

**Carver County Board of Commissioners
May 16, 2023
Board Meeting**

Proposed Agenda Amendments

Amendment #1

Add the following:

7.2 Motorcycle Awareness Month in Carver County

Amendment #2

Move 5.14 to 7.3 Approval of the Supervisors and Manager Association of Carver County (SMACC) 2023-2024 Collective Bargaining Agreement

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Motorcycle Awareness Month in Carver County

Primary Originating Division/Dept: County Board

Meeting Date: 5/16/2023

Contact: Dave Hemze

Title: County Administrator

Item Type:

Regular Session

Amount of Time Requested: 5 minutes

Presenter:

Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Commissioner Workman requested the Board adopt the attached Proclamation recognizing May 2023 as Motorcycle Awareness Month in Carver County.

ACTION REQUESTED:

Adopt attached Proclamation.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9121

THE COUNTY OF CARVER, MINNESOTA

Proclamation by County Board of Commissioners

- WHEREAS: Motorcycles provide fuel efficient transportation for commuting, touring, and relaxation; and
- WHEREAS: Motorcycles relieve congestion and reduce wear on our roadways; and
- WHEREAS: Increased awareness of motorcyclists by motorists can reduce the number of crashes on our roadways; and
- WHEREAS: Observance of Motorcycling Awareness Month calls attention to the promotion of safe motorcycle operation, motorcycle rider training, and improved motorcycle licensing efforts; therefore;

Be it resolved that I, John P. Fahey, Chairman of the Board of Commissioners of Carver County, Minnesota, do hereby proclaim

The Month of May, 2023 as:

Motorcycle Awareness Month

John P. Fahey, Chair



CARVER COUNTY

minnesota

**Carver County Board of Commissioners
May 16, 2023
Board Meeting**

The County Board Room is open to the public.

Individuals who are not able to attend in person and wish to provide public comments can do so by email at admin-contact@co.carver.mn.us 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://youtube.com/@CarverCountyMN>**

- | | | | |
|-----------|-----|---|-----|
| 9:00 a.m. | 1. | a) CONVENE | |
| | | b) Pledge of allegiance | |
| | | c) Public comments | |
| | 2. | Agenda review and adoption | |
| | 3. | Approve minutes of May 2, 2023 Regular Session | 1-3 |
| | 4. | Community Announcements | |
| 9:20 a.m. | 5. | CONSENT AGENDA | |
| | | <i>Communities: Create and maintain safe, healthy, and livable communities</i> | |
| | 5.1 | Acceptance of MPCA Replacing Failing Septic Systems to Protect Groundwater Grant..... | 4-5 |
| | 5.2 | Professional Services Agreement with Nicollet Partners for Appraisal Services on the Highway 41 and 10 Project..... | 6 |

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5.5	Special Event Use Permit Request: T-Road Tavern, Summer Events on County Property.....	9-10
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Connections: Develop strong public partnerships and connect people to services and information

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5.14	Approval of the Supervisors and Manager Association of Carver County (SMACC) 2023-2024 Collective Bargaining Agreement.....	23-25

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5.15	Request for approval to contract with ExScape property Services	26
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5.18	Xcel Energy Easement Agreement.....	29
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Finances: Improve the County's financial health and economic profile

5.19	Investment Policy Update and Investment Management Services ...	30-48
5.20	Review Health & Human Services and Commissioner Warrants.....	NO ATT

9:25 a.m.	6.	CUSTOMER SERVICE: Continue the County's delivery of high value, timely service and support	
	6.1	2023 Jail Nurse Rollover Request.....	49-51
9:40 a.m.	7.	CONNECTIONS: Develop strong public partnerships and connect people to services and information	
	7.1	Appointment to the Board of Adjustment.....	52

9:45 a.m. 8. **COUNTY ADMINISTRATOR REPORT**

9:50 a.m. **ADJOURN REGULAR SESSION**

David Hemze
County Administrator

UPCOMING MEETINGS

May 16, 2023	7:00 p.m. Sheriff's Office Employee Recognition Event EOC Training Room
May 19, 2023	3:30 p.m. Public Works Meeting with Rep. Emmer Public Works Headquarters, Cologne
May 23, 2023	9:00 a.m. Board Work Session
May 23, 2023	11:00 a.m. Health & Human Services Potluck
May 30, 2023	No Meeting
June 6, 2023	8:30 a.m. Strategic Plan Meeting
June 13, 2023	9:00 a.m. Board Meeting
June 20, 2023	9:00 Board of Equalization Meeting
June 27, 2023	9:00 a.m. Board Work Session

REGULAR SESSION
May 2, 2023

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on May 2, 2023. Chair John P. Fahey convened the session at 9:06 a.m.

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

Members absent: None.

No public comments were received.

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

Workman moved, Degler seconded, to approve the minutes of the April 18, 2023, Regular Session. Udermann offered a friendly amendment to include verbatim his April 18th memo to the Board as part the minutes. Workman moved to amend his motion to accept the amendment, Degler withdrew his second. Motion failed for lack of second.

Workman agreed to withdraw his motion.

Udermann moved, Workman seconded, to approve the April 18th minutes with the amendment to include the full text of Udermann's April 18th memo to the Board as part of the minutes

Mark Metz, County Attorney, clarified that at the last meeting, Commissioner Udermann requested that his memo be part of the record and in the minutes, as prepared, there is a statement that if anyone wanted the full text they could contact County Administration. He stated if this motion were passed, the full text would be included in the minutes.

On vote taken on the above motion. Udermann, Workman voted aye. Degler, Fahey, Lynch voted nay. Motion failed.

Lynch moved, Degler seconded, to approve the minutes of the April 18, 2023 Regular Session. Fahey, Degler, Lynch, Workman voted aye. Udermann voted nay. Motion carried.

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

Resolution #33-23, Modifying and Clarifying the Carver County SSTS Safety Net Program.

Approved creating STOC Detention Deputy positions (200 hours) to comply with the minimum staffing requirements mandated by the licensing authority and related Sheriff's budget amendment.

Approved Caseload/Workload Reduction Grant FY 2024-2025.

Contract with Carp Solutions LLC for the Benton Lake Carp Management Feasibility study contingent upon the contract review process.

Approved amendment to the Master Grant contract with MN Department of Health to incorporate the CDC Federal Infrastructure Grant and related HH&S budget amendment.

Approved PSA with WGH Group, LLC for jail mental health services through 12/31/23 and related HH&S budget amendment.

Resolution #34-23 Awarding of the Furnish Bituminous Material – 2023 County Wide Seal Coat Project, Carver County Contract 23-180 Project # 2302

Approved the addition of a professional level STOC position at First Street Center.

Professional service agreement First Call for Help Itasca County pending finalization through the contract review process.

Resolution # 35-23, Carver County Right of Way Plat No. 34.

Approved reorganization of the Parks Department utilizing funding from the existing sources of site and grounds improvements and eliminate 0.80 FTE in STOC budget to create a B22 0.60 FTE Park Maintenance Technician and related Parks budget amendment.

Approved issuing a charitable gambling license to the Augusta Ball Club for a raffle to be held on October 7, 2023.

Approved the one day to four day temporary on sale liquor license application for Augusta Ball Club, Chaska for June 1-4, 2023 and October 7, 2023.

Approved \$10,034.58 in Commissioner contingency funds to purchase and implement OneMeeting board action solution and related IT budget amendment.

Authorized the issuance of a Certificate of Zoning Compliance (#20230028) for the June 10, 2023, Youth and Amateur Rodeo event.

Adopted the Findings of Fact and issue Order #PZ20230017 for the issuance of a Conditional Use Permit, Kevin Ciernia, Dahlgren Township.

Adopted the Findings of Fact and issued Order #PZ20230014 for the issuance of an Interim Use Permit, Mathiowetz Construction, Watertown Township.

Approved a professional services agreement with Alliant Engineering, Inc., for \$234,520 for the Highway 11 Project-Carver Park Reserve for preliminary and final design services, pending finalization of the contract review process.

Resolution #36-23, Approving the Final Plat of Serenity Place.

Adopted the Findings of Fact and issue Order PZ20230016 for the issuance of a Conditional Use Permit, Dennis Henning, Hollywood Township.

Resolution #37-23, Approving the Preliminary Plat of Hilk Acres.

Resolution #38-23, Agreement No. 1032833 with MN Department of Transportation to accept grant funds from the Local Bridge Replacement Program pending finalization of the contract review process.

Contract with OpenGov pending finalization of the contract review process.

Reviewed April 25, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$188,813.82 and reviewed May 2, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$146,781.75.

On vote taken, Degler, Fahey, Udermann, Workman voted aye. Lynch abstained. Motion carried.

Richard Scott, HH&S, requested the Board approve a Proclamation to recognize May as Mental Health Awareness Month. He introduced Stephanie Combey who presented on the state of mental health in Carver County.

Combey stressed the importance of mental health. She reviewed statistics related to mental health and pointed out systemic and societal barriers faced. She noted gaps in care for those needing specialty care and lack of beds. Combey stated the County was still small enough to coordinate care, that they have committed staff and have school districts that embrace school linked community health. She also noted they have strong partnerships with community providers and were always looking for ways to meet the needs of the community.

She identified the services provided by the County and stated, where there are gaps, they work with partners to provide services. For the future, they will continue with work with partners to address gaps, stay responsive to community needs, work with third party payers toward mental health parity and continue to work to address stigma related to mental health.

Scott read the proposed Proclamation into the record.

Lynch moved, Udermann seconded, to approve Proclamation recognizing May as "Mental Health Awareness Month". Motion carried unanimously.

Degler moved, Lynch seconded, to go into closed session to discussion confidential negotiations related to the Highway 40 and CSAH 33 projects. Fahey explained the closed sessions related to confidential negotiations for right of way acquisitions on the Highway 40 project-Belle Plaine and to discuss confidential negotiations related to an easement purchase on CSAH 33. Motion carried unanimously.

The Board adjourned the closed and Regular Session at 12:10 p.m.

David Hemze
County Administrator

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

CARVER COUNTY

Acceptance of MPCA Replacing Failing Septic Systems to Protect Groundwater Grant

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

BBA 2023- 9091

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Acceptance of MPCA Replacing Failing Septic Systems to Protect Groundwater Grant

Department:

Meeting Date: 5/16/2023

Fund:

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

Requested By: Brad Hanzel

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Professional & Tech. Fees for Services	01-123-130-1580-6260	\$150,000.00	State Grant - Repl. Failing Septic Systems	01-123-130-1580-...	\$150,000.00
TOTAL		\$150,000.00	TOTAL		\$150,000.00

Reason for Request:

Add grant funding from the MPCA to Environmental Services department budget for funds awarded to replace failing septic systems to protect groundwater.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with Nicollet Partners for Appraisal Services on the Highway 41 and 10 Project

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 5/16/2023

Contact: Luke Weiers

Title: Civil Engineer

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 construction season of the fall of 2024 includes the reconstruction of Highway 41/10 Intersection by Chaska. In order to complete the project additional right of way is needed for the reconstruction of Highway 41/10 Intersection. Nicollet Partners Appraisals is being hired to complete 30 parcel appraisals.

ACTION REQUESTED:

Motion to approve a Professional Services Agreement with Nicollet Partners for \$69,250.00 for appraisal services on the Highway 41/10 Project pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

\$0.00

City of Chaska

\$34,625.00

Sales Tax

\$34,625.00

Total

\$69,250.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Options for appraisers with experience in this type of work is limited. The Vendor's rates are very competitive with other specialists in this field.

Office use only:

RBA 2023 - 9094

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Hennepin/Carver Joint Powers Agreement, Amendment 2, for Workforce program administration

Primary Originating Division/Dept: Health & Human Services - Income Support

Meeting Date: 5/16/2023

Contact: Kate Probert Fagundes

Title: Department Manager

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:

Minnesota Department of Employment and Economic Development (DEED) provides oversight for workforce development programs. Minnesota Association of Workforce Boards (MAWB) represents 16 area Workforce Development Boards across the State; each area's programs are tailored to meet specific needs of their local communities. Hennepin County and Carver County, through a Joint Powers Agreement (JPA), formed Workforce Development Area 9. The local Workforce Development Board (WDB) provides oversight, support, and administration of workforce development programs authorized by the Workforce Innovation and Opportunity Act (WIOA) signed into law in 2014. The goals of WIOA are:

- 1) promote improvement in the structure and delivery of services to better address the employment and skills needs of workers, jobseekers, and employers;
- 2) support economic growth of communities;
- 3) provide workforce investment activities that increase employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants that improve the quality of workforce, reduce public assistance dependency, increase economic self-sufficiency, and meet the skill requirements of employers.

The JPA outlines the relationship between Hennepin County and Carver County specific to the implementation of WIOA. Currently, the JPA allows Hennepin County to act as an official administrator of the program. Hennepin County Commissioner, Commissioner Fernando, acts as the Chief Elected Official representing the interests of Hennepin County's and Carver County's job seekers and employers. Carver County Commissioners, Commissioner Udermann and Commissioner Workman, act as Workforce Development Board liaisons, and work in partnership with Commissioner Fernando to assure equal representation of Carver County's businesses' and job seekers' needs. The existing JPA was set to expire June 30th, 2021. In October 2020, the JPA was extended until June 30th, 2023, to allow for adequate time to conduct negotiations. Following multiple discussions, it was determined that another extension is necessary to allow both counties time to formalize a new JPA and still deliver the required workforce program services to residents and businesses.

ACTION REQUESTED:

Motion to approve the Joint Power Agreement, Amendment 2, between Hennepin County and Carver County until June 30, 2024.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

Total

\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

There is no fiscal impact. The funding for the workforce development programs is included in current approved budget.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Joint Powers Agmt. with Laketown Township for Seal Coating and Re-shouldering Airport Road

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

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:

Each year Carver County seal coats and re-shoulders several miles of highway. Laketown Township desires to have a section of the surface of Airport Road within the Township's territorial jurisdiction maintained by seal coating and maintained by re-shouldering during the year of 2023. The section of Airport Road the Township desires to be maintained by seal coating extends west from the intersection of Highway 141 (Laketown Road) to approximately the Waconia city limit. The section of Airport Road the Township desires to have maintained by re-shouldering matches the seal coating section. Both Carver County and Laketown Township desire to work cooperatively with one another to maintain a safe and efficient highway and roadway transportation system within Laketown Township, Carver County. Both Parties determined that it would efficient and cost effective for each of the Parties for the County to perform the Township Road Work when the County performs the County Road Work. The Parties held discussions and reached an agreement whereby the County will provide the County's equipment, materials, supplies, and labor services to complete the Township Road Work for the Township. The Township will reimburse Carver County for all costs incurred by the County for work associated with Airport Road. The cost of the Road Work for Laketown Township is estimated to be \$75,000.00.

ACTION REQUESTED:

Motion to approve a Joint Powers Agreement with Laketown Township, for seal coating and re-shouldering of Airport Road, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Laketown Township

Total

☐ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9098

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Special Event Use Permit Request: T-Road Tavern, Summer Events on County Property

Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 5/16/2023

Contact: Sam Pertz

Title:

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 private business of T-Road Tavern in New Germany, owned & operated by Joe Lemmerman, has requested a use permit to conduct a number of community special events at the trailhead facility of the Dakota Rail Regional Trail and on Carver County Regional Railroad Authority (CCRRA) property which the Parks Department manages for CCRRA. Events are planned May – August of this year.

County Ordinance, Chapter 91; use permits require authorization by the County Board. Per County Policy for special event use permitting by the Parks Department, this request is a Tier II Event based on size & scope.

T-Road Tavern plans to coordinate events of informal bean-bag tournament, Rib-Fest BBQ and a series of classic car roll-in events.

T-Road Tavern plans to use CCRRA property for event participant parking as it pertains to the weekly car shows. The property may also be used for game activities and tournament play such as bean bag toss. Pertaining to the Rib-Fest BBQ, the exact program for use of CCRRA property is to be defined in future plans. Staff will continue to work with the event representative to fully understand the impacts & nature of the request.

T-Road Tavern has coordinated with the City of New Germany and has provided documentation of the use permit issued by the City.

These events all involve an element of alcohol consumption. The use permit issued will not allow the sale and distribution of alcohol on CCRRA property. Liquor liability coverage limits are met. The City's permit limits liquor consumption to 5pm – 9pm for the classic car show event(s). In respects to the game activity event and Rib-Fest BBQ, further permitting is needed with the City of New Germany to define the limitations around alcohol consumption involved with these events.

All other permitting items, required by County permitting policy and procedures are accomplished or moving forward towards completion. The number of attendees to the events is unknown, as this is the first year. As result, staff have communicated that permit requirements might change, as circumstances would warrant to protect the County and public. The current event program includes a bean bag tourney planned for May 20th; classic car shows planned for each Thursday evening between the dates of June 1 – August 31 and Rib-Fest BBQ the weekend event of August 11-13. Fees have been applied per County Fee Schedule. The Park Commission reviewed the requests for a car show and recommended approval to the County Board on April 12, 2023. Since the time, T-Road has introduced the additional events mentioned above.

ACTION REQUESTED:

Motion to approve the issuance of the Special Event Use Permit to T-Road Tavern for planned events between May 1, - August 31, 2023, and authorize staff to work with T-Road Tavern to make appropriate adjustments to the event(s) as warranted for public safety and risk management.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

\$0.00

FTE IMPACT: None

Total

\$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9107

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Special Event Use Permit Request: Minnesota Run Series, Lola's Endurance Events

Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 5/16/2023

Contact: Sam Pertz

Title:

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 annual Lola's endurance events of 10-mile, 5K and kids running races are scheduled to take place on Saturday, June 3, 2023. Minnesota Run Series, an endurance event(s) business, is the organizing entity for the events.

By County Ordinance Chapter 91.04: Use permits shall be required for the exclusive or special use of all or portions of park areas and facilities when they are closed to the public; to conduct certain activities not normally permitted as per conditions of this chapter; for regulation of large group activities, as defined herein, or to reduce or eliminate certain user fees for groups, as defined herein.

The event attracts approximately 3,000 participants & spectators to the County, specifically the Waconia community. A portion of the 10-mile route passes through Lake Waconia Regional Park, along with downtown Waconia and then loops around the lake. The Parks Department has issued a Special Event Use Permit for the event since 2012. Parks staff have obtained all necessary materials for permit issuance again this year.

The event has operated successfully for the past (11) years and staff have not experienced negative impacts to the aforementioned County property.

Applicable fees have been invoiced per the 2023 County fee schedule. The Park Commission recommended approval of the permit request at its April 12, 2023 meeting. Per County Policy for special event permitting by the Parks Department, this request is a Tier II event based on size & scope and requires County Board authorization.

ACTION REQUESTED:

Motion to approve the issuance of the Special Event Use Permit to Minnesota Run Series for the Lola's Endurance Events on June 3, 2023.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

\$0.00

FTE IMPACT: None

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Special Use Permit Request for 4th of July Fireworks Displays at Lake Waconia and Lake Minnewashta Regional Parks**Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 5/16/2023

Contact: Sam Pertz

Title:

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 groups of the Waconia Chamber of Commerce and KaBoom Inc., a nonprofit organization of homeowners on Lake Minnewashta, have requested use permits to conduct professional fireworks displays in observance of the 4th of July. County Ordinance, Chapter 91; prohibits fireworks within County park and trail property unless authorized by the County Board.

The Waconia Chamber plans to hold the event on Tuesday, July 4th, with an inclement weather date of Wednesday, July 5th at Lake Waconia Regional Park. This event will attract thousands of people to Lake Waconia Regional Park to view the fireworks display. The show is planned for 10:00pm.

KaBoom Inc., has planned the event for Monday, July 3rd, at Lake Minnewashta Regional Park with no alternative date requested. This event too has attracted large crowds to the park in the later afternoon into evening with a show time of 10:00pm.

Both groups have contracted with professional pyrotechnicians that carry required licensing. Appropriate insurance certificates and other required County permitting items have been submitted and reviewed to meet County requirements. The fire departments of both Waconia and Chanhassen are also involved in the permitting of the events. These fireworks display events have a long history of being successful and are certainly appreciated by the public. Per County Fee Schedule, fire work displays are exempt from use permitting fees. The Park Commission reviewed the requests and recommended approval to the County Board on April 12, 2023.

Per County Policy for special event use permitting by the Parks Department, this request is a Tier II Event based on size & scope and requires County Board authorization.

ACTION REQUESTED:

Motion to approve the issuance of the Special Event Use Permits to the Waconia Chamber of Commerce and KaBOOM for the coordination and delivery of 4th of July fireworks displays at Lake Waconia and Lake Minnewashta Regional Parks.

FISCAL IMPACT: None*If "Other", specify:***FUNDING**

County Dollars =

\$0.00**Total****\$0.00****FTE IMPACT:** None

Related Financial/FTE Comments:

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Funding Application Request to MnDOT Local Partnership Program for Highway 5/11 Project

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 5/16/2023

Contact: Angie Stenson

Title: Transportation Planning Man...

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 Department of Transportation (MnDOT) is accepting candidate projects for the fiscal year (FY) 2025 Metro District Local Partnership Program. The purpose of the program is to provide funding for projects that deliver a benefit to both the local community and the State's highway system. The purpose of this funding program is to address problems on the Trunk Highway system that are of concern to local agencies, but are typically not large-scale enough to directly select as projects in the regular MnDOT road program. The maximum award available for an individual project is \$1,000,000.

This grant application submittal is proposed for the Highway 5 and Highway 11 (Victoria Dr.) Project, which is a safety and mobility improvement at the intersection, currently programmed in 2025. This project was developed through coordinated partnership and public engagement efforts with local and State agencies. The primary component of the project is a roundabout at the intersection of Highway 5 and Highway 11. An additional roundabout is planned approximately 1/8 mile north on Highway 11 to serve a future local road connection. The project will also include an access management improvement at the existing intersection of Stieger Lake Ln. and Highway 5, with the concept to be determined.

Funding secured for this project to date includes \$2,400,000 in federal transportation funding through the Metropolitan Council. Additional State transportation funding will be pursued through the Transportation Economic Development program. A resolution is not required for submittal of this grant application.

ACTION REQUESTED:

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

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Met Council Fed funding	\$2,400,000.00
MnDOT LPP Request	\$1,000,000.00
Projected County TT	\$850,000.00
Projected City	\$50,000.00
Projected MnDOT	\$2,050,000.00
Total	\$6,350,000.00

Related Financial/FTE Comments:

This project is identified for use of County transportation sales tax funding.

Office use only:

RBA 2023 - 9100

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Contract with VALLEY PAVING INC. for the 2023 Rural Highway Preservation Program Contract

Primary Originating Division/Dept: Public Works - Program Delivery	Meeting Date: 5/16/2023
Contact: Luke Weiers Title: Civil Engineer	Item Type: Consent
Amount of Time Requested: minutes	Attachments: ☒ Yes ☐ No
Presenter: Title:	
Strategic Initiative: Communities: Create and maintain safe, healthy, and livable communities	

BACKGROUND/JUSTIFICATION:

The County's annual Highway Preservation Program is critical in maintaining and preserving the County highway system. Phase 1 of the 2023 Highway Preservation Program includes mostly rural projects including the pavement reconditioning of Highway 50 from Zebra Avenue to Highway 5, Highway 13 from Fribourg Court to Highway 7, Highway 153 from Highway 50 to Highway 284, Highway 10 on both sides of the Highway 11 Intersection, the shoulder widening and pavement rehabilitation of Highway 50 from the east city limits of Hamburg to Highway 33, and the pavement patching of Highway 11 from Highway 44 to Highway 10. The work includes milling, paving, culvert replacements, pavement markings, and full depth reclamation of pavement.

Bids were received and evaluated on May 2, 2023 for the 2023 Rural Highway Preservation Program Contract. Bids were received from two (2) bidders. The apparent low bidder was Valley Paving Inc. This company provided a bid amount of \$3,070,403.33. The Engineer's Estimate was \$2,513,010.21. The estimate undervalued the impact of inflation including the cost of the wearing course material, concrete and plastic pipes, and lane markings. The mobilization bids were higher than expected as well, likely due to the bidding environment and schedule. The 2 bids received were very close to one another which indicates the prices are indicative of the current market.

The majority of the resurfacing in this contract is utilizing a relatively new technology to resurface the roadway. This is called Ultra-Thin Bonded Wear Course. Carver County has performed this pavement treatment recently in 2015 and 2020, and we have had success with it. MnDOT recently repaved Highway 284 between Cologne and Waconia using this method as well. The fallback of this option is that there are few companies that perform this type of work to date, leaving it hard to accurately predict the unit pricing. However, the prices received are an estimated 10% - 20% lower than that of a traditional resurfacing. With that in mind, this is still a cost-effective approach even though it is at a higher price than expected

Public Works staff is recommending award to the low responsible bidder.

Preserving our assets is the highest priority use of our road and bridge funds. Construction cost inflation remains uncertain but delaying resurfacing projects is not recommended given the impact to the lifecycle of the roadways.

Public Works still plans to seek bids the remainder of the 2023 Highway Preservation Program (mostly urban roads) in June and will likely need to increase the budget to accomplish this. This will require using more CSAH funding which will impact projects later in the CIP.

ACTION REQUESTED:

Motion to adopt a resolution to award a construction contract to Valley Paving Inc. of Shakopee, Minnesota, in the amount of \$3,070,403.33 for the 2023 Rural Highway Preservation Program, pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	\$1,884,403.33
Wheelage Tax	\$1,186,000.00
Total	\$3,070,403.33

☒ Insert additional funding source

Related Financial/FTE Comments:

The current construction budget for 2023 Highway Preservation Program is \$4,700,000. This includes \$2,490,000 in 2023 levy, \$1,186,000 in Wheelage Tax and \$1,024,000 in CSAH funding. The CSAH funding is used to make up the gap in levy and wheelage tax for preservation projects.

Office use only:

RBA 2023 - 9111

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: May 16, 2023 Resolution No: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

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

WHEREAS, The County Engineer has secured and designated funding for this contract in the current fiscal year Road and Bridge budget; and

WHEREAS, On Tuesday, May 2nd, at 10:00 A.M. at Carver County Public Works, 11360 Highway 212, Cologne, Minnesota, two (2) bids were received by Carver County Public Works and opened by two (2) representatives of Carver County Public Works for the 2023 Rural Highway Preservation Program projects, said bids for the responsible bidders are summarized as follows:

Bidder Name	Total Amount	% Over/Under Estimate
<i>Engineer's Estimate</i>	<i>\$2,513,010.21</i>	
Valley Paving Inc.	\$3,070,403.33	+22%
Asphalt Surface Technologies Corp.	\$3,195,139.50	+27%

And WHEREAS, after examination of the bids by Carver County Public Works, Valley Paving Inc. is the successful low responsible bidder.

NOW THEREFORE, BE IT RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Carver County Contract 23-208 with Valley Paving Inc. of Shakopee, MN, in the name of the County of Carver for the construction of the 2023 Rural Highway Preservation Program projects in accordance with the construction plans and specifications contained in the project manual; and

BE IT FURTHER RESOLVED that Carver County Public Works is hereby authorized and directed to return the proposal guaranty to the bidders, except that of the successful low responsible bidder and second lowest bidder, which shall be retained until the construction contract has been signed and the performance and payment bonds of the low responsible bidder have been executed; and

BE IT FURTHER RESOLVED that Carver County Engineer, or his designee, is hereby authorized to take actions necessary and to enter into all change orders on behalf of Carver County as the lead contracting agency for the project, with the approval of the partnering agency(ies) for their respective cost share increase. The approval of the Carver County Engineer, or his designee, of Carver County's cost share of the change orders is limited to an amount less than ninety thousand dollars (\$90,000) and an increased aggregate project total of all project changes of one hundred eighty thousand dollars (\$180,000.00), when time is of the essence to make contract changes due to unforeseen construction conditions in order to minimize construction delays and to efficiently carry out the planned project improvements.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 16th day of May, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of May, 2023.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Appointment to Carver County Extension Committee**

Primary Originating Division/Dept: County Board

Meeting Date: 5/16/2023

Contact: David Hemze

Title: County Administrator

Item Type:

Consent

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:

There is a current vacancy to represent District #2 on the Extension Committee. An application to fill this vacancy has been received from Ryan Brinkman, residing in District #4.

ACTION REQUESTED:

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

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9103

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

2023-2024 Minnesota GreenCorps Temporary Staff Member

Primary Originating Division/Dept: Public Services - Environ. Svc.

Meeting Date: 5/16/2023

Contact: Brad Hanzel Title: Environmental Services GC Sup

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 Minnesota GreenCorps program is a statewide initiative, coordinated by the Minnesota Pollution Control Agency (MPCA), to preserve and protect Minnesota's environment while training a new generation of environmental professionals. The program places AmeriCorps members with host organizations around the state to assist communities and local governments in addressing a variety of statewide needs. Members serve at their host sites for 11 months, from mid-September through mid-August. Host site organizations include cities, counties, public schools, universities, watershed districts, and non-profit organizations.

Carver County Environmental Services has participated in the program since 2010, hosting members on eight occasions. We are fortunate to have been selected as a host site once again for 2023-2024. Our GreenCorps member will assist Environmental Services staff with several solid waste program efforts, including: expanding organics recycling and food rescue, promoting the deconstruction and reuse of materials from buildings and homes, and encouraging reuse by establishing a tool lending library at the Environmental Center. These efforts are important to meet goals in our Solid Waste Management Master Plan, as approved by the Carver County Board and the MPCA.

Costs to Carver County are limited to in-kind training, supervision, office space/equipment, and potentially some minor incidental costs (such as mileage and training). Salaries of GreenCorps members are paid by the AmeriCorps program and the MPCA. The MPCA requires that host organizations submit a resolution of support for hosting the GreenCorps member from their governing body. The resolution is attached.

ACTION REQUESTED:

Motion to approve a Resolution of Support for hosting one GreenCorps member for 2023-2024, and to authorize the host site agreement pending completion of the County's contract review process.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

In-kind match provided by the County through supervision, use of equipment, and space. Any minor incidental expenses (mileage, training) will be paid from existing Environmental Services budget. The temporary GreenCorps member will not be an employee of Carver County.

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: May 16, 2023

Resolution No: _____

Motion By Commissioner: _____

Seconded by Commissioner: _____

A RESOLUTION

AGREEING TO HOST A GREENCORPS MEMBER IN 2023-24

WHEREAS the Environmental Services Department of the Carver County Public Services Division has applied to host one AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2023-2024 program year; and

WHEREAS when the MPCA selects Carver County, the County is committed to implementing the proposed project as described in the host site application and in accordance with pre-scoped position description; and

WHEREAS the MPCA requires that the Environmental Services Department of the Carver County Public Services Division enter into a host site agreement with the MPCA that identifies terms, conditions, and roles and responsibilities; and

WHEREAS the Environmental Services Department of the Carver County Public Services Division has hosted eight AmeriCorps members through the State of Minnesota since 2010, with much success.

NOW, THEREFORE, BE IT RESOLVED THAT Carver County, through the Public Services Division, hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement and authorizes and directs the Assistant County Administrator to sign the grant agreements on its behalf.

YES

ABSENT

NO

STATE OF MINNESOTA)
) ss.
COUNTY OF CARVER)

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the day of May 16, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Service Agreement for training with YMCA of the North

Primary Originating Division/Dept: Health & Human Services

Meeting Date: 5/16/2023

Contact: Heather Goodwin Title: Division Director

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:

YMCA of the North UnitedHealth Group Equity Innovation Center of Excellence commits to connecting organizations with valuable information, resources, and insight to help navigate an ever-changing community and learn ways to advance inclusivity and systems change so all may thrive. The Personal Transformation series, previously known as the Equity Leadership Institute Series, challenges teams to reassess mental models to better lead and work with others.

In September 2021, the County Board approved \$119,253 (RBA -7847) from the Budget Stabilization Account (BSA) to fund the Health and Human Services (HHS) Equity Learning Series parts 1 and 2. In 2022, YMCA of the North UnitedHealth Group delivered training to over 240 Health and Human Services team members. The training provided team members with skills to offer better services to residents and achieve better outcomes. The training allowed HHS staff meet required equity and inclusion outcomes outlined in the Department of Health and Human Services, Minnesota Department of Health, and Department of Employment and Economic Development plans that guide the work of the Health and Human Services Division. To ensure that all newly hired HHS team members operate with the same skill set, YMCA of the North UnitedHealth Group plans to deliver the same training that was offered to the rest of the HHS staff in 2022.

The training will be funded by Public Health Minnesota Department of Health Grant (MDH) funding. The funds are part of the 2023 Health and Human Services approved budget.

ACTION REQUESTED:

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

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

MDH grants \$25,000.00

FTE IMPACT: None

Total \$25,000.00

☒ Insert additional funding source

Related Financial/FTE Comments:

The training will be funded utilizing Public Health Minnesota Department of Health Grant (MDH) Funding. The funds are part of the 2023 Health and Human Services approved budget.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Service Agreement for facilitator training with YMCA of the North

Primary Originating Division/Dept: Health & Human Services

Meeting Date: 5/16/2023

Contact: Heather A. Goodwin

Title: Division Director

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 goal of developing facilitators within Health and Human Services (HHS) staff is to provide opportunities for all HHS staff to come together and learn from each other based on a specific topic that supports ongoing equity and inclusion development of team members in a rapidly changing environment. The role of the facilitators is to work together and select a topic that is relevant to current service delivery needs, support changes in the community, rooted in understanding of changes in demographics of residents/staff and focuses on family/resident centric, and culturally appropriate service delivery methods.

Carver County as the fastest growing county in Minnesota is seeing an increase in the number of foreign-born residents and the population is becoming more culturally diverse. There are over 38,457 jobs in Carver County, and the economic forecast continues to project more economic growth for the County due to major road development. The number of persons aged 65 years and older is also anticipated to increase.

To address ongoing needs of the current and changing population through multiple interventions and to meet the requirements of multiple regulators (e.g. Minnesota Department of Health and Human Services, Minnesota Department of Health, and Minnesota Department of Employment and Economic Development), Health and Human Services must develop service delivery strategies to serve persons from different cultures, different communities, people with disabilities, youth, and veterans.

ACTION REQUESTED:

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

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

MEDICA Grant

\$13,550.00

FTE IMPACT: None

Total

\$13,550.00

☒ Insert additional funding source

Related Financial/FTE Comments:

The training will be funded by a MEDICA grant in the amount of \$13,550. The funds are part of the 2023 Health and Human Services approved budget.

Office use only:

RBA 2023 - 9104

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Approval of the Supervisors and Manager Association of Carver County (SMACC) 2023-2024 Collective Bargaining Agreement

Primary Originating Division/Dept: Employee Relations

Meeting Date: 5/16/2023

Contact: Kerie Anderka

Title:

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 Supervisors and Manager Association of Carver County (SMACC) Bargaining Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2023-2024 Collective Bargaining Agreement.

Following is a summary of the highlights of the tentative agreement reached with the SMACC Bargaining Unit:

- Two year agreement (2023 – 2024)
- 2023 General Adjustment: 3.00%
- 2024 General Adjustment: 3.00%
- 2023 Pay-for-Performance (PFP) Matrix: 0%, 2%, 3%, 4% effective first full pay period in March.
- 2024 Pay-for-Performance Matrix: 0%, 2%, 3%, 4% effective first full pay period in March.
- Implement salary ranges as established by County Board effective first full pay period in January 2023.
- Implement salary ranges as established by County Board effective first full pay period in January 2024.
- Addition of Christmas Eve as a designated holiday in 2023.
- Addition of Juneteenth as a designated holiday in 2024 based upon the effective date of legislation in Minnesota for inclusion of Juneteenth as a state holiday outlined in Minn. Stat. 645.44, subd. 5
- Update holiday article language to convert a holiday to a floating holiday, in years when a designated holiday would be observed on the same day as a different designated holiday.
- Agreement regarding County Health Insurance Plan updates including:
 - 2023 HSA plan deductible increasing to \$3,000/\$4,800 (from \$2,800/\$4,800 in 2022)
 - 2024 HSA plan deductible increasing to \$3,000/\$5,400
 - Elimination of health insurance waiver payment in 2024
- 2023 Insurance: Increase County cafeteria contributions by amounts essentially in line with the contractual percentage obligations of 100% single / 68.6% family. Maintain percentages defined in current contract language for employee-only and full-family coverage tiers.
 - Employee: \$936.24
 - Employee + Child(ren): \$1,160.32
 - Employee + Spouse: \$1,541.43
 - Family: \$1,961.56
- 2024 Insurance: Increase County cafeteria contributions as outlined below. Maintain percentages defined in current contract language for employee-only and full-family coverage tiers.
 - Employee: \$1,048.59
 - Employee + Child(ren): \$1,405.58
 - Employee + Spouse: \$1,880.61
 - Family: \$2,369.88
- 2023 HSA Contribution: Increase to \$1,200 for employee / \$2,100 for employee + and family.
- 2024 HSA Contribution: Increase to \$1,300 for employee / \$2,600 for employee + and family.

- Clothing and OSHA Safety Boot Allowances: Add provisions to provide a pro-rated allowance for employees hired after the payment date.
- Effective the first full pay period following ratification of the 2023-2024 CBA by both parties, full-time employees to receive a one-time, non-base lump sum payment in the amount of \$1,000. Part-time employees to receive a pro-rated payment based on FTE.

ACTION REQUESTED:

Motion to approve the 2023-2024 SMACC Bargaining Unit Collective Bargaining Agreement.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =

BSA Funds

\$126,365.00

Total

\$126,365.00

FTE IMPACT: None

Related Financial/FTE Comments:

The incremental cost for the 2023 SMACC Unit Collective Bargaining Agreement total compensation is \$870,665. A budget amendment is necessary to allocate Budget Stabilization Account (BSA) funds to the respective Department wage accounts that are not included in the 2023 Adopted Budget, as well as, reallocate funds to the respective department health insurance contribution accounts. The total compensation 2023 Budget for the SMACC Unit Collective Bargaining Agreement is \$12,284,059.

BSA Funds Recap:

On 12/15/20, the County Board created the COVID19 BSA to provide short-term fiscal flexibility to meet the budget challenges related to the ongoing COVID19 public health emergency. The remaining balance in the BSA represents local tax levy dollars and is available to fund one-time projects at the Board's discretion:

\$4,102,795 COVID19 BSA available as of 12/31/22*

(355,074) 2023 Approved Contracts (to-date)- MOAs & Sheriff Priorities- 2/21/23-5/16/23 Agendas

(951,466) 2023 Approved Contracts (to-date)- one-time, non-base \$1k lump sum payment - 2/21/23-5/16/23 Agendas

\$2,796,255 COVID 19 BSA available balance

Office use only:

RBA 2023 - 9113

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Approval of the Supervisors and Manager Association of Carver County (SMACC) 2023-2024 Collective

Agenda Item: Bargaining Agreement

Department:

Meeting Date: 5/16/2023

Fund:

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

Requested By: Kerie Anderka

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Cafeteria Contributions	xx-xxx.6121	\$22,588.00	Health & Life Ins	01-820.6152	\$22,588.00
Salary & Benefits	xx-xxx-6111 & 6112	\$126,365.00	COVID-19 BSA Funds	01-820-000-1120....	\$126,365.00
TOTAL		\$148,953.00	TOTAL		\$148,953.00

Reason for Request:

The above is to allocate additional funds to the cafeteria contribution based on the approval of the SMACC Unit employee insurance contributions. The incremental increase not covered in the respective 2023 department budgets is show above. The BSA funds are being utilized to cover the cost of the one-time/ non-base lump sum payment that is not included in the 2023 Budget.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request for approval to contract with ExScape property Services

Primary Originating Division/Dept: Public Services - Facilities

Meeting Date: 5/16/2023

Contact: Brent Kath

Title: Facility Services Manager

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County Facilities is requesting to contract with a vendor for 2023 lawn maintenance season. The properties include: Government Center, Cologne Public Works, Chaska & Chanhassen License Centers, Environmental Center, First Street Center, former Encore building and Historical Society. The service will include weekly mowing and trimming through October.

Facilities obtained two quotes for the work and are recommending ExScape Property Services. This is a fixed monthly rate for the 2023 season at a total cost of \$31,510.

ACTION REQUESTED:

Motion to contract with Exscape property Services pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

\$31,510.00

FTE IMPACT: None

Total

\$31,510.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9087

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Minivan Purchase for the Health and Human Services Department

Primary Originating Division/Dept: Public Works - Operations	Meeting Date: 5/16/2023
Contact: Shelby Sovell Title: Operations Engineer/Assistant	Item Type: Consent
Amount of Time Requested: minutes	Attachments: ☐ Yes ☒ No
Presenter: Title:	
Strategic Initiative: Customer Service: Continue the County's delivery of high value, timely service and support	

BACKGROUND/JUSTIFICATION:

Carver County has a large fleet of vehicles and equipment that are used in various departments. Recently, the Health and Human Services (HHS) department was awarded a Adult Mental Health Initiative (AMHI) Home and Community Based Services Federal Medical Assistance Percentage (HCBS FMAP) Grant. On April 4, 2023, the County Board motioned to contract with the Minnesota Department of Human Services, who administers the grant. The grant includes the purchase of a vehicle to assist adults with serious and persistent mental illness in accessing necessary rehabilitative services. HHS provided Public Works with vehicle specifications. Public Works staff obtained quotes from State Contract vendors and followed the County's Contract and Local Preference Purchasing Policies.

Public Works is requesting to purchase a new Chrysler Pacifica minivan from Waconia Dodge for \$42,438.88. The new minivan will replace an existing HHS vehicle, which will be sold at public auction.

ACTION REQUESTED:

Motion to approve the minivan purchase for \$42,438.88 to fulfill the AMHI HCBS FMAP Grant.

FISCAL IMPACT: Included in current budget	FUNDING
If "Other", specify:	County Dollars =
	MN DHS \$42,438.88
FTE IMPACT: None	Total \$42,438.88
	☒ Insert additional funding source

Related Financial/FTE Comments:

HHS will complete the check request to pay for the minivan.

Office use only:

RBA 2023 - 9092

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Upgrade PollPad Electronic Pollbooks

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Minnesota counties are responsible for administering elections which includes the purchase and maintenance of election equipment. The County Board approved \$500,000 in the 2018 Budget for the purchase of new election equipment which included:

- Purchase of (35) DS200 Precinct County vote tabulators for the 2018 election
- Purchase of (130) PollPad electronic pollbooks for the 2018 election
- Rental of DS450 Central Count Tabulator for the 2018 election
- Purchase of DS450 Central Count Tabulator for the 2020 election
- Purchase of (35) Assistive Ballot Marking machines for the 2022 election

The remaining balance from the Board's originally approved \$500,000 budget for election equipment is \$92,000.

The electronic pollbooks purchased in 2018 are at risk of no longer being supported by Apple for security upgrades. The PollPad electronic pollbooks can be upgraded to a newer generation of the PollPad electronic pollbooks for approximately \$80,000. The newer generation is expected to be supported for security upgrades through approximately 2030.

The Elections and Licensing Department is recommending upgrading the PollPad electronic pollbooks to the newer generation.

ACTION REQUESTED:

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

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

☐ Insert additional funding source

Related Financial/FTE Comments:

\$92K is remaining balance from the original \$500,000 budget approved in the 2018 Budget.

Office use only:

RBA 2023 - 9112

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Xcel Energy Easement Agreement

Primary Originating Division/Dept: Public Services

Meeting Date: 5/16/2023

Contact: Nick Koktavy Title: Assistant County Administrator

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:

Xcel Energy is rebuilding their transmission line near Norwood Young America. The County owns a parcel (PID 110120810) which houses a radio tower. The existing transmission line runs along the front of the County parcel within the road right away. There is one power pole located along the County property. A formal easement was not established when the line was placed many years ago.

Under their prescriptive rights, they are claiming the ability to rebuild the line without the easement. However, they are seeking to establish a formal easement as part of the project. The new line will also have one pole - metal vs. the existing wood. The location of the pole will be slightly different but, within the front road right of way. The easement is for 0.06 acres. After negotiations, the max they are willing to offer is \$1,000 for the small easement. They commented that if that amount is not acceptable, they will rebuild the line under their prescriptive rights.

ACTION REQUESTED:

Motion to enter into an easement agreement with Xcel Energy on County owned parcel with a PID of 110120810 pending agreement review by County Attorney and Risk Management.

FISCAL IMPACT: Other

If "Other", specify: Additional Revenue

FTE IMPACT: None

FUNDING

County Dollars =

Revenue \$1,000.00

Total \$1,000.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9083

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Investment Policy Update and Investment Management Services

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Presenter: Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

During the April 25th, 2023 work session, the County Finance staff discussed:

The requested changes to the investment policy, which include: added language to address having a Financial Advisory Firm, allow the County to establish long-term equity investment accounts with the State Board of Investment (SBI) under MS 118A.09, and update old language and organization of the policy.

Contracting for Investment Management Services- Finance staff went through a request for proposal (RFP) process and out of that came a recommendation to pursue a contract with Ehlers Public Finance Advisors for investment management services. These services will be based on a fixed retainer for the first two years and then have the option to change to a fee based on assets under management in future years.

ACTION REQUESTED:

Motion to approve attached Investment Policy, resolution authorizing the County to establish a long term investment account with SBI, and approval to contract with Ehlers Public Finance Advisors for investment management services- pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Investment management services contract will be covered by investment income.

Office use only:

RBA 2023 - 8982

CARVER COUNTY
CARVER COUNTY, MINNESOTA

Date: May 16th, 2023

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

RESOLUTION OF SUPPORT AND APPROVAL FOR ALLOWED EQUITY INVESTMENTS PER MINNESOTA STATUTE 118A.09

WHEREAS, Minnesota Statutes 118A.09 (hereafter "the statute") authorizes certain qualifying government entities to establish long term equity investment accounts for purposes of investing funds with the State Board of Investment (hereafter "SBI") pursuant to the statute; and

WHEREAS, the Statute provides that Public Employees Retirement Association of Minnesota (hereafter "PERA") shall act as the account administrator for the accounts; and

WHEREAS, the accounts must comply with requirements of Minnesota Statutes 118A.09; and

WHEREAS, the Investment Policy of Carver County has been updated and approved by Carver County on May 16th, 2023. The Investment Policy was updated and revised for various items including the necessary authorizations related to Minnesota Statute 118A.09 to allow for the establishment a long-term equity investment account with SBI; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board as follows:

The Carver County Board of Commissioners understands that investments under 118A.09, subdivision 2 (Additional Investment Authority for an indexed United States equity mutual fund with the SBI) have a risk of loss.

The Carver County Board of Commissioners understands the type of funds that are being invested and the specific investment itself.

The Carver County Board of Commissioners certifies that all funds designated for investment through the SBI meet the requirements of Minnesota Statutes 118A.09 and the policies and procedures established by SBI.

The Carver County Board of Commissioners authorizes the Board Chair and County Administrator to execute the Long-Term Equity Investment Account Agreement between the County of Carver and the Public Employees Retirement Association of Minnesota (PERA).

BE IT FINALLY RESOLVED, that funds will be invested under the guidelines set forth within the Investment Policy into the MN SBI Non-Retirement Fund-Qualifying Governmental Entities after the executed Long-Term Equity Investment Account Agreement is completed.

YES	ABSENT	NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Carver County Regional Rail Authority Board, Carver County, Minnesota, at its session held on the 16th day of May, 2023, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of May, 2023.

County Administrator



Carver County – Financial Policy Manual

Investment Policy

SECTION: Revenue
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED: 4/15/14,
5/16/23

Purpose

It is the policy of the County to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the County and conforming to all state and local statutes governing the investment of public funds. The purpose of this Policy is to develop an overall program for cash investments, designed and managed with a high degree of professionalism, worthy of the public trust; to establish that elected and appointed officials and employees are custodians of a portfolio which shall be subject to public review; to establish cash investment objectives, delegation of authority, standards of prudence, internal controls, authorized investments, selection process for investments, advisor and broker representations.

Scope

This Policy applies to the investments and deposits of all the funds of the County.

Pooling of Funds

Except for cash in certain restricted and special funds, the County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

Investment Program Objectives

Five objectives are taken into consideration for a sound investment program. It is the policy of Carver County when investing public monies to follow these objectives in the order of priority:

1. **Legality** - The County is limited by law as to the type of investments that can be made. At all times, investments of the County shall be in accordance with Minnesota Statutes Chapter 118A and amendments thereto.
2. **Safety** - Safety of principal is the foremost objective of the investment portfolio. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, interest rate risk, and custodial risk.

Credit Risk: Credit Risk is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal

Insurance) or the SIPC (Securities Investor Protection Corporation). To ensure safety, it is the policy of the County that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institution unless collateralized as outlined below.

Interest Rate Risk: Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The County will minimize Interest Rate Risk by:

1. Investing in both shorter-term and longer-term investments.
2. Timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.
3. Monitoring, on a quarterly basis, the expected mark-to-market adjustment if interest rates increase by 100-200 Basis Points. When these reports (commonly referred to as “Shock Reports”) show a \$2 million negative mark-to-market adjustment with an increase of 150 Basis Points, the Investment Manger shall take reasonable and prudent actions to reduce the County’s exposure to an increase in interest rates.

Custodial Risk: The County will minimize deposit Custodial Risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral or bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law.

3. Liquidity - The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Investment portfolios will be structured so that securities mature concurrent with cash needs to meet anticipated demands. Liquid funds will allow the County to meet possible cash emergencies without being penalized on investments.
4. Yield - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary cycles, considering investment risk and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions.
 - A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
 - Liquidity needs of the County require a security or securities are sold prior to maturity.
 - A security swap would improve the safety and yield of the overall portfolio.

5. Purchasing Power - Recognizing that the bond investment options for public entities only allow investment growth around the rate of inflation, the intent of this objective is not only to preserve capital but also to seek enhancement of the portfolio's purchasing power over the long run. To this end, the portfolio will include equity investments from the MN State Board of Investment that track the returns of the Standards & Poor's 500 Index.

Delegation of Authority

All depositories and investment firms that the County deals with will be approved by the County's Senior Financial Executive prior to any transactions. It is further the responsibility of the County's Senior Financial Executive to designate depositories as authorized in Minnesota Statute 118A.02, Sub. 1. The County's Senior Financial Executive will maintain a listing of all institutions designated as depositories.

It is the Investment Manager's responsibility to invest the monies as prescribed by Minnesota Statutes, Chapters 118, 471 and 475, which are included in this policy by reference. The Investment Manager may delegate this authority to a qualified individual in their reporting chain. The authorized County individuals, when acting in accordance with this Policy and exercising due diligence, shall not be held responsible for losses, provided that the losses are reported immediately, and that appropriate action is taken to control further losses.

The Finance Department may hire an external Financial Advisory Firm to perform all or some of these duties. An external Financial Advisory Firm requires a contract approved by the County Board. If the County chooses to utilize an SEC-registered investment advisory/management firms (External Investment Managers) to invest segments of the investment portfolio. The External Investment Manager will operate within the constraints of this investment policy and an executed Investment Advisory Agreement. The External Investment Manager shall have discretion over the assigned segment of the investment portfolio. All External Investment Managers shall purchase and sell securities in accordance with Minnesota Statute 118A, this investment policy statement, and the Investment Advisory Agreement. External Investment Managers must be registered under the Investment Advisers Act of 1940 and be licensed and registered to do business in Minnesota and registered as an investment advisor through IARD (Investment Advisor Registration Depository) in Minnesota.

Authorized Financial Dealers and Institutions:

If the County chooses to engage an investment advisor, that investment advisor may choose to utilize any broker-dealer that it deems prudent. Qualified investment advisors assisting the County in the management of its overall investment portfolio may purchase and sell investment securities in accordance with this investment policy and may utilize their own approved list of broker-dealers and security issuers; however, the list shall fully comply with the criteria maintained in this policy.

If the County chooses not to engage an investment advisor, the County will maintain a list of financial institutions authorized to provide investment services to the County. Prior to any investment transactions with the County, all broker/dealers who desire to become qualified bidders for investment transactions must supply the County with audited financial statements, proof of FINRA registration, proof of Minnesota registration, a certificate of insurance for excess SIPC

coverage, and completion of the broker notification and certification form required by Minnesota Statutes 118A.

Prudence

The standard of prudence to be used by investment officials shall be the “prudent investor,” and shall be applied in the context of managing the investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion and intelligence would exercise in the management of their own affairs. This standard of prudence shall mean not for speculation, and with consideration of the probable safety of the capital as well as the probable investment return derived from assets.

Internal Controls

Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Internal controls shall address:

- Separation of transaction authority from accounting and record keeping.
- Clear delegation of authority to subordinate staff members.
- Confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Investment and interest earnings will be recorded in the County’s accounting records based on generally accepted government accounting procedures.
- A periodic summary of all investment transactions will be reviewed by the Finance Director at least once per quarter.
- Each year, as part of the annual audit by an external auditing firm, there will be an independent review. This review will provide internal control by assuring compliance with this policy
- The Investment Manager will report periodically to the County Board on the total of all funds invested and the total interest received on all securities year to date.

Authorized Investments and Collateralization

All County investments and deposits shall be those allowable by Minnesota Statutes Chapter 118A and amendments thereto. In accordance with MN Statutes 118A, collateralization will be required on all demand deposit accounts, including checking, savings, and money market accounts, and non-negotiable certificates of deposit in excess of federal deposit insurance.

State law defines the types of collateral that a financial institution may pledge for public deposits.

These types of collateral include:

- United States Government Treasury issues;
- Issues of United States Government Agencies and Instrumentalities;
- Obligations of state and local governments;
- Time Deposits fully insured by the Federal Deposit Insurance Company (FDIC) or any federal agency; and
- Irrevocable standby letters of credit issued by federal home loan banks.

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times.

Investments

The financial assets of the County may be invested in securities or other investments permitted pursuant to M.S. 118A. The following permissible investments of 118A are further restricted as noted below:

Investment Securities	Total Portfolio Exposure	Exposure per Issuer	Additional Restrictions
1. Direct Obligations of U.S.	100%	Unlimited	None
2. Obligations Issued or Guaranteed by an Agency of the U.S.	100%	Unlimited	\$8 million per CUSIP
3. Agency Mortgage Backed Securities including Collateralized Mortgage Obligations	25%	5% in any one Mortgage Pool or CMO	\$4 million per CUSIP
4. Share of Regulated Investment Companies invested in 1 & 2 above	100%	20%	None
5. Repurchase or Reverse Repurchase Agreements	30%	10%	90 days maturity or less
6. General Obligations of any State of the US which is a general obligation of any state or local government with taxing powers	50%	2% (4% MN)	"A" or better by at least one major rating agency
7. Any security which is a revenue obligation of any state or local government with taxing powers	50%	2% (4% MN)	"AA" or better by a National Bond Rating Service
8. Commercial Paper	50%	\$10 million for any one issuer	270 Days or less, highest rating by two rating agencies.
9. Index Mutual Funds managed by MN State Board of Investments	(A)	(A)	(A)

(A) Minnesota Statute 118A.09. Maximum investment specified in statute.
County investments not to exceed total funds available in Compensated Absences Internal Service Fund.

Investment returns may be accumulated up to the maximum allowed per Statute 118A.09, but not to exceed total funds available in the Compensated Absences Internal Service Fund.

Equity Investment Parameters

The amount invested in the Minnesota State Board of Investment - Minnesota Non-Retirement Equity Fund is limited lesser of statute maximum or County's total funds within the Compensated Absences Internal Service Fund. Equity investments are targeted for long-term capital plans, compensated absence reserves/liabilities or other long-term obligations established by applicable accounting standards. Long-term capital costs for purposes of this policy are defined as expenses to be incurred more than fifteen years into the future from the date of purchase.

Once the amounts invested reach the investment parameter limitations, no other funds may be invested beyond the investment parameter limitation; however, the Senior Financial Executive is authorized to manage the funds previously invested under this section even if the total exceeds the investment parameter limitation.

Record Retention

The Finance Department will maintain a listing of all institutions designated as depositories.

Safekeeping and Custody

All security transactions, including collateral for repurchase agreements, entered by the County shall be conducted on a delivery-versus-payment (DVP) basis. All investment securities purchased by the county shall be held in accordance with Minnesota statute 118A. All bank deposits will be insured or collateralized in accordance with Minnesota Statutes, Chapter 118.

Diversification

The County will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The County will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields. Investment maturities shall be selected to accommodate forecasted requirements, meet anticipated capital obligations, and optimized investment objectives. Individual securities shall be limited to a maximum maturity/average life of ten years. The total portfolio shall be limited to a maximum average maturity/average life of four years.

Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Broker Representations

Counties must obtain from their brokers or advisors certain representations regarding future investments. Pursuant to Minnesota Statutes 118A, the County shall provide each broker or advisor with the County's investment policy, and the securities broker or advisor shall submit a certification annually to the County stating that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the County. Agents of financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the County's funds.

Performance Standards and Benchmark

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The basis used by the Senior Financial Executive to determine whether market yields is being achieved shall be to a comparable benchmark.

e.g., 90-day US Treasury Bill, 6-month US Treasury Bill, Average Fed Funds Rate.

Reporting

The County Investment Manager shall present a quarterly investment report to the County Board. The report should include a summary of the county's investments, investment types, expected life, investment performance, effects of interest rate changes, and an outlook for the current year including comparisons to benchmark interest rates.



Carver County – Financial Policy Manual

Investment Policy

SECTION: Revenue
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED: 4/15/14
5/16/23

Purpose

It is the policy of the County to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the County and conforming to all state and local statutes governing the investment of public funds. The purpose of this Policy is to develop an overall program for cash investments, designed and managed with a high degree of professionalism, worthy of the public trust; to establish that elected and appointed officials and employees are custodians of a portfolio which shall be subject to public review; to establish cash investment objectives, delegation of authority, standards of prudence, internal controls, authorized investments, selection process for investments, advisor and broker representations.

~~To provide clear guidelines as it pertains to investments in order to maximize return while minimizing risk.~~

Policy Scope

This Policy applies to the investments and deposits of all the funds of the County.

~~Carver County is responsible for receiving and disbursing public funds for many programs and taxing districts within the County's jurisdiction. While the funds are in the custody of the County, pending disbursement, it is the Investment Manager's responsibility to invest the monies as prescribed by Minnesota Statutes, Chapters 118, 471 and 475, which are included in this policy by reference.~~

Pooling of Funds

Except for cash in certain restricted and special funds, the County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

Investment Program Objectives

~~Four~~ Five objectives are taken into consideration for a sound investment program. It is the policy of Carver County when investing public monies to follow these objectives in the order of importance as listed ~~priority~~:

1. Legality - The County is limited by law as to the type of investments that can be made. At

all times, investments of the County shall be in accordance with Minnesota Statutes Chapter 118A and amendments thereto. ~~The following investment instruments are authorized: All general obligations of the United States Government; indirect government obligations such as Federal Agency notes and bonds excluding mortgage-backed securities that are defined as high risk; certificates of deposit backed by collateral; repurchase agreements; reverse repurchase agreements; bankers acceptance; commercial paper; and Guaranteed Investment Contracts (GICs).~~

2. **Safety** - Safety of principal is the foremost objective of the investment portfolio. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, interest rate risk, and custodial risk. ~~Many banks and investment firms are dealers in these authorized investments. It is the policy of Carver County to do business only with those firms that are willing to meet the requirements set forth by state law and the County for the County's protection in regard to safekeeping, delivery and receipt. It is a statutory requirement that all certificates of deposit are to be backed by collateral at 110% of market value. The County reserves the right to require substitute collateral if any collateral subsequently fails to meet the requirements set.~~

Credit Risk: Credit Risk is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal Insurance) or the SIPC (Securities Investor Protection Corporation). To ensure safety, it is the policy of the County that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institution unless collateralized as outlined below.

Interest Rate Risk: Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The County will minimize Interest Rate Risk by:

1. Investing in both shorter-term and longer-term investments.
2. Timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.
3. Monitoring, on a quarterly basis, the expected mark-to-market adjustment if interest rates increase by 100-200 Basis Points. When these reports (commonly referred to as "Shock Reports") show a 5% (\$2.0 million on a \$40 million portfolio) \$2 million negative mark-to-market adjustment with an increase of 150 Basis Points, for the current calendar year with an increase of 100 Basis Points, the Investment Manger shall take reasonable and prudent actions to reduce the County's exposure to an increase in interest rates.

Custodial Risk: The County will minimize deposit Custodial Risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining

collateral or bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law.

3. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Investment portfolios will be structured so that securities mature concurrent with cash needs to meet anticipated demands. Liquid funds will allow the County to meet possible cash emergencies without being penalized on investments.

~~The cash position of Carver County and its various programs has peaks and valleys during the year which require that a portion of the investment portfolio emphasize liquidity. It is a policy of the County to consider liquidity as a priority while still recognizing the need to maximize yield.~~

4. **Yield** - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary cycles, considering investment risk and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions.

- A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
- Liquidity needs of the County require a security or securities are sold prior to maturity.
- A security swap would improve the safety and yield of the overall portfolio.

~~After the above considerations have been met, it is the practice of the County to maximize its yield while assuring that the maturity dates coincide with expenditure needs.~~

5. **Purchasing Power** - Recognizing that the bond investment options for public entities only allow investment growth around the rate of inflation, the intent of this objective is not only to preserve capital but also to seek enhancement of the portfolio's purchasing power over the long run. To this end, the portfolio will include equity investments from the MN State Board of Investment that track the returns of the Standards & Poor's 500 Index.

Delegation of Authority

All depositories and investment firms that the County deals with will be approved by the County's Senior Financial Executive prior to any transactions. It is further the responsibility of the County's Senior Financial Executive to designate depositories as authorized in Minnesota Statute 118A.02, Sub. 1. The County's Senior Financial Executive will maintain a listing of all institutions designated as depositories.

It is the Investment Manager's responsibility to invest the monies as prescribed by Minnesota Statutes, Chapters 118, 471 and 475, which are included in this policy by reference. The Investment Manager may delegate this authority to a qualified individual in their reporting chain. The authorized County individuals, when acting in accordance with this Policy and exercising due diligence, shall not be held responsible for losses, provided that the losses are reported immediately, and that appropriate action is taken to control further losses.

The Finance Department may hire an external Financial Advisory Firm to perform all or some of these duties. An external Financial Advisory Firm requires a contract approved by the County Board. If the County chooses to utilize an SEC-registered investment advisory/management firms (External Investment Managers) to invest segments of the investment portfolio. The External Investment Manager will operate within the constraints of this investment policy and an executed Investment Advisory Agreement. The External Investment Manager shall have discretion over the assigned segment of the investment portfolio. All External Investment Managers shall purchase and sell securities in accordance with Minnesota Statute 118A, this investment policy statement, and the Investment Advisory Agreement. External Investment Managers must be registered under the Investment Advisers Act of 1940 and be licensed and registered to do business in Minnesota and registered as an investment advisor through IARD (Investment Advisor Registration Depository) in Minnesota.

Authorized Financial Dealers and Institutions:

If the County chooses to engage an investment advisor, that investment advisor may choose to utilize any broker-dealer that it deems prudent. Qualified investment advisors assisting the County in the management of its overall investment portfolio may purchase and sell investment securities in accordance with this investment policy and may utilize their own approved list of broker-dealers and security issuers; however, the list shall fully comply with the criteria maintained in this policy.

If the County chooses not to engage an investment advisor, the County will maintain a list of financial institutions authorized to provide investment services to the County. Prior to any investment transactions with the County, all broker/dealers who desire to become qualified bidders for investment transactions must supply the County with audited financial statements, proof of FINRA registration, proof of Minnesota registration, a certificate of insurance for excess SIPC coverage, and completion of the broker notification and certification form required by Minnesota Statutes 118A.

Prudence

The standard of prudence to be used by investment officials shall be the “prudent investor,” and shall be applied in the context of managing the investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion and intelligence would exercise in the management of their own affairs. This standard of prudence shall mean not for speculation, and with consideration of the probable safety of the capital as well as the probable investment return derived from assets.

Internal Controls

Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Internal controls shall address:

- Separation of transaction authority from accounting and record keeping.
- Clear delegation of authority to subordinate staff members.
- Confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Investment and interest earnings will be recorded in the County's accounting records based on generally accepted government accounting procedures.
- A periodic summary of all investment transactions will be reviewed by the Finance Director at least once per quarter.
- Each year, as part of the annual audit by an external auditing firm, there will be an independent review. This review will provide internal control by assuring compliance with this policy
- The Investment Manager will report periodically to the County Board on the total of all funds invested and the total interest received on all securities year to date.

Authorized Investments and Collateralization

All County investments and deposits shall be those allowable by Minnesota Statutes Chapter 118A and amendments thereto. In accordance with MN Statutes 118A, collateralization will be required on all demand deposit accounts, including checking, savings, and money market accounts, and non-negotiable certificates of deposit in excess of federal deposit insurance.

State law defines the types of collateral that a financial institution may pledge for public deposits.

These types of collateral include:

- United States Government Treasury issues;
- Issues of United States Government Agencies and Instrumentalities;
- Obligations of state and local governments;
- Time Deposits fully insured by the Federal Deposit Insurance Company (FDIC) or any federal agency; and
- Irrevocable standby letters of credit issued by federal home loan banks.

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times.

A. Investments

The financial assets of the County may be invested in securities or other investments permitted pursuant to M.S. 118A. The following permissible investments of 118A are further restricted as noted below:

Investment Securities	Total Portfolio Exposure	Exposure per Issuer	Additional Restrictions
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1. Direct Obligations of U.S.	100%	Unlimited	No more than 25% in Zero Coupon Investments None
2. Obligations Issued or Guaranteed by an Agency of the U.S.	100%	Unlimited	None \$8 million per CUSIP
3. Agency Mortgage Backed Securities including Collateralized Mortgage Obligations	75 25%	5 10% in any one Mortgage Pool or CMO	No more than 50% in Mortgage pools or sequential CMO's \$4 million per CUSIP
4. Share of Regulated Investment Companies invested in 1 & 2 above	100%	100 20%	None
5. Repurchase or Reverse Repurchase Agreements	30 20%	10%	90 days maturity or less
6. General Obligations of any State of the US which is a general obligation of any state or local government with taxing powers	50%	5% 2% (4% MN)	"AA" or better by at least one major rating agency
7. Any security which is a revenue obligation of any state or local government with taxing powers	50%	5% 2% (4% MN)	"AA" or better by a National Bond Rating Service
8. Commercial Paper	50%	\$ 105 million for any one issuer	270 Days or less, highest rating by two rating agencies.
9. Bankers Acceptance	25%	5%	Pursuant to State Statute
10. GIC's Index Mutual Funds managed by MN State Board of Investments	40% (A)	5% (A)	A+ rated by AM Best (A)
<u>(A) Minnesota Statute 118A.09. Maximum investment specified in statute.</u> <u>County investments not to exceed total funds available in Compensated Absences Internal Service Fund.</u> <u>Investment returns may be accumulated up to the maximum allowed per Statute 118A.09, but not to exceed total funds available in the Compensated Absences Internal Service Fund.</u>			

Equity Investment Parameters

The amount invested in the Minnesota State Board of Investment - Minnesota Non-Retirement Equity Fund is limited lesser of statute maximum or County's total funds within the Compensated Absences Internal Service Fund. Equity investments are targeted for long-term capital plans, compensated absence reserves/liabilities or other long- term obligations established by applicable accounting standards. Long-term capital costs for purposes of this policy are defined as expenses to be incurred more than fifteen years into the future from the date of purchase.

Once the amounts invested reach the investment parameter limitations, no other funds may be invested beyond the investment parameter limitation; however, the Senior Financial Executive is authorized to manage the funds previously invested under this section even if the total exceeds the investment parameter limitation.

~~The Investment Manager has established the following guidelines needed to carry out this policy.~~

Guidelines

~~The County's investment duties require that decisions are made daily concerning the investment of millions of dollars. The investment function operates under state law which establishes restrictions and requirements. Carver County has adopted an Investment Policy which provides more specific program directives.~~

Authorization & Record Retention

- ~~1. — All depositories and investment firms that the County deals with will be approved by the County Investment Manager prior to any transactions. It is further the responsibility of the County Investment Manager to designate depositories as authorized in Minnesota Statute 118A.02, Sub. 1 and by County Board Resolutions.~~
- ~~2. — The County Investment Manager~~Finance Department ~~will maintain a listing of all institutions designated as depositories.~~
- ~~4. — Before engaging in investment transactions with any broker/dealer, the supervising officer at the securities broker/dealer shall submit a certification. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the County and the broker/dealer. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the County's funds.~~

Investments

~~The Investment Manager shall maintain a system of internal controls for investments. The internal controls shall be reviewed by the State Auditor's Office. The controls shall be designed to avoid losses of county funds arising from fraud, employee error, and misrepresentations by third parties,~~

~~unanticipated changes in financial markets, or imprudent actions by employees and officers of the county. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their capital as well as the probable revenue to be derived. The financial assets of the county may be invested in those securities or other investments permitted pursuant to M.S. 118A. These include:~~

~~Investment maturities shall be selected to accommodate forecasted requirements, meet anticipated capital obligations, and optimized investment objectives. Individual securities shall be limited to a maximum maturity/average life of fifteen years. The total portfolio shall be limited to a maximum average maturity/average life of ten years.~~

~~Portfolio investments shall not exceed 50% of the County's investment portfolio with any one institution, to avoid concentration of assets.~~

Safekeeping and CollateralizationCustody

~~All security transactions, including collateral for repurchase agreements, entered by the County shall be conducted on a delivery-versus-payment (DVP) basis. All investment securities purchased by the county shall be held in accordance with Minnesota statute 118A. All bank deposits will be insured or collateralized in accordance with Minnesota Statutes, Chapter 118.~~

Diversification

~~The County will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The County will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields. Investment maturities shall be selected to accommodate forecasted requirements, meet anticipated capital obligations, and optimized investment objectives. Individual securities shall be limited to a maximum maturity/average life of ten years. The total portfolio shall be limited to a maximum average maturity/average life of four years.~~

Conflict of Interest

~~Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.~~

~~The Investment Manager shall refrain from personal business activity that could conflict with the proper execution and management of the investment program and shall disclose any material interests in financial institutions with which he conducts business. The Investment Manager shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Carver County.~~

Broker Representations

~~Counties must obtain from their brokers or advisors certain representations regarding future investments. Pursuant to Minnesota Statutes 118A, the County shall provide each broker or advisor with the County's investment policy, and the securities broker or advisor shall submit a~~

certification annually to the County stating that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the County. Agents of financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the County's funds.

Performance Standards and Benchmark

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The basis used by the Senior Financial Executive to determine whether market yields is being achieved shall be to a comparable benchmark.

e.g., 90-day US Treasury Bill, 6-month US Treasury Bill, Average Fed Funds Rate.

Other Reporting

The County Investment Manager shall ~~present~~prepare a quarterly investment report to the County Board. The report should include a summary of the county's investments, investment types, expected life, investment performance, effects of interest rate changes, and an outlook for the current year including comparisons to benchmark interest rates.

~~of portfolio investments and performance (incorporating as appropriate, investment activity, investment allocation, and rates of return).~~

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

2023 Jail Nurse Rollover Request

Primary Originating Division/Dept: Sheriff

Meeting Date: 5/16/2023

Contact: Kate Miner

Title: Admin Services Mgr

Item Type:

Regular Session

Amount of Time Requested: 15 minutes

Presenter: Jason Kamerud

Title: Sheriff

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

In 2022 the Sheriff's Office contracted vendor for jail health services filed for bankruptcy and was no longer able to provide mandated contracted services. On December 20, 2022, the Carver County Board approved RBA-8796 which created two (2) limited-term 1.00 FTE positions of Jail Health Nurse that would terminate on or before December 31, 2023, and approved the ability to initially hire as STOCs if needed to maintain mandated services. The RBA stated the cost would be covered by the existing 2023 budgeted funds designated for the 2023 MEnD contract and a special rollover request from the Sheriff's Office 2022 budget. The Sheriff's Office

The total anticipated cost in 2023 for hiring two (2) initial STOC employees between 1/23/2023 and 3/5/2023 and two (2) limited-term 1.00 FTE positions starting 3/6/2023 thru 12/31/2023 is \$251,134.00. In addition to the two nurse positions, it is necessary to carry a medical contract that provides physician oversight of the nursing licensures, on-site weekly clinic hours by a doctor, and on-call doctor services. The cost of the medical contract for 2023 will be \$139,378. The total cost for 2023 to provide mandated jail health services is \$390,512.

It is proposed to cover the cost of the 2023 jail health services through the existing 2023 budgeted funds designated for the 2023 MEnD contract (\$194,331), redirecting the first two quarter 2023 funds for Mental Health Services that will not be used due to staffing shortage (\$48,750), and this special rollover request from the Sheriff's Office 2022 budget savings (\$146,868).

The Sheriff's Office is currently working to determine what is the most economical and efficient long-term solution beyond 2023 and will bring a viable option to the board later this year. In the meantime, the Sheriff's Office will be requesting similar funds in the 2024 budget process to cover the long-term solution.

ACTION REQUESTED:

Approve the Sheriff's Office request to redirect 2023 budget and a \$146,868 special budget rollover from 2022 savings to pay for mandated jail health services.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =

\$0.00

2022 Rollover Funds

\$146,868.00

FTE IMPACT: None

Total

\$146,868.00

☒ Insert additional funding source

Related Financial/FTE Comments:

The 2023 cost for mandated jail health services is \$390,512 and will be covered by redirecting the following 2023 budget year funds (\$243,644) and rolling over the 2022 budget year savings (\$146,868) from the following funds:

Budget Year	Account Number	Description	Amount
2023	01-201-235-1682-6260	Professional & Tech Fees For Service (MEND)	\$194,331
2023	01-201-236-0000-6293	Mental Health Svs	\$49,313
2022	01-201-235-1682-6260	Professional & Tech Fees For Service (MEND)	\$32,414
2022	01-201-235-1682-6271	Jail Medical Services	\$12,010
2022	01-201-236-0000-6293	Mental Health Svs	\$42,761
2022	01-201-235-1682-6430	Medical Supplies	\$2,169
2022	01-201-235-1682-6431	Inmate Medicine	\$4,105
2022	01-201-235-0000-6421	Inmate Meals	\$8,435
2022	01-201-235-0000-6272	Out of County Boarding	\$1,250
2022	01-201-235-1681-6420	Commissary	\$7,000
2022	01-201-231-1603-6332	Training	\$4,724
2022	01-201-240-0000-6480	Non-Cap Equipment	\$32,000
TOTAL			\$390,512

Office use only:

RBA 2023 - 9049

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: 2023 Jail Nurse Rollover Request

Department:

Meeting Date: 5/16/2023

Fund:

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

Requested By: Jason Kamerud

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Sal & Ben	01-201-235-1682.61xx	\$104,266.00	Mental Health Svs	01-201-236.6293	\$49,313.00
TOTAL		\$104,266.00	MEND	01-2001-235-168...	\$54,953.00
			TOTAL		\$104,266.00

Reason for Request:

Budget Amendment to move funds into salary & benefit accounts to cover the remaining unfunded costs for the 2.00 Nurse Positions.

01-201-235-1682-6260- has enough funds in 2023 to cover Medical contract.

2022 Rollover- all went to sal & ben accounts for the 2.00 Nurse Positions

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Appointment to the Board of Adjustment

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 County Board's "at large" appointment to the Board of Adjustment is vacant due to a resignation. In January, applications were also received from Steve Washburn, District #4 and Kayla Pascoe, District #5. They were not selected at that time but their applications were kept on file in the event of a vacancy.

ACTION REQUESTED:

Motion to fill "at large" vacancy on the Board of Adjustment.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9116