



**CARVER
COUNTY**

minnesota

Carver County Board of Commissioners
January 2, 2024
Organizational Session

The County Board Room is open to the public

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

The County Board Room is open to the public.

PAGE

9:00 a.m.	1.	a) Pledge of allegiance	
		b) CALL TO ORDER BY THE COUNTY ADMINISTRATOR	
		c) Nomination and election of Chair for 2024	
		d) Nomination and election of Vice Chair for 2024	
		e) Public comments (limited to five minutes)	
		f) Community announcements	
	2.	Agenda review and adoption	
	3.	2024 Board Operating Rules	1-15
	4.	Adopt schedule of Regular Board meetings for the year 2024	16-18
	5.	Committee appointments and assignments	19-21
	6.	Appointments to advisory committees.....	22-26
	7.	Approve minutes of December 19, 2023, Regular Session	27-29
10:00 a.m.	8.	CONSENT AGENDA	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	8.1	Approve the 2024 contract for police services with the City of Waconia and increase in 1 full time equivalent deputy	30-31
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	8.2	Creating a Communications Department	32-33
	8.3	JPA with the City of Chanhassen for the Highway 17/West 78th Street Intersection Project	34
	8.4	Out of State Travel Approval	35
		<i>Customer service: Continue the County's delivery of high value, timely service</i>	
	8.5	2024 Fleet Equipment Purchases	36
	8.6	Request to contract with Daikin	37

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

8.7	Amendment 3 to Professional Services Agreement for Program Management Services with Bolton and Menk Inc	38
8.8	Contract for Legal Services Related to PPB Holdings Interest Rate Demand.....	39
8.9	Schrams Winery CUP (Large Scale Activity - Agri-tourism)	40-46
8.10	JPA for Highway 10 Project - OakPointe Area.....	47

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

8.11	Donations to the Carver County Sheriff's Office Dive Team.....	48-49
8.12	Review Health & Human Services and Commissioner Warrants.....	NO ATT

10:00 a.m.	9. COMMUNITIES: Create and maintain safe, healthy and livable communities	
	9.1 Agency Issued Handguns.....	50-52
10:10 a.m.	RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAILROAD AUTHORITY	
10:10 a.m.	10. CONNECTIONS: Develop strong public partnerships and connect people to services and information	
	10.1 Appointment of Chair, Vice Chair and Secretary/Treasurer	53
10:15 a.m.	ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS COUNTY BOARD	
10:15 a.m.	11. County Administrator Report	
10:20 a.m.	12. GROWTH: Manage the challenges and opportunities resulting from growth and development	
	12.1 Closed Session for US 212 Project - Benton Township Property Acquisition	54
10:50 a.m.	ADJOURN REGULAR AND CLOSED SESSION	

David Hemze
County Administrator

UPCOMING MEETINGS

January 9, 2024	7:30 a.m. Carver County Legislative Breakfast
January 16, 2024	12:30 p.m. Paradise Commons Ribbon Cutting
January 23, 2024	7:00 p.m. Carver County Township Association Meeting

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****2024 Board Operating Rules**

Primary Originating Division/Dept: Administration (County) ▼

Meeting Date: 1/2/2024

Contact: Dave Hemze Title: County Administrator

Item Type:

Regular Session ▼

Amount of Time Requested: 20 minutes

Presenter: Dave Hemze Title: County Administrator

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

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

BACKGROUND/JUSTIFICATION:

During the statutory meeting, the County Board is required to review, amend if necessary, and adopt operating rules for the year. The proposed 2024 Board Operating Rules are attached. County Administration is recommending a minor change to clarify the age for the youth appointments.

ACTION REQUESTED:

Motion to adopt 2024 Board Operating Rules.

FISCAL IMPACT: None ▼

If "Other", specify:

FTE IMPACT: None ▼**FUNDING**

County Dollars =

Total

\$0.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2024 - 9390



Board of Commissioners Board Operating Rules

~~Adopted~~

~~January 3, 2023~~

Proposed January 2, 2024

I. Overview

A. Purpose

The Carver County Board of Commissioners is the body charged by law with the management of the affairs of Carver County. The County Board operates as a deliberative and legislative assembly, meeting to discuss and determine the direction and policies of the County within the confines of state and federal law.

The County Board functions within the statutory framework of Minnesota law. General duties, powers and responsibilities are found in Minnesota Statutes, especially but not exclusively Chapters 370, 373, and 375. Minnesota Statutes supersede all bylaws, rules and policies established by the Board.

B. Statement of Principles

The Operating Rules intend to strike a procedural balance that considers all principles and enunciates a specific process by which those principles interact and work. The rules are representative of the following Carver County Strategic Plan.

I. Vision

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

II. Mission

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

III. Goals - Summarized

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

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

II. Customer Service: Continue the County's delivery

of high value, timely service and support.

III Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

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

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

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

C. Effective Date

These rules shall become effective upon passage by the County Board.

II. Amendments to the Operating Rules

During the statutory meeting, the County Board shall review, amend if necessary, and adopt the operating rules for the year.

Any time throughout the year, the County Board may amend (or suspend) the operating rules by an affirmative vote of the members. Changes shall be effective immediately upon passage.

Any member of the County Board or the County Administrator may initiate action to amend the operating rules.

Any changes in statute or law affecting the rules are effective immediately and will be reflected in the next draft of the rules.

III. County Board Organization

A. Membership

The County Board of Commissioners consists of five (5) members elected from single-member districts apportioned on the basis of population as provided by law.

B. Commissioner Districts

The boundaries of commissioner districts, including the procedures to follow in the event that a redistricting is needed, are established pursuant to Minn. Stat. §375.025.

C. Terms of Office

The term of each Board member is four years, except as otherwise established pursuant to Minn. Stat. §375.03.

D. Vacancy

A vacancy in the office of County Board is filled at a special election not less than 30 nor more than 90 days after the vacancy occurs. The special primary or special election may be held on the same day as a regular primary or regular election but the special election shall be held not less than 14 days after the special primary. The person elected at the special election shall take office immediately after receipt of the certificate of election and upon filing the bond and taking the oath of office and shall serve the remainder of the unexpired term (Minn. Stat. §375.101).

If the vacancy occurs less than 60 days before the general election preceding the end of the term, the vacancy shall be filled by the person elected at the general election for the ensuing term. That person shall take office immediately after receiving the certificate of election, filing the bond and taking the oath of office (Minn. Stat. §375.101).

E. Officers

The County Board, at its statutory meeting (first Tuesday after the first Monday of each year), elects from its members a Chair and a Vice-Chair. The Chair presides at the County Board meetings, decides on questions of order, subject to vote of the County Board, and signs all documents requiring signature of the County Board. The Chair's signature, attested to by the County Administrator or designee, is binding as the signature of the County Board.

The County Board elects from its membership a Vice-Chair at the same time and place and in the same manner as provided for the election of the chair. The Vice-Chair performs the duties of the chair when the chair is unable to perform those duties.

The process to open nominations for Chair shall be as follows:

1. Open the floor for nominations
 - Recognition by the Chair is not required to

make a nomination

- After each nomination, the County Administrator repeats the name of the nominee to the members.
- Nominations do not have to be seconded, but it is not out of order for members to second a nomination
- A person can nominate himself or herself.
- A member can decline the nomination during the nominating process.

2. Close the nominations

- A motion to close is not necessary as the nomination process continues until no one wishes to make further nominations
- When the nomination stops, the County Administrator calls three times for more nominations and declares nominations closed after making sure that no more nominations are forthcoming.
- A motion to close nominations is out of order if any member still wishes to make a nomination.

3. Vote on nominations

- Nominations are decided by majority vote.
- A voice vote will be used, and the voting is over when someone wins the nomination by majority vote.
- Voting on each nominee is conducted in the order in which they were nominated.
- After naming the first nominee, the County Administrator will announce the votes.
- This procedure continues until someone receives a majority vote.
- If there is a tie vote or no one receives a majority vote, members keep voting until someone is elected.

Following the election of the Chair, the Chair will conduct the nomination of the Vice Chair and follow the same process.

If the Chair and Vice-Chair are absent from any meeting, the members present shall choose one of their members as temporary Chair, and all documents requiring the signature of the County Board shall be signed by a majority of it and attested to by the Clerk to the Board (Minn. Stat. §375.13).

At the statutory meeting (and if applicable during the year), the Chair of the County Board shall have the authority to recommend committee chairs and appoint members of the County Board to standing committees and other County Board-member appointed committees, organizations and groups, subject to approval by the

County Board.

F. Compensation

County Board members receive as compensation for services an annual salary as set by resolution of the County Board. (The salary must be established prior to the end of the preceding year and is effective January 1 of the new year.)

Prior to the effective date of a new salary, each County Board member shall have the option to accept or reject any salary increase in writing and submit it to Employee Relations.

G. Monthly Expense Allowance

Each member of the County Board is allowed a monthly expense allowance as determined by the County Board for expense while doing business for Carver County. (This expense allowance is provided for under Minnesota Laws, Chapter 66, adopted in 1981.) Typical expenditures for this allowance are mileage, parking, and meals while in the seven county metropolitan area for conferences, seminars and meetings. Expenses included in this allowance are generally considered to be ones that the Board Member deems to be necessary in order to fulfill the duties of office.

The County Board, by resolution, determines the annual expense allowance level. Within the seven county metropolitan area, this allowance is in lieu of traditional reimbursement plans including per diem expenses. The expense allowance is paid to the Board Members in twelve equal monthly installments.

Outside the seven county metropolitan area, all costs deemed necessary by the Board Member to fulfill the duties of office, are covered by County Financial Policy and Administrative Policy Manuals' reimbursement guidelines. This would include reimbursement for actual costs while performing duties of the office of County Commissioner. In addition, outside the metro area, all overnight expenses associated with conferences, seminars, and meetings are costs eligible for reimbursement.

Each Commissioner shall be allocated an annual conference and training budget with an amount to be determined according to the annual budget process. Conference and training funds not used by an individual Commissioner during each respective budgetary year may be used by another Commissioner within that budget year upon mutual agreement between the Commissioner requesting the funds and the

Commissioner providing the funds. Any out of state travel must meet the requirements outlined in the Elected Officials Out of State Travel policy included in the Carver County Administrative Policy Manual.

Cell phone expenses are costs eligible for reimbursement according to County Financial Policy and Administrative Policy Manuals' reimbursement guidelines.

H. County Board Budget

The County Board is allocated an annual budget which includes salary and benefits and general operating expenses (office supplies and other miscellaneous expenses).

IV. County Board Meetings

A. Regular Meetings

Members of the County Board are entitled to ten days' notice of regular Board meetings (Minn. Stat. §375.07). At the annual statutory meeting, the County Board shall adopt a schedule of regular board meetings for the upcoming year. The schedule will include the location, date and time of the meetings. During the year the schedule may be amended by general consensus or a vote if necessary of the County Board. Evening meetings may be added to the Board's schedule as is necessary to ensure adequate public participation and input on specific agenda items.

Unless otherwise stated, all regular meetings of the County Board will be convened at the Carver County Government Center. The Board Room is located on the second floor of the Human Services Building. All regular meetings of the County Board are open to the public.

B. Statutory Meeting

The County Board meets in the County Board Room located at the Carver County Government Center, for the transaction of business on the first Tuesday after first Monday in January. The County Board transacts organizational business during this meeting, including:

1. Administrate oath of office (if required);
2. Elect officers;
3. Appoint commissioners to commissions committees and boards;
4. Appoint voting members to AMC;
5. Appoint members to Metropolitan Counties Computer Consortium;
6. Appoint advisory committee members.

D. Closed Meetings

The County Board may by motion convene in closed session for the purposes of transacting business. Business which may be considered in closed session are as follows.

- In accordance with the attorney/client privilege;
- To consider strategy for labor negotiations;
- To consider real estate negotiations;
- To consider security measures;
- Or as otherwise required or permitted by the Minnesota Open Meeting Law.

E. Special/Emergency Meetings

The Carver County Board may establish a special or emergency meeting. Procedures to schedule a special or emergency meeting shall be in accordance with Minn. Stat. Chap. 13D.

Adjourned or reconvened meetings may be held at any specific time, date and place the Board may adopt without additional notice. However, the time, date and place must be publicity specified by the Board prior to adjourning the meeting in which the time, date and place are established.

The County Board may schedule work sessions, retreats, forums or additional meetings. A schedule of such meetings shall be maintained in the County Administration Office. Work sessions and other informal meetings of the Board, not regularly held, shall be subject to the same notice requirements of the Minnesota Open Meeting Law.

A joint meeting with the County Board and any other political subdivision may be held within the boundaries of either subdivision and will be specified in the meeting notice.

Meetings of the County Board may also be conducted by interactive technology according to Minn. Stat. §13D.02.

F. Public Hearings

From time to time, the County Board conducts formal public hearings. In addition to those required by law, the County Board may hold public hearings on matters of business when it decides that such hearings are in the best interest of the general public or issues under consideration.

The order of business for public hearings generally follows this procedure:

1. Presiding officer opens the hearing and states the purpose;
2. Brief description of issue by County staff or other appropriate persons;
3. Presentation, if applicable, by affected or interested persons;
4. Public hearing closed by the Board;
5. Decision of the County Board.

At any time during the process, the County Board may address questions as deemed appropriate.

The County Board may alter the public hearing procedure as needed to assure that the hearings are conducted in an orderly, fair and expeditious manner, including establishing reasonable time limits for speakers individually or on each side of the issue before the Board.

Rules adopted for public hearing procedures are intended to promote an orderly discussion, to give every person an opportunity to be heard, and to ensure that no individual is denied their right to free speech.

All comments by proponents, opponents, or members of the public shall be made at the microphones and individuals making comments shall first give their name and address. This is required for an official record of the public hearing.

G. Meeting Conduct

The following meeting conduct rules shall apply for all Board meetings:

1. Respect the dignity of each individual.
2. Respect one another's facts, opinions and right to speak.
3. We choose to deal with conflict in a healthy manner.
4. Listen respectfully - no interruptions.
5. In the interest of time, time limits may be established.
6. Questions may be asked of the presenters during the time allotted.

H. Broadcasting

Unless otherwise directed by law, all regular meetings of the Carver County Board of Commissioners are streamed live and recorded for on-demand viewing via YouTube, from calling to order of the meeting to the adjournment of the meeting's regular session. Regional Rail Authority, Ditch Authority and Public Health Board meetings are also videotaped from calling to order to adjournment of

the meeting. In the event that a meeting cannot be videotaped (i.e. technical malfunction, etc.), best efforts will be made to record the meeting with another recording device for future reference.

The County broadcasts and records all Board of Commissioners meetings via its YouTube channel. Local cable access channels can rebroadcast the meetings via these recordings. Residents can view the meeting recordings via YouTube, or from the links placed on the Board of Commissioners' webpage at www.co.carver.mn.us. The public can also view meetings on computers at Carver County Library branches

The Carver County Administration Department retains a copy of the broadcast for a period of two years and one week after the meeting date. These recordings are not the official minutes of the Carver County Board of Commissioners.

I. Quorum

A quorum shall be necessary for the transaction of business. A majority of the members of the Board shall constitute a quorum and no business shall be transacted unless voted on by a majority (three votes) of the whole County Board (Minn. Stat. §375.07). Less than a majority of members may convene a meeting, but no business may be transacted.

Any County Board member who, for any reason, anticipates or plans an absence at any regular or special meeting is encouraged to contact the County Board Chair or the County Administrator to indicate his or her planned absence.

J. Role of Presiding Officer

The presiding officer of the meeting will be the Chair. In the absence of the Chair, the presiding officer will be the Vice-Chair. The duties and powers of the presiding officer shall include the following:

1. Preside at all meetings of the County Board.
2. Call for a meeting recess without a vote if necessary.
3. Preserve order and decide questions raised by members subject to appeal to the Board.
4. Require the vote on all questions regularly moved and to announce the result.
5. Review and comment on the draft agenda for each regular and special meeting of the Board.
6. Serve as representative of the Board in execution of contracts, orders, resolutions, determinations and minutes of the Board and certification of tax

rolls.

The Chair of the Board may make a motion and has the same voting rights and responsibilities as other members.

K. Addressing the Chair

Formal protocol will be used when speaking to the County Board. The County Board Chair shall be addressed as "Mr./Madam Chair." Members of the County Board shall be addressed as "Commissioner (last name)."

L. County Administrator

The County Administrator or designee shall attend all meetings of the County Board. The County Administrator represents the Board at the meetings. The County Administrator may participate in the discussion or recommend a resolution or action to the County Board. A member of the Board may call on the County Administrator to participate in the discussion or provide a verbal recommendation on any subject pending before the Board.

The County Administrator or designee shall prepare a written agenda for all regular and special meetings of the County Board. The County Administrator or designee acts as the clerk of the board and shall also: 1) make regular entries of all Board resolutions and decisions upon all questions; 2) record the vote of each member on any question submitted to the Board; 3) preserve and file all business acted upon by the Board; 4) certify copy any and all resolutions or decisions of the Board; and 5) perform such further duties as designated by the Board.

V. CONDUCT OF DEBATE

A. Principles

The Rules of Parliamentary Practice embodied in Robert's Rules of Order (hereafter referred to the Rules of Order) shall guide the Board in all cases applicable, except as modified by the rules herein and applicable Minnesota Statutes. In all cases, except where Minnesota Statutes dictates, a majority vote will prevail when deciding a question.

B. Parliamentarian

The Rules of Order governing County Board meetings shall be referred to the County Board Chair for interpretation and enforcement. The County Board Chair may consult with Board members and/or the County Attorney in interpreting and deciding upon rules and

questions of order.

C. Role of the Chair

The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may restate or ask the County Administrator or designee to restate who made the motion, who seconded the motion, and announce the result of the vote.

D. Suspension of the Rules

Any member of the Board may make a motion for a suspension of the Rules of Order at any time during the debate and, if in order and duly seconded, the Board will vote on the request.

E. Main Motion

The main motion shall be considered by the Board. A member may make only one main motion at a time. The Board member(s) may present an initial motion on the resolution and subsequently debate the question; or the

Board member(s) may call upon staff for additional information prior to introduction of the motion.

The introduction of a main, or substantive motion, is out of order while another main motion is pending. While the question is under debate, no other motion shall be received or entertained except for procedural motions permitted in the Rules of Order.

F. Second Required

All motions before the Board shall be seconded prior to consideration by the Board. The second may occur after brief informal discussion. Subsequent to the second of the motion, formal debate may ensue between the members of the Board prior to the formal vote being called.

G. Amended Motion

Any motion may be amended at any time before it is adopted. The amended motion shall have precedence over an existing motion and may be discussed prior to being voted upon. If the amended motion fails, the main motion may proceed for consideration. If the amended motion passes, the amended motion becomes the main motion and may proceed for consideration. Once an amended motion is voted upon, a second amended motion may be entertained.

H. Division of the Question

Upon the request of any Board member, a motion or resolution in debate may be divided and separated into more than one action provided that the Chair rules that the motion or resolution will allow such a division. Each of the resulting motions or resolutions must be complete to allow independent consideration and action.

I. Withdrawal of Motion

After a motion has been stated by the Chair, it is deemed to be in the possession of the Board, but may be withdrawn by the member introducing the motion at any time before a vote. The Chair must accept or reject the withdrawal request. This motion cannot be debated or amended. If the motion is withdrawn, the effect is the same as if it had never been made.

J. Discussion Procedures

The following operating rules shall guide debate:

1. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.
2. Upon recognition of the Chair, the Board member making the motion has precedence to address the Board first, with the option of explaining the reasons why the motion is made. Subsequently the floor is open to any member of the Board.
3. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his/her consent. To obtain such consent, he/she shall first address the Chair.

K. Adoption

A motion or resolution shall be adopted if approved by a majority of the whole Board (Minn. Stat. §375.07).

L. Procedural Motion

In addition to the substantive motions, the following procedural motions shall be in order. This is a partial list of those motions from Robert's Rules that are most often used.; it is not intended to be a complete list.

These motions shall be considered in the following order of precedence as taken from Robert's Rules of Order:

1. Motion to Adjourn;
2. Motion to Recess;
3. Motion to Suspend the Rules;
4. Motion for Division of the Question;
5. Motion to Defer Consideration (Motion to Lay on the Table);
6. Call of the Previous Question;
7. Motion to Postpone to Certain Time or Day;
8. Motion to Refer to Committee;
9. Motion to Amend;
10. Motion to Reconsider.

M. Voting

It is the duty of every member to vote. Voting shall be recorded as a "yes" or "no" vote by the County Administrator and duly noted in the minutes. Unless a Commissioner signifies an abstention or vote in the negative on any given issue, the County Administrator shall be directed to record that each Commissioner has voted in the positive on that particular matter which is before the Board. A roll call, if requested by any member, shall be called by the Administrative Assistant alphabetically (from A-Z) by last name, and rotating with each resolution voted upon.

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

The County Board takes formal action by resolution (Minn. Stat. §373.02) or ordinance (Minn. Stat. §375.51) only, both of which are initiated through a motion. A motion may be introduced by any member of the County Board.

The main motion in the form of a resolution is the means by which a member may present a substantive proposal to the County Board for consideration and action. Since it is the basic motion for the transaction of business, only one subject may be considered at a time and the main motion may be proposed only when no other motion is before the County Board. (See Section V.)

B. Ordinance

The County Board may take formal action by ordinance (Minn. Stat. §375.51). An ordinance is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the affairs of the county. County

Board action shall be taken by ordinance when required by law.

C. General Consensus

The County Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a matter which will require future formal action by resolution or ordinance. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy or authorize action.

D. Policy Development

Authority for the development of policies in Carver County is granted to the County Board through Minn. Stat. Chapter 373 (Counties, Powers, Duties, and Privileges) and Minn. Stat. Chapter 375 (County Boards) and other statutes. With the powers granted within these statutes, the County Board may delegate certain authority, as appropriate, through Board resolutions. These delegations of authority may be rescinded at any time by the Board.

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

The County Administrator shall prepare the proposed agenda and supporting material for each regular and special meeting. Members of the Board may direct that an item be placed on the proposed agenda by informing the County Administrator. The County Administrator shall include an item on the proposed agenda if a member directs that the item be placed on the proposed agenda at least three (3) days prior to the meeting for which the agenda is to be prepared. Placement of requested item on the proposed agenda requires County Board Chair approval. The final agenda shall be formally approved by the County Board.

The Board agenda packet, including the meeting agenda and supporting material, shall be received by each member of the Board no later than the Monday preceding the regular Tuesday meeting.

Copies of the agenda and supporting material shall be made available to the County staff, public and media as appropriate. A distribution list shall be maintained in the County Administration Office. Members of the public who are interested in following issues considered by the

Board may register their name and address with County Administration for placement on the agenda distribution list.

If possible and if time avails, Board members are encouraged to identify and request future agenda topics. Early identification of future agenda items informs the Board that a particular subject will be discussed and provides staff an opportunity to conduct any research, and provide background information sufficient to inform the Board.

B. Order of Business

The Order of Business for each regular meeting of the County Board shall be as follows:

1. Call to Order (start of cablecast)
2. Pledge of Allegiance
3. Public Comments
4. Approval of Agenda
5. Approval of Minutes
6. Community Announcements
7. Consent Agenda
8. Regular Agenda
9. County Administrator Report
10. Adjourn Regular Session (end of cablecast)

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the recommendation of the Chair, any member of the Board or the County Administrator subject to County Board consensus.

C. Consent Agenda

The Consent Agenda will consist of routine agenda items which are not likely to require additional debate and discussion. Examples of consent agenda items include, but in no circumstances are limited to, tax abatements (penalty and interest claims), minor budget amendments, personnel actions, tax forfeiture actions, and miscellaneous contract approvals and renewals.

The Consent Agenda shall be considered as one item of business. The Board may approve all items on the consent agenda by adopting one motion. In the minutes of the meeting, the items passed in the Consent Agenda shall be recorded individually.

Prior to approval of the Consent Agenda, any member can propose removing an item on the Consent Agenda for further discussion and/or for the purposes of separate consideration. Placement of an alternate item on the final agenda requires formal approval by the County Board.

D. Regular Agenda

The Regular Agenda will consist of items which are likely to and/or require additional discussion and review. Items of business within the Regular Agenda shall be considered individually and in the order of business as noted on the agenda.

E. Official Records

The County Administrator or designee shall prepare the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statutes in order to provide an accurate record of County Board actions. The record is not intended to be a verbatim transcript of all discussion and debate; the record is primarily a compilation of official actions (Minn. Stat. §331A.01).

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board Meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minn. Stat. §375.12). The

Official Board Proceedings are distributed to staff and interested parties and are also available on the Carver County website at www.co.carver.mn.us.

The official minutes of County Board meetings shall be available in the County Administration Office. The resolutions shall be numbered consecutively followed by the last two digits of the calendar year.

VIII. ADVISORY COMMITTEES AND OTHER STATUTORY APPOINTMENTS

A. Policy

The County Board appoints individuals to various boards, committees or commissions, (hereinafter referred to as Committees) which have been established by the County Board or pursuant to Minnesota Statute. Authority for establishment of the committees is prescribed in Minnesota Statutes and in Board Policy. County Administration will maintain a complete list of committees and their underlying source of creation.

B. Advisory Committees

Advisory Committees or Boards do not establish county

or department policy, determine budget or resource allocations, or direct the operations of the department. These remain the sole responsibility of the County Board. Advisory Committees perform their duties and responsibilities as delegated by the County Board, they report to the County Board, and are under the County Board's jurisdiction.

A list of advisory committees includes, but is not limited to:

1. Arts Committee
2. Board of Adjustment
3. Library Board
4. Mental Health Advisory Committee
5. Minnesota Extension Committee
6. Park Commission
7. Personnel Board of Appeals
8. Planning Commission
9. Water Management Organization

C. Appointments to other Public Bodies

The County Board also makes appointments to entities that are created by special act and which, upon their establishment, are public bodies, corporate and politic, with all the powers, duties and authority as provided for in statute.

Term lengths, term limits and other operational procedures of these public bodies are governed by Minnesota Statute and/or the entity's by-laws.

A list of these public bodies includes, but is not limited to:

1. Community Development Agency
2. Lower Minnesota River Watershed District
3. Minnehaha Creek Watershed District
4. Riley-Purgatory-Bluff Creek Watershed

D. Role and Purpose of the Committees

Each Committee serves a statutory, policy, or operational purpose within Carver County. Each committee has specific staff assigned and designated to support its function. The function and reporting relationship to the Board will vary from committee to committee.

Committees are established to serve a variety of functions. The fundamental purposes for utilizing Committees in support of County government are:

1. To involve members of the public in the decision-making process.

2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.

E. Operating Procedures

An open appointment policy governs the process for recruiting applicants to committees. The actual appointments are made by the County Board.

Individuals appointed by the Board to Committees receive a per diem reimbursement for attendance at regular or special meetings of such committees unless otherwise stated by the County Board. The per diem level is established from time to time by Board and/or Minnesota Statute.

F. Appointments

Unless mandated statutorily, appointments to the extent possible will be made by commissioner district. The Board will use discretion in this area and instances may occur when appointments will not follow district boundaries due to the target group the committee represents, availability of applicants, or other factors. The Carver County Board will attempt to select those candidates who will best represent the county and the committee's needs.

When a vacancy exists due to resignation or other reasons, the Board will follow the open appointment process. For the purpose of maintaining uniform length of terms the new appointee's partial term will be assumed to be a full term regardless of actual time remaining in the unexpired term.

The Carver County Library Board and Park Commission may each have a youth member (18 and under at the time of appointment) to the Library Board/Park Commission. The youth appointment will be an at large appointment; serve as a nonvoting liaison and not receive a per diem payment. Youth appointments will be for one year with a three year term limit

G. Attendance Policy

Advisory committee members missing three (3) consecutive meetings in a year without the formal consent of the advisory committee shall be deemed to constitute a resignation of a member and a vacancy thus created shall be filled thereafter as provided by the open

appointment process.

H. Residency Requirement

Applicants are not always restricted to Carver County residents.

I. Notification

County staff shall inform all appointees to committees at the initial yearly meeting or at the first meeting attended by a member of the contents of all applicable attendance policies, residency requirements and other pertinent information needed to perform the duties of a committee member.

J. Terms

Unless mandated statutorily, with the exception of the Youth Appointment to the Library Board and Park Commission, the County Board has standardized the length of term and number of terms each member to serve. The length of term is 3 years and the maximum number of consecutive terms each member may serve is 3. The Board's Township appointment to the Planning Commission shall serve after the expiration of his/her term until a successor is appointed and qualified.

K. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

L. Reporting Requirements

The Committees shall report their activities to the designated Board member or the County Board as needed on a periodic basis.

IX. CODE OF ETHICS

It is the belief of the County Board that the trust bestowed upon them as elected officials is of utmost importance in the relationship between themselves and the public. With this belief, the following statements further emphasize the priority and commitment the County Board has placed on Ethical Standards.

In the execution of their official duties, all County Board Members shall strive to:

- Observe the highest moral and ethical standards.

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010; Jan 4, 2011; March 22, 2011, Jan 3, 2012; Jan 8, 2013; Jan 7, 2014, Jan 6, 2015, Jan 5, 2016, Jan 3, 2017, Jan 2, 2018; Jan 8, 2019; Jan 7, 2020, Jan 5, 2021, Jan 4, 2022, Jan 3, 2023

- Maintain and respect the confidentiality of private and confidential information.
- Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.
- Comply with the ethical obligations imposed by law, including Minn. Stat. §10A.07, 10A.071, 382.18, 471.87-.895, including, where appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.
- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues.
- Place cooperation, trust, and respect at the heart of all that is done.
- Behave ethically as daily responsibilities are carried out.
- Support one another at and beyond the County Board table.
- Operate as an effective team, continually
- Improving that effectiveness.
- Work for "win-win" situations instead of "win-lose."
- Actively listen, keep an open mind and suspend judgment.
- Be pro-active in the exercise of the office.
- Do the best to answer questions posed by one another, the employees, and the community.
- Honor "discussion" before "decisions."
- Be consistent in process and operation.
- Be honest and candid with one another.
- Disagree agreeably and professionally.
- Realize and honor varying work styles, personalities, and process needs.
- Share information and avoid surprises.

X. CITIZENS

A. Citizen Participation

The public is invited and encouraged to attend and participate in County Board meetings. All approved minutes of Board meetings are published in the official county newspaper and agendas and minutes are available

on the County website at www.co.carver.mn.us.

B. Audience/Citizens Requests

The County Board prefers all business matters initiated by citizens coming before them to first be reviewed by staff and scheduled for discussion on the appropriate agenda.

If an individual seeks to appear before the County Board he/she should notify the County Administration Office of his/her intention and the issue to be presented. Staff will confer with the individual, address the issue and, if necessary, schedule the issue accordingly on the appropriate agenda.

C. Audience Participation at Board Meetings

To the extent possible, interested citizens shall notify the County Administrator of their interest to speak at the meeting and the issue to be discussed. The County Administrator will notify the Chair. In an effort to encourage efficiency and early resolution of issues, the County Board recommends that citizens first contact staff to try to resolve matters before coming formally to the County Board meeting. Questions directed to the Board may not be answered immediately, however, whenever possible, all appropriate questions will be responded to in a timely and effective manner by the Board and/or County staff.

The Carver County Board wishes to provide an opportunity for the public to address the County Board. The County Board Chair has the discretion to request public input on issues that are included as part of the agenda. A person desiring to speak on an item on the agenda, after being recognized by the Chair, shall come to the podium, and state his/her name and address. Comments will be limited to five minutes and limited to the specific topic on the agenda. The Board will not address other specific requests not related to the agenda item. On unrelated issues, the Board will consult with staff administration and/or the County Attorney and address them at a later date.

For citizens who desire to discuss issues which are not on the agenda, every regular Board meeting has a Public Comments section.

It is the intention of the Board, by adoption of the following rules, to ensure that its affairs are conducted in an open, orderly, and efficient manner, that persons desiring to address the Board on matters pertaining to the agenda or germane to County business are afforded an opportunity to speak, that persons in attendance may observe and hear the proceedings without distraction, and

that the Board is able to transact County business with minimal disruption.

1. A person desiring to speak may only speak if acknowledged by the Board Chair and if they are being respectful and civil. All remarks shall be addressed to the County Board as a whole, not to any specific member(s) or to any person who is not a member of the County Board.

2. Comments are limited to a period of five (5) minutes. Additional time may be granted at the discretion of the Chair.

3. Copies of written materials must be provided to the County Board members, the County Administrator, the County Attorney, and any media present at the meeting. Handouts provided to the County Board members become government data and are thereafter under classifications designated in the Minnesota Government Data Practices Act and/or other privacy laws.

4. If there are a number of individuals present to speak on the same topic, all persons must sign in and designate a spokesperson or two.

5. Board members will listen to comments but will not engage in discussion, nor answer specific questions, during the Public Comments section of the agenda. Board members will listen to learn and understand, not to argue debate or discuss during the public comments portion. Board members or County staff may ask questions in order to gain a thorough understanding of concerns, suggestions, or requests. If follow-up to a person's comments is requested or required the Board Chair will direct the County Administrator or County Attorney to do so after they have had time to gather the facts, follow up on any legal issues if necessary and review the matter thoroughly.

6. Disruptive and/or disrespectful behavior will not be allowed. Examples of such behavior include arguments, obscenity, profanity, insults or attacks against a person in his or her personal capacity, physical violence or threat thereof, repetitious references, or such other comments or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any Board meeting. The Chair will address such a speaker, give them a warning and/or use appropriate means to remove such a person from the meeting up to and including the use of law enforcement.

D. Responding to Correspondence/Inquiry/Processing of Complaints from Citizens

County Board members and staff are committed to customer service and will endeavor to provide timely and efficient response and communication to the citizens of Carver County.

Upon receipt of a written inquiry, request for information, or complaint about County business which has been sent to a Board member, upon notification and direction from County Administrator or designee, staff will confer with the member to determine the appropriate course of action. The inquiry will be handled timely as directed with the County Administrator or designee advising the Board member upon completion.

Incoming telephone calls requesting a specific Board member should be forwarded to the Board member per his/her instructions. Administration staff will periodically review with Board members the preferred method of handling telephone inquiries. Every effort will be made to maintain open lines of communication between the Board members and their constituents.

Telephone calls requesting information about specific areas of County business are forwarded to the appropriate Division. Customer service is of primary importance to the County Board and staff and an appropriate method of tracking the information requests and responses will be utilized.

XI. Staff

A. County Administrator

The County Board adopted the County Administrator form of government on August 6, 1985.

The position of County Administrator is established pursuant to Minn. Stat. §375A.06. The County Administrator is the administrative head of the County, responsible for the administration of the affairs of the County delegated to him/her by Minnesota Statute and the County Board. The County Board has approved a job description which outlines in detail the duties and responsibilities of the County Administrator.

In general, the County Administrator shall exercise supervision of the divisions which function under the jurisdiction of the Carver County Board. The County Administrator shall coordinate the various activities of the County, unify the management of its affairs, and make recommendations to the Board regarding the structure of County functions, including reporting relationships, physical facilities and locations. The County

Administrator is accountable for hiring, training, advising, motivating, and appraising the performance of subordinates. The County Administrator recommends the annual budget and long-range capital expenditure programs to the Board for approval.

The County Administrator recommends to the Board proposed policies concerning the administrative affairs of the County. The County Administrator will keep the Board informed, make recommendations, and comment upon legislative initiatives which affect the County and, as directed by the Board, will represent the County in its relations with other governments. The County Administrator will serve as the leader of the County Management teams, recommend short and long term goals to the Board, and periodically measure organizational and individual accomplishments against goals, objectives, and timetables.

B. Role of Staff

The County Administrator with the support of staff will, in a timely and responsible manner, answer inquiries and requests regarding issues and concerns brought by Board members or the citizens of Carver County. In certain instances, Board members may want assistance or County staff involvement in evaluating policy and/or programmatic changes. Board members who wish to initiate policy or program change are encouraged to first present such requests to the appropriate Division.

Functions which are deemed routine such as interpretation of policy and procedure, general constituent business, and/or research which require minimal time may be directed by the Board or individual member, to the County Administrator or designee for action.

C. Legislative Protocol for Staff and Citizen Members of Appointed Boards

This following policy applies to all staff/citizen members and respective appointed Board members that lobby as a representative of Carver County.

Staff/citizen members who choose to lobby on a policy issue that would affect the operations of the County, are expected to confine their efforts to the County's current legislative agenda.

Staff/citizen member participation should be immediately communicated to the Board appointed designee or the County Administrator. If the issue has not been addressed

by the County's legislative agenda, a County Board position should be sought prior to any lobbying effort on your part.

The Board appointed designee, County Administrator, or designated personnel, will organize the county's efforts. Staff/citizen members should presume that s/he speak for the County Board, unless s/he has reviewed their positions or have checked with them on specific issues.

When the County is paying the dues for membership in a professional association, staff/citizen members shall not take a position within that professional association that is inconsistent with County Board policy.

All staff/citizens members and appointed representatives shall notify the County Board and/or the County Administrator of a pending appointment to an advisory board or task force initiated outside of the scope of County Board authority.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Adopt schedule of regular Board meetings for the year 2024

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/2/2024

Contact: Dave Hemze

Title: County Administrator

Item Type:

Regular Session

Amount of Time Requested: 5 minutes

Presenter: Dave Hemze

Title: County Administrator

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

At the annual statutory meeting, the County Board adopts a schedule of regular Board meeting for the upcoming year.

Administration is recommending County Board meetings as follows.

- Regular session: First Tuesday of the month at 9:00 a.m.
- Regular session: Third Tuesday of the month at 9:00 a.m.
- Work session: Fourth Tuesday of the month at 9:00 a.m.

Changes to the above schedule are noted in the attached calendar.

The Board's Operating Rules provide for additional meetings to be added to the Board's schedule as is necessary to ensure adequate public participation and input on specific agenda items.

ACTION REQUESTED:

Motion to adopt attached meeting schedule for 2024 as presented.

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 2024 - 9393

2024 BOARD MEETINGS

(Generally 1st and 3rd Tuesdays of the month at 9:00 a.m.;
4th Tuesday of the month work session at 9:00 a.m. - *Denotes change in schedule)

Tuesday	January 2, 2024	9:00 a.m.	Organizational Session
Tuesday	January 9, 2024		No Board Meeting
Tuesday	January 16, 2024	9:00 a.m.	Board Meeting
Tuesday	January 23, 2024		No Work Session*
Tuesday	January 30, 2024	9:00 a.m.	9:00 Board work Session*

Tuesday	February 6, 2024	9:00 a.m.	Board Meeting
Tuesday	February 13, 2024		No Board Meeting
Tuesday	February 20, 2024	9:00 a.m.	Board Meeting
Tuesday	February 27, 2024	9:00 a.m.	Board Work Session

Tuesday	March 5, 2024		No Board Meeting*
Tuesday	March 12, 2024	9:00 a.m.	Board Meeting*
Tuesday	March 19, 2024	9:00 a.m.	Board Meeting
Tuesday	March 26, 2024	9:00 a.m.	Board Work Session

Tuesday	April 2, 2024	9:00 a.m.	Board Meeting
Tuesday	April 9, 2024		No Board Meeting
Tuesday	April 16, 2024	9:00 a.m.	Board Meeting
Tuesday	April 23, 2024	9:00 a.m.	Board Work Session
Tuesday	April 30, 2024		No Board Meeting

Tuesday	May 7, 2024	9:00 a.m.	Board Meeting
Tuesday	May 14, 2024		No Board Meeting
Tuesday	May 21, 2024	9:00 a.m.	Board Meeting
Tuesday	May 28, 2024	9:00 a.m.	Strategic Planning Meeting*

Tuesday	June 4, 2024	9:00 a.m.	Board Meeting
Tuesday	June 11, 2024	9:00 a.m.	No Board Meeting
Tuesday	June 18, 2024	9:00 a.m.	County Board of Equalization*
Tuesday	June 25, 2024	9:00 a.m.	Board Work Session
Thursday	June 25, 2024	1:00 p.m.	County Board of Equalization (if needed)*

Tuesday	July 2, 2024	9:00 a.m.	Board Meeting
Tuesday	July 9, 2024		No Board Meeting
Tuesday	July 16, 2024	9:00 a.m.	Board Meeting
Tuesday	July 23, 2024	9:00 a.m.	Board Work Session
Tuesday	July 30, 2024		No Meeting

Tuesday	August 6, 2024	9:00 a.m.	Board Meeting
Tuesday	August 13, 2024		No Meeting
Tuesday	August 20, 2024	9:00 a.m.	Board Meeting
Tuesday	August 27, 2024	9:00 a.m.	Board Work Session

Tuesday	September 3, 2024	9:15 a.m.	Board Meeting*
Tuesday	September 10, 2024		No Board Meeting
Tuesday	September 17, 2024		No Board Meeting (<i>Trans Fly In Tentative date</i>)*
Tuesday	September 24, 2024	9:00 a.m.	Board Work Session

Tuesday	October 1, 2024	9:00 a.m.	Board Meeting
Tuesday	October 8, 2024		No Board Meeting
Tuesday	October 15, 2024	9:00 a.m.	Board Meeting
Tuesday	October 22, 2024	9:00 a.m.	Board Work Session
Tuesday	October 29, 2024		No Board Meeting

Tuesday	November 5, 2024	9:00 a.m.	Board Meeting
Tuesday	November 12, 2024		No Board Meeting
Tuesday	November 19, 2024	9:00 a.m.	Board Meeting
Tuesday	November 26, 2024	9:00 a.m.	Board Work Session

Tuesday	December 3, 2024	9:00 a.m.	Board Meeting
Tuesday	December 10, 2024	AMC Conference	No Board Meeting
Tuesday	December 17, 2024	9:00 a.m.	Board Meeting
Tuesday	December 24, 2024		No Board Work Session*
Tuesday	December 31, 2023		No Meeting

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Committee Appointments and Assignments

Primary Originating Division/Dept: Administration (County) ▼

Meeting Date: 1/2/2024

Contact: Dave Hemze

Title: County Administrator

Item Type:

Regular Session ▼

Amount of Time Requested: 20 minutes

Presenter: Board Chair

Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Administration is requesting the Board make committee appointments and assignments for 2024. A list identifying the appointments and assignments to be made is attached.

ACTION REQUESTED:

Motion appointing Board members to various commissions, committees and boards.

FISCAL IMPACT: None ▼

If "Other", specify:

FTE IMPACT: None ▼

FUNDING

County Dollars =

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2024 - 9392

Committee Appointments and Assignments

Committee	2023 Appointee	2024 Appointee
Association of Minnesota Counties Board of Directors	Degler, Alt Fahey	
AMC Environment & Natural Resources Policy Committee	Lynch	
AMC General Government Policy Committee	Degler	
AMC Health & Human Services Policy Committee	Udermann	
AMC Public Safety Policy Committee	Fahey	
AMC Transportation Policy Committee	Workman	
AMC Voting Delegates	Degler, Fahey, Lynch, Udermann, Workman, Dave Hemze, Lyndon Robjent, Heather Goodwin	
AMC Metropolitan Governance Task Force “Kitchen Cabinet” appointment	Workman	
CAP Agency Board of Directors	Degler, Alt Udermann	
Carver County Arts Committee	Udermann and Workman	
Carver County CDA	Fahey, Liaison, Alt. Udermann	
Carver County Leaders	Udermann & Lynch	
Community Leaders (Eastern)	Degler, Udermann, Workman, Fahey	
Courts Committee	Fahey & Degler, Alt. Lynch	
County’s Strategic National Stockpile (SNS) Requestor	Degler, Hemze, Richard Scott	
Fair Board	Lynch, Liaison, Alt Fahey	
Greater MSP Board of Directors	Udermann	
Greater MSP Partner Advisory Council	~~Julie Frick (public)~~ Deborah Everson (private)	Chuck Swanson (public) (private appt no longer exists)
Hennepin Carver Workforce Development Board	Udermann, liaison, Alt Workman	
Historical Society Committee	Workman, Alt. Fahey	
Health Insurance LMC	Degler, Alt Udermann	
Joint Ditches: Joint Ditch #1 Joint Ditch #2 Joint Ditch #3A Joint Ditch #4 Joint Ditch #5 Joint Ditch #21 Joint Ditch #22 Joint Ditch #24 Joint Ditch #28	Fahey, Degler, Udermann Fahey, Degler Fahey Fahey, Lynch, Workman Fahey, Lynch, Udermann Fahey, Lynch, Workman, Degler Fahey, Lynch, Udermann Fahey, Lynch, Degler Fahey	
Law Library Board	Degler	

Legislative Committee	Fahey & Workman. Alt Udermann	
Library Board	Udermann, Liaison	
Lower Minnesota River Watershed	Udermann & Degler, Liaisons	
MCIT Voting Delegates	Hemze, Alt. Sonja Wolter	Hemze, Alt Sonja Wolter
MELSA	Udermann	
Mental Health Advisory Committee	Lynch, Alt. Udermann	
~~Metro GIS Policy Board~~	~~Workman, Alt. Peter Henschel~~	Committee no longer exists
Metropolitan Emergency Services Board	Fahey & Degler <i>On 8/8/2023 The Board allocated the County's second vote to Degler</i>	
Metropolitan Emergency Services Executive Board	Degler, Alt. Fahey	
Metropolitan Emergency Services Radio Technical Operations Committee	Susan Bowler Alt Deb Paige	Susan Bowler Alt Deb Paige
Metropolitan Emergency Services 911 Technical Operations	Susan Bowler Alt Deb Paige	Susan Bowler Alt Deb Paige
Minnesota Inter-County Association	Workman, second appt open	
Minnehaha Creek Watershed District	Workman Liaison, Alt. Udermann	
Minnesota Extension Committee	Degler & Lynch	
~~Minnesota Counties Computer Consortium: —~~	~~Peter Henschel, Alt Dave Frischmon, Mary Kaye Wahl~~	MCCC no longer requires delegate/alternates
Minnesota Valley Regional Rail Authority	Workman, Alt. Fahey	
Mobility Management Board (SmartLink)	Fahey	
Mosquito Control District	Degler & Workman	
Park Commission	Lynch, Liaison, Alt Udermann	
Planning Commission	Fahey, Alt. Lynch	
Regional Hauler Licensing Board	Workman, Alt Lynch	
Riley-Purgatory-Bluff Creek Watershed	Workman & Degler, Liaisons	
Southwest Corridor Transportation Coalition	Workman & Fahey, Alt. Degler	
State CHS Advisory Committee (SCHSAC)	Richard Scott Alt. Fahey	Richard Scott, Alt.
~~Suburban County Representatives~~	~~Lynch & Workman~~	Committee no longer meets
Transportation Advisory Board – TAB	Workman, Alt. Fahey	
Water Management Organization	Lynch, Alt. Fahey	

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Appointments to Advisory Committees

Primary Originating Division/Dept: Administration (County)

Meeting Date: 1/2/2024

Contact: Dave Hemze

Title: County Administrator

Item Type:

Regular Session

Amount of Time Requested: 30 minutes

Presenter: Board Chair

Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Each year the Board is asked to make appointments to their various advisory committees. Those individuals that were eligible to reapply were sent an application. A list of applicants that have applied is attached.

The Board has the option to make appointments today or hold until such time as they find an applicant.

ACTION REQUESTED:

Motion appointing applicants to advisory committees.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Total

\$0.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2024 - 9391

**CARVER COUNTY CITIZEN ADVISORY
COMMITTEE VACANCIES AND APPLICATIONS**

ARTS COMMITTEE (3-year terms)

Current Members:

Megan Bielefeldt, District 3

Current vacancies: one at large

Applicants

Megan White, District 3

COMMUNITY DEVELOPMENT AGENCY (5-year terms)

Current members:

Sarah Carlson, Commissioner District 1

Greg Anderson, Resides in District 1, representing Commissioner District 2

Molly Kouvumaki, Commissioner District 3

Adam Teske, Commissioner District 5

Current vacancy 1: Commissioner District 4

Applicants:

Jay Rohe, Commissioner District 3

Darrel Sudheimer, Commissioner District 4

Steve Yetzer, Commissioner District 4

LIBRARY BOARD (3-year terms)

Current members:

Janice Melchert, Commissioner District 1

Gwen Kuhrt, Resides Commissioner District 1 (Represents District 2)

Charles Teh, Commissioner District 3

Current vacancies 3: Commissioner District 4, 5 and one youth at large

Applicants:

Frank Foss, Commissioner District 4

Tenley Rutledge, to fill youth at large appointment

MENTAL HEALTH ADVISORY COMMITTEE(3-year terms)

Current Members:

Sergeant Mike Duzan, Chaska Police Department

Katelyn Theimer, Commissioner District 3

Michelle Iverson, Commissioner District 5

Ellen Krug, Commissioner District 3

Sarah Bot, Commissioner District 3

Kelli Brenny, Commissioner District 3

Derek Gunderson, Commissioner District 3

Kayla Pascoe, Commissioner District 5

Charles Lawler, District 3

Vacancies: Committee can be composed of up to 14 members, nine of which are mandated.

Applicants:

Sandra Menzel, Commissioner District 4

Stacy Zellman, Commissioner District 5

MINNESOTA EXTENSION COMMITTEE (3-year terms)

Current Members:

Ryan Brinkman, resides District 5, represents District 2

Robin Bielefeldt, District 3

Patti Dietzel, Commissioner District 5

Vacancies: Commissioner Districts 1, 4 and youth appointment

Carmen Gesinger, Commissioner District 4

Lisha Veerakumar, District 5, applying for youth appointment

PARK COMMISSION (3-year terms)

Current members:

Jenn Brewington, resides Commissioner District 5, represents District 2

Makiza Johnson, Resides Commissioner District 1, but represents District 3

Christine Fenner, Commissioner District 4

Mark Lagergren, resides District 5, serving as at large appointment

Reid Welch, resides District 5, serving as at large appointment

Current Vacancies 2: Commissioner Districts 1 and 5

Applicants:

Scott Knight, Commissioner District 5

Kellen Schmidt, Commissioner District 5

PERSONNEL BOARD OF APPEALS (3-year terms)

Current members:

Steven Dummer, Commissioner District 3

Gerald Bruner, Commissioner District 4

Current vacancy 1 at large

Applicants:

Connie Long, Commissioner District 1

PLANNING COMMISSION (3-year terms)

Current members:

Frank Mendez, Commissioner District 2
Matthew Kerber, Commissioner District 3
Andrew Steinhagen, Commissioner District 5
Scott Hoese, Township Appointment

Current vacancies 2: Commissioner District 1 and 4

Applicants:

Greg Grazzinni, Commissioner District 1
Scott Wakefield, Commissioner District 4

WATER MANAGEMENT ORGANIZATION (3-year terms)

Commissioner District Appointments:

Jim Boettcher, resides Commissioner District 2, but represents District 1
Kevin Zahler, Commissioner District 2
Nathan Lindall, Commissioner District 3
Lori Cox, Commissioner District 5
Kayla Pasco, Representing Carver Creek Watershed
Carroll Aasen, Representing East West Creek Watershed
Mary Strother, Representing Bevens Creek Watershed

Current Vacancies 2: Commissioner District 4 and one representative from Crow River Watershed

Applicants:

Michael Lynch, Commissioner District 4
Michael Wegner, resides Crow River Watershed

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 19, 2023. Chair John P. Fahey convened the session at 9:00 a.m.

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

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

Workman moved, Degler seconded, to approve the minutes of the December 12, 2023, Regular Session. Motion carried unanimously.

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

Approved contract amendments for Paradise Commons upon completion of the contract review process.

Resolution #96-23, Continuing the Elimination of the Direct Discharge Sub-Surface Treatment Systems Program.

Contract with Marbigail Therapy Services, LLC, pending finalization of the contract review process.

Renewed contract with Minnesota Occupational Health.

Agreement with Clean Harbors for assistance with hazardous materials management.

Reviewed December 19, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$561,456.94.

Allison Steich, CDA Deputy Director, appeared before the board to request approval of an Ordinance to establish a Local Housing Trust Fund.

Elizabeth Glidden, representing Minnesota Housing Partnership, explained they were a nonprofit organization that works across the state on community development projects. She explained housing trust funds are established by elected government bodies with revenues dedicated to address housing needs. She pointed out benefits of establishing the fund included dedicated and predictable funds, leverage for competitive funding applications, flexibility, and elevating housing as a local priority. She noted the growing interest in establishing local housing trust funds in the State of Minnesota. Glidden pointed out common funding sources, with the HRA levy and TIF pooling being the most common. She noted two new funding opportunities that the State has provided.

Steich estimated what the County may receive from the metro area sales tax and the ability to allocate some of those funds to the local housing trust fund. She pointed out the County Board approved \$100,000 of the 2024 CDA levy to be used as funding for the local housing trust fund.

Glidden indicated it would be a local decision on how they want to use these funds and gave examples of programs that funds could be used for.

Steich indicated the CDA's intent would be to focus on homeownerships assistance, mortgage assistance, development and rehabilitation and a comprehensive housing needs analysis.

Udermann stated he supported establishing the local housing trust fund but suggested they focus on new stock and first-time homebuyer's assistance and remove rental assistance and homebuyer counseling services.

Udermann moved to remove items (D) and (F) from Section 3 of the proposed ordinance Motion failed for lack of a second.

Fahey moved, Degler seconded, to adopt and implement Ordinance No. 104-2023, an ordinance establishing a Local Housing Trust Fund in Carver County. Motion carried unanimously.

Summary: Ordinance No. 104-2023 establishes a Local Housing Trust Fund in Carver County. The Local Housing Trust Fund dedicates public revenues to a distinct fund that is used to address housing needs. A printed official copy of the ordinance is available for inspection by any person during regular business hours at the office of the Carver County Auditor.

Danielle Griesmer, Employee Relations, requested the Board approve updates to certain personnel policies and health and safety policies. She explained proposed updates to the workplace safety, worker's compensation, lactation support, drug, alcohol and cannabis free workplace and DOT drug and alcohol testing policies. She noted ramifications for impairment violations will come down to a case-by-case analysis of the situation and managers would be trained on recognizing and responding to impairments.

Kristin Hack, Employee Relations, reviewed proposed personnel policy changes. She pointed out the requirements of the new earned sick and safe time law effective January 1st. She explained the eligible uses and the provision to expand PTO eligibility to additional groups of employees to comply with the new mandate.

Workman moved, Udermann seconded, to adopt the recommended new and updated Personnel Policies and Health & Safety Policies effective January 1, 2024. Motion carried unanimously.

Reed Ashpole, Jail Administrator, requested the Board approve additional costs for jail medical services. He explained the increased cost for on-call services for county holidays and for additional in person hours.

Udermann moved, Degler seconded, to approve contract for jail medical direction services. Motion carried unanimously.

Kristen Hack, Employee Relations, requested the Board set 2024 County Attorney and County Sheriff compensation. She stated the Board has the authority to set compensation for elected officials. She indicated Minnesota law requires the Board set the salaries with regard to the responsibilities and duties of the office as well as the officials' experience and qualifications.

She pointed out market data of comparable counties and recommended increases.

Workman offered the following Resolutions, seconded by Degler:

Resolution #97-23
2024 County Attorney Compensation and Benefits

Resolution #98-23
2024 County Sheriff Compensation and Benefits

On vote taken, all voted aye.

Kristen Hack, Employee Relations, explained the Board was responsible to set their salary and benefits and requested the Board set their 2024 compensation. She pointed out factors that are typically considered when setting compensation and a comparison of other metro counties.

Udermann moved to set the 2024 County Commissioner compensation at $\frac{1}{4}\%$ less than the average County employee increase. Motion failed for lack of a second.

Degler offered the following Resolution, seconded by Lynch, setting 2024 County Commissioner salary at \$83,769:

Resolution #99-23
2024 County Commissioner Compensation and Benefits

On vote taken, Fahey, Degler, Lynch, Workman voted aye. Udermann voted nay.

Chair Fahey highlighted the County's 2023 accomplishments across departments and events. He recognized it was a successful year for the County and thanked the employees of Carver County. He encouraged residents to reach out with questions.

Degler moved, Udermann seconded, to adjourn the Regular Session at 11:01 a.m. Motion carried unanimously.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approve the 2024 contract for police services with the city of Waconia and increase in 1.00 full time equivalent deputy

Primary Originating Division/Dept: Sheriff

Meeting Date: 1/2/2024

Contact: Mike Wollin Title: Commander

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 Carver County Sheriff's Office has been a partner in strong, effective, and productive relationships with contract communities and local school districts through policing contracts. The city of Waconia desires to partner with the CCSO for a contract school resource officer at Waconia school district 110 schools, located within Carver County, beginning the fall of 2024 school year. The intent is to have the officer screened, selected, and assigned by August 13, 2024. This creates an increase in FTE to be hired and allows the partnership to grow as the needs of the city and school district expand.

Approval of the contract allows the Sheriff's Office, the city of Waconia, and ISD 110 to build a cooperative partnership that provides appropriate police services to the children in the District.

ACTION REQUESTED:

Approve the 2024 police contract for Waconia and the additional 1.00 contract licensed deputy FTE and associated revenue in the Carver County Sheriff's Office.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FTE IMPACT: Increase budgeted staff

FUNDING

County Dollars =

Contract community \$54,135.00

Total \$54,135.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Increase of 1.00 licensed deputy FTE and associated revenue (\$54,135.00) occurring on or about August 13, 2024 (full year will be included in the 2025 budget).

Office use only:

RBA 2024 - 9488

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Approve the 2024 contract for police services with the city of Waconia and increase in 1 full time equivalent

Agenda Item: deputy

Department:

Meeting Date: 1/2/2024

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: Mike Wollin

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Contract revenue	01-201-236-1733-5574	\$54,135.00	Salaries	01-201-236-1733-...	\$54,135.00
TOTAL		\$54,135.00	TOTAL		\$54,135.00

Reason for Request:

Increase contract revenue and FTE (not full year, August-Dec impact).

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Creating a Communications Department

Primary Originating Division/Dept: Public Services

Meeting Date: 1/2/2024

Contact: Nick Koktavy

Title: Assistant 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:

Carver County Public Services is proposing the creation of a Communications Department within the division. This new department would support overall County communications. This initiative aims to enhance overall County communications, foster consistency across various divisions, and leverage a higher level of expertise in communications strategy.

The proposed department would be managed by a Chief Communications Officer, who would report to the Assistant County Administrator. The recommendation is to eliminate the existing vacant Communications Manager position and elevate it to create this new position. The Communications Manager is a C41 and the new Chief Communications Officer is a D61. The cost difference between the two positions is \$23,841.79. Staff recommend that funds from within the division be reallocated to fund the difference.

To streamline and optimize resources, the new Chief Communications Officer would supervise the following positions: Communications Manager Public Works; Senior Outreach and Engagement Specialist (works with Planning and Water Management); Communications Specialist (new position approved in 2024 budget); and Communications Specialist Public Works (new position approved in 2024 budget).

ACTION REQUESTED:

Motion to create a Communications Department in Public Services, eliminate the vacant 1.0FTE Communications Manager, create a new 1.0FTE Chief Communications Officer and approve the associated budget amendment request form.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =

Chief Comm. Off.	\$157,346.79
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Comm. Mgr.	(\$133,505.00)
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PS Prof. Serv.	(\$12,000.00)
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Facilities STOC	(\$7,155.00)
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Extension STOC	(\$4,686.79)
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Total	\$0.00
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FTE IMPACT: Other staffing change (grade, classification, hours, etc.)

Related Financial/FTE Comments:

The change elevates the current Communications Manager position to a Chief Communications Officer who would oversee the new department. The cost difference is \$23,841.79. Funding would be provided by reducing \$12,000 from professional services in Public Services Administration, \$7,155 from Facilities STOC budget and \$4,686.79 from Extension STOC budget.

Office use only:

RBA 2024 - 9537

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Communications Department

Department: Public Services

Meeting Date: 1/2/2024

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: Nick Koltavy

DEBIT		
Description of Accounts	Acct #	Amount
Salary and Benefits - Full Time	01-048.61XX	\$23,842.00
TOTAL		\$23,842.00

CREDIT		
Description of Accounts	Acct #	Amount
Professional and Tech Fees for Services	01-048.6260	\$12,000.00
Salaries - STOC	01-110.6119	\$7,155.00
Salaries - STOC	01-601.6119	\$4,687.00
TOTAL		\$23,842.00

Reason for Request:

Reallocate budget within Public Services division to fund the cost difference for the proposed Chief Communications Officer position.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

JPA with the City of Chanhassen for the Highway 17/West 78th Street Intersection Project

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 1/2/2024

Contact: Whitney Schroeder Title: Traffic Engineer

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:

The City of Chanhassen and Carver County have identified the traffic signal system at the Highway 17 (Powers Boulevard) and 78th Street intersection as one of the oldest in-service traffic signal systems in the County. This intersection is in need of a signal system replacement as well as safety improvements related to sight distance and pedestrian facilities need updating to meet ADA compliance. The County and City of Chanhassen are partnering together to design and construct the signal system at the intersection of CSAH 17 (Powers Blvd) and 78th St. and it is the desire of both parties to enter into a written agreement regarding the construction of this signal replacement project.

This project will occur during summer and fall of 2024 construction season. The public works staff received proposals from four (4) consulting firms for the engineering services on this project. These were reviewed and scored by three (3) members of the Public Works staff and Alliant Engineering was selected to perform design, project management, construction inspection and other necessary tasks. The costs below also include the estimated construction costs for the completion of the project based on the information known to date.

ACTION REQUESTED:

Motion to approve a Joint Powers Agreement with the City of Chanhassen for the Highway 17/West 78th Street Intersection Project, pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

County State Aid Regular	\$507,063.00
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City of Chanhassen	\$426,461.00
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Total	\$933,524.00
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☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2024 - 9540

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Out of State Travel Approval

Primary Originating Division/Dept: Attorney

Meeting Date: 1/2/2024

Contact: Mark Metz

Title:

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:

Senior Assistant County Attorney, Jennifer Cooklock, is one of 25 people across the United States selected to participate in "NCSEA U." As a selected participant, Jennifer will be part of a program designed by the National Child Support Engagement Association to enhance professional development opportunities for current and future policy leaders in the child support community. NCSEA U will be held January 30-31, 2024, preceding the 2024 NCSEA Policy Forum in Washington D.C., which Jennifer will also attend from February 1-3, 2024.

The conference is approved for 13.5 CLE (continuing education) credits.

ACTION REQUESTED:

Motion to approve out-of-state travel for Senior Assistant County Attorney, Jennifer Cooklock.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

\$1,994.00

FTE IMPACT: None

Total

\$1,994.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Tuition for participation in NCSEA U is \$200 and attendance at the Policy Forum is \$545. Hotel costs are \$259/night for 4 nights. Flight costs are approximately \$213 RT.

Office use only:

RBA 2024 - 9543

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

2024 Fleet Equipment Purchases

Primary Originating Division/Dept: Public Works - Operations

Meeting Date: 1/2/2024

Contact: Shelby Sovell

Title: Operations Engineer/Assista...

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 has a large fleet of vehicles and equipment that are used by various departments. The County annual budget and Long-Term Financial Plan includes recommendations for fleet replacement. The Public Works equipment replacement budget for 2024 is \$755,000.

At this time Public Works is requesting to purchase the following replacement equipment:

1. One Ford F-350 dump box truck outfitted with a hydraulic sander and Western snowplow for Public Works Parks. The truck chassis will be purchased from Fury Ford of Waconia for \$59,310, the dump box and sander outfitted from Towmaster of Litchfield \$56,768, and snowplow outfitted from Rec Tech of Plato \$9,244. - Total cost \$125,322
2. One 20' Felling Trailer from Lano of Shakopee for Public Works Operations. - \$15,500
3. One Pronovost tractor mounted snowblower from Trueman Welters of Buffalo for Public Works Operations. - \$37,649
4. One Kuhn disc mower from Arnold's of Glencoe for Public Works Operations. \$13,400
5. One 3/4-ton Dodge pickup from Waconia Dodge of Waconia for Facilities. \$44,330
6. One 1/2-ton Dodge pickup from Waconia Dodge of Waconia for Public Works Parks . \$42,690

Also, at this time, Public Works is requesting to purchase budget approved attachment E equipment.

1. One Signal Cabinet from Traffic Control Corporation of Oak Park Heights for Public Works Operations. \$32,581
2. One John Deere Gator with tracks and a trail groomer for Public Works Parks. The John Deere gator with tracks will be purchased from Kibble Equipment of Belle Plaine \$35,180, and the trail groomer will be purchased from Tidd Tech of Spooner, Wisconsin. \$10,002. Total cost \$45,182.

The total cost of this equipment is \$356,654. Staff obtained quotes from State Contract vendors and followed the County Contract and Local Preference Purchasing Policies.

ACTION REQUESTED:

Motion to approve the purchase of budgeted fleet equipment replacements and additions for 2024.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

\$356,654.00

Total

\$356,654.00

FTE IMPACT: None

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request to contract with Daikin

Primary Originating Division/Dept: Public Services - Facilities

Meeting Date: 1/2/2024

Contact: Brent Kath

Title: Facilities 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:

The HVAC air separator tank at the Government Center has failed. This is a necessary part in the cooling system. Carver County Facilities Department is recommending that we contract with Daikin to complete the work. Daikin is the contracted vendor for the chiller system which is Daikin proprietary equipment. The quote for replacing the tank, associated work including three new bleeder vents, all related parts and labor is \$26,930.

ACTION REQUESTED:

Motion to contract with Daikin for installation of chiller air tank separator pending contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

\$26,930.00

FTE IMPACT: None

Total

\$26,930.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Funds for the project are included in the facilities budget.

Office use only:

RBA 2024 - 9529

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment 3 to Professional Services Agreement for Program Management Services with Bolton and Menk Inc.

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 1/2/2024

Contact: Darin Mielke

Title: Assistant Public Works Director

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:

This agreement is being amended to include additional services needed through the end of the calendar year 2024. This is a professional services contract for program management services for project areas including Highway 5 from Victoria to Chanhassen, Highway 13 (Rolling Acres Road), and Highway 18 (82nd Street), similar to the project area from the Arboretum Area Transportation Plan (Plan). The Plan identified \$200 million in transportation investment over the next 20 years. In the next 5 to 10 years total project costs may likely exceed \$100 million, with construction in the area potentially taking place over a 10 plus year period. The purpose of this contract is to provide services to streamline development of transportation projects in this major investment area with the goal of coordinating and minimizing construction disruption to a smaller window. Contract services include project scoping, scheduling, strategy development, agency coordination, public engagement, contract management, and overall advancement of project development activities for these projects. A portion of the contract is dedicated to specific transportation planning and engineering tasks such as traffic studies, public engagement activities, or other transportation planning reports or memos. These items will be identified by work order and completed as needed and approved by the County.

ACTION REQUESTED:

Motion to approve an Amendment 3 to PSA for Program Management Services with Bolton and Menk Inc. for additional services needed through 2024 for \$515,400.00, pending review of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

Transportation Sales Tax

\$515,400.00

FTE IMPACT: None

Total

\$515,400.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2024 - 9532

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract for Legal Services Related to PPB Holdings Interest Rate Demand

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 1/2/2024

Contact: Patrick Lambert

Title: Senior Right of Way Agent

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The county entered into condemnation proceedings with PPB Holdings, Inc related to right of way acquisition on Highway 18, (Lyman Boulevard) in 2013. Hearings were held and the condemnation commissioners rendered their award. The property owner was dissatisfied with the award and filed an appeal. An appeal trial was held, and a jury award was obtained. By statute, the county must pay interest on the award from the date of possession when the right of way is acquired using the eminent domain process. The county paid the statutory interest amount of 4% per annum. PPB Holdings is disputing this interest amount and has filed a claim for higher interest. This contract is for consultant legal services with this expertise to dispute PPB Holdings' claim for a higher interest payment.

ACTION REQUESTED:

Motion to approve a contract with Kennedy & Graven, Chartered, in a not to exceed amount of \$40,000.00 for legal services related to PPB Holdings interest rate demand on jury award for right of way on Highway 18 (Lyman Boulevard), pending the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

CSAH Regular \$20,000.00

City of Chanhassen \$20,000.00

Total \$40,000.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2024- 9534

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Schrams Winery CUP (Large Scale Activity - Agri-tourism)

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

Meeting Date: 1/2/2024

Contact: Donovan Hart

Title: Senior Planner

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☒ Yes ☐ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

File #PZ2030044. On December 19, 2023, the Planning Commission recommended approval of the Schram Vineyards & Brewery Conditional Use Permit (CUP) to expand their operational area, increase the number of special events, and expand existing and construct new commercial structures on property they own in Sections 19 & 20 of Laketown Township. The property consists of 33.5 acres and is located at 8735 Airport Rd Waconia, MN 55387.

A winery or brewery is allowed as a Large-Scale Activity (Agri-tourism) pursuant to Section 152.080 (C)(6) of the Carver County Zoning Code. Schram Vineyard & Brewery previously received their original CUP in 2012 (#PZ20120025) to establish wine & beer production and customer tasting facilities, and associated parking. Then in 2014, Schram obtained another CUP (#PZ20140045) to expand the facilities, increase to year-round operating hours, and increase parking areas.

If approved, Schram would increase the existing parking area, identify an overflow parking area in a field, construct a new retail and production building, expanded the existing tasting and taproom building, convert an agricultural building (under construction) to a production building in the future, and increase the number of allowable special events. A sparkling wine building is identified as part of the master plan for future construction.

The development of the site would need to meet the CCWMO Water Rules, as well as the County Subsurface Sewage Treatment System (SSTS) requirements.

The Laketown Town Board supports the request with conditions related to an annual review of traffic counts, limited hours on Sundays and limitations on when music may be played. A copy of the Planning Commission packet is available for review at: [638379717860070000 \(carvercountymn.gov\)](https://www.carvercountymn.gov/638379717860070000)

ACTION REQUESTED:

A motion to adopt the Findings of Fact and issue Order #PZ20230044 for the issuance of a Conditional Use Permit.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

Total

\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:

RBA 2024 - 9535

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20230044

RESOLUTION #: 23-17

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

FILE #: PZ20230044

APPLICANTS: Aaron and Ashley Schram

OWNERS: Aaron and Ashley Schram & RJ Molnau Trust (Contract of Deed)

SITE ADDRESS: 8785 Airport Rd., Waconia, MN 55387

PERMIT TYPE: Large Scale Activity (Agri-Tourism)

PURSUANT TO: County Code, Section 152.080 (C)(6)

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCELS #: 07-020-1500, 07-020-1800

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of December 19, 2023; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Aaron and Ashley Schram own one parcel of an approximate 12.41 acres and have an executed Contract for Deed with the RJ Molnau Trust on an approximate 21.13-acre adjacent parcel to the east. The two parcels of an approximate 33.54 acres are located in the Southeast Quarter (SE¼) of the Northeast Quarter (NE¼) of Section 19, and the Southwest Quarter (SW¼) of the Northwest Quarter (NW¼) of Section 20, Laketown Township. The properties are improved with a house (w/attached garage), three (3) structures which are currently utilized as part of their Schram Vineyards Business, two buildings in agricultural use, along with areas improved for vehicle parking, and grape growing production fields. The site is located in the Agriculture Zoning District, Shoreland Overlay District of Reitz Lake, and the Carver County Watershed Management Organization (CCWMO) – Carver Creek Watershed.
2. In 2012, Mr. and Mrs. Schram were approved to operate a Conditional Use Permit (CUP) to operate a Farm Related Business/Large Scale Activity (CUP-PZ20120025), named Schram Vineyards. The vineyard/winery started as an operation of growing grapes and winery operations (production and sales). The operational area encompassing approximately six (6) acres. Reflecting growth in the business, the CUP was amended in 2014 (CUP-PZ20140045) to add a new wine tasting/production building, year-round operating hours, increase acreage dedicated to hop and grape production, and increased parking areas on the property and on an adjacent parcel.
3. Mr. and Mrs. Schram are requesting a CUP to expand the operational area of the business and construct new commercial structures. The application proposes to increase the existing parking area, identify an overflow parking area in a field, construct a new retail and production building, expanded the existing tasting and taproom building, the conversion of an agricultural building (under construction) which may be converted to a production building in the future, and increase the number of allowable special events. A sparkling wine building is identified as part of the master plan for future construction.
4. The request is for a CUP to operate a Large-Scale Activity (Agri-Tourism) pursuant to Section 152.080 of the Carver County Zoning Code.

5. The existing CUP permit allows for the processing of locally grown grapes and hops, and sale of wine and beer. The existing CUP allows up to 200 customers at any one time, with normal business hours 9AM-10PM and two special events per year. The permit allows amplified music up to 8:00PM, except during one annual fall event, when amplified music is allowed until 10PM. Outside storage of business equipment and supplies is prohibited unless screened from neighbors and public roads. Since the existing CUP was issued, the County Code was amended to include agri-tourism as a Large-Scale Activity. The proposed winery expansion is being reviewed under that section of the County Zoning Code.
6. The submitted narrative (dated November 17, 2023) outlines the business' existing and proposed operation. The purchase agreement of the neighboring parcel, already the site of majority of the vehicle parking, enables the business expansion. Three existing structures, the private residence, the brewery building (800 square feet, #2 on the site plan) and an agricultural structure (5,200 SF, #4) on the newly purchased parcel would retain their current uses. The existing Tasting and Taproom (4,800 SF, #3) is proposed to be expanded with a 1,000 square foot deck on the south side and a 400 square-foot distiller room addition in 2025. Planned for 2024, the applicants propose a 12,000 square-foot retail and production building (#5) that would replace an existing agricultural building. The structure would include a kitchen, bathrooms, tasting room, and wine storage. The narrative notes that the new building would relocate some customers from the west side of the property to the east, further from the residential area adjacent to the winery (Tasting & Taproom building). Also planned for 2024 completion is an agricultural building (7,000 SF, #6) near Airport Road to store harvesting equipment and vineyard supplies. This structure would be converted to a wine processing facility in the future. The applicants also have plans for a future sparkling wine production and storage facility (5,000 SF, #7), with construction date to be determined. The site is proposed to accommodate a maximum of 600 people at any one time.
7. The submitted narrative describes the public hours of operation as Sunday through Saturday (9:00AM. to 10:00PM, which is unchanged from the existing permit. Four annual events are proposed as part of this CUP amendment, an increase from the two special events allowed by the existing permit. Events would conclude by midnight. Otherwise, events and private parties would be conducted during normal business hours (i.e. weddings, corporate events and family reunions). Other special events taking place outside of normal business hours would require County Board approval. The operation involves approximately 12-15 employees during the winter (November- April) and approximately 20-30 employees during the summer season (May – October).
8. The submitted site plan (dated November 17, 2023) shows the layout of existing and proposed buildings, with a legend identifying use of the structures. The proposed operational area, excluding grape and hop production land, is 2 acres, a ½-acre increase from the existing operational area. The narrative states the applicant's goal of planting 20 acres of vines and 1-2 acres of grains over the next ten years. The site plan shows a total of 33,200 square feet of commercial and agricultural structures, existing and proposed.
9. The submitted parking plan (dated November 17, 2023) shows 66 parking spaces, including 6 handicap-accessible, in the location of the current parking area. In addition, there is an area of the field to the east where the plan identifies 216 spaces as "overflow parking." The narrative notes that the overflow lot is used from August to October about 10-15 times per year. No additional impervious surface is proposed in that location, on which hay is grown. Customer vehicle access is from the current Airport Road driveway, which was upgraded and paved in 2018. The narrative notes that some commercial vehicles use the private residence driveway entrance.
10. The applicant proposes to update the existing sign at the commercial entrance with an approximate 32 square-foot double-sided sign. All signage shall be placed in accordance with Chapter 154 – Sign Regulations and/or the local road authority.
11. Lori Brinkman, Senior Environmentalist with Environmental Services, reviewed the application materials. In an email dated December 8, 2023, she commented:

There are two sewage treatment systems for this property. The home on the property is part of the Laketown Township 201 System (flows into the Metro Sewer System). The expiration of the Certificate of Compliance (SS002479) is 8/18/2024. Wastewater from the winery bathrooms and floor drains is currently collected by 2-1500 gallon holding tanks. The Certificate of Compliance expiration for the existing holding tanks (SS005385) is 9/23/2019. A preliminary septic system design has been submitted by Mid MN Septic Services. The design includes additional tank capacity including 5000 gallons of surge tank capacity, a high strength waste pretreatment unit, and drainfields. The additional surge tank capacity

is proposed to temporarily be used in combination with the current 3000 gallon holding tanks upon completion of a passing compliance inspection, and issuance of a SSTS construction permit. The holding tanks would be utilized until the time that a complete Type IV design is approved, a construction permit obtained, and a Certificate of Compliance is issued. The permittee must comply with Laketown Twp and Carver County SSTS requirements. A maintenance contract must be held with a licensed SSTS Maintainer, and an Operating Permit will be required upon permitting of the Type IV septic system. All pumping records must be submitted to Carver County Environmental Services within 30 days of maintenance.

12. Tim Sundby of the Planning and Water Department reviewed the application materials. In an email dated December 8, 2023, provided the following comments:

The subject property is located within the Carver County Water Management Organization (CCWMO) jurisdiction. Stormwater management, site stabilization requirements, and Best Management Practices (BMP's) are typically reviewed as part of any site improvements pursuant to Chapter 153 of the County Code (Water Management Rules). The overall area of disturbance and the proposed operational area may trigger additional permit requirements by the CCWMO. If required, all CCWMO related permits and conditions shall be met prior to the issuance of any future building permits or beginning any excavation activity.

13. Jack Johansen, Transportation Planning with Public Works, reviewed the application materials. In an email dated December 7, 2023, provided the following comments:

The 2040 Carver County Comprehensive Plan identifies Airport Road as a future County Roadway. Public Works recommends that any new structure constructed on the subject site have a setback from the centerline of Airport Road of at least 80 feet. This dimension is identified in Section 152.034 (D) of the County Code as the Reduced Setback for a road with its future functional classification. At a minimum, Public Works would like to see any future structures not be located closer to the centerline of the road than the existing agricultural building that appears to be approximately 60 feet from the centerline.

14. Taylor Huinker, Hydrologist with the MN Department of Natural Resources, reviewed the application materials. In an email dated November 29, 2023, she stated that she had no comments.

15. The Laketown Town Board has reviewed the CUP during their November 27, 2023, Town Board meeting. The Township recommended approval with the following comments:

Laketown Township support with the following stipulations:

- 1) Annual review of traffic counts while the entrance to Schram Vineyards remains with the Township's road authority – to be scheduled for the same meeting where annual liquor license renewal is considered as a separate matter.*
- 2) Stated hours of operation are supported with the exception of Sundays between April 1 and October 31 of each year, in which Schram Vineyards will close by 6:00pm. An event permit may be requested through the Township if there is a need for an exception.*
- 3) Outdoor amplified music prohibited after 8:00pm; no outdoor music after 10:00pm. An event permit may be requested through the Township if there is a need for exception.*

16. Prior to the Planning Commission Public Hearing, the Land Management Department received letters of opposition and support from residents. Letters of opposition were received from Mott (December 19, 2023) and unsigned (December 15, 2023), and letters of support from McCall (December 18, 2023), Waconia Chamber of Commerce (December 17, 2023), Fredericksen (December 14, 2023), Lensing (December 19, 2023), Peters (December 19, 2023), and Orth (December 19, 2023).

17. During the December 19, 2023, Public Hearing, the Planning Commission heard testimony from residents who experienced the impact of loud talking, noise, traffic, and music emanating from winery customers and operations. Members of the Planning Commission and the applicants discussed methods to mitigate noise impacts on neighbors, such as through the selection of music and a strategically located berm topped with vegetation on the west side of an outdoor seating area to absorb or deflect sound away from neighboring residences. A modification to the current site plan would include the addition of the berm west of the current brewery building (#2), tasting building (#3), and outdoor seating area. The applicant noted a goal of the winery expansion is to relocate operations away from nearby neighbors.

18. The Planning Commission has considered all the factors required by Section 152.251 of the Carver County Code and finds that all are either true in this case or can be mitigated by conditions placed on the permit.

THEREFORE, BE IT RESOLVED, THAT the Carver County Planning Commission hereby recommends the approval of CUP #PZ20230044 for a Large-Scale Activity (Agri-Tourism) on the parcels described in Exhibit A. The previous CUP (#PZ20140045) for a Farm Related Business/Large Scale Activity and any other prior permits, amendments or renewals for a Farm Related Business/Large Scale Activity would be terminated upon final approval (and recording) of the new CUP #PZ20230044. The Planning Commission further recommends that the following conditions should be considered part of the permit:

1. The permit is subject to compliance review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. Schram Vineyards shall operate in accordance with the submitted operational plan (dated: 11/17/23) and site plan (dated: 11/17/23 w/proposed term reference) and parking plan (dated 11/17/23). These plans shall be attached to and be considered part of this permit. Any future buildings and/or changes in operational area will require review by Land Management for a determination as to whether an application for a CUP amendment or similar consideration is necessary.
3. The Permittee shall work with County Land Management staff to develop a plan and construct site improvements involving a berm and vegetation on the west side of the outdoor seating area near the current brewery and tasting room buildings.
4. The Schram Vineyards operation shall be permitted to open to the public year-round Sunday – Saturday (normal business hours: 9:00AM to 10:00PM) with the exception of Sundays during April 1 to October 31, when the public hours end at 6:00PM. Outdoor amplified music is prohibited after 8:00PM, except during the special events. Customer events (public or catered) may be hosted year-round within the approved normal hours of operation.
5. Four (4) annual special events shall be allowed, which exceed the normal hours of operation. Public hours shall end by 12:00AM the morning after the day of the special event. The applicants shall notify the Carver County Land Management Department prior to conducting any special events. Any additional special events (throughout the calendar year) shall not be allowed without the County Board of Commissioners approval, pursuant to Section 152.074 of the County Zoning Code. All special event requests shall be subject to review by the Laketown Town Board (Road Authority) and the Carver County Land Management Department.
6. All structures on the parcels shall meet the applicable requirements of the Carver County Zoning Code and State Building Code. Any required building and septic permit(s) shall be applied for and issued prior to construction. Any future remodeling or construction shall be reviewed by the Zoning Administrator to determine if an amendment to the CUP is necessary. Food production activities may only occur if appropriate building permits have been obtained and a Certificate of Occupancy has been issued for those specific business activities. Future structures and/or change in use of the facility will need to be reviewed by the Carver County Land Management Department for a determination as to whether an application for an amendment or similar consideration is necessary.
7. Any structure(s), not utilized for the business, shall be used only by the occupant(s) of the property owner for agriculture, personal storage, hobbies, recreation, entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by the County Zoning Code and shall meet State Building Code, if applicable.
8. The Permittee shall submit a copy of Worker's Compensation Insurance and/or proper affidavit to the Land Management Department annually.

9. The Permittee is responsible to the Minnesota Department of Agriculture, and to any other County, State or Federal agencies, for maintaining the required permits and licensure for the retail, liquor, food production and growing operations. The Permittee shall submit copies of all required permits and licenses to Carver County Land Management annually.
10. The permittee shall maintain a conforming Subsurface Sewage Treatment System (SSTS) pursuant to Chapter 52 of the Carver County Code to accommodate any restroom(s) and/or wastewater produced within any structure(s) utilized as part of the business operation, if applicable.
11. The Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations. The Permittee shall not exceed the allowed square footage of signage per property and square footage per sign. Off premise signage (on private property) is prohibited.
12. Outside storage of business equipment and supplies is prohibited unless the storage area is adequately screened from the view of neighboring residences and public roads.
13. Permittee shall comply with road access requirements/improvements as determined by the appropriate Road Authority (Laketown Township), or until such time as the City of Waconia or Carver County Public Works Department takes over maintenance and authority responsibilities.
14. The permittee is responsible for compliance with all Federal, State and Local rules, regulations, and permitting requirements.

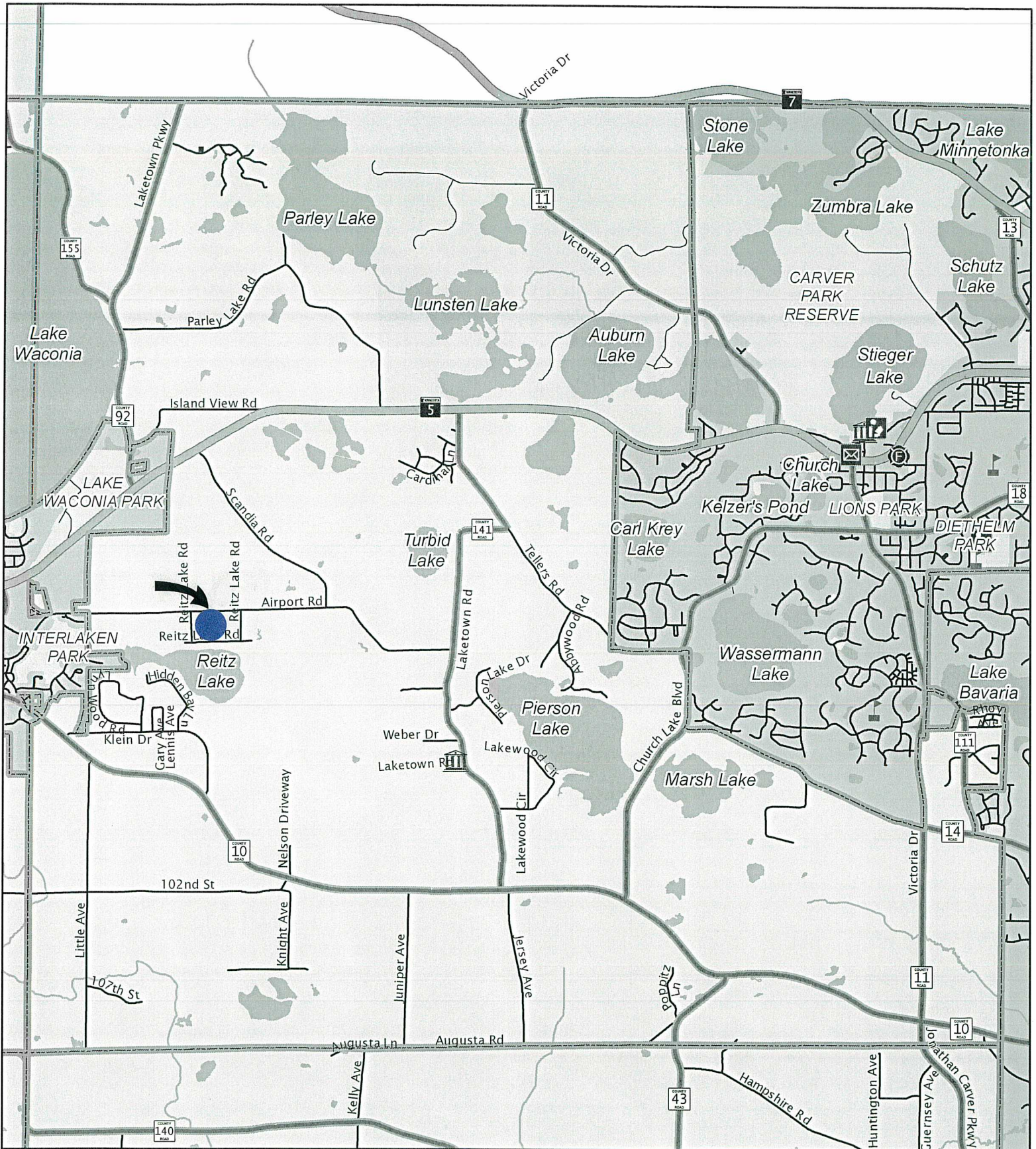
ADOPTED by the Carver County Planning Commission this 19th day of December 2023.



Scott Wakefield (Dec 21, 2023 14:35 CST)

Scott Wakefield, Chairman 12/21/23
Carver County Planning Commission

LAKETOWN TOWNSHIP



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



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Map Created by Carver County GIS

Carver County Board of Commissioners Request for Board Action



Agenda Item:

JPA for Highway 10 Project - OakPointe Area

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 1/2/2024

Contact: Darin Mielke

Title: Deputy County Engineer

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:

Development in the City of Waconia is continuing to expand southwesterly in the area of a future highway corridor planned by the City of Waconia and Carver County for Highway 10 (Oakpointe area south of Highway 5). The City of Waconia and Carver County Public Works completed a corridor study in 2018-2019 to assure that future developments, including traffic impacts, are managed appropriately from a transportation perspective. As a continuation of this prior work, a joint powers agreement is recommended between Carver County and the City of Waconia to share in costs to preserve land and stormwater facilities necessary for corridor preservation. The City of Waconia has led this corridor land preservation with the developer of Orchard Park, in partnership with Carver County. The County and City are equally sharing in the land acquisition, storm water treatment facilities and storm sewer needed for the future Highway 10 south of Highway 5 on the southwest side of the City of Waconia.

ACTION REQUESTED:

Motion to approve a Joint Powers Agreement with the City of Waconia for the Highway 10 Project - OakPointe area, pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =

\$172,327.00

City of Waconia

\$172,327.00

FTE IMPACT: None

Total

\$344,654.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2024 - 9539

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Donations to the Carver County Sheriff's Office Dive Team

Primary Originating Division/Dept: Sheriff - Support Services

Meeting Date: 1/2/2024

Contact: Ben Beyer

Title: Dive Team Supervisor

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Carver County Sheriff's Dive Team operates a underwater remote controlled (ROV) vehicle during recovery operations. The current ROV doesn't have a sonar system that is capable of providing adequate imaging for identifying some of the common objects the team is searching for. The donation provided by Kwik Trip will completely fund the purchase of a sonar system which will greatly increase the efficiency and effectiveness of underwater operations.

ACTION REQUESTED:

Accept the donation from Kwik Trip for \$10,000.00

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Kwik Trip Donation

\$10,000.00

Total

\$10,000.00

☒ Insert additional funding source

Related Financial/FTE Comments:

Budget Amendment included to account for donation. Account #02-206-000-0000-5756

Office use only:

RBA 2024 - 9525

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Donations to the Carver County Sheriff's Office Dive Team

Department:

Meeting Date: 1/2/2024

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: Ben Beyer

DEBIT

Description of Accounts	Acct #	Amount
Law Enforcement Supplies	02-206-6454	\$10,000.00
TOTAL		\$10,000.00

CREDIT

Description of Accounts	Acct #	Amount
Kwik Trip Donation	02-206-5756	\$10,000.00
TOTAL		\$10,000.00

Reason for Request:

Increase budget for a donation received from Kwik Trip to the CCSO Dive Team.

Carver County Board of Commissioners

Request for Board Action



Agenda Item:

Agency Issued Handguns

Primary Originating Division/Dept: Sheriff

Meeting Date: 1/2/2024

Contact: Patrick Barry

Title: Chief Deputy Sheriff

Item Type:

Regular Session

Amount of Time Requested: 10 minutes

Presenter: Jason Kamerud

Title: Sheriff

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Carver County Sheriff's Office will transition to an agency issued primary duty handguns for its licensed deputies. Transitioning to an agency issued handgun meets industry standards and minimizes the risk of deputies using substandard firearms. This will enhance the overall control over the quality and reliability of the handguns used. Agency issued handguns are easier to track and maintain, which allows for the implementation of a regular maintenance schedule to ensure all firearms continue to meet required safety standards, preventing deputies from using a malfunctioning firearm.

Currently, the Sheriff's Office has a larger list of different makes and models of authorized handguns that span three different calibers, 9mm Luger, .40 S&W, and 45 ACP. Transitioning to the 9mm Luger only caliber is more cost effective than providing and maintaining three different calibers in stock.

The Sheriff's Office received three quotes. The Modern Sportsman is our selected vender. The Glock model 45, 9mm Luger, with a Holosun red dot sight was selected as the agency's new handgun. The cost per unit is \$836.08. The Sheriff's Office will need to purchase 85 additional handguns for \$72,000. Additionally, the Sheriff's Office will need to purchase 85 holsters and 85 magazine pouches with an estimated cost of \$20,000. The Sheriff's Office is requesting a total of \$92,000 from the county's 2023-year end savings fund to support this transition to an agency issued handguns.

ACTION REQUESTED:

Approve Funding for the purchase of agency issued handguns and accessories.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

2023 Year End Savings

FUNDING

County Dollars =

\$92,000.00

Total

\$92,000.00

FTE IMPACT: None

Related Financial/FTE Comments:

Ongoing costs will be covered within the operating budget.

Below chart shows spend of Y.E.S.

January 1st, 2023 Year End Savings \$7.89M

Courtroom AV Project, RBA-9304 (300k)

2024 Budget- Att E (3.7M)

Sheriff Request, RBA-9520 (92k)

2023 **Estimated** Year End Savings \$3.80M

Office use only:

RBA 2024 - 9520

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Agency Issued Handguns

Department:

Meeting Date: 1/2/2024

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: Patrick Barry

DEBIT

Description of Accounts	Acct #	Amount
Law Enforcement Supplies	01-201-201.6454	\$92,000.00
TOTAL		\$92,000.00

CREDIT

Description of Accounts	Acct #	Amount
2023 YES Account	Fund Balance	\$92,000.00
TOTAL		\$92,000.00

Reason for Request:

The Sheriff's Office is requesting a total of \$92,000 from the county's 2023-year end savings fund to support this transition to an agency issued handguns.

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Carver County Regional Rail Authority**

Primary Originating Division/Dept: Administration (County) ▼

Meeting Date: 1/2/2024

Contact: Dave Hemze

Title:

Item Type:

Ditch/Rail Authority ▼

Amount of Time Requested: 5 minutes

Presenter: Dave Hemze

Title: County Administrator

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

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

BACKGROUND/JUSTIFICATION:

In 1987, the Carver County Regional Rail Authority was established. The Regional Rail Authority needs to appoint a Chair, Vice Chair and Secretary/Treasurer for the Rail Authority for 2024.

ACTION REQUESTED:

Motion appointing Chair, Vice Chair and Secretary/Treasurer.

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 2024 - 9389

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Closed Session for US 212 Project - Benton Township Property Acquisition

Primary Originating Division/Dept: Public Works - Program Delivery

Meeting Date: 1/2/2024

Contact: Darin Mielke

Title: Deputy County Engineer

Item Type:

Closed Session

Amount of Time Requested: 30 minutes

Presenter: Darin Mielke

Title: Deputy County Engineer

Attachments: ☐ Yes ☒ No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The 2024-2026 construction seasons include the US 212 Project - Benton Township which is the reconstruction and expansion of Highway 212 to a four-lane expressway from approximately Highway 34 (Tacoma Avenue) in the City of Norwood Young America to approximately Highway 36 on the west side of the City of Cologne. Carver County and MnDOT have entered into a right of way acquisition agreement in which Carver County is the lead agency for this project. Additional right-of-way is needed to complete the project scope. Carver County has contracted with appraisers in order to establish fair market value for the right of way acquisitions needed in support of the project. On October 17, 2023, the County Board authorized Public Works staff to make offers for direct purchase of the impacted properties.

Public Works staff have received a counteroffer settlement proposal from the property owners of a parcel located at PID No. 40.4400470. Public Works staff would like to discuss the settlement proposal and get direction from the county board on next steps.

ACTION REQUESTED:

Motion to enter into closed session to discuss confidential settlement negotiations for the purchase of real property for the Highway 212 Project - Benton Township, pursuant to Minn. Stat. Section 13D.05, Subd. 3 (c) related to PID No. 40.4400470.

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:

Office use only:

RBA 2024 - 9542