Lot 3 and along a tangential curve concave to the Northeast having a radius of 166.01 feet and a central angle of 69 degrees 42 minutes 52 seconds; thence North 13 degrees 23 minutes 05 seconds East, along said westerly line, 26.70 feet to the point of beginning.

REVISED: 12/19/17 - WELL LOCATION

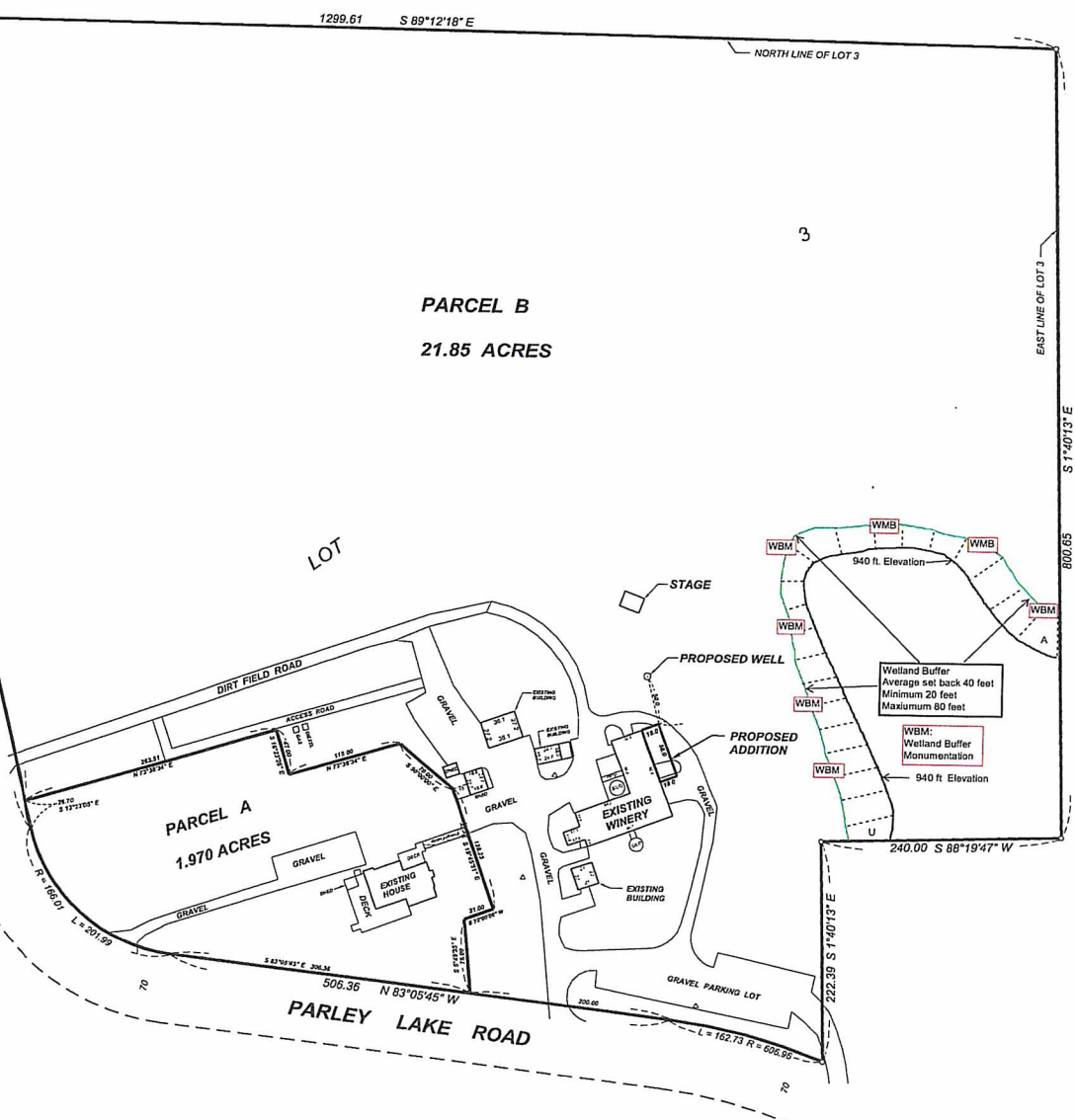
I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Minnesota.

Steven V. Ischo 22703 11/13/17
License No. Date

PROJ #1538-00

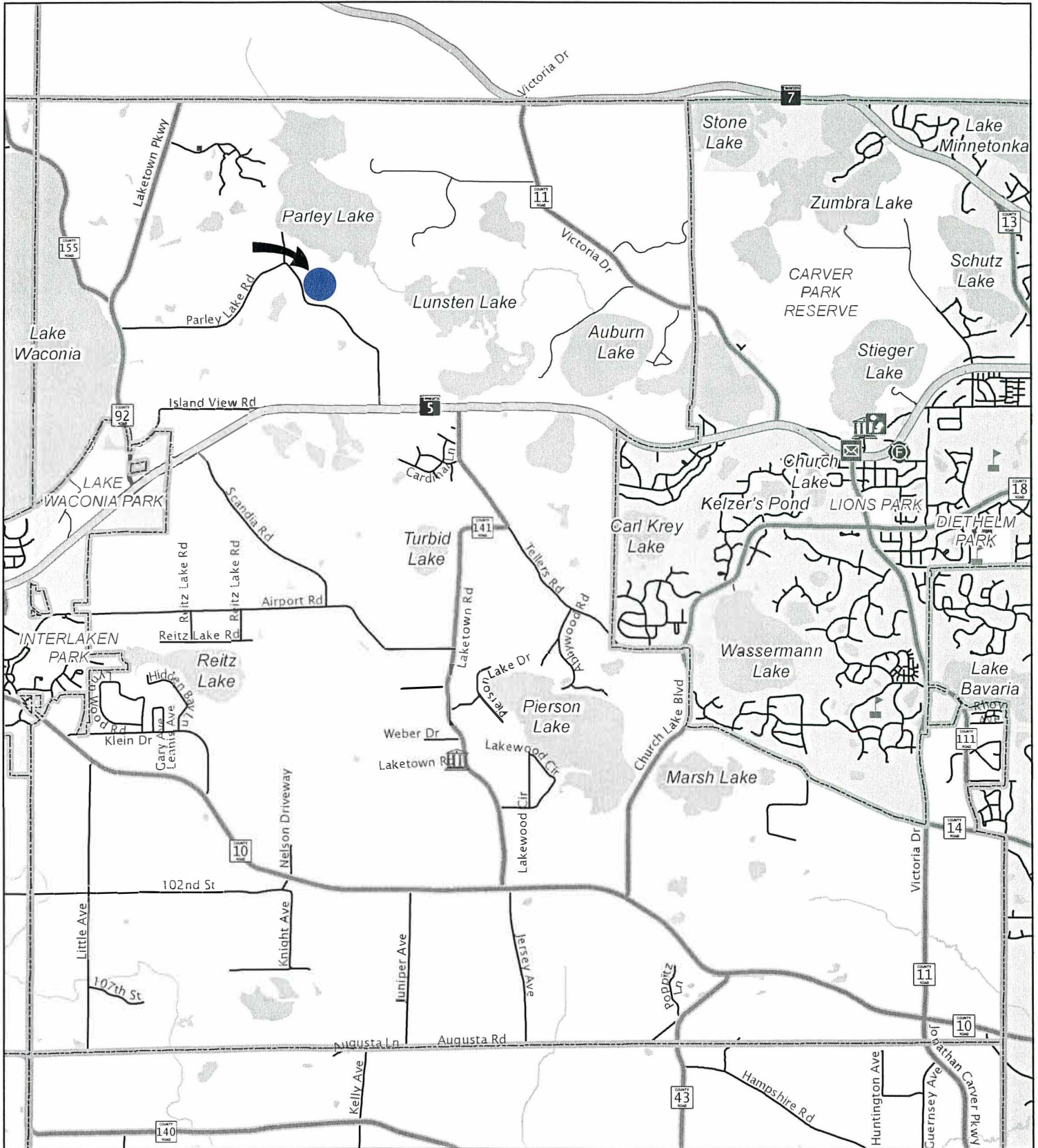
LEGEND

- Set 1/2" X 14" Rebar
- △ Survey Control Point
- X Light



PREMIER
LAND SURVEYING, LLC
1600 Arboretum Blvd., Suite 203
Victoria, MN 55386
525-445-3010

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 of SALLY AVENUE ADDITION

Primary Originating Division/Dept: Public Services - Land Mgmt.

Meeting Date: 7/13/2021

Contact: Jason Mielke Title: Land Use Manager

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

File #PZ20210012. Jeff & Alina Muonio are requesting Final Plat approval of SALLY AVENUE ADDITION (formerly called JEFF MUONIO ADDITION), which is located in Section 6 of Watertown Township. The County Board approved the Preliminary Plat (Resolution #40-21) on April 6, 2021, allowing for two (2) "high amenity" lots with road frontage on a township road (i.e. Sally Ave).

The County Surveyor has reviewed the title information, approved the final plat and signed the official mylar.

The Assistant County Attorney has reviewed the title information and covenants for platting purposes.

The CCMWO – Chapter 153 Water Resource Management standards have been met (i.e. stormwater management and vegetative cover).

The conditions of the Preliminary Plat (PP-PZ20210012) have been satisfied.

The Watertown 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 review.

ACTION REQUESTED:

A motion adopting a resolution approving the Final Plat of SALLY AVENUE ADDITION and authorizing the Chair's signature on the plat mylar.

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 2021 - 7748

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

Date: July 13, 2021

Resolution #:

Motion by Commissioner:

Seconded by Commissioner:

A RESOLUTION APPROVING THE FINAL PLAT OF SALLY AVENUE ADDITION

WHEREAS, the preliminary plat has been submitted and approved by the County Board of Commissioners by Resolution No. 40-21, adopted April 6, 2021; and

WHEREAS, the final plat of SALLY AVENUE ADDITION has been prepared and submitted for consideration; and

WHEREAS, the Carver County Planning Commission, by Resolution No. 21-12, waived any additional review of the final plat if no significant changes were made from the preliminary plat (#PZ20210012) it approved; and

WHEREAS, the final plat conforms to the approved preliminary plat (#PZ20200012); and

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

1. The final plat of SALLY AVENUE ADDITION (formerly known as Jeff Muonio Addition) meets all the requirements of County Board Resolution No. 40-21.
2. The Assistant County Attorney has reviewed the April 9, 2021, Owners Title Insurance Policy (Title Mark, LLC), which states that Jeffrey and Alina Muonio are the fee owners of the subject property to be platted.
3. The Assistant County Attorney, in consultation with the Land Management Department, has reviewed the June 23, 2021, Declaration of Restrictive Covenants, which contain all items required by the April 6, 2021, Board of Commissioners' Resolution #40-21, and Conditional Use Permit #PZ20200057.
4. The final plat conforms to the requirements of Chapter 151 of the Carver County Code (Subdivisions), Chapter 152 of the Carver County Code (Zoning), and Conditional Use Permit #PZ20200057.
5. The County Surveyor has approved the final plat.
6. The Watertown Town Board has approved the final plat.

THEREFORE, BE IT RESOLVED THAT THE Carver County Board of Commissioners hereby approves the final plat of SALLY AVENUE ADDITION.

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

=====

YES

NO

ABSENT

=====

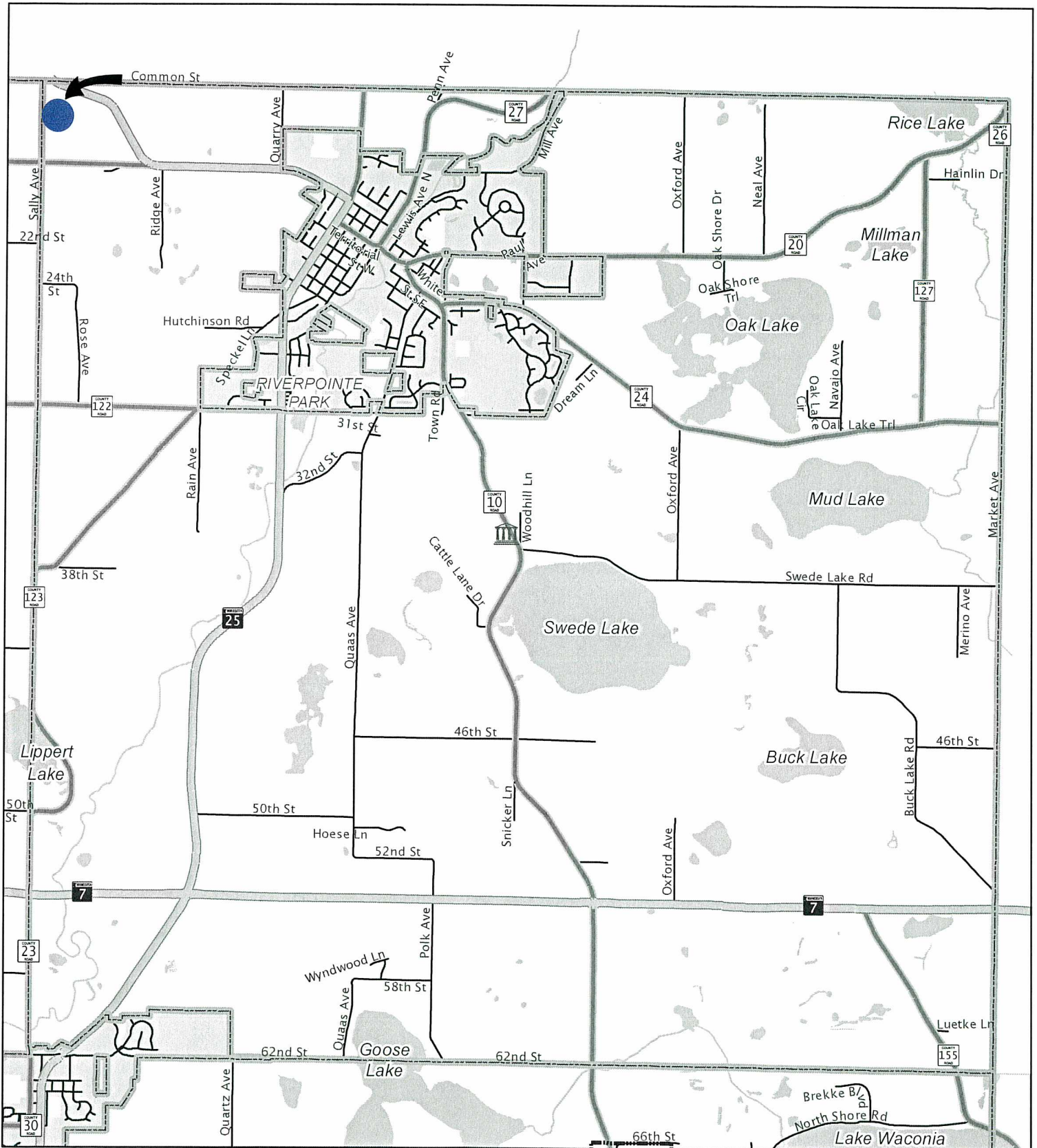
STATE OF MINNESOTA
COUNTY OF CARVER

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 13th day of July, 2021, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____, 2021.

David Hemze, County Administrator

WATERTOWN 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.



Map Created by Carver County GIS

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval to Make Offers for Necessary Right of Way Acquisitions Related to the Highway 24 Project

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 7/13/2021

Contact: Zachary Mahan

Title: Right of Way Agent

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The 2022 construction season includes the Highway 24 Project which includes pavement rehabilitation and shoulder widening of Highway 24 from Highway 10 in the City of Watertown east to the Hennepin County border. Additional right of way is needed to complete the project. Appraisals have been obtained from a certified appraiser and the appraisals have been reviewed by Carver County Right of Way staff. The appraisals are needed to make offers of fair compensation to the landowners impacted by the project.

ACTION REQUESTED:

Motion to adopt a resolution to make offers to the impacted property owners related to the Highway 24 Project based on the appraisals completed by a certified appraiser.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Wheelage Tax

\$675,170.00

Total

\$675,170.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 7749

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

Date: 7/13/2021

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**Resolution Authorizing Offers of Just Compensation to Owners for Acquisition of Real
Property Interests Needed for the Highway 24 Project**

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 widen shoulders and related improvements in Carver County for the Highway 24 Project (“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 described 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 Owners submit to the County the information necessary for reimbursement.

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 as part of the Highway 24 Project 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), the Public Works Division Director or agents under his supervision, shall make initial written offers of just compensation to the Owners of the real property interests described in Exhibit A from whom the County must acquire real property interests needed for the Project; and

BE IT FURTHER RESOLVED that the Public Works Division Director or agents under his supervision, shall reimburse the Owners of said real property interests for an independent appraisal of damages from a licensed real estate appraiser to estimate the full amount of damages which will be caused to Owners by the County’s proposed acquisition of the real property interests described in said Exhibit A, and that, upon the Owners providing to County a copy of that appraisal report, evidence of the cost of that report, and evidence of payment of that amount to the appraiser, County shall reimburse Owners for the cost of Owners’ independent appraisal report, subject to the limits stated in Minn. Stat. §117.036. In lieu of said independent appraisal of damages, the Public Works Division Director or agents under his supervision, may offer in addition to the initial written offer to property Owners, an amount up to said limits in Minn. Stat. §117.036.

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 **July 13th, 2021** now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of July 2021

Dave Hemze	County Administrator

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

Highway 24 Project

Carver County Public Works No. 158794

Property Tax Identification No. 85.4220030

Fee Owners: Richard & Amanda Loycano

Property Address: 817 Dutchmans Way, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 920 **sq. ft.** more or less

Property Tax Identification No. 85.4220040

Fee Owners: Bradley Alan & Kayla Johnson

Property Address: 944 Dutchmans Way, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 168 **sq. ft.** more or less

Property Tax Identification No. 85.0092400

Fee Owners: J & J Vanderlinde Properties

Property Address: 12185 County Road 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 2,538 **sq. ft.** more or less

Property Tax Identification No. 10.0091210

Fee Owners: Dean Charles Loehrs

Property Address: 12195 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 2,945 **sq. ft.** more or less

Property Tax Identification No. 10.0100100

Fee Owners: George & Jean Buehl

Property Address: 11825 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 12,396 **sq. ft.** more or less

Temporary easement for construction purposes contains 2,800 **sq. ft.**, more or less.

Property Tax Identification No. 10.0100400

Fee Owners: Sexton Trust

Property Address: 11725 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 3,477 **sq. ft.** more or less

Property Tax Identification No. 10.0950010

Fee Owners: Stanley & Denise Kluge

Property Address: 2750 Dream Lane, Watertown MN 55388

Temporary easement for construction purposes contains 7,625 **sq. ft.**, more or less.

Property Tax Identification No. 10.0950060

Fee Owners: KM Holdings llc

Property Address: Vacant Land, CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 15,078 **sq. ft.**, more or less.

Property Tax Identification No. 10.0950050

Fee Owners: Ed Kocourek

Property Address: 11515 CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 2,999 **sq. ft.**, more or less.

Property Tax Identification No. 10.0100700

Fee Owners: Vernon & Mary Richter Family Trust

Property Address: 11380 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 44,608 **sq. ft.** more or less

Temporary easement for construction purposes contains 16,646 **sq. ft.**, more or less.

Property Tax Identification No. 10.0150600

Fee Owners: William Wilcox

Property Address: 11285 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 7,124 **sq. ft.** more or less

Temporary easement for construction purposes contains 9,136 **sq. ft.**, more or less.

Property Tax Identification No. 10.0150600

Fee Owners: William Wilcox

Property Address: 11285 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 9,520 **sq. ft.** more or less

Temporary easement for construction purposes contains 12,948 **sq. ft.**, more or less.

Property Tax Identification No. 10.0141200

Fee Owners: Sheila Doughman

Property Address: 3125 Oxford Ave, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 5,084 **sq. ft.** more or less

Temporary easement for construction purposes contains 10,827 **sq. ft.**, more or less.

Property Tax Identification No. 10.0140900

Fee Owners: Red Door Ranch LLC

Property Address: 11085 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 14,703 **sq. ft.** more or less

Temporary easement for construction purposes contains 12,746 **sq. ft.**, more or less.

Property Tax Identification No. 10.0140800

Fee Owners: Bahram Akradi

Property Address: 11025 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 22,796 **sq. ft.** more or less

Temporary easement for construction purposes contains 6,672 **sq. ft.**, more or less.

Property Tax Identification No. 10.2000040

Fee Owners: David & Jennifer Cameron

Property Address: 10685 CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 11,385 **sq. ft.**, more or less.

Property Tax Identification No. 10.2000030

Fee Owners: Scott & Sharon Harding

Property Address: 10555 CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 4,168 **sq. ft.**, more or less.

Property Tax Identification No. 10.0142200

Fee Owners: Timothy Krueger

Property Address: 10515 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 5,513 **sq. ft.** more or less

Temporary easement for construction purposes contains 2,698 **sq. ft.**, more or less.

Property Tax Identification No. 10.2000020

Fee Owners: Ned & Sarah Schlosser

Property Address: 10475 CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 1,992 **sq. ft.**, more or less.

Property Tax Identification No. 10.2000010

Fee Owners: Lewis & Melissa Miner

Property Address: 10425 CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 490 **sq. ft.**, more or less.

Property Tax Identification No. 10.0131600

Fee Owners: Jason Thompson

Property Address: 3085 Navajo Ave, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 1,927 **sq. ft.** more or less

Property Tax Identification No. 10.0131500

Fee Owners: Matthew & Clair Tschann

Property Address: 3115 Navajo Ave, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 5,223 **sq. ft.** more or less

Property Tax Identification No. 10.0131010

Fee Owners: Brett & Kathy Berkland

Property Address: 10255 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 7,801 **sq. ft.** more or less

Temporary easement for construction purposes contains 20,108 **sq. ft.**, more or less.

Property Tax Identification No. 10.0131000 & 10.0130800 & 10.0131100

Fee Owners: David Dotzenroth Rev Trust

Property Address: 10075 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 29,960 **sq. ft.** more or less

Temporary easement for construction purposes contains 53,167 **sq. ft.**, more or less.

Property Tax Identification No. 10.0131210 & 10.0131200

Fee Owners: Paul & Nancy Vetscher

Property Address: 9825 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 27,190 **sq. ft.** more or less

Temporary easement for construction purposes contains 14,879 **sq. ft.**, more or less.

Property Tax Identification No. 10.0131220

Fee Owners: Suzanne Schmit

Property Address: 9671 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 17,435 **sq. ft.** more or less

Temporary easement for construction purposes contains 10,364 **sq. ft.**, more or less.

Property Tax Identification No. 10.0121210

Fee Owners: Douglas & Chryl Hill

Property Address: 9630 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 4,413 **sq. ft.** more or less

Temporary easement for construction purposes contains 5,181 **sq. ft.**, more or less.

Property Tax Identification No. 10.0121200 & 10.0121250 & 10.0121400

Fee Owners: WJVA Inc

Property Address: Vacant Land, CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 26,933 **sq. ft.** more or less

Temporary easement for construction purposes contains 10,819 **sq. ft.**, more or less.

Property Tax Identification No. 10.0121230 & 10.0121240

Fee Owners: Jacob & Katherine Schmotter

Property Address: 9880 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 13,533 **sq. ft.** more or less

Temporary easement for construction purposes contains 7,498 **sq. ft.**, more or less.

Property Tax Identification No. 10.0130600

Fee Owners: Reginald & Elizabeth Vinkemeir Trust

Property Address: Vacant Land, CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 32,757**sq. ft.** more or less

Temporary easement for construction purposes contains 48,874 **sq. ft.**, more or less.

Property Tax Identification No. 10.0130900

Fee Owners: Larry & Justine Anderson

Property Address: 10320 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 8,759 **sq. ft.** more or less

Temporary easement for construction purposes contains 20,236 **sq. ft.**, more or less.

Property Tax Identification No. 10.0131400

Fee Owners: ST Peter Lutheran Church of Watertown TWP

Property Address: Vacant Land, CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 1,508 **sq. ft.**, more or less.

Property Tax Identification No. 10.0141500

Fee Owners: ST Peter Lutheran Church of Watertown TWP

Property Address: 3030 Navajo ave, Watertown MN 55388

Temporary easement for construction purposes contains 816 **sq. ft.**, more or less.

Property Tax Identification No. 10.1500030

Fee Owners: Laurie Janning & Mark Eickhoff

Property Address: 10520 CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 22,302 **sq. ft.**, more or less.

Property Tax Identification No. 10.1500020

Fee Owners: Robert Janning

Property Address: 10715 CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 13,763 **sq. ft.**, more or less.

Property Tax Identification No. 10.1500010

Fee Owners: Jeffrey & Tara Janning

Property Address: 10780 CR 24, Watertown MN 55388

Temporary easement for construction purposes contains 1,696 **sq. ft.**, more or less.

Property Tax Identification No. 10.0111600

Fee Owners: Joan Edwards

Property Address: 10960 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 22,601 **sq. ft.** more or less

Temporary easement for construction purposes contains 6,509 **sq. ft.**, more or less.

Property Tax Identification No. 10.0141100

Fee Owners: Conrad Graczyk & Christine Pace

Property Address: 11180 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 26,240 **sq. ft.** more or less

Temporary easement for construction purposes contains 23,710 **sq. ft.**, more or less.

Property Tax Identification No. 10.0100600

Fee Owners: Phyllis Wheatley Settlement House Incorp.

Property Address: Vacant Land, CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 1,604 **sq. ft.** more or less

Temporary easement for construction purposes contains 2,288 **sq. ft.**, more or less.

Property Tax Identification No. 10.0110910

Fee Owners: David & Catherine Richter

Property Address: 11280 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 574 **sq. ft.** more or less

Property Tax Identification No. 10.0100800

Fee Owners: Lawrence & Elizabeth Frye

Property Address: 11350 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 4,130 **sq. ft.** more or less

Property Tax Identification No. 10.0100300

Fee Owners: Betty Neumann

Property Address: Vacant Land, CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 24,732 **sq. ft.** more or less

Temporary easement for construction purposes contains 3,819 **sq. ft.**, more or less.

Property Tax Identification No. 10.0100500

Fee Owners: Robert & Jane Neumann

Property Address: 11730 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 14,492 **sq. ft.** more or less

Temporary easement for construction purposes contains 4,906 **sq. ft.**, more or less.

Property Tax Identification No. 10.0100200

Fee Owners: Steve & Irene Maass

Property Address: 11760 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 7,291 **sq. ft.** more or less

Temporary easement for construction purposes contains 1,651 **sq. ft.**, more or less.

Property Tax Identification No. 10.0101100

Fee Owners: Deutsch Family LP

Property Address: 11950 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 24,168 **sq. ft.** more or less

Temporary easement for construction purposes contains 1,998 **sq. ft.**, more or less.

Property Tax Identification No. 10.0101200

Fee Owners: Germain & Marian Boll

Property Address: 11980 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 2,884 **sq. ft.** more or less

Property Tax Identification No. 10.0091610

Fee Owners: Elk Development LLC

Property Address: Vacant Land, CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 10,639 **sq. ft.** more or less

Temporary easement for construction purposes contains 501 **sq. ft.**, more or less.

Property Tax Identification No. 85.0092500

Fee Owners: David Traux

Property Address: 12120 CR 24, Watertown MN 55388

Permanent easement acquisition for public right of way purposes contains 11,179 **sq. ft.** more or less

Temporary easement for construction purposes contains 549 **sq. ft.**, more or less.

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Professional Services Agreement with Stantec Consulting Services Inc.

Primary Originating Division/Dept: Public Services - Planning & Water Mgmt

Meeting Date: 7/13/2021

Contact: Paul Moline

Title: PWM Manager

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Implementation of the Carver County Water Management Organization (CCWMO) Water Plan requires engineering services. Pursuant to state statute (MS 103B.227), the CCWMO issued a Request for Qualifications (RFQ) for engineering services in May 2021. Based on the scoring of the 6 submitted proposals, the staff is recommending that Stantec Consulting Services Inc. be included in the pool for engineering services. Stantec (as the former WENCK Associates) has contracted with the County in the past and is the most familiar with the WMO permit review process.

CONTRACT BENEFITS - Engineering services are essential to implement pieces of the water management plan, including stormwater review, project design, modeling work or review, and sub-contracting for construction. The CCWMO does not have an engineer on staff and staff believes that the use of outside consultants is the most efficient way to accomplish engineering tasks for July 2021 through June 2023.

The funds noted are a "not to exceed" estimate for the two-year period. This contract would NOT be a commitment by the County to allocate funds to the firm, as projects would be handled on a work order basis. The CCWMO works with other firms in the pool as well and may request proposals from firms outside the pool depending on the scope of the work needed.

ACTION REQUESTED:

Motion to contract with Stantec Consulting Services Inc. pending completion of the contract review processes.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

CCWMO Levy	\$150,000.00
State/Federal Grants	\$150,000.00
Total	\$300,000.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Not to exceed amount of \$300,000 based on estimated max for two-year period (2021-23). 2021 funds are included in the budget. 2022-23 funds will be based on County Board approved budgets and WMO levy, existing grants and potential future grants.

Office use only:

RBA 2021 - 7755

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Land Records Temporary Employee**

Primary Originating Division/Dept: Property & Financial Services

Meeting Date: 7/13/2021

Contact: Kathleen Smith

Title: Land Records Manager

Item Type:

Consent

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:

The Land Records Department is responsible for creating an efficient record system accessible to the public for land transactions going back to the late 1800s. State Statutes created a specific fee that is designated to fund the ongoing costs of maintaining historical land records. Department staff are requesting using these designated funds to annually fund up to 76 days (100 days for a college intern) of Short Term/On Call ("STOC") staff to assist with maintaining historical land records i.e. indexing historical documents for the Land Records back-scanning project. Because of our current workload and the unprecedented increase in recording documents we've experienced the last two years, we are requesting to add a second person to this project.

ACTION REQUESTED:

Approve Land Records STOC position funded by Recorder Tech funds.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FTE IMPACT: None**FUNDING****County Dollars =**

Recorder Tech Fund \$15,000.00

Total \$15,000.00☒ Insert additional funding source**Related Financial/FTE Comments:**

No levy funds are being requested for this temporary position.

Office use only:

RBA 2021 - 7756

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Land Records Temporary Employee

Department:

Meeting Date: 7/13/2021

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: Kathleen Smith

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
STOC	02-100.6119	\$15,000.00	data processing	02-100-100.6263	\$15,000.00
TOTAL		\$15,000.00	TOTAL		\$15,000.00

Reason for Request:

Increase STOC budget to maintain historical land records utilizing Recorder Technology Funds.

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Request for approval to contract with GMH Asphalt**

Primary Originating Division/Dept: Public Services - Facilities

Meeting Date: 7/13/2021

Contact: Jim Kuchelmeister

Title: Facility Services Manager

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No**Strategic Initiative:**

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

BACKGROUND/JUSTIFICATION:

The west parking lot at the Government Center's 600 building is past its useful life and the asphalt is failing. Facility Services is requesting the removal of the existing parking lot area measuring approximately 160' x 43' and 30'x30' radii are at entrance. Also, remove and replace a portion of the drive area from Beech Street measuring approximately 105'x29'. Regrade existing aggregate base, compact, install 2" of bituminous base course and finish with a bituminous wear course, for a total of 3.5" of total thickness.

Facility Services obtained 3 quotes and GMH Asphalt had the low bid at \$33,400.

ACTION REQUESTED:

Motion to contract with GMH Asphalt for the replacement of the West parking lot at the 600 building pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

\$33,400.00

FTE IMPACT: None

Total

\$33,400.00

☒ Insert additional funding source**Related Financial/FTE Comments:**

Facility Services has this project in their 2021 budget.

Office use only:

RBA 2021 - 7729

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Property & Financial Services Division Re-Org Phase III

Primary Originating Division/Dept: Property & Financial Services

Meeting Date: 7/13/2021

Contact: David Frischmon

Title: Property & Finance Director

Item Type:

Regular Session

Amount of Time Requested: 10 minutes

Presenter: David Frischmon

Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Following the retirement of the Taxpayer Services Divisions Director, in August 2016, the County Board approved combining the Finance Division and the Taxpayer Services Division into the Property & Financial Services ("PFS") Division which eliminated a 1.0 Taxpayer Services Division Director position.

In August 2017, the County Board approved PFS Re-Org Phase I which moved all land record related staff workload and management responsibilities along with 3.0 FTEs from Taxpayer Services Division to the Recorder's Office which successfully create a game changing "One-Stop" Land Records Department and started the transition to allow Elections staff and management to focus on elections during election season.

Following the retirement of the Taxpayer Services Manager, In December 2018, the County Board approved PFS Re-Org Phase II which:

1. Split up the Taxpayer Services Department into three Departments - Elections & Licensing, Property Tax and License Centers which eliminated a 1.0 Taxpayer Services Manager position.
2. Moved Vitals from Elections & Licensing to Land Records without transferring any staff to create which enabled Elections & Licensing to start processing revenue generating passports at the Chaska Government Center without adding any FTEs to either Department which continued the transition to allow Elections & Licensing staff and management to focus on elections during the election season.

The PFS Management team is now recommending PFS Re-Org Phase III to:

1. Create a "One-Stop" Property Tax Department by moving approximately 1.5 FTE of property tax related workload and management responsibilities but only a 1.0 FTE from Elections & Licensing to the Property Tax Department to complete the transition so Elections & Licensing staff and management can be completely focused on elections during the election season.
2. Add a 1.0 Elections and Licensing Specialist to assist with the increasing popularity of absentee voting and to process passports during the non-election season and most of the election season.
2. Add a 1.0 Property Tax Coordinator to assist with the approximately 1.5 FTE of property tax related workload and management responsibilities being shifted to create the "One-Stop" Property Tax Department along with proactively preparing the Department to manage tax base growth, increasing complexity in the property tax process and a significant multi-year property tax software conversion.

3. Increase management capacity for a "One-Stop" Property Tax Department by eliminating the 1.0 Senior Property Tax Analyst and creating a 1.0 Property Tax Assistant Manager to manage the property tax calculation and settlement processes.

The net increase in FTEs is +2.0: a 1.0 for the Elections & Licensing Department and a 1.0 for the Property Tax Department.. No new levy dollars are being requested to fund the incremental cost of **PFS Re-Org Phase III**. See fiscal details below.

ACTION REQUESTED:

Motion to approve **PFS Re-Org Phase III** which adds a net 2.0 FTE to the PFS Division with no additional levy dollars:

Eliminate 1.0 Elections and Vitals Specialist and add 1.0 Property Tax Specialist to move approximately 1.5 FTE of property tax related workload and management responsibilities from Elections & Licensing to Property Tax

Eliminate "interim" 1.0 Elections and Licensing Manager and 1.0 Property Tax Manager positions and create 1.0 Elections and Licensing Manager and 1.0 Property Tax Manager positions

Eliminate 1.0 Senior Property Tax Analyst and create a 1.0 Property Tax Assistant Manager

Add 1.0 Elections & Licensing Specialist

Add 1.0 Property Tax Coordinator

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =	\$0.00
------------------	---------------

See comment below	\$157,334.00
-------------------	--------------

Total	\$157,334.00
--------------	---------------------

FTE IMPACT: Increase budgeted staff

Related Financial/FTE Comments:

The incremental cost for **PFS Re-Org Phase III** will be entirely funded by increased passport revenue, by reducing the budget for temporary election staff and from previous net levy savings accumulated generated by **PFS Re-Org Phase I/Phase II**. See the attached budget amendment for additional details. Thus, no new levy dollars are being requested to fund the incremental cost of **PFS Re-Org Phase III**.

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

2021 Budget Board approved FTEs - 1/1/21:	729.84
---	--------

Non-levy funded Board Approved net FTE changes during 2021:	7.00
---	------

July 13th RBA non-levy funded net FTE changes:	2.00
--	------

2021 Total FTE - 7/13/21	738.84
--------------------------	--------

Office use only:

RBA 2021 - 7668

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Property & Financial Services Division Re-Org Phase III

Department:

Meeting Date: 7/13/2021

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: David Frischmon

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Salaries & Benefits	01-40-40.61xx	\$144,930.00	STOC	01-40-65.6119	\$12,000.00
Salaries & Benefits	01-40-65.61xx	\$12,404.00	Passports	01-40-65.5166	\$145,334.00
TOTAL		\$157,334.00	TOTAL		\$157,334.00

Reason for Request:

Budget for Phase III of PFS Re-org. Funded by increased passport revenue, reducing the budget for temporary election staff, and net levy savings from Phase 1 and II of re-org.

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Carver County Strategic Plan Update**

Primary Originating Division/Dept: Administration (County) ▼

Meeting Date: 7/13/2021

Contact: Dave Hemze Title: County Administrator

Item Type:
Regular Session ▼

Amount of Time Requested: 20 minutes

Presenter: Title:

Attachments: ☒ Yes ☐ No**Strategic Initiative:**

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

BACKGROUND/JUSTIFICATION:

The County Board and Division Directors held a strategic planning retreat on Tuesday, May 25. Proposed updates to Carver County's strategic plan are outlined in the attached document.

ACTION REQUESTED:

Motion to approve Carver County's 2021-22 Strategic Plan.

FISCAL IMPACT: None ▼

If "Other", specify:

FTE IMPACT: None ▼**FUNDING**

County Dollars =

Total \$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 7744



2021-2022 Strategic Plan

Proposed July 13, 2021

I. Vision

Where the future builds on the past in keeping Carver County a great place to live, work, and play for a lifetime for all residents.

II. Foundational Values

Carver County subscribes to the below foundational values to guide us as a community and form a basis for decision making.

- Respect
- Responsibility
- Human worth and dignity
- Community engagement
- Environmental stewardship
- Community support
- Learning
- Integrity

III. Mission

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

IV. Goals - Summarized

To help define each goal statement, there is a distinctive and characteristic word which summarizes each goal. These six goals are designed to serve as the foundation for all future strategies, work and priorities of the County.

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

V. Implementation Plan

Goals	Strategies	Tasks	Responsibility	Implementation Timeframe	Progress to Date/Notes
I. Customer Service	A. Raise the quality and quantity of service to the County's veterans and their families to a level of excellence.	1. Find ways to identify and serve previously unknown veterans in the County. 2. Continue to explore ways to expand participation in Carver County Veterans Treatment Court for justice-involved veterans in Carver County.	Koktavy	2021	Implementing an opt-in process to the online homestead application for county residents to self-identify veteran status. Connecting with these clients to inform, educate benefits.
		3. Contribute efforts to improve Carver County veterans' financial stability/recovery from COVID-19.			Completed \$110,193 in MN Department of Veteran Affairs State Grants to Carver County Veterans and their families through COVID relief funds. Maintain strong partnership with Carver County Veteran Assistance Program and other third-party organizations to apply for need based grants.
	B. Transition Health and Human Services' customer service orientation/model to better address issues of trauma and to facilitate community mitigation strategies to address spread of infectious disease.	1. Train all public facing staff on how to respond to signs of trauma; read through policies and practices and make corresponding changes.	Franks	Ongoing	HHS has begun to introduce staff to new principles. Continue the trauma informed work committees. HHS leadership to adjust protocols based on health guidance and best practices.
	C. Set a basic customer service goal of responding within 24 hours, where possible, relevant and applicable.	1. Where staffing levels and service allows, track customer service response times.	All	Ongoing	Focus on customer-facing service areas, as applicable.

II. Communities	A. Mitigate flooding of County Infrastructure.	1. Analyze and develop short and long-range plan to mitigate flooding of County highways, bridges, and buildings. Determine high priority flood mitigation projects. Analyze slope stability risk using GIS. Improve road closure process using GIS application. Research options for the Highway 41 bridge as well as County Road 11/9 river crossing.	Robjent	2021-22	GIS slope stability analysis complete and included in TAMP. Continue to coordinate with Scott County on future Highway 41 bridge and CSAH 11/9. GIS Application has been developed and implemented to communicate highway closure due to flooding.
	B. Address food security as a County-wide Public Health Issue.	1. Promote a community of stakeholders to inform policy and draft consistent response protocols. Build and enhance community supports and interventions around nutrition and food availability. Ensure availability of food resources to those in need due to COVID-19.	Franks	Ongoing	Through SHIP activities, grants, and other partnerships, Public Health workers have begun to engage community partners, schools and Environmental Services. Build and maintain relationships with community partners for food distribution.
	C. Help eligible women, infants and young children eat well, learn about nutrition, and stay healthy.	1. Provide nutrition education, counseling, food vouchers for nutritious food and referrals to health and social services for pregnant women, new mothers, infant and children (WIC).	Franks	Launch 1/1/22 - then ongoing	Submit application to MDH Spring 2021.
	D. Enhance the general overall mental health of Carver County.	1. Continue to maintain or increase use telehealth or virtual presence instituted as a response to COVID-19 to provide safe and effective mental health care to clients.	Franks	2021-22	Continue to build on current platforms and processes for telehealth. Ensure that there is adequate IT infrastructure to support telehealth (bandwidth, equipment/software and tech support).

					Work with State Legislature/DHS to codify waivers and flexibilities put into place as a response to COVID-19.
--	--	--	--	--	---

II. Communities		2. Public Health and Behavioral Health combine strategies to address building mental wellness on the individual and community basis.			Expand upon the Health in all Strategies policy in 2018. Use learning from pandemic response and CHIP assessment to develop a comprehensive health plan.
		3. Enhance MH/LE co-responder program in Carver County, putting people in crisis in direct contact with appropriate resources.	Kamerud Support: Franks	2021-22	Based on the success of the first co-responder position, add a second co-responder to increase availability of services to correspond to time of call for service.
		4. Full implementation of collocation of crisis team phone triage staff in 911 dispatch center.	Kamerud Support: Franks	2021	Currently operating successfully on one shift. Look for full implementation in - 2021-22.
		5. Expand supportive housing options for homeless population. Create greater housing security for those experiencing difficulties. Continue to provide housing for those experiencing homelessness because of COVID-19, including providing for essential services for those in need.	Franks	Ongoing	Expand shelter options as necessary to respond to need brought on by COVID-19. Build partnerships with local hotels, and secure additional funding from State and grants. Have expanded Housing Specialist to 2.0 FTE to work with

II. Communities (Continued)					SPMI/Disabilities. Looking to add additional 1.0 FTE to assist with housing homeless funded by new earned revenue. Increased vendors providing supportive housing in 2020.
		6. Open Steiner-Kelting Mental Wellness Facility to provide residential crisis stabilization services.	Franks	2021-2022	Anticipated opening mid-2021. (Issue \$2.5M in bonds within 18 months of opening to reimburse \$2.5M of cash reserves initially used to purchase the property in accordance with IRS requirement).
		7. Expand mental health services to meet the growing needs of Carver County children, youth and young adults. Expand Day Treatment services to elementary age, enhance school linked mental health services. Expand staffing levels as indicated to meet growing demand.	Franks	2021-2022	Conversations are ongoing with area School Districts regarding expansion of School Linked Mental Health services.
		8. Establish dependable and sustainable psychiatric services. Explore opportunities for partnerships within the communities to provide a more comprehensive continuum of care.	Franks	2021-2022	Telehealth psychiatry services have been increased to meet demand. Efforts continue to attract in house psychiatry services.

II. Communities (Continued)	E. Study, plan, and implement measures to provide for the improved security and protection of the public and County employees and assets on County grounds.	1. Develop and implement lockdown hardware and procedures, sustain security assessments, and train employees in workplace security. Select and undertake additional facility upgrades identified by assessments. Review and upgrade exterior lighting, building access and security cameras.	Koktavy Support: Kamerud	Ongoing	Continued to make physical improvements to County buildings including additional card readers, exterior lights, and cameras. Held County-wide security training.
	F. Update resources and services across the Library system.	A. Reassess timeline for a new Chaska Library given the impacts of COVID-19.	Koktavy Support: Frischmon	2021	In working with the City, identified the Chaska LC as the preferred site. Library staff visited other libraries to get ideas for a new Chaska Library. Given the impacts of COVID-19, need to work with the City to reassess the current timeline.
		B. Evaluate the short- and long-term impacts of COVID-19 on delivery of library services and spaces. This includes social media-based programs, online resources, e-resources, etc.	Koktavy	2021	In response to COVID-19, started social media-based programs on Facebook. Spent additional \$65,000 on e-resources.
	G. Develop strategies to change the governance of the Metropolitan Council .	1. Coordinate with suburban counties to develop and propose a better governance model for the Metropolitan Council. Follow up by coordinating with legislators to implement changes.	Hemze	2021-22	Suburban County meetings were coordinated in efforts to respond to concerns related to the Metropolitan Council. Legislation introduced during 2019 and 2020 session.

	H. Continue operating drug court , which began in January 2020.	1. Continue to work with our partners to operate the drug court. 2. Expand participation by offering incentives for qualified participants in order to maximize grant resources. 3. Keep the County Board updated on the progress of the program and available grant funds.	Metz		We received a significant grant to fund the program and assistance from the County Board. Drug court began on Jan. 13, 2020 and has been successful.
II. Communities (Continued)	I. Evaluate whether to use a hearing officer for traffic court.	1. Meet with our justice partners in determining whether having a hearing officer hear traffic cases would be more effective and efficient than our traditional court.	Metz		Courts and other partners are prepared to begin using a hearing officer once the pandemic ends.
	J. Tele-court: Handle more court hearings via the internet.	1. Meet with justice partners in establishing procedures for more court appearances via web services to mitigate the risks with in-person court hearings.	Metz		Tele-court has been the norm with the pandemic, and we anticipate it will continue to some extent.
	K. Change data practices laws and streamline how we process requests.	1. Strategize an approach to coordinate, with partners, to change the data practices law to make it more reasonable and realistic, reducing its weaponization.	Metz		I have discussed what steps can be taken to change the data laws and determined that a statutory change is unlikely, so political pressure may be more appropriate.
		2. Develop a best practice for responding to different types of requests for public data and seek technology to improve the process.	Koktavy Support: Metz, Franks		

III. Culture	A. Position the County to attract, develop, and retain a well-qualified, diverse workforce that reflects our community and is prepared to deliver excellent service, responsive to community requirements. Encourage staff engagement, achievement, and effective teamwork, including engagement of more remote workers and dispersed teams. Continue to build a performance based and service-oriented culture. Create a culture of learning, wellness, innovation and continued personal and professional growth, positioning employees to deliver a high level of service to the community. B. Develop and incorporate new and modified approaches responsive to the ongoing challenges presented by the COVID-19 pandemic and recovery process. Many public services are essential for the community and must continue to be provided by qualified staff including during challenging times while continuing to prioritize employee and community health and safety. County employees must be supported to effectively deliver essential services even during the most difficult periods.	1. Continue to refine methods, process, and approach to provide meaningful performance feedback, supportive of employee growth and professional development, and performance management processes. 2. Increase the County's investment in diversity recruiting, to support ongoing efforts to build a well-qualified and diverse workforce reflective of the Carver County community. 3. Develop and implement an effective remote and hybrid work program to provide the County a competitive edge in attraction and retention of qualified staff. Develop management's ability to guide and support remote teams, and to guide staff through the adjustments required to effectively deliver service in a world significantly changed by the COVID-19 pandemic. 4. Develop and conduct an employee survey as an additional method to gather County employee feedback and assess engagement. 5. Continue to monitor and negotiate employee compensation and benefits to provide a fair total compensation package that is internally equitable and externally competitive with adjustments responsive to current market conditions, to support attraction and retention of qualified public employees with a commitment to service excellence. Balance these goals along with the need to ensure qualified staffing to deliver necessary services within fiscal constraints and sound financial practices. 6. Provide employee training and education to develop and strengthen professional knowledge and skills, and cultural competency, with focus on educational strategies that support a positive and inclusive workplace culture. Continue to invest in employee safety and health as top	Anderka Support Hemze	Ongoing	The County continues to build upon a performance based and innovation focused culture, including developing management approach aligned with these goals. Substantial focus has been placed on guiding best practices responsive to the COVID-19 pandemic throughout the County workplace to ensure continued effective service delivery, supportive of employee and community health and safety. Various training and educational opportunities were provided to County employees during the past year, while incorporating pandemic protocols. The COVID-19 pandemic has prompted more frequent communications with employees and management via email, video conferencing technology, and through creation of a COVID-19 resources page on the County's intranet site. Employee Relations continues to capitalize on technology to effectively complete work requirements, deliver services, and share information. Technology innovations have increased efficiency and capacity to take on
--	---	---	--------------------------------------	----------------	--

III. Culture (Continued)	C. Define future workforce management and service delivery approaches that will advance the County in a changed post-pandemic landscape. Identify and implement innovative and effective workforce management and service delivery approaches that build on positive developments recognized during the pandemic. Maintain this spirit of advancement to envision future workforce management and service delivery approaches that provides the County a competitive edge in service delivery efficiency and attraction and retention goals.	priority commitments. Continue to invest in employee safety and health as top priority commitments. 7. Invest in training, development, and professional growth of management, to develop skilled and effective leadership at all levels. Align leadership approach at all levels to create a positive, inclusive, service-oriented, and effective workplace culture, supportive of employee engagement and growth, and ready to address the challenges of the COVID-19 pandemic, recovery process, and establishment of innovative future workforce management and service delivery approaches. 8. Identify strategies to enhance communications approach and develop more effective connections with audience. Address the unique challenges of communicating effectively with a dispersed and remote workforce. Continue to identify strategies to communicate effectively with customers, clients and community members while delivering services via new methods.			new challenges, including COVID-19. Employee Relations developed new County Policies, safety and health protocols, and workplace guidance responsive to the COVID-19 pandemic and continues to deliver updated guidance and resources for employees and management. Development of future telework and hybrid workforce management approaches, policy and program guidelines are underway. The County has continued to invest in diversity, equity, inclusion, and cultural competency educational opportunities. The County strives to achieve ongoing learning and development in this area. Recruitment and hiring approach incorporate equitable hiring practices and establishes focus on job-related qualifications. Over the past five years, the percentage of new hires who are POC has aligned with or approximated the percentage of Carver County community members who are POC based on census data.
	D. Create a culture of innovation .	1. Train entire IT Project Management Office team to serve as Innovation coaches and new PMO Manager to coordinate. Further	Koktavy Support: All	Ongoing	PFS working w/ IT on innovative repository project stemming

		raise employee engagement in Innovative methods, spark more innovations and cultural change, and improve measurement of results. 2. Support a culture where the above can be facilitated in work environment more focused on remote working and teleworking. Look to build and enhance business processes and structures that increase efficiencies in a remote/telework structure. 3. Focus innovation processes to continue promoting front-line workers' ability to bring forward ideas that improve current work processes.			from Kaizen. Work has begun on improving the IT Onboarding process from Kaizen. The Innovation Leadership Team is focusing on developing content for a Carver County Innovation week. Goals are to provide innovation ideas, concepts and to celebrate innovation success within Carver County.
--	--	--	--	--	--

III. Culture (Continued)	E. Address the health disparity of Carver County residents experiencing poverty.	1. Community Health Workers will utilize information gained from the County Health Assessment to work with communities and individuals to reduce health disparities in Carver County.	Franks	Ongoing	The County has hired its first Community Health Worker. Outreach to Latino community has significantly increased.
	F. Continue to develop a consistent leadership approach at all levels in support of County goals and vision. Support positive organizational culture development, through effective leadership engagement at all levels.	1. Continue to build on effective discussions and communication with all levels of County leadership. Align mid-level management methods and approach with organizational goals and vision.	Hemze Anderka Support: Div Directors	2021-22	Employee Relations continues to work to develop effective union relationships and engage with County management to discuss challenges, goals, and strategies for effective supervisory and management leadership at all levels. Work to provide continued leadership development and communication opportunities continues. Development of additional management training and development sessions based on discussions with the supervisory and management Association was paused in order to allocate resources to pandemic response. However, future focus on this area is planned. Provision of pandemic related management guidance has been

					prioritized responsive to the circumstances, to support county supervisors and leaders in navigating COVID-19 challenges.
	G. Court Services	1. Transition Court Services employees to County employees within the HHS Division.	Hemze Support: Anderka, Franks	2021	The County organizational structure has been updated to incorporate Court Services into the HHS Division. Union negotiations are in-progress regarding the terms and conditions of employment for Court Services staff.

IV. Connections	A. Develop technology infrastructure, and applications to provide better service and communication to the Carver County community and to raise productivity.	1. Implement an IT Project Management software to help track tasks, IT resources, and portfolio management to increase project visibility and success within the organization.	Koktavy	Q2 2021	IT worked with Clarizen's professional services to setup their product. First stages of implementation have begun with the loading of all IT projects into the application. Workflow has been created for project approval and IT tasks have been assigned to IT resources. Resource management and portfolio management are the next steps.
		2. Implement IT Strategic Plan, including increased external "Cloud" hosting and improvements in IT structure, management, customer service and communications, core technologies, data integration, and the development of high-level business intelligence.	Koktavy Support: Hemze	Ongoing	Sustain implementation of updated IT Strategic Plan. Implementing Microsoft 365 in the Cloud (externally hosted). Exchange (email/calendars) has been successfully migrated to the Cloud. OneDrive (personal Cloud storage) has been implemented for personal Cloud storage and sharing of files internally or externally securely. Microsoft Teams is being rolled out as a web conferencing solution. Next steps are further rollout of Microsoft Teams as a collaborative platform for communication and sharing of documents IT will be working on

					moving SharePoint on-premise to SharePoint online. IT is partnering with Public Works to build a foundation for hosting data in Microsoft's Azure Cloud storage.
IV. Connections (Continued)		3. Virtual desktop enhancements and hardware stabilization to support remote working.	Koktavy	Ongoing	Upgrade VDI infrastructure hardware and software to support a remote workforce. Enhance VDI performance, support web conferencing and enterprise Cloud applications. Optimize hardware for VDI performance.
		4. Continuously advance cybersecurity protections.	Koktavy	Ongoing	Continue to roll out our new next generation anti-virus solution. Continue to expand our Security Information and Event Management (SIEM) system that analyzes security logs across systems. Enhance our endpoint device management security, starting with mobile devices. Conducting an incident response tabletop exercise with the Incident Response Team.

IV. Connections (Continued)		5. Expand the County's broadband fiber optic cable network through CarverLink to meet the growing needs of participating agencies. 6. Explore possible partnerships to support broadband access for residents in need.	Koktavy	Ongoing	Assist in the expansion of fiber connectivity to residents and businesses within multiple cities in Carver County including Cologne, Carver, Chanhassen, Victoria, Waconia and Watertown in the 2021-2022 construction seasons, via potential MetroNet fiber overlays, and in association with these overlays provide fiber connectivity directly to a number of public structures and facilities within each city. Finalizing a project to migrate the Carver County Sherriff's 800MHz Radio System from microwave connectivity to fiber. Continuing to modify CarverLink's physical fiber and network electronics networks to provide redundancy, resiliency and diversity. Performing a major network switch upgrade of the switches in the CarverLink Network, with the majority
--------------------------------	--	---	---------	---------	---

					having been in place for over 9 years.
	B. Promote community connectedness through partnerships with community organizations, schools and governmental agencies.	1. Continue to evolve and expand legislative priorities and advocacy efforts to accomplish County goals. 2. Continue working with Community Development Agency, to market the County as a top business and tourism destination 3. Continue working with CDA, Cities and Townships on ensuring affordable housing stock exists to support a robust, diversified workforce.	Hemze Support: All	Ongoing	Developed 2021 legislative priorities, reviewed options for State lobbyist and decided to wait until 2022 legislative session, renewed contract with Federal lobbyist.
IV. Connections (Continued)		4. State Law changes have dramatically increased the use of absentee ballots for the past three elections. The popularity of this voting option is expected to continue so the County should expand its capacity to process absentee ballots for future elections.	Frischmon	Ongoing	Successfully piloted project with Waconia as a City Absentee Precinct for the 2018 primary and general elections which continued to work well for the 2020 elections. County staff plan to re-visit with the three cities of Chanhassen, Chaska and Victoria, who generate the majority of absentee ballots, to see if they are now willing to follow the trend in other metro counties by being an Absentee Precinct for the 2022 election.
	C. Communications: raise and enhance public and employee understanding of County services and resources.	1. Make additional improvements to the County's website to improve the user's experience on our site. Explore opportunities for customers to conduct additional business through our website.	Koktavy	Ongoing	County's website refresh completed. Continue to work on updating content, search capabilities and navigation. Explore additional web-based solutions for residents.

		2. Enhance the development of the County Board agenda technology and improve board room technical capabilities including virtual meetings and live streaming.	Hemze Support: Koktavy	2021	Live streaming hardware installed, and service launched in Q1 2020 through YouTube. Gives residents ability to access, either live or on demand, Board meetings during COVID-19 pandemic.
		3. Develop County wide maintenance agreements with cities. Include roads and trails	Robjent	2021	Defined responsibilities for routine highway maintenance activities. Working on stormwater maintenance responsibility using GIS and Asset Management systems.
V. Finance	A. Develop dynamic and flexible budgeting, financing and fiscal forecasting model.	1. Implement 5-year Road and Bridge and Parks CIP and determine bonding needs 2. Evaluate effects of COVID-19 on transportation and park revenue	Robjent Support: Frischmon	2021	2022-2026 CIP updated using implementation plans for Arboretum, Highway 10, Highway 61 and Highway 92 studies. Potential bonding needed in 2025/6 to cash flow projects. Depends on ability to secure large grants, state bonding or congressional appropriations. County share of \$2.5M state bonds for LWRP TBD.
		3. Analyze OPEB restricted assets compared to actuarially determined liabilities	Frischmon	2021	Determine if ongoing County OPEB

					contributions can be lowered as part of the 2022 Budget process
		4. Meeting increased service needs of our residents with limited financial resources.	All	Ongoing	For the 2021 budget, the County Board approved a no-impact on the average value home in anticipation of the economy heading into a COVID19 related recessions. Balancing increasing service demands and limited financial resources will continue to be a difficult process for the 2022 budget. Develop a process to identify and prioritize community investments for the \$20 million in one-time ARP funds by December 31, 2024.
V. Finance (Continued)	B. Develop, improve and monitor for compliance accounting and budgeting processes, policies, internal controls, etc. to ensure county wide financial efficiency, integrity, transparency and accountability.	1. Continue to Implement Asset Management Systems to efficiently track and manage county assets and plan for future needs. Determine staffing needs to manage, update and enhance asset data as well as keep up with condition inspections. 2. Eliminate E-timecard entry for PW Operations staff with mobile work orders 3. Prepare Transportation Asset Management Plan (TAMP) V2. Determine financial implications to meet defined performance targets.	Robjent Support: Frischmon, Koktavy	Ongoing	Public Works continues to implement Cartegraph for transportation and parks and trails assets and Assetworks for fleet assets. Mobile work orders within Cartegraph are used to track all highway maintenance work. Final quality control is underway to eliminate duplicate time sheet entry. Version 1 of a Transportation Asset

					Management Plan (TAMP) is done. IT and Facility Services are working on integrating asset management within the work order software system.
--	--	--	--	--	--

VI. Growth	A. Construct sufficient county infrastructure to accommodate land development while protecting natural resources and limiting the financial burden on the existing tax base.	1. Update Transportation Tax Implementation Plan and 5-year CIP. Seek Federal and State grants and bonds. Determine financing needs as necessary for county share of projects if grants are won or bonding is secured for large projects that can't be delivered within the CIP cash flow. Determine resource needs to manage and deliver CIP. Evaluate enterprise software to manage project delivery, financials and construction admin tasks. 2. Continue to enhance the county development review process in cities and townships.	Robjent Support: Frischmon	2021	Implementation plan updated with 2022-2026 CIP. Development review fee established in 2020. County ordinance being updated related to access spacing and setback.
	B. Modernize County Fleet Operations.	1. Analyze and enhance pool car program. Launch pilot kiosk program. As part of space plan, consider storage of pool cars. 2. Develop strategic plan to electrify fleet.	Robjent Support: Frischmon, Kamerud, Franks and Koktavy	2021-22	Put on hold with COVID-19
	C. Develop Lake Waconia Regional Park	1. Apply for grants and state bonding for Phase III development and plan for County funding share.	Robjent	2021-22	Secured \$2.5 million in State Bonds for Waterfront Service Building
		2. Continue development of LWRP mainland and Coney Island	Robjent	2021-22	Waterfront service center design under way. Construction planned for 2022
		3. Revisit plan for Waconia Event Center. Should it be moved and remodeled or removed.	Robjent	2021	Previous direction was to remove building—now being used for testing & vaccinations.
	D. Plan for impacts of new CCWMO Plan.	1. Determine operational impacts of O&M agreements. Operations and maintenance agreement include inspection and	Robjent Support: Koktavy	2021	Coordination between PW and PWM to determine additional

		maintenance requirements for new BMPs built with projects. This will require additional resources for the county. Develop partnership with WMO, PW and others to inspect stormwater BMPs.			resource needs for 2022 Budget.
	E. Evaluate recyclable materials accepted at County recycling sites and events to improve our service to residents and businesses and prepare for future growth.	1. Analyze markets and local opportunities to enhance or offer new environmental service programs.	Koktavy	2021	In February 2021, Environmental Services added plastic bags and wrap to the list of no-charge items accepted at the Environmental Center. Plastic bags were one of the most requested items to be added.
	F. Develop a sustainable model to protect the County's water from Aquatic Invasive Species (AIS).	1. As part of a strategic plan framework, analyze different service delivery options, cost saving measures, and revenue sources to deliver a sustainable and equitable AIS program.	Koktavy	2021	Several options for delivery and cost savings analyzed in 2019 and 2020. County Board continued with current model in 2021. Strategic plan framework discussed at Board Work Session with follow up planned later in 2021.
VI. Growth (Continued)	G. Reassess the County master space plan to accommodate growing citizen service needs, county staffing, and facility needs.	1. Reassess phase one of the master space plan given the impacts of COVID 19 and teleworking. Update spaces to accommodate teleworking impacts.	Koktavy Support: All	2021	Pre-pandemic, reviewed several sites as potential options for the HHS campus. As a next step, need to work with divisions and the architect to refresh/reassess the master space plan and evaluate space scenarios based on the changing work environment. Ensure that client facing services are warm,

					welcoming, inviting, and responsive to the diverse and growing needs of our residents.
		2. Refine and develop both short term and long-term facility protocols, plans and improvements related to health including preventing the spread of COVID-19. Rethink gathering places such as waiting rooms, conference rooms, break rooms, etc. to implement health best practices.	Koktavy	2021	Installed plexiglass at service counters and other areas. Refined cleaning protocols to assist in protecting health. Made improvements to HVAC equipment.
	H. Update zoning codes	1. Update/amend the zoning code to reflect 2040 Comprehensive Plan as well as other standards and critical language.	Koktavy	2021	Present changes to all Townships and Planning Commission in Winter 2020. County Board approval Spring 2021.
VI. Growth (Continued)	I. No wake ordinance	1. Develop a no wake ordinance on targeted lakes that would be implemented based on high water levels.	Koktavy, Metz & Kamerud	2021-22	
	J. Develop County transit plan	1. Coordinate stakeholders including SouthWest Transit, SmartLink, Met Council and County HHS. Prepare a transit plan to complement the 2040 Comprehensive Plan.	Koktavy Support: Franks & Robjent	2021-22	
	K. Plan for future demand of household hazardous waste and problem material disposal to meet the increased service needs of our citizens.	1. Review existing Environmental Center service models and annual collection events. 2. Analyze participation rates, material trends, and future population growth to determine: how long the Environmental Center can continue to operate at the current site, if operational changes are needed to extend the life of the facility, if/when a new facility is necessary.	Koktavy	2021-22	
	L. Redistricting County Commissioner election districts	1. Follow statutory process to use 2020 census and GIS to create new County Commissioner election districts based on County population growth over the last 10 years.	Frischmon, Koktavy	Oct. 2021	City/Townships update its election precincts then County staff/Board update County Commissioner Districts for the 2022 election.

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****MICA Legislative Update**

Primary Originating Division/Dept: Administration (County) ▼

Meeting Date: 7/13/2021

Contact: Dave Hemze

Title: County Administrator

Item Type:

Regular Session ▼

Amount of Time Requested: 30 minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No**Strategic Initiative:**

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

BACKGROUND/JUSTIFICATION:

Matt Massman, MICA Executive Director, along with Steve Novak, Transportation Liaison, Nancy Silesky, Health & Human Services Liaison, and Carli Stark, Corrections and Public Safety Liaison, will be present a legislative update.

ACTION REQUESTED:

Information only.

FISCAL IMPACT: None ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None ▼

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 7734