



**Carver County Board of Commissioners
December 17, 2024
Board Meeting**

The County Board Room is open to the public

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

7:30 a.m. Legislative Breakfast - Chanhassen American Legion

10:00 a.m. 1. **CONVENE**

1.1. Pledge of allegiance

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

Individuals unable to attend in person can provide public comments by email at admin-contact@carvercountymn.gov

1.3. Agenda review and adoption

1.4. Approve December 3, 2024 minutes 5-7

1.5. Community Announcements

10:20 a.m. 2. **CONSENT AGENDA**

2.1. Capital Asset Inventory Policy Update..... 8-14

2.2. Professional Services Agreement for Assistance with Development of Maintenance Agreements with Cities for Drainage Assets 15-16

2.3. Sale of Portable Changeable Message Signs to Municipalities 17-18

2.4. Public Works Operations Shop Equipment Purchase..... 19-20

2.5. Contract Amendment No. 3 with HDR Engineering for Arboretum Area Transportation Program Communications & Engagement..... 21-22

2.6. 2024 Epoxy Hand Work Pavement Markings Final Payment and Acceptance (Resolution) 23-25

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	2.30. Review Health & Human Services and Commissioner Warrants	
10:30 a.m.	3. REGULAR SESSION	
	3.1. University of Minnesota Extension 2025-2027 MOA	92-93
	3.2. HHS Behavioral Health - Mental Health Crisis Services Program	94-98
	3.3. County Administrator's 2024 Annual Performance Evaluation Summary	99-100
	3.4. Resolution Setting 2025 County Attorney and County Sheriff Compensation	101-107
	3.5. Resolution Setting 2025 County Commissioner Compensation	108-111
11:35 a.m.	4. RECESS REGULAR SESSION AND ENTER CLOSED SESSION	
	4.1. Closed Session for Sale of Real Property Related to the Highway 212 Project - Dahlgren Township	112-113
11:50 a.m.	5. ADJOURN CLOSED SESSION AND RECONVENE REGULAR SESSION	
	5.1. Creating a Lot Split and Advertising for Bids for sale of County Owned Property as part of the Highway 212-Dahlgren Township Project...	114-121
	5.2. 2024 Year in Review	122
11:55 a.m.	6. COUNTY ADMINISTRATOR REPORT	
12:25 p.m.	7. ADJOURN REGULAR SESSION	

UPCOMING MEETINGS AND EVENTS

December 24, 2024		No Board Meeting
December 31, 2024		No Board Meeting
January 7, 2025	8:30 a.m.	Oath of Office: Commissioner-Elect Anderson and Commissioner Udermann
	9:00 a.m.	Organizational Session
January 14, 2025	9:00 a.m.	Tentative Board Meeting
January 28, 2025	9:00 a.m.	Tentative Work Session

Carver County
Board of Commissioners
Regular Meeting
December 3, 2024

A Regular Meeting of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 3, 2024. Chair Gayle Degler convened the session at 09:06 AM

Members present: Gayle Degler, John P Fahey, Tim Lynch, Matthew Udermann, Tom Workman

No Public Comments

Tom Workman moved, Tim Lynch seconded, to approve the agenda. Motion carried unanimously.

John P Fahey moved, Gayle Degler seconded, to approve the minutes of the November 19, 2024, Regular Session. Motion carried unanimously

Tim Lynch moved, Tom Workman seconded, to approve the following consent agenda items:

Appointed Ben Rutter as Emergency Management Director and Alyssa Martinson as Emergency Management Deputy Director for Carver County in accordance with Minnesota Statutes Chapter 12, Section 12.25.

Approved the Sustainable Building and Materials Management Grant Agreement with the Minnesota Pollution Control Agency and authorize the Assistant County Administrator to sign the agreement on behalf of the County, pending final approval through the contract review process.

Approved motion to contract with and provide grant funding to Suburban Waste Services for curbside organics recycling collection and recycling, pending final approval through the contract review process.

Approved the Minnesota Department of Health "Master Grant Agreement for Community Boards of Health" for years 2025-2029.

Authorized the County Engineer to enter into and sign a contract with the U.S. Fish and Wildlife Service for the Monarch Butterfly Candidate Conservation Agreement with Assurances (CCAA) Program.

Adopted resolution 102-24 to approve the final payment of \$28,408.52 to Sir Lines-A-Lot to close out contract 23-096 for the 2023 Pavement Marking Project.

Adopted resolution 103-24 to make final payment of \$7,113.53 to Landwehr Construction, Inc for the 2023 Box Culvert Contract.

Approved resolution 104-24 approving the appraised value, classification, terms of sale and sale date, time and length of tax forfeiture public sale.

Approved First Amendment to Metropolitan Council Grant Agreement SG- 24P7-03-01

Approved First Amendment to Metropolitan Council Grant Agreement SG- 24P4-03-01 upon completion of the contract review process.

Adopted resolution 105-24 to approve right of way acquisition settlements for the Highway 5 Project - Arboretum Area for the property located at PID#: 25.2610011

Adopted resolution 106-24 to authorize additional written initial offers of compensation for right-of-way acquisitions for the Highway 5 Project - Arboretum Area.

Adopted resolution 107-24 authorizing the County Board Chair and County Administrator to execute all necessary documents to establish a conservation easement for the Watertown Wetland Project and to enter the restored wetland into a wetland bank.

Reviewed November 22, 2024, Community Social Services' actions/Commissioners' warrants in the amount of \$406,700.48 and reviewed November 27th, 2024, Community Social Services' actions/Commissioners' warrants in the amount of \$308,331.70

Motion carried unanimously

Dave Hemze, County Administrator, reviewed the Administrator's Final Recommended 2025 Property Tax Levy and Budget. Mr. Hemze gave an Executive Summary of the final 6.8% Levy with a 2.4% tax impact on the average value home. A presentation on where tax dollars are spent was given.

Dave Frischmon, Financial Service Division Director spoke on the 2025 County Tax Impact. He gave a high-level budget summary and explained the county wide levy changes. A look at the Long-Term Financial Plan and New Levy Adjustments was provided.

John P Fahey Moved, Gayle Degler Seconded to adopt the 2025 Property Tax Levy and Budget Resolutions, Motion carried 4-1, Matthew Udermann Nay.

Tim Lynch Moved, Tom Workman Seconded to adopt the 2026 Long Term Financial Plan. Motion carried unanimously.

Dave Hemze, County Administrator, spoke on the Amendment to the 2025 Budget for the Greater MSP 2025 Annual Membership.

Matthew Udermann moved, Tom Workman seconded to Approve the motion to adopt the 2025 Commissioner Contingency Budget Amendment. Motion Failed 2-3, John P. Fahey, Tim Lynch and Gayle Degler Nay.

Allison Streich, CDA Executive Director and Christie Larson, Southern Valley Alliance Executive Director spoke on the CDA and SVA Partnership. The National Association of Housing and Redevelopment Officials (NAHRO) awarded this partnership a 2024 Agency Award of Merit. Currently, the CDA and SVA have had a partnership for 1 1/2 years.

Mark Metz, County Attorney, spoke about the county attorneys' appreciation of the CDA and SVA for the services they provide to victims and the community as well.

Matthew Udermann moved, Tim Lynch seconded, to recess as the County Board and

convene as the Carver County Regional Rail Authority. Motion carried unanimously.

Lyndon Robjert, Public Works Division Director spoke on the 2025 Budget and Levy for the Carver County Regional Rail Authority. The increase follows the County general budget levy. The 2025 budget will be \$228,691, this is a \$14,443 increase from 2024.

Tim Lynch moved, John P Fahey seconded, to approve motion to adopt the Regional Rail Authority's 2025 Levy and Budget Resolution CCRRA 2-24. Motion Carried Unanimously.

Tim Lynch moved, Matthew Udermann seconded, to adjourn as Carver County Regional Rail and convene as the Carver County Board. Motion carried unanimously.

COUNTYADMINISTRATOR: Reminder there is no board meeting on 12/10 due to AMC conference. On 12/17 we have the Legislative Breakfast, and the Regular Board Meeting has been moved to 10am.

Motion to enter into closed session at 10:46 a.m. as allowed by Minnesota Statute 13d.05, to discuss County Administrator Hemze's annual performance evaluation.

Tim Lynch moved, Tom Workman seconded, to adjourn the Closed Session at 12:15 p.m. and go back into Regular Session . Motion carried unanimously.

Tim Lynch moved, Tom Workman seconded, to adjourn the Regular Session at 12:15 p.m. and go into a work session to discuss the Mental Health Crisis Services Update. Motion carried unanimously.



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Capital Asset Inventory Policy Update
Department: Property & Financial Services - Financial Services
Contact: Mary Kaye Wahl, Assistant Financial Services Director,
952-361-1511
Presenter:
Contract Name & Number:
Meeting Date: December 17, 2024
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Consistent with the staff presentation at the 11/26/24 Board Workshop, County staff recommends updating the Capital Asset Inventory Policy. These updates align the policy with current standards and practices, reflecting significant changes introduced by the Governmental Accounting Standards Board (GASB), including GASB 87, GASB 96, and subsequent implementation guidance.

Key changes in the draft policy include:

- Revised Capitalization Thresholds: Adjustments to align with best practices and ensure efficient tracking of significant assets.
- Enhanced Departmental Guidance: Clearer differentiation between departmental responsibilities for asset tracking and the specific data required for financial reporting purposes.
- Additional Definitions: Inclusion of new definitions to enhance clarity and consistency across reporting practices.

The recommended policy is attached.

Action Requested:

Motion to approve the revised Capital Asset Inventory Policy.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:**Attachments:**

1. Capital Asset Inventory Policy_Final_for approval



Carver County – Financial Policy Manual

Capital Asset Inventory

SECTION: Financial Planning
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED: 12/13/11, 12/17/24

Purpose

To provide a standard for recording capital assets in order to track, ensure adequate control over governmental property, insurance coverage, and guidelines for proper financial reporting in conformance with generally accepted accounting principles.

Policy

The County defines capital assets as tangible and intangible items obtained for use in operations whose estimated useful life is equal to or greater than one year. The County must also own the legal right to utilize and modify the asset at its discretion.

Capital assets include property, buildings, equipment, and infrastructure (e.g. roads, bridges, culverts and similar items). Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not significantly increase the original asset's value, useful life, efficiency, effectiveness, or go beyond returning the asset to a useable state are not capitalized.

A. Departmental tracking scope

- Departments are responsible for inventorying all of their assets and reporting any changes to them over the course of their life. All assets meeting the policy definition above, and having an initial fair value greater than or equal to \$2,500 per item when acquired by the County must be tracked.
 - Exception:
 1. Assets issued by another department that are already being tracked elsewhere. All capital asset forms related to these items will be handled by the department who issued the asset initially. Examples include computers issued to another department by Information Technology or vehicles issued to a department by Public Works.
- Additional tracking of items less than the threshold is highly encouraged for insurance coverage and additional fraud prevention. Examples include tablets and computers purchased directly by the department or tools that could be valuable for personal use.
- If a grant agreement or federal funds were used for the purchase of an asset and is therefore required to be accounted for, Finance will help determine if the asset should be included in the financial reporting scope.

- Departments are required to notify Finance and Risk Management when any of the following events occur; acquisitions, disposals, transfers, enhancements, or impairments by filling out a capital asset form.

B. Financial reporting scope

- All assets meeting the policy definition above for a capital asset as well as having a per unit value of \$25,000 will be capitalized. Bulk purchases of individual items purchased together with an aggregate value of \$50,000 or more will be capitalized regardless of the per unit threshold.
 - Exceptions:

Capital Asset Category	Capitalization Threshold
Land	All land is capitalized
Buildings	\$100,000
Infrastructure	\$100,000
Improvements (other than buildings)	\$100,000
Machinery, equipment, and software	\$25,000
Vehicles and trailers (under machinery)	All licensed vehicles
Construction in progress	Based on anticipated final asset cost
Leases and subscription based information technology arrangements (SBITA)	See section C below

1. Software meeting the above criteria will be capitalized as an intangible asset unless the item meets the criteria for a SBITA in section C. Only the application development stage of the software development or implementation will be capitalized.
 2. Easements meeting the above criteria will be capitalized as an intangible asset under the land category unless the item meets the criteria for a lease in section C. Easement costs associated with a construction project that are less than \$100,000 will be included in the cost of the overall construction asset and amortized as such.
- Property, buildings, improvements other than buildings, infrastructure, and equipment are depreciated using the straight-line method. For the County, the estimated useful lives are:

Category	Estimated Useful Life (years)
Land	Indefinite
Buildings	5 – 50
Building improvements	5 – 50
Improvements other than buildings	5 – 20
Infrastructure	5 – 50
Machinery and equipment	3 – 10

Vehicles	3 – 5
Software	3 – 5

- For reporting purposes capital assets are categorized as land, buildings, improvements other than buildings, machinery and equipment, and infrastructure
- Software is included with machinery and equipment and building improvements are included with buildings
- Finance will conduct periodic inventory observations with departments as part of an internal audit function. Responsibility for the individual assets remains with the departments that control and use the assets.

C. Leases and SBITA's

- Finance will review and evaluate all leases and SBITAs to ensure compliance with GASB 87 and 96. A materiality threshold of \$25,000 has been established for implementation. In addition, short-term leases, leases that transfer ownership of the asset, leases of assets held as investments, and short-term SBITAs are excluded. The County will calculate each agreement's net present value over its life in determining whether the materiality threshold is met.
- Lessor: The County will recognize a lease receivable and deferred inflow of resources measured at the present value of payments expected to be received during the lease term discounted at the prior year average prime lending rate or incremental borrowing rate. Any payments received at or before commencement relating to future periods will be added to the lease receivable to calculate the deferred inflow of resources. The County will also recognize interest revenue and an inflow of resources amortized using the straight-line method over the lease term.
- Lessee: The County will recognize a right to use lease asset and lease liability measured at the present value of payments expected to be made during the lease term discounted at the prior year average prime lending rate or incremental borrowing rate. Lease payments made to the lessor at or before the beginning of the lease term and any direct costs to place the asset into service will be added to calculate the right to use lease asset. Lease incentives received from the lessor will be deducted from the right to use lease asset. The right to use lease asset will be amortized over the shorter of the useful life or lease term using the straight-line method.
- The County will recognize a right to use SBITA asset measured at the present value of subscription payments expected to be made during the subscription term plus payments made to the vendor before commencement of the subscription term and any capitalizable implementation costs less any incentives received from the vendor. A subscription liability will be measured at the present value of payments expected to be received during the term. The right to use SBITA asset will be amortized over the shorter of the useful life or SBITA term using the straight-line method.
- The County will reassess all leases and SBITA's annually for changes to terms and other important criteria in relation to presentation under GASB 87 and 96. Professional judgement is used when determining the likelihood that the County will execute optional terms.

- Possible reasons for lease or SBITA reassessments include:
 - A change by the lessee/lessor in expectation to utilize/not utilize an option in an agreement.
 - An amendment to the original agreement

D. Definitions

- **Buildings** - permanent structures or facilities that are used for the delivery of government services.
- **Building improvements** - upgrades or additions of building systems Improvements other than buildings.
- **Construction in Progress**: Construction in progress is capitalized costs related to a tangible capital asset that is not yet substantially ready to be placed in service.
- **Control** – The right to obtain the present service capacity from use of the asset and the right to determine the nature and manner of use of the asset.
- **Improvements other than buildings** - permanent improvements other than buildings that add value to land, but do not have an indefinite useful life.
- **Incremental borrowing rate** – the interest rate a lessee would have to pay to borrow funds to finance an asset.
- **Infrastructure** – these assets are generally static and have a long useful life that is depreciable.
- **Land** - refers to real property that is owned by the County. The cost of the land is recorded at its historical acquisition price, that includes purchase prices, legal and title fees, and easements.
- **Lease** – A contract that conveys control of the right to use another entity's nonfinancial asset (property, plant, or equipment) for a period of time in an exchange or exchange-like transaction.
- **Lease/SBITA term** – The period during which a lessee has a noncancelable right to use an asset plus:
 - Periods covered by a lessee's option to extend the lease or SBITA if it is reasonably certain the lessee will exercise the option
 - Periods covered by a lessee's option to terminate the lease or SBITA if it is reasonably certain the lessee will not exercise the option
 - Periods covered by a lessor's option to extend the lease if it is reasonably certain the lessor will exercise the option
 - Periods covered by a lessor's option to terminate the lease if it is reasonably certain the lessor will not exercise the option
 - Cancelable periods for which both lessee and lessor have an option to terminate without permission or if both parties must agree to extend are excluded
- **Machinery and equipment** – tangible property other than land, buildings, or infrastructure used in the operations of the County. Capitalizable costs include net purchase process, taxes, delivery, installation, etc.
- **Maintenance and Repair**- maintenance and repair costs are those which neither materially add to the value of the property nor appreciable prolong its life, but merely keep it in ordinary efficient operating condition. Maintenance and repair

costs are not charged to fixed asset capital accounts, but to maintenance and repair expenditure accounts.

- **Prime lending rate** – Interest rate used by banks to lend to customers with good credit.
- **SBITA** – Subscription Based Information Technology Arrangements- A contract that conveys control of the right to use another party's IT software, alone or in combination with tangible capital assets, for a period of time in an exchange or exchange-like transaction.
- **Short-term lease/SBITA** – A maximum possible term of 12 months or less, including any options to extend. Payments should be recognized as outflows of resources or inflows of resources based on provisions of the contract.
- **Software** – operating systems, programs, drivers, networking, or other internal instructions used to accumulate, report, or facilitate the financial, fiscal, operating, and maintenance requirements for information used by the County.
- **Straight-line**- A method of depreciation that allocates the cost of a capital asset equally over its estimated useful life.
- **Vehicles** – include cars, trucks, and any trailers that are required to be licensed and are used in the normal operations of the County. Capitalizable costs include net purchase price, taxes, delivery, and any other costs to set up the vehicle for normal operation. All licensed vehicles are tracked in coordination with County Fleet Services.



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agreement for Assistance with Development of Maintenance Agreements with Cities for Drainage Assets

Department: Public Works - Operations

Contact: Lyndon Robjert, Public Works Division Director / County Engineer, 952-466-5206

Presenter:

Contract Name & Number: 24-592

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Carver County highway system includes an extensive network of stormwater assets that require regular inspection and maintenance. Assets include drainage structures, pipes, ditches, detention basins, and treatment systems. Many of these systems provide a joint benefit to city and county watershed areas. The county practice has been to pass on most of the stormwater system maintenance to the cities as part of the joint powers agreements between the agencies for project construction. The MPCA MS4 permit and watershed district requirements require inspection and maintenance plans for proposed and existing systems. The cities and county have agreed that a stormwater maintenance agreement is needed in each city to adequately meet the requirements in a reasonable and fair way. Public Works recommends hiring SRF Consulting group to assist in preparing a draft maintenance agreement in Chaska and Chanhassen. These will be used as a template for all other cities. The proposed scope of the project includes:

- Review current agreements to help inform potential maintenance responsibilities for new and existing stormwater assets
- Estimate maintenance costs for existing BMPs and new, more complex BMPs.

- Develop a framework to determine cost participation for maintenance needs as well as identify responsibilities to perform inspection and maintenance.
- Perform a pilot study for a selected project area to inform potential frameworks and policy revisions.
- Develop an operation and maintenance plan for storm sewer, culverts and BMPs.
- Develop annual maintenance budget worksheet.
- Meet with cities throughout the process.
- Prepare maintenance agreement.

To help prepare the proposed maintenance agreements, SRF will review the existing stormwater asset systems in Chsaka and Chanhassen. This includes:

- Collecting record plans and reviewing stormwater systems for accuracy.
- Verifying that current GIS data accurately reflects the record plans.
- Performing field work to collect and verify incomplete data.

Action Requested:

Motion to approve a professional services agreement with SRF Consulting Group for \$162,490.36 pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funds	\$162,490.36

Related Fiscal/FTE Comments:

Included in the current budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Sale of Portable Changeable Message Signs to Municipalities

Department: Public Works - Operations

Contact: Shelby Sovell, Operations Engineer - Assistant Public Works Director, 952-466-5209

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:
Connections: Develop strong public partnerships and connect people to services

Background/Justification:
Public Works Operations is upgrading four portable changeable message sign (PCMS) units that are 12–13 years old. The vendor supplying the new PCMS units offered to trade the used units for \$2,000.00 per unit, mentioning they plan to scrap them for parts. Municipalities within the county expressed interest in the County's used PCMS units and believe they would improve their operations. Operations staff solicited the PCMS units to several cities. Upon inspection of the used PCMS units, both the City of Chaska and the City of Carver wish to purchase them as-is. County staff recommend the sale of the PCMS units to the City of Chaska and the City of Carver for \$2,000.00 per unit, the same amount offered by the PCMS vendor on trade. Operations staff researched auction data and agree that \$2,000 is approximately what each PCMS unit would bring at public auction.

Action Requested:
Motion to authorize the sale of four portable changeable message signs; two to the City of Chaska and two to the City of Carver.

Fiscal Impact:	
Funding:	Amount Budgeted:

County Dollars	-\$8,000.00
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Related Fiscal/FTE Comments:

Upon County Board authorization, Public Works staff will invoice the City of Chaska \$4,000.00 and the City of Carver \$4,000.00. Proceeds from the sale of the PCMS units will be allocated to the Public Works fleet replacement program. Thereafter, both cities will be responsible to take possession of the PCMS units.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Public Works Operations Shop Equipment Purchase
Department: Public Works - Operations
Contact: Shelby Sovell, Operations Engineer - Assistant Public Works Director, 952-466-5209
Presenter:
Contract Name & Number:
Meeting Date: December 17, 2024
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Public Works Operations is requesting to purchase both a ride-on floor sweeper and a ride-on floor scrubber from Imperial Dade of New Brighton, MN on the MN State Contract. The ride-on floor sweeper and floor scrubber will be utilized at Cologne Public Works Headquarters to clean the floors of the equipment shop, three warm storage buildings, the wash bay, and one cold storage building. The equipment that is currently used at Public Works Headquarters is a 2016 walk-behind floor sweeper and a 2016 ride-on floor scrubber, which will be repurposed to the Hollywood Public Works Shop. The equipment that is currently used at the Hollywood Public Works Shop is a 2006 ride-on floor scrubber that has reached the end of its usable life for the County and will be sold at public auction. The purchase of the proposed upgraded equipment will create cleaning efficiencies, allowing staff to focus more time on productive work and provide for a cleaner/safer work environment for staff.

The cost to purchase the ride-on floor sweeper is \$19,668.22 and the ride-on floor scrubber is \$20,892.37 for a total of \$40,560.59.

Staff obtained quotes and followed the County's Contract and Local Preference Purchasing Policies.

Action Requested:

Motion to authorize the purchase of a ride-on floor sweeper and a ride-on floor scrubber for the Public Works Headquarters facility.

Fiscal Impact:

Funding:	Amount Budgeted:
County Dollars	\$40,560.59

Related Fiscal/FTE Comments:

Included in the current budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Contract Amendment No. 3 with HDR Engineering for Arboretum Area Transportation Program Communications & Engagement

Department: Public Works - Program Delivery

Contact: Darin Mielke, Assistant Public Works Director/Deputy County Engineer, 952-466-5222

Presenter:

Contract Name & Number: 24-663

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Arboretum Area Transportation Program (AATP) encompasses multiple projects aimed at improving transportation infrastructure and access to key regional destinations such as the Minnesota Landscape Arboretum, downtown Victoria, and surrounding areas. Effective communication and public engagement are critical components of these initiatives.

Carver County entered into a professional and technical services agreement (Contract No. 22-569) with HDR Engineering, Inc. in 2022 for communications and engagement assistance for AATP projects. The original contract covered tasks such as the development of communication strategies, public engagement materials, and program branding, with an initial term through December 31, 2023.

Since its inception, the contract has been amended twice:

1. **Amendment 1:** Approved to extend the contract term to December 31, 2024, with no additional costs incurred.
2. **Amendment 2:** Approved to provide additional communication services from August 2024 through October 2025, increasing the total contract cost by

\$24,983.05.

The proposed Amendment 3 extends HDR's support through December 31, 2025, to continue critical communications and public engagement for AATP projects, including Highway 5 improvements, Arboretum entrance relocation, and downtown Victoria enhancements. The scope of work outlines tasks such as project management, communication materials development, social media campaigns, and stakeholder engagement, ensuring the effective dissemination of project information. The total cost for Amendment 3 is \$156,345.57, which includes direct labor, expenses, and fees.

Funding for this amendment will come from the Carver County Transportation Sales Tax. This amendment is essential to maintaining a high level of public awareness and stakeholder involvement in the AATP initiatives.

Action Requested:

Motion to approve Amendment 3 to Contract No. 22-569 with HDR Engineering for the Arboretum Area Transportation Program Communications & Engagement in the amount of \$156,345.57, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Transportation Sales Tax	\$156,345.57

Related Fiscal/FTE Comments:

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2024 Epoxy Hand Work Pavement Markings Final Payment and Acceptance (Resolution)

Department: Public Works - Program Delivery

Contact: Chad Braun, Transportation Engineering Specialist - Program Delivery, 952-466-5211

Presenter:

Contract Name & Number: 2024 Epoxy Hand Work Pavement Markings 24-398

Meeting Date: December 17, 2024

Item Type: Consent

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

Background/Justification:
Carver County Public Works annually updates pavement markings to enhance highway safety. Quotes were solicited and reviewed, with Sir Lines Alot awarded the project at an estimated cost of \$69,240.20. The work is now complete with a final cost of \$69,552.46. Public Works staff is recommending approval of the final payment of \$69,552.46 to Sir Lines Alot, closing out contract 24-398 for the application of pavement markings "Epoxy Hand Work"

Action Requested:
Motion to adopt a resolution accepting all work as complete and authorizing final payment in the amount of \$69,552.46 to Sir Lines Alot for the 2024 application of pavement markings "Epoxy Hand Work".

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. 248016 Epoxy Hand Work Acceptance Resolution

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

Date: December 17, 2024

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ACKNOWLEDGMENT
2024 Epoxy Hand Work Pavement Marking Project
FINAL PAYMENT**

WHEREAS, the construction of the 2024 Epoxy Hand Work Pavement Marking Project has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17rd day of December, 2024.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2024 Application of Pavement Markings Final Payment and Acceptance (Resolution)

Department: Public Works - Program Delivery

Contact: Chad Braun, Transportation Engineering Specialist - Program Delivery, 952-466-5211

Presenter:

Contract Name & Number: 24-167

Meeting Date: December 17, 2024

Item Type: Consent

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

Background/Justification:
Carver County Public Works annually updates pavement markings to enhance highway safety. Bids were solicited and reviewed, with Kamco INC. awarded the contract at an estimated cost of \$307,153.00. The contract was further amended adding additional work to bring the revised estimated contract amount to \$318,649.52. The work is now complete, with a final cost of \$281,322.19. The final cost reflects Public Works decision not to exercise a contract option. Public Works staff is recommending approval of the final payment of \$14,066.10 to Kamco inc., closing out Contract 24-167 for the Application of Pavement Markings.

Action Requested:
Motion to adopt a resolution accepting all work as complete and authorizing final payment in the amount of \$14,066.10 to Kamco INC. for the 2024 Application of Pavement Markings

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. 248016 Acceptance Resolution

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

Date: December 17, 2024

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ACKNOWLEDGMENT
2024 County-wide Pavement Marking Project
FINAL PAYMENT**

WHEREAS, the construction of the 2024 County-wide Pavement Marking Project has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17rd day of December, 2024.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: State of Minnesota Agency Agreement No. 1057911 for Federal Participation in Advance Construction for the Highway 41/10 Project

Department: Public Works - Program Delivery

Contact: Darin Mielke, Assistant Public Works Director/Deputy County Engineer, 952-466-5222

Presenter:

Contract Name & Number: 24-658

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County, in partnership with the City of Chaska and MnDOT, is undertaking the Highway 41/10 Project to reconstruct portions of Highway 10 and improve the intersection at State Highway 41 and Highway 10.

The project is federally funded with \$7,933,360 million from the Regional Solicitation, \$3 million from MnDOT's TED program, and \$710,000 from the Local Partnership Program (LPP). The Advance Construction Agreement No. 1057911 specifies:

1. MnDOT will act as the County's agent in accepting and disbursing federal aid funds.
2. Federal funding will be utilized to reimburse the County for eligible project costs.
3. Responsibilities for project activities, including reimbursement processes, are defined in the agreement.

The agreement is required to ensure compliance with federal and state funding regulations and to establish MnDOT's role in managing federal aid for this project.

Key Project Details:

- Reconstruction of Highway 10 from Bavaria Road to Park Ridge Drive.
- Intersection enhancements at State Highway 41 and Highway 10.
- Installation of pedestrian infrastructure, including trails and underpasses beneath both highways.
- Construction is scheduled for 2025.

Action Requested:

Motion to adopt a resolution to approve of an advance construction agreement 1057911 with the State of Minnesota for the Highway 41/10 Project, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Resolution

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

Date: December 17, 2024

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COOPERATIVE CONSTRUCTION AGREEMENT
NO. 1057911
WITH THE STATE OF MINNESOTA**

IT IS RESOLVED that Carver County enter into MnDOT Agreement No. 1057911 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County of the State's share of the costs of the roundabout construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 41 from 700 feet south of CSAH 10 to 520 feet north of CSAH 10 and on CSAH 10 from 590 feet west of Bavaria Road to 510 feet east of Park Ridge Drive under State Project No. 010-610-056, STBG-PRO-TA 1024(281).

IT IS FURTHER RESOLVED that the County Board Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2024.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Final payment to Mathiowetz Construction for the Highway 20-25 Intersection Project

Department: Public Works - Program Delivery

Contact: Carolyn Fackler, Construction Manager, 952-466-5287

Presenter:

Contract Name & Number: 22-574 Highway 20-25 Intersection Project

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The intersection of Highways 20 and 25 was reconstructed by Mathiowetz Construction, LLC. Bids were opened and evaluated through a competitive process and the original estimate was \$1,982,679.72. The project is complete. The final contract cost is \$2,089,499.38. The final payment to close out this contract is \$5,233.75.

Action Requested:

Motion to adopt a resolution to make final payment of \$5,233.75 to Mathiowetz Construction, LLC for the Highway 20-25 Intersection Project.

Fiscal Impact:

Funding:	Amount Budgeted:
MnDOT Cooperative Agmt	\$948,704.00
State Aid	\$1,140,795.38

Related Fiscal/FTE Comments:

Highway 20 was funded by State Aid (\$650,914.83).

Highway 25 was funded by MnDOT cooperative agreement (\$948,704.00) and State Aid (\$489,880.55).

Attachments:

1. 2024-797 Acceptance Resolution

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

Date: December 17, 2024

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ACKNOWLEDGMENT
Highway 20-25 Intersection Project
FINAL PAYMENT**

WHEREAS, the construction of the Highway 20-25 Intersection Project has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2024.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Final payment to S.M. Hentges & Son, Inc. for the Highway 41 Bridge Project

Department: Public Works - Program Delivery

Contact: Carolyn Fackler, Construction Manager, 952-466-5287

Presenter:

Contract Name & Number: 22-575 Highway 41 Bridge Project

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Highway 41 Bridge Project over Silver Creek was constructed by contract with S.M. Hentges & Son, Inc. Bids were opened and evaluated through a competitive process and the original estimate was \$1,565,831.25. The project is complete. The final contract cost is \$1,520,427.32. The final payment to close out this contract is \$7,602.14.

Action Requested:

Motion to adopt a resolution to make final payment of \$7,602.14 to S.M. Hentges & Son, Inc for the Highway 41 Bridge Project.

Fiscal Impact:

Funding:	Amount Budgeted:
LBRP Bridge Funds	\$481,136.25
County Funds	\$1,039,291.07

Related Fiscal/FTE Comments:

Local Bridge Replacement Program (LBRP) is funded with State GO Bonds and Leased Motor Vehicle Sales Tax funds.

Attachments:

1. 2024-798 Acceptance Resolution

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

Date: December 17, 2024

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ACKNOWLEDGMENT
Highway 41 Bridge Project
FINAL PAYMENT**

WHEREAS, the construction of the Highway 41 Bridge Project has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2024.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agmt with SRF Consulting Group, Inc. to provide Construction Engineering Services for the Highway 41/10 Project

Department: Public Works - Program Delivery

Contact: Carolyn Fackler, Construction Manager, 952-466-5287

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County, in collaboration with MnDOT and the City of Chaska, has identified and will implement transportation system improvements on Highway 10 from State Highway 212 Road to Old Audubon Road in the City of Chaska. Highway 10 is an important roadway in Carver County providing connections to multiple communities and accommodating vehicle, pedestrian, bicycle, transit, and freight traffic alike. The goal with this project is to improve transportation system issues and potential opportunities both today and into the future.

Public Works staff issued a request for proposals (RFP) for construction administration, inspection, surveying, and materials testing for the project, receiving four responses. The proposals were evaluated and ranked by Public Works staff, with additional input from local city engineers. Following the evaluation, SRF Consulting Group, Inc. was recommended for contract negotiations to carry out construction inspection, contract administration, construction staking, and materials testing. Project work is set to start in early winter 2025 and will continue through the 2025 construction season, with final punch list and cleanup tasks anticipated in summer 2026. The consultant contract will extend through project documentation and close-out.

Public Works staff recommend approval of this contract with SRF Consulting Group, Inc.

Action Requested:

Motion to approve a professional services agreement with SRF Consulting Group, Inc. for \$2,249,544.10 for construction inspection, contract administration, surveying, and material testing during construction for the Highway 10/41 Project in the City of Chaska, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
MnDOT TED	\$344,134
Sales Tax	\$313,269
County State Aid Regular	\$1,130,884.1
City of Chaska	\$461,257

Related Fiscal/FTE Comments:

Funding splits are estimated and will be finalized with the agreements with MnDOT and the City

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Purchase Agreement for Non-Conforming Vacant Lot
Department: Public Services - Planning & Water Management
Contact: Paul Moline, Deputy Division Director - Public Services,
952-361-1825
Presenter:
Contract Name & Number:
Meeting Date: December 17, 2024
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The County owns in fee simple a 4.25-acre parcel of tax-forfeited vacant land in Watertown Township identified by Tax Property Identification Number 10.0311000 which:

- 1) Cannot be improved because of noncompliance with local ordinances regarding minimum area, shape, frontage, or access; and
- 2) Has been rendered unbuildable because of the predominance of the Crow River floodplain thereon; and
- 3) Has been designated as legally non-conforming.

Minnesota Statute §373.01, Subd. 1(i):

- 1) Allows the County to sell a non-conforming parcel of real property it owns in fee simple which cannot be improved because of noncompliance with local ordinances regarding minimum area, shape, frontage, or access, to an adjoining landowner without advertising for bids; and
- 2) Encourages the County to sell such real property to promote its return to tax rolls; and
- 3) Grants the County the discretion to restrict the sale of the non-conforming parcel to adjoining landowners.

On August 20, 2024, the County Board approved Resolution 74-24, which authorized a

lot-split of the that parcel into two separate lots, one lot having an area of approximately 0.67-acres, “Non-Conforming Vacant Lot,” and the remaining lot having an area of approximately 3.58- acres “Remaining Lot:” and further approved the sale of the Non-Conforming Vacant Lot for its fair market to the only adjoining and eligible landowner who expressed an interest in its purchase, without advertising for bids.

On October 2, 2024, that adjoining landowner received the variance (V-PZ20240040) from the Carver County Board of Adjustment necessary to combine the Non-Conforming Vacant Lot with said landowner’s non-conforming improved parcel, according to the proposed parcel re-configuration, and the requirements of County Code §§ 152.009 (M) & 152.033 (B).

Therefore, County staff drafted a Purchase Agreement for the sale of the Non-Conforming Vacant Lot for its fair market value to said adjoining landowner, and without advertising for bids. The agreement includes all the conditions required by Resolution 74-24 and other conditions that are in the best interest of the County.

Action Requested:

Authorize County staff to:

1. Enter the Purchase Agreement upon approval by the Carver County Attorney’s Office and the contract review process, for the sale of the Non-Conforming Vacant Lot by Quit Claim Deed at its fair market value, without advertising for bids, to the only eligible adjoining landowner who expressed an interest in its purchase; and
2. Close on the real estate transaction that is the subject of the Purchase Agreement, upon full satisfaction of all of the terms and conditions of County Board Resolution 74-24 and of the Purchase Agreement; and
3. Take any and all steps and actions reasonably necessary to pursue and complete the Closing process according to the terms and conditions of County Board Resolution 74-24 and the Purchase Agreement.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

In April 2024, the County Assessors office estimated the value of the proposed split portion of the property which was less than \$5,000 and remains unchanged. Sale proceeds will go towards the Carver County Watershed Management Organization (CCWMO) budget as the original purchase of the County parcel used CCWMO funds.

Attachments:

1. Board Resolution for Sale of Non-Conforming Parcel of Land
2. Exhibit A Certificate of Survey - Hoerter

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: 12/17/2024

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

RESOLUTION APPROVING PURCHASE AGREEMENT AND AUTHORIZING COUNTY TO CLOSE ON TRANSACTION ACCORDING TO TERMS OF BOARD RESOLUTION 74-24 AND PURCHASE AGREEMENT

WHEREAS, in the Fall of 2022, a 4.25-acre parcel of tax-forfeited vacant land in Watertown Township identified by Tax Property Identification Number 10.0311000, was conveyed in fee simple from the Minnesota Commissioner of Revenue to Carver County, "County," per the Commissioner's Deed N0. 22-0287, which was recorded in the County's Recorder's Office on September 7, 2022, as Document Number A751661, "County Parcel;" and

WHEREAS, Minnesota Statute §373.01, Subd. 1(i) allows the County to sell a non-conforming parcel of real property it owns in fee simple which cannot be improved because of noncompliance with local ordinances regarding minimum area, shape, frontage, or access, to an adjoining landowner without advertising for bids; encourages a county to sell such real property to promote its return to tax rolls; and grants the County the discretion to restrict the sale of the non-conforming parcel to adjoining landowners, and

WHEREAS, the County Parcel has been rendered unbuildable because of the predominance of the Crow River floodplain thereon, and said parcel has been designated as legally non-conforming; and

WHEREAS, the County Board, by Resolution 74-24 on August 20, 2024, approved a lot-split of the County Parcel into two separate lots, one lot having an area of approximately 0.67-acres, "Non-Conforming Vacant Lot," and the remaining lot having an area of approximately 3.58- acres "Remaining Lot," as legally described and depicted in Exhibit A, attached hereto, and also restricted the sale of the Non-Conforming Vacant Lot for its fair market to the only adjoining landowner of two eligible landowners, who expressed an interest in its purchase; and

WHEREAS, to proceed to purchase the Non-Conforming Vacant Lot, said adjoining landowner needed to obtain a variance from the Carver County Board of Adjustment to combine said lot with that landowner's adjoining parcel because the new combined residential parcel would not meet the County's requirements for a minimum 1.5-acre lot area, and because the Remaining Lot is less than 20 acres, does not have a dwelling, buildable area, building eligibility, or a reasonable use, remains legally non-conforming, and would be decreased in size as part of the variance approval; and

WHEREAS, on October 2, 2024, the adjoining landowner received the variance (V-PZ20240040) from the Carver County Board of Adjustment which was necessary to combine the Non-Conforming Vacant Lot with said landowner's non-conforming improved parcel, all according to the proposed parcel re-configuration, and all under and pursuant to the requirements of County Code §§ 152.009 (M) & 152.033 (B); and

WHEREAS, County staff drafted a Purchase Agreement for the sale of the Non-Conforming Vacant Lot to said adjoining landowner with all of the conditions and terms required by Resolution 74-24, and in the interest of the County; and

NOW THEREFORE, be it resolved that Carver County Board of Commissioners hereby authorizes Carver County to:

- 1. Enter the Purchase Agreement upon approval by the Carver County Attorney’s Office and the contract review process for the sale of the Non-Conforming Vacant Lot to the only adjoining landowner amongst two eligible landowners, who expressed an interest in its purchase; and
- 2. Close on the real estate transaction that is the subject of the Purchase Agreement, upon full satisfaction of all of the conditions of County Board Resolution 74-24 and of the Purchase Agreement; and
- 3. Take any and all steps and actions reasonably necessary to complete the Closing according to the terms and conditions of County Board Resolution 74-24 and the Purchase Agreement.

	ABSENT	YES	NO
Gayle Degler, Chair	_____	_____	_____
John P. Fahey, Vice Chair	_____	_____	_____
Tom Workman	_____	_____	_____
Matt Udermann	_____	_____	_____
Tim Lynch	_____	_____	_____

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December 2024.

Dave Hemze

County Administrator

New

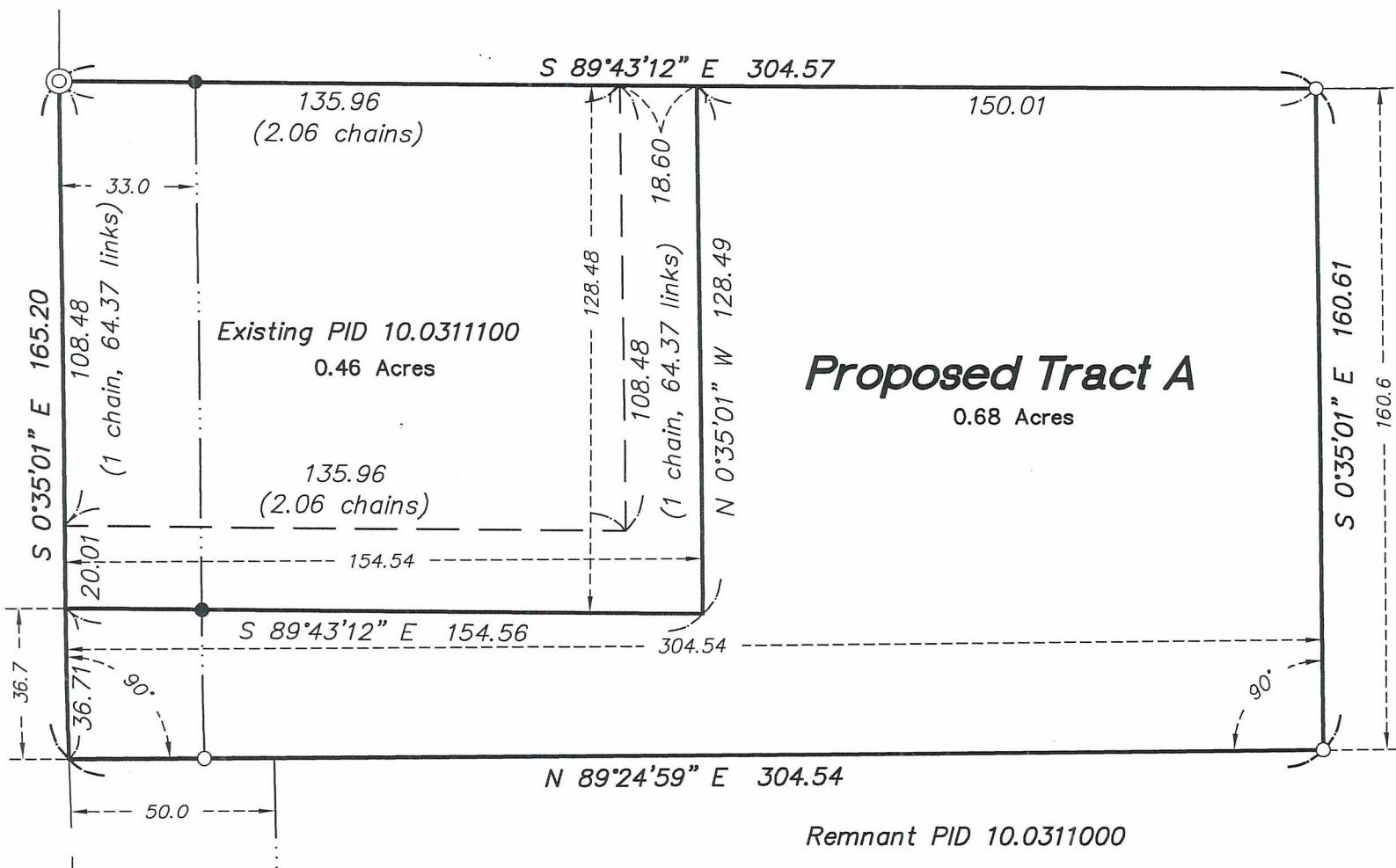
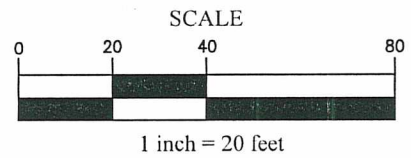
Site Address:
5815 County Road 23
Mayer, MN 55360

Certificate of Survey

Legend

- Found Iron Monument
- Set Iron Monument (LS 48328)
- ⊙ Cast Iron Monument

Prepared for:
Todd Hoerter



Existing PID 10-031100 (per Doc. #T117852, dated May 31, 2000)
That part of the Northwest Quarter of the Southwest Quarter of Section 31, Township 117 North, Range 25 West of the 5th Principal Meridian described as follows:

Beginning at the northwest corner of said Northwest Quarter of the Southwest Quarter; thence southerly, along the west line of said Northwest Quarter of the Southwest Quarter, a distance of 108.48 feet; thence easterly, parallel with the north line of said Northwest Quarter of the Southwest Quarter, a distance of 135.96 feet; thence Northerly, parallel with said west line, a distance of 108.48 feet to the north line of said Northwest Quarter of the Southwest Quarter; thence westerly, along said north line, a distance of 135.96 feet to the point of beginning.

The North 128.48 feet of the West 154.54 feet, of the Northwest Quarter of the Southwest Quarter of Section 31, Township 117, Range 25, except Section 31, Township 117, Range 25, .34 acres commencing at the northwest corner of Northwest Quarter of the Southwest Quarter, then South 108.48 feet, then East 135.96 feet, then North 108.48 feet, then West 135.96 feet to beginning, located in Carver County, Minnesota.

Proposed Tract A

That part of the West 304.54 feet of the Northwest Quarter of the Southwest Quarter of Section 31, Township 117, Range 25, Carver County, lying northerly of the line described as follows:

Commencing at the northwest corner of said Northwest Quarter of the Southwest Quarter; thence on an assumed bearing of South 0 degrees 35 minutes 01 seconds East, along the west line of said Northwest Quarter of the Southwest Quarter, 165.20 feet to the point of beginning of the line to be described; thence North 89 degrees 24 minutes 59 seconds East, 304.54 feet to the east line of the west 304.54 feet of said Northwest Quarter of the Southwest Quarter and said line there terminating.

EXCEPT the North 128.48 feet of the West 154.54 feet of said Northwest Quarter of the Southwest Quarter.

Note: The boundary for PID 10.0311000 was not determined as part of this survey. Its description recorded in Conveyance of Forfeited Lands Commissioner's Deed No. 22-0287, dated 9/6/2022, seems to conflict with neighboring deed descriptions. For the purposes of this survey, the Remnant Description for PID 10-0311000 is a derivative of the existing deed description with exception of the boundary described here as "Proposed Description for PID 10.031100".

Proposed Description PID 10-031100 (Existing + Tract A)

That part of the West 304.54 feet of the Northwest Quarter of the Southwest Quarter of Section 31, Township 117, Range 25, Carver County, lying northerly of the line described as follows:

Commencing at the northwest corner of said Northwest Quarter of the Southwest Quarter; thence on an assumed bearing of South 0 degrees 35 minutes 01 seconds East, along the west line of said Northwest Quarter of the Southwest Quarter, 165.20 feet to the point of beginning of the line to be described; thence North 89 degrees 24 minutes 59 seconds East, 304.54 feet to the east line of the west 304.54 feet of said Northwest Quarter of the Southwest Quarter and said line there terminating.

Subject to an easement for highway purposes over, under and across the west 33.00 feet thereof.

Remnant Description for PID 10-0311000

That part of the Northwest Quarter of the Southwest Quarter of Section 31, Township 117, Range 25, Carver County, described as follows:

Commencing at a post on the west line of said Section 31 distant 1 chain 64.37 links (108.48 feet) south of the Quarter Section post on the west line of said Section 31; thence East 2.06 chains (135.96 feet) to a post; thence North 1 chain 64.37 links (108.48 feet) to a post on the north line of the Southwest Quarter of said Section; thence East along said north line 7.34 chains (484.44 feet) to a post; thence South 49 degrees West 11.90 chains (785.40 feet) to a post in the center of the Hevetia Road; thence North 70 degrees West 2.0 chains (132.00 feet) to a post in west line of said Section; thence North along section line 7 chains 32.13 links (483.21 feet) to the place of beginning.

EXCEPT That part of the West 304.54 feet of the Northwest Quarter of the Southwest Quarter of Section 31, Township 117, Range 25, Carver County, lying northerly of the line described as follows:

Commencing at the northwest corner of said Northwest Quarter of the Southwest Quarter; thence on an assumed bearing of South 0 degrees 35 minutes 01 seconds East, along the west line of said Northwest Quarter of the Southwest Quarter, 165.20 feet to the point of beginning of the line to be described; thence North 89 degrees 24 minutes 59 seconds East, 304.54 feet to the east line of the west 304.54 feet of said Northwest Quarter of the Southwest Quarter and said line there terminating.

Subject to an easement for highway purposes over, under and across the west 50.00 feet thereof.

Bearings based on assumed datum.

SCHOBORG
LAND SERVICES
INC.

763-972-3221
www.SchoborgLand.com

8997 Co. Rd. 13 SE
Delano, MN 55328

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

Kelly L. Brouwer
Kelly L. Brouwer

Date: November 20, 2024 Registration No. 48328

Job Number: 9829
Survey Date: 10/09/24, 10/23/24
Drawing Name: hoerter.dwg
Drawn by: KLB
Revisions: 11/20/24 (descriptions)



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Request to Contract With Bolton and Menk For Engineering Services

Department: Public Works - Parks

Contact: Martin Walsh, Parks Director, 952-361-1570

Presenter: Martin Walsh, Parks Director

Contract Name & Number: 24-616

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County has acquired a 3-mile segment of the North LRT Line previously owned by the Hennepin County Regional Railroad Authority in the City of Victoria. This segment also includes approximately 3 miles of the Lake Minnetonka Regional Trail. Further, within this portion is a stretch of gravel trail from Steiger Lake to Rolling Acres Rd, which is set to be paved in a future Trunk Highway (TH) 5 project during 2026/2027. This stretch of trail has five culverts underneath it, in conditions varying from fair to poor. In preparation for the trail paving, and in concurrence with a feasibility study for this trail, the culverts should be repaired or replaced before the trail paving occurs.

Action Requested:

Motion to approve contracting with Bolton and Menk for engineering services to design, repair and replace culverts on the Lake Minnetonka Regional Trail. Authorize Board Chair and Administrator to sign contract upon completion of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Grant SG-24P1-03-01	\$46,231

Related Fiscal/FTE Comments:

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Baylor Regional Park Long Range Plan Update -
Recommendation for Consulting Services

Department: Public Works - Parks

Contact:

Presenter: Samuel Pertz, Parks & Trails Supervisor

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

A request for qualifications (RFQ) process was initiated in August of this year to solicit proposals for professional consulting services that would be utilized to assist the County in conducting a long-range plan update for Baylor Regional Park. The existing long-range plan for the Park is significantly outdated, dating back to the 1970's.

Four proposals were obtained from qualified firms.

This planning work is a sizable effort and will address issues such as recreation opportunities related to Eagle Lake, camping service demands, natural resource management of park resources, park facilities assessment and future needs. Additionally, this plan will further understand any potential changes to the park boundary in terms of expansion through potential future land acquisition.

The Park Commission will serve a key role in this project, providing input at key milestones as the plan is developed. Ultimate approval of the plan will sit with both the County Board and the Metropolitan Council.

It is anticipated the project will take 12-15 months to complete and will involve considerable engagement with the public, key stakeholder groups, and other necessary feedback.

The top three proposals staff vetted and interviewed were from WSB, SRF and Bolton and Menk. Reference checks were conducted with other regional park agencies that have conducted long range planning work within the last couple years. Associated fees for the three proposals are: \$174,200 (WSB), \$160,062 (SRF) and \$156,334 (Bolton & Menk). WSB is the recommended firm for this project due to their engagement strategy, understanding and approach for critical path(s) to the project, as well as the strongest experience with regional park long range planning.

The Park & Recreation Commission made recommendation to the County Board at the December 11, 2024 meeting.

Action Requested:

Motion to approve a professional services agreement with WSB Engineering for an amount not to exceed \$174,200, upon the successful completion of the County contract review process and authorize Board Chair and Administrator to sign.

Fiscal Impact:

Funding:	Amount Budgeted:
Professional Services & Technical Fees	\$174,200.00

Related Fiscal/FTE Comments:

This project is programmed out of the Departments 2025 operating budget, with sufficient available funds.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Special Event Use Permit Request - Waconia Dandy Lions Club

Department: Public Works - Parks

Contact:

Presenter: Samuel Pertz, Parks & Trails Supervisor

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Date: Saturday, January 25, 2025

- Site and grounds work for course set up will occur on January 24.
- Dandy Lions members will be on/off site between 7am – 7pm on both dates.

Location: Lake Waconia Regional Park, 8170 Paradise Ln.

- The park grounds will be used for the temporary golf course.
- The Sun Room and Paradise Commons will be used for event registration, a social area, food/drink, restroom access etc..

Purpose:

- Community fundraiser and social event. A portion of the event proceeds are donated back to the local communities.

Key Event Operational Details:

- A 9 hole golf course temporarily designed on park grounds; bar services (beer and wine) for sale (key revenue generator); food (BBQ items) for sale; music; daytime event hours

of 11:30 - 4:30; social atmosphere inside the Sun Room.

Estimated Attendance:

- 175-250 people will be involved in the event, including participants and event coordinators/volunteers.

Impact/Use of Park Property:

- The event will function mostly on the park grounds to conduct an informal ice golf tournament (site map provided at the meeting). Park Maintenance Staff will support the event by preparing the grounds for golf holes with snow & ice removal work as needed based on the winter conditions. The Sun Room and Paradise Commons will be reserved for purposes of event registration, socialization area out of the elements, and where food and drink will be available. The event attendees will utilize most of the available parking. Standard park operations and amenities, including access to the sledding hill for non-event park visitors, will be managed.

Required Permit Items Obtained & Reviewed:

- Process is underway, and at the time of the December Park Commission meeting there are no outstanding items that staff are aware of. Additional process steps include County Board authorization scheduled for 12/17/24 and execution and issuance of the permit in early January 2025.

Significant Elements/Items of Attention:

- Commission members should be aware this permit request involves the authorization to sell/distribute alcohol on County Park property. Sound risk management measures have been applied through requiring a licensed liquor service provider and requiring insurance coverage to the County standards. Additionally, winter activities/events are subject to snow & ice impacts on roadways, walkways, parking areas, and in general park grounds. Often, these conditions increase user safety concerns. Department Maintenance will, as has been the approach in past years, be responsible for snow & ice removal on walking areas/trails, parking lots, and other key areas within the event operational area.

Permit Fees:

- Applicable fees following the approved 2025 County Fee Schedule will be applied.

Years with County Issued Use Permit:

- This is the second year the organization has requested a SUP.

Staff Notes:

- This event is a great example of how County park property and facilities can support community events. A large portion of the revenue generated from this event is returned to the Waconia (& surrounding) communities by the Club. The 2024 event was successful and staff have requested a number of event operational changes to better align with park operations and Paradise Commons use. Coordination with the Dandy Lions to process their permit request continues to be very positive.

Action Requested:

Motion to approve a special event use permit to the Dandy Lions of Waconia to conduct a community special event at Lake Waconia Regional Park on January 25, 2025 contingent upon the completion of the permitting process.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution Defining 2025 Non-Bargaining Compensation

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director,
952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

Carver County follows a performance-based compensation system. Objectives of the performance-based compensation system include attracting and retaining top talent.

The attached resolution includes the following:

For 2025, the percentage amount of the performance-based compensation is determined by each employee's overall rating on their performance evaluation as outlined: zero percent (0.00%) for "needs improvement" and three percent (3.00%) for "achieved performance" which includes the overall ratings of "successful," "exceeds expectations," and "outstanding."

Eligibility for a general adjustment at four percent (4.00%) in 2025 is defined.

The resolution also states the Board's authority to make additional adjustments to compensation through future action.

The action requested is adoption of the Resolution defining the 2025 compensation for non-bargaining employees.

Action Requested:

Motion to adopt the Resolution defining 2025 non-bargaining employee compensation.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$7,413,071

Related Fiscal/FTE Comments:

The wages and benefits for 2025 budget non-bargaining employees is \$7,413,071.

Attachments:

1. Resolution Defining 2025 Non-Bargaining Compensation

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

Resolution Defining 2025 Non-Bargaining Compensation

DATE _____ RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has authority to establish and revise compensation systems for non-bargaining employees; and

WHEREAS, the Carver County Board of Commissioners has established a performance-based compensation system for non-bargaining employees; and

WHEREAS, the performance-based compensation system includes the salary ranges for the affected employees' classifications, the methods, amounts and timing of performance-based increases on employee performance evaluation ratings; and

THEREFORE, BE IT RESOLVED, Carver County shall set forth a performance-based compensation system effective in 2025 for non-bargaining employees, indicating salary payment methods, percentage increases based on employee performance evaluation overall ratings, and timing of performance-based compensation:

- A. In 2025, regular non-bargaining employees and probationary employees shall receive a four percent (4.00%) general increase, not to exceed the 2025 range maximum, effective the first full pay period of January 2025.
- B. In 2025, the percentages used to compute performance-based increases based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for "needs improvement" or three percent (3.00%) for "achieved performance" which includes the performance evaluation overall ratings of "successful," "exceeds expectations," and "outstanding."
- C. In 2025, performance-based compensation shall be calculated and applied as follows:
 1. Employees' performance-based compensation shall be a base pay adjustment, computed on the employee's base rate of pay, not to exceed the salary range maximum.
 2. Performance-based compensation shall be a lump sum for any amount of the compensation that exceeds the salary range maximum.
 3. For any employee whose current base rate of pay is at or above the assigned salary range maximum, the performance-based compensation shall be calculated based on the assigned salary range maximum.
- D. Following successful completion in 2025 of a new hire probationary period, non-bargaining employees shall receive performance-based compensation that correlates to the overall rating on the new hire evaluation, and as outlined in the 2025 performance-based compensation matrix. Effective in 2025, the performance-based compensation system no longer provides eligibility for end of trial period compensation adjustments.
- E. To address the transition of performance-based compensation approach and methodology from 2024 to 2025, for employees who successfully complete a new hire probationary period or promotional trial period in December of 2024, the timing of the performance-based increase shall be effective following successful completion of the new hire probationary period or promotional trial period. Previously, this increase was effective "the first full pay period following successful completion" of the new hire probationary period or promotional trial period. Compensation for successful completion of a new hire probationary period or promotional trial period ending in December 2024 shall be based on the 2024 non-bargaining compensation matrix.

- F. To be eligible for the annual performance-based compensation, an employee must have time worked in the calendar year under review as a regular status non-probationary employee.
- G. Performance-based compensation shall be effective the first full pay period in March 2025, based on the overall performance evaluation rating for 2024 work, with the evaluation completed and signed by all parties, no later than February 15, 2025.

BE IT FINALLY RESOLVED, that the County reserves the right to make additional adjustments to compensation or benefits by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December 2024

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Request to Renew Contract with Minnesota Occupational Health

Department: Employee Relations

Contact: Danielle Griesmer, Occupational Health and Safety Manager, 952-361-1523

Presenter:

Contract Name & Number: Contract Name: PSA_Minnesota Occupational Health_2025
Contract Number: 24-638

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

Minnesota Occupational Health is a comprehensive occupational health services provider that delivers pre-placement medical screenings and other occupational health services. To ensure a job candidate is safely able to perform the duties of the position being offered, Carver County requires certain positions to receive a post-offer pre-placement medical screening. The positions subject to this requirement include those which are physically demanding, require precise physical movements, or are subject to certain Occupational Safety and Health Administration (OSHA) or Department of Transportation (DOT) requirements, and may pose a potential risk of injury to themselves or others if they do not meet the functional criteria to perform the tasks of the job.

Services Minnesota Occupational Health will provide under this contract include: pre-placement medical screenings including specialty medical exams, work simulation exercises, audiograms, vision screenings, respirator clearance exams, DOT drug tests, electrocardiograms, tuberculosis screenings, and other lab tests. The components that each pre-placement protocol include have been determined by Carver County

Employee Relations in collaboration with County Divisions/Departments, and consultation with other occupational health subject-matter experts, occupational health guidance, and industry standards. Some pre-placement screening components are OSHA or DOT required components, including medical clearance for respirator use, baseline hearing testing, tuberculosis screening, and DOT pre-employment drug testing. Following completion of a pre-placement screening, Minnesota Occupational Health will provide the County with a written recommendation regarding whether a job candidate is medically recommended for the position and if there are any limitations relating to the essential functions of the job.

In addition to pre-placement screenings, Minnesota Occupational Health may provide bloodborne pathogen exposure follow-up services, tuberculosis exposure follow-up screenings, or other occupational health services as requested by the County. Minnesota Occupational Health also assists the County with drug and alcohol testing program management, including random pool management and Medical Review Officer (MRO) services in compliance with DOT and other applicable regulations.

By partnering with an experienced and professional occupational health services provider, Carver County better ensures that employees can perform their job duties safely, ultimately protecting employees and members of the public. The pre-placement screening process also provides candidates with an opportunity to assess the physical nature of the tasks they may be asked to perform and provides an opportunity for education on topics such as proper ergonomics and safe lifting, contributing to safer work practices and injury prevention beginning on day one working for Carver County.

This contract also assists the County with some of its OSHA and DOT compliance needs.

Action Requested:

Motion to renew contract with Minnesota Occupational Health.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$50,000.00

Related Fiscal/FTE Comments:

Minnesota Occupational Health services are covered with the approved Employee Relations medical budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2025 Performance-Based Compensation Salary Range Increase

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

Carver County employees are on a performance-based compensation system. Objectives of the performance-based compensation system include attracting and retaining top talent and rewarding performance excellence. Collective bargaining agreements provide authority to the Carver County Board of Commissioners to establish the performance-based compensation system salary ranges.

It is recommended for non-bargaining employees and for applicable bargaining units to increase the 2024 salary ranges by four percent (4.00%), effective January 13, 2025. This effective date corresponds with the *first full pay period in 2025*. The range increase alone does not have a direct immediate impact on individual employees' salaries.

Action Requested:

Motion to increase the 2024 salary ranges by four percent (4.00%) for non-bargaining employees and for applicable bargaining units, to be effective January 13, 2025.

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

The range increase alone does not have a direct immediate impact on individual employees' salaries.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Drug Testing Contract between HHS and Minnesota Monitoring

Department: Health & Human Services - Court Services

Contact: Eric Johnson, Court Services Director, 952-361-1466

Presenter: Eric Johnson, Court Services Director

Contract Name & Number: Drug Testing- Minnesota Monitoring 2025-2029 #24-615

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

This vendor contract comes as a result of a Request for Proposal (RFP) process. This RFP was a collaboration between Health and Human Services - Court/Probation Services and Child and Family Departments to secure a central drug testing process at an offsite location. Minnesota Monitoring submitted a favorable proposal with all-inclusive pricing for a testing location in Cologne, full service sample collection, and full-service laboratory testing. Minnesota Monitoring was the contracted vendor for the previous/current RFP cycle for this service. The new contract period is from CY2025-2029 with a Not to Exceed amount of \$152,000. No additional local tax levy will be needed to satisfy this contract.

Action Requested:

Motion to approve contract with Minnesota Monitoring for drug testing services for CY2025-2029.

Fiscal Impact:

Funding:	Amount Budgeted:
County Levy	\$90,000

Federal Grant	\$62,000.00
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Related Fiscal/FTE Comments:

Above fiscal items are budgeted for 2025.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: National Opioid Settlement - Funding Approval for Carver County Internal Program Applications

Department: Health & Human Services - Administration

Contact: Richard Scott, Deputy Division Director, 952-361-1320

Presenter:

Contract Name & Number: Not Applicable

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County, alongside the State of Minnesota and numerous other counties and cities, has been engaged in nationwide court cases against prescription opioid manufacturers and distributors due to the ongoing opioid crisis. In 2021, Carver County agreed to enter into settlement agreements with several pharmaceutical distributors and drug manufacturers, with additional settlement efforts still being discussed. Public Health agencies have been appointed as the Chief Strategist for these initiatives, focusing on local efforts, fostering community involvement, and utilizing collaborative, evidence-based approaches to prevent opioid use and address addiction.

The Carver County Opioid Settlement Advisory Committee, made up of internal Carver County stakeholders representing the following departments: HHS-Public Health, Jail, Sheriff's Office, HHS-Behavioral Health, HHS-Housing Unit, County Attorney's Office, HHS-Court/Probation Services and HHS-Child & Family, convened several times in 2024 to determine the process for allocating National Opioid Settlement Funds to address the opioid crisis as outlined in the Memorandum of Agreement (MoA). The committee determined that a majority of the funding would be allocated to internal Carver County departmental projects addressing one or more priority areas outlined in the MoA: Prevention, Treatment, Harm Reduction, Research and Training.

Internal Carver County departments have the opportunity to submit project ideas

monthly, on an ongoing basis. Funding ideas are reviewed by Health and Human Services leadership to ensure they address the priority areas outlined in the MoA.

The following projects equal a total of \$173,000 from Carver County's allocation of Opioid Settlement funds, and are being recommended for County Board approval:

Carver County Sheriff's Office:

1) Expand the Medications for Opioid Use Disorder (MOUD), also commonly known as Medication-Assisted Treatment (MAT), program in the Jail. This program addresses all priority areas outlined in the MoA: Prevention, Treatment, Harm Reduction, Research and Training.

Carver County Health and Human Services:

2) Provide Housing Stability to help families and clients affected by Substance-Use Disorder (SUD) reduce barriers to maintain or attain housing. Funding will be used to cover costs associated with housing stability that are not covered by other funding sources or grants. This program addresses one priority area outlined in the MoA: Treatment.

Action Requested:

Motion to approve the use of Carver County's allocation of National Opioid Settlement funds in the amount of \$173,000 to support the Medications for Opioid Use Disorder (MOUD) and Housing Stability programs, both administered by Carver County.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Use of National Opioid Settlement funds in the amount of \$173,000.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Teamsters Detention Sergeants and Emergency Communications Supervisors Unit 2025-2026 Collective Bargaining Agreement

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The Teamsters Detention Sergeants and Emergency Communications Supervisors Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2025-2026 CBA.

Following is a summary of the highlights of the tentative agreement reached with the Teamsters Detention Sergeants and Emergency Communications Supervisors Bargaining Unit:

- Two year agreement (2025 – 2026)
- General Adjustment effective first full pay period in January
 - o 2025 General Adjustment: 4.00%
 - o 2026 General Adjustment: 4.00%
- Annual performance-based compensation effective first full pay period in March
 - o 2025 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o 2026 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o Multiple updates to streamline the County's performance-based compensation

- system for more effective administration and employee clarity
- Implement salary ranges as established by County Board effective first full pay period in January 2025
- Implement salary ranges as established by County Board effective first full pay period in January 2026
- Addition of 12-month new hire probationary period and promotion revert rights provision
- Elimination of promotional trial period language and end of trial period increase
- Update promotional increase provision to comply with MN pay history ban law. Salary placement will be determined based on qualifications, experience, performance, and other relevant factors as permitted by law.
- Agreement that the employer and the employee will split the premiums for the MN Paid Family and Medical Leave program on a 50/50 basis
- Agreement relating to Earned Sick and Safe Time (ESST) law that the documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST
- Addition of language in relation to ESST law agreeing that employees in this unit may not use leave under the provisions of ESST for closure of the County due to weather or other public emergency, or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency, pursuant to Minn. Stat. 181.9447 subd. 1, clause (4)
- 2025 Insurance: Incorporate the terms of the 2025 Health Insurance MOA
- 2026 Insurance: Increase County cafeteria contributions reflecting defined dollar amount. Maintain percentages defined in current contract language.
 - o Employee: \$1,045.34
 - o Employee + Child(ren): \$1,708.06
 - o Employee + Spouse: \$2,472.21
 - o Family: \$2,741.90
- 2026 HSA Contribution: Increase to \$1,350 for employee / \$3,300 for employee + and family tiers
- Addition of holiday language updates and provisions
- Designated holidays to be compensated at 8 hours rather than 12 hours/shift commensurate
- Uniform Allowance – Increase uniform allowance for Detention Sergeants to \$1000

Action Requested:

Motion to approve the 2025–2026 Teamsters Detention Sergeants and Emergency Communications Supervisors Unit Collective Bargaining Agreement.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$1,234,248.00

Related Fiscal/FTE Comments:

The wages and benefits for 2025 budget Teamsters Detention Sergeants and Emergency Communications Supervisors Unit is \$1,234,248.00

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Teamsters Detention Deputies, Public Safety Telecommunicators, Public Safety Communication Systems Coordinator Bargaining Unit 2025-2026 Collective Bargaining Agreement

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The Teamsters Detention Deputies, Public Safety Telecommunicators, Public Safety Communication Systems Coordinator Bargaining Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2025-2026 CBA. (This bargaining unit was previously referred to as the Detention Deputies, 911 Dispatchers, TAC Officer Bargaining Unit, which has been updated to reflect revised industry standard job titles adopted by the County Sheriff's Office.)

Following is a summary of the highlights of the tentative agreement reached with the Teamsters Detention Deputies, Public Safety Telecommunicators, Public Safety Communication Systems Coordinator Bargaining Unit:

- Two year agreement (2025 – 2026)
- General Adjustment effective first full pay period in January
 - o 2025 General Adjustment: 4.00%
 - o 2026 General Adjustment: 4.00%
- Annual performance-based compensation effective first full pay period in March

- o 2025 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o 2026 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o Multiple updates to streamline the County's performance-based compensation system for more effective administration and employee clarity
- Implement salary ranges as established by County Board effective first full pay period in January 2025
- Implement salary ranges as established by County Board effective first full pay period in January 2026
- Conversion from vacation and sick program to Paid Time Off (PTO) program in 2026
- Elimination of promotional trial period language and end of trial period increase
- Update promotional increase provision to comply with MN pay history ban law. Salary placement will be determined based on qualifications, experience, performance, and other relevant factors as permitted by law.
- Agreement that the employer and the employee will split the premiums for the MN Paid Family and Medical Leave program on a 50/50 basis
- Agreement relating to Earned Sick and Safe Time (ESST) law that the documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST
- Addition of language in relation to ESST law agreeing that employees in this unit may not use leave under the provisions of ESST for closure of the County due to weather or other public emergency, or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency, pursuant to Minn. Stat. 181.9447 subd. 1, clause (4)
- 2025 Insurance: Incorporate the terms of the 2025 Health Insurance MOA
- 2026 Insurance: Increase County cafeteria contributions reflecting defined dollar amounts. Maintain percentages defined in current contract language.
 - o Employee: \$1,045.34
 - o Employee + Child(ren): \$1,708.06
 - o Employee + Spouse: \$2,472.21
 - o Family: \$2,741.90
- 2026 HSA Contribution: Increase to \$1,350 for employee / \$3,300 for employee + and family tiers
- Addition of corporal assignment pay differential of \$1.00 per hour for time worked performing assigned duties of corporal
- Uniform Allowance – Increase uniform allowance for Detention Deputies to \$960
- MOA allowing Public Safety Telecommunicators to elect compensatory time up to 40 hours banked for additional hours worked in 2025 due to unique staffing and recruitment challenges for this critical public safety position, including difficult to fill vacancies resulting in staff being assigned longer shift lengths and working on regular days off to provide shift coverage. MOA sunsets Dec 31, 2026.

Action Requested:

Motion to approve the 2025–2026 Teamsters Detention Deputies, Public Safety Telecommunicators, Public Safety Communication Systems Coordinator Bargaining Unit Collective Bargaining Agreement.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$5,624,478.00

Related Fiscal/FTE Comments:

The wages and benefits for Teamsters Detention Deputies, Public Safety Telecommunicators, Public Safety Communication Systems Coordinator Bargaining Unit is \$5,624,478.00

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: AFSCME Assistant County Attorneys Unit 2025-2026 Collective Bargaining Agreement

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The AFSCME Assistant County Attorney Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2025-2026 CBA.

- Two year agreement (2025 – 2026)
- General Adjustment effective first full pay period in January
 - o 2025 General Adjustment: 4.00%
 - o 2026 General Adjustment: 4.00%
- Annual performance-based compensation effective first full pay period in March
 - o 2025 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o 2026 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o Multiple updates to streamline the County's performance-based compensation system for more effective administration and employee clarity
- Implement salary ranges as established by County Board effective first full pay period in January 2025
- Implement salary ranges as established by County Board effective first full pay period in January 2026

- Elimination of promotional trial period language
- Update promotional increase provision to comply with MN pay history ban law. Salary placement will be determined based on qualifications, experience, performance, and other relevant factors as permitted by law.
- Agreement that the employer and the employee will split the premiums for the MN Paid Family and Medical Leave program on a 50/50 basis
- Agreement relating to Earned Sick and Safe Time (ESST) law that the documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST
- Clarification of Seniority Article language as proposed by the County
- 2025 Insurance: Incorporate the terms of the 2025 Health Insurance MOA
- 2026 Insurance: Increase County cafeteria contributions reflecting defined dollar amounts. Maintain percentages defined in current contract language.
 - o Employee: \$1,045.34
 - o Employee + Child(ren): \$1,708.06
 - o Employee + Spouse: \$2,472.21
 - o Family: \$2,741
- 2026 HSA Contribution: Increase to \$1,350 for employee / \$3,300 for employee + and family tiers

Action Requested:

Motion to approve the 2025-2026 AFSCME Assistant County Attorneys 2025-2026 Collective Bargaining Agreement

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$2,486,086

Related Fiscal/FTE Comments:

The wages and benefits for 2025 budget AFSCME Assistant County Attorneys Unit is \$2,486,086.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: AFSCME General Unit 2025-2026 Collective Bargaining Agreement

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director,
952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The AFSCME General Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2025-2026 CBA.

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

- Two year agreement (2025 – 2026)
- General Adjustment effective first full pay period in January
 - o 2025 General Adjustment: 4.00%
 - o 2026 General Adjustment: 4.00%
- Annual performance-based compensation effective first full pay period in March
 - o 2025 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o 2026 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o Multiple updates to streamline the County's performance-based compensation system for more effective administration and employee clarity
- Implement salary ranges as established by County Board effective first full pay

period in January 2025

- Implement salary ranges as established by County Board effective first full pay period in January 2026
- Elimination of promotional trial period language and end of trial period increase
- Implement a 12 month new hire probationary period, in place of the current 6 month new hire probationary period
- Update promotional increase provision to comply with MN pay history ban law. Salary placement will be determined based on qualifications, experience, performance, and other relevant factors as permitted by law.
- Agreement that the employer and the employee will split the premiums for the MN Paid Family and Medical Leave program on a 50/50 basis
- Agreement relating to Earned Sick and Safe Time (ESST) law that the documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST
- Clarification of Seniority Article language as proposed by the County
- 2025 Insurance: Incorporate the terms of the 2025 Health Insurance MOA
- 2026 Insurance: Increase County cafeteria contributions reflecting defined dollar amounts. Maintain percentages defined in current contract language.
 - o Employee: \$1,045.34
 - o Employee + Child(ren): \$1,708.06
 - o Employee + Spouse: \$2,472.21
 - o Family: \$2,741.90
- 2026 HSA Contribution: Increase to \$1,350 for employee / \$3,300 for employee + and family tiers
- MOA to address the transition of performance-based compensation approach and methodology from 2024 to 2025, for employees who successfully complete a new hire probation or promotional trial period in December of 2024, the timing of the performance-based increase shall be effective following successful completion of the new hire probationary period.

Action Requested:

Motion to approve the 2025 – 2026 AFSCME General Unit Collective Bargaining Agreement.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$19,132,660

Related Fiscal/FTE Comments:

The wages and benefits for 2025 budget AFSCME General Unit is \$19,132,660.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: AFSCME Health and Human Services 2025-2026
Collective Bargaining Agreement

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director,
952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The AFSCME Health and Human Services (HHS) Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2025-2026 CBA.

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

- Two year agreement (2025 – 2026)
- General Adjustment effective first full pay period in January
 - o 2025 General Adjustment: 4.00%
 - o 2026 General Adjustment: 4.00%
- Annual performance-based compensation effective first full pay period in March
 - o 2025 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o 2026 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o Multiple updates to streamline the County's performance-based compensation system for more effective administration and employee clarity
- Implement salary ranges as established by County Board effective first full pay

period in January 2025

- Implement salary ranges as established by County Board effective first full pay period in January 2026
- Elimination of promotional trial period language and end of trial period increase
- Implement a 12 month new hire probationary period, in place of the current 6 month new hire probationary period
- Update promotional increase provision to comply with MN pay history ban law. Salary placement will be determined based on qualifications, experience, performance, and other relevant factors as permitted by law.
- Agreement that the employer and the employee will split the premiums for the MN Paid Family and Medical Leave program on a 50/50 basis
- Agreement relating to Earned Sick and Safe Time (ESST) law that the documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST
- Clarification of Seniority Article language as proposed by the County
- 2025 Insurance: Incorporate the terms of the 2025 Health Insurance MOA
- 2026 Insurance: Increase County cafeteria contributions reflecting defined dollar amounts. Maintain percentages defined in current contract language.
 - o Employee: \$1,045.34
 - o Employee + Child(ren): \$1,708.06
 - o Employee + Spouse: \$2,472.21
 - o Family: \$2,741.90
- 2026 HSA Contribution: Increase to \$1,350 for employee / \$3,300 for employee + and family tiers
- MOA to address the transition of performance-based compensation approach and methodology from 2024 to 2025, for employees who successfully complete a new hire probation or promotional trial period in December of 2024, the timing of the performance-based increase shall be effective following successful completion of the new hire probationary period.

Action Requested:

Motion to approve the 2025-2026 AFSCME Health and Human Services Unit Collective Bargaining Agreement.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$29,597,550

Related Fiscal/FTE Comments:

The wages and benefits for 2025 budget AFSCME Health and Human Services Unit is \$29,597,550.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: AFSCME Public Works Unit 2025-2026 Collective Bargaining Agreement

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The AFSCME Public Works Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2025-2026 CBA.

Following is a summary of the highlights of the tentative agreement reached with the AFSCME Public Works Bargaining Unit:

- Two year agreement (2025 – 2026)
- General Adjustment effective first full pay period in January
 - o 2025 General Adjustment: 4.00%
 - o 2026 General Adjustment: 4.00%
- Annual performance-based compensation effective first full pay period in March
 - o 2025 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o 2026 Performance-Based Compensation: Needs Improvement 0.00% or Achieved Performance 3.00%
 - o Multiple updates to streamline the County's performance-based compensation system for more effective administration and employee clarity
- Implement salary ranges as established by County Board effective first full pay

period in January 2025

- Implement salary ranges as established by County Board effective first full pay period in January 2026
- Elimination of promotional trial period language and end of trial period increase
- Update promotional increase provision to comply with MN pay history ban law. Salary placement will be determined based on qualifications, experience, performance, and other relevant factors as permitted by law.
- Agreement that the employer and the employee will split the premiums for the MN Paid Family and Medical Leave program on a 50/50 basis
- Agreement relating to Earned Sick and Safe Time (ESST) law that the documentation provisions referenced in Minn. Stat. 181.9447, subd. 3 shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST
- Addition of language in relation to ESST law agreeing that employees who are required to maintain a commercial driver's license may not use leave under the provisions of ESST for closure of the County due to weather or other public emergency, or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency, pursuant to Minnesota Statute 181.9447 subd. 1 clause (4)
- Clarification of Seniority Article language as proposed by the County
- 2025 Insurance: Incorporate the terms of the 2025 Health Insurance MOA
- 2026 Insurance: Increase County cafeteria contributions reflecting defined dollar amounts. Maintain percentages defined in current contract language.
 - o Employee: \$1,045.34
 - o Employee + Child(ren): \$1,708.06
 - o Employee + Spouse: \$2,472.21
 - o Family: \$2,741.90
- 2026 HSA Contribution: Increase to \$1,350 for employee / \$3,300 for employee + and family tiers
- Clothing and OSHA Approved Safety Boot Allowance – Increase clothing allowance to \$300 effective in 2025, increase safety boot allowance to \$275 effective in 2025 and to \$300 effective in 2026.
- MOA to address the transition of performance-based compensation approach and methodology from 2024 to 2025, for employees who successfully complete a new hire probation or promotional trial period in December of 2024, the timing of the performance-based increase shall be effective following successful completion of the new hire probationary period or promotional trial period.

Action Requested:

Motion to approve the 2025-2026 AFSCME Public Works Unit Collective Bargaining Agreement.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$6,943,790

Related Fiscal/FTE Comments:

The wages and benefits for 2025 budget AFSCME Public Works Unit is \$6,943,790.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution for Outgoing County Commissioner Prorated 2025 Compensation

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director,
952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The County Board has the authority to set compensation, including salary and benefits, for elected County officials, including County Commissioners. Outgoing County Commissioner Gayle Degler will continue to serve as County Commissioner during the initial days of January 2025 until the successor takes office on January 7, 2025. The attached resolution outlines prorated salary and benefits to be provided to the outgoing County Commissioner, for time served in 2025.

Action Requested:

Motion to adopt the Resolution outlining 2025 compensation and benefits for the outgoing County Commissioner, prorated for the days served as Commissioner through January 7, 2025 to complete his term in office.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$3,870.82

Related Fiscal/FTE Comments:

The total cost for the outgoing Commissioner is included in current budget.

Attachments:

1. Resolution for Outgoing County Commissioner Prorated 2025 Compensation RBA

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

Resolution for Outgoing County Commissioner Prorated 2025 Compensation & Benefits

DATE _____ RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has authority to establish and revise compensation (salary and benefits) for elected staff; and

WHEREAS, the Carver County Board of Commissioners intends to provide compensation for County Commissioner Gayle Degler, for time served in 2025 through January 7, 2025, prior to the successor taking office on January 7, 2025; and

WHEREAS, the Carver County Board of Commissioners intends to provide insurance benefits in the same manner as would be applied for non-bargaining County employees serving in 2025 and separating effective January 7, 2025; and

THEREFORE, BE IT RESOLVED, Carver County shall provide outgoing County Commissioner Gayle Degler the following:

- A. County Commissioner Gayle Degler shall receive a proration of the 2024 salary amount which was set at \$83,769.00, prorated and paid for the days served through January 7, 2025.
- B. County Commissioner Gayle Degler shall be provided insurance benefits in the same manner as would be applied for non-bargaining County employees serving in 2025 and separating effective January 7, 2025.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to elected official compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December 2024

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2025 Employee Benefits JPA with Soil and Water Conservation District

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The Joint Powers Agreement with Soil and Water Conservation (SWCD) will allow Carver County to continue its partnership with SWCD by offering their employees insurance benefits through the County's insurance plans. This JPA allows SWCD employees to participate in the County's group health insurance, group dental insurance, group vision insurance, group life insurance, short-term disability, long-term disability, and supplemental health plans (accident insurance, hospital insurance, critical illness insurance). SWCD reimburses the County for their portion of the costs on a monthly basis, there is no direct fiscal impact to Carver County for this arrangement.

Action Requested:

Motion to approve the 2025 Joint Powers Agreement with SWCD for continued participation in and administration of group insurance benefits.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

This has been an ongoing partnership for a number of years and SWCD reimburses the County on a monthly basis for their cost of premiums. There is not a direct fiscal impact to Carver County.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2025 Employee Benefits JPA with Community Development Agency

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Consent

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The Joint Powers Agreement (JPA) with the Community Development Agency (CDA) will allow Carver County to continue its partnership with CDA by offering their employees insurance benefits through the County's insurance plans. This JPA allows CDA employees to participate in the County's group health insurance, group dental insurance, group life insurance, and long-term disability benefits. CDA reimburses the County for their portion of the costs on a monthly basis, there is no direct fiscal impact to Carver County for this arrangement.

Action Requested:

Motion to approve the 2025 Joint Powers Agreement with CDA for continued participation in and administration of group insurance benefits.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

This has been an ongoing partnership for a number of years and CDA reimburses the County on a monthly basis for their cost of premiums. There is not a direct fiscal impact to Carver County.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2025 Carver County Jail Medical Direction
Department: County Sheriff - Jail Services
Contact: Ben Beyer, Assistant Jail Administrator, 952-361-1233
Presenter:
Contract Name & Number: 2025 Carver County Jail Medical Direction
24-629
Meeting Date: December 17, 2024
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

This contract provides medical direction for the Carver County Jail Nurses, Detention Staff, and WGH contracted employees for 2025. The request is for \$276,519.00, which covers on-call medical services on weekends and holidays, medical direction from PHD level provider, medical insurance, and program management.

Action Requested:

The Carver County Jail requests approval to retain the current Jail Medical Director by entering into another Professional Service Agreement with WGH Group, LLC / Goosebusters for 2025. The Jail Medical Director's team consists of a Doctor/Medical Director, Community Paramedics, and a clinic administrator. The team provides medical care to the inmates through onsite evaluations, virtual consultations, and after-hour on-call services.

Fiscal Impact:

Funding:	Amount Budgeted:
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01-201-235-1682-6260	\$276,519.00
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Related Fiscal/FTE Comments:

This contract will be funded through account #01-201-235-1682-6260, funded by the current approved budget for 2025.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2025 MOUD MAT Program in the Carver County Jail
Department: County Sheriff - Jail Services
Contact: Ben Beyer, Assistant Jail Administrator, 952-361-1233
Presenter:
Contract Name & Number: 2025 MOUD MAT Program in the Carver County Jail
Contract #24-652
Meeting Date: December 17, 2024
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The funds for this contract are supported by a grant agreement with the Carver County Opioid Settlement Advisory Committee for 2025. The fiscal amount listed is the total amount awarded to the Carver County Jail (\$148,000.00) to support the treatment of opiod disorder in the jail through staffing, medication, and screening. The amount of money needed for medication and testing has been estimated for 2025 because the average daily population fluctuates; therefore, more money may be spent on staffing than was outlined in the grant agreement. Any change in funding allocation will be approved by the Carver County Opioid Settlement Advisory Committee.

Action Requested:

Approve the contract with WGH Group LLC to help expand the treatment of opioid use disorder within the Carver County Jail using funds allocated from the Carver County Opioid Settlement Advisory Committee.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

The funds for this contract are supported by a grant agreement with the Carver County Opioid Settlement Advisory Committee for 2025. The amount to fund the positions through WGH Group, LLC cannot exceed \$148,000. The MOUD Agreement between the Carver County Jail and the Carver County Opioid Advisory Committee is RBA 2024-843.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: University of Minnesota Extension 2025-2027 MOA
Department: Public Services - Administration
Contact: Nick Koktavy, Assistant County Administrator
Presenter: Tammy McCulloch
Contract Name & Number:
Meeting Date: December 17, 2024
Item Type: Regular Session

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

Background/Justification:
The current Memorandum of Agreement (MOA) with the University of Minnesota to provide Extension Services expires at the end of 2024. The staff recommends that the County enter into a three-year agreement with the University of Minnesota to provide local extension staff members, including: a 0.5FTE ("full-time equivalent") Extension Educator Agriculture Production Systems, a 0.5FTE Extension Educator Financial Capability, a 1.0FTE Extension Educator 4-H Youth Development, a 0.4FTE Master Gardener Volunteer Program Coordinator and two interns. This is the same staffing level that we currently have in Extension. Three of the positions are shared with Scott County (Master Gardener, Financial Capability, and Agriculture). The University negotiated the terms of the agreement with the Association of Minnesota Counties.

Action Requested:
Motion to contract with the University of Minnesota for Extension Services pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Funds are included in the 2025 budget. Position costs include salary, fringe, travel and other expenses. The program costs for the 2.4FTE and interns are: \$252,660 for 2025; \$260,220 for 2026; and \$268,400 for 2027. This equates to about a 3% increase each year from 2025 to 2026 and 2026 to 2027.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: HHS Behavioral Health - Mental Health Crisis Services Program

Department: Health & Human Services - Behavioral Health

Contact: Heather Goodwin, Health & Human Services Division Director

Presenter: Heather Goodwin, Health & Human Services Division Director

Contract Name & Number: PSA Canvas Health for Mental Health Crisis Services - Contract# 24-667

Meeting Date: December 17, 2024

Item Type: Regular Session

Strategic Initiative:

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

Background/Justification:

The Carver County Health and Human Services, Behavioral Health Department, Mental Health Crisis Services program is currently required to provide crisis services 24/7/365 to Carver and McLeod County by qualified licensed mental health professionals in a variety of community, residential and institutional & hospital settings. These services include telephone consultation/crisis intervention, diagnostic assessments, evaluation of risk to self or others, intervention with severe parent/child conflicts, therapeutic interventions, consultation with community providers, disposition planning, coordination of out of home placements including psychiatric hospitalization if necessary, and the coordination of crisis intake appointments, referral, and follow-up services.

Significant operational challenges and recent changes in contracted services will greatly impact the County's capacity and available funding to continue to provide Mental Health Crisis Services. These factors include, but are not limited to, receiving the notice of non-renewal from Ridgeview Medical Center effective 1/1/2025; notification by the Minnesota Department of Health that Carver County was not selected to serve as a 988 Call Center for the National Suicide Prevention Lifeline (NSPL) after the conclusion of current grant cycle ending 1/31/2025, and need to terminate the contract with McLeod

County at the end of March 2025. Regardless of these changes, Carver County is still expected to comply with Minnesota Statutory mandates and Department of Human Services (DHS) 24/7/365 service requirements.

The immediate impact of these factors will result in a significant reduction in workload, and the associated loss in revenue tied to these services is estimated to be \$705,574. Furthermore, the rightsizing of personnel to align with service demand and available funding would make it cost prohibitive to continue to provide the 24/7/365 “ambulance model” of service. Therefore, to maintain the County’s commitment to serve the residents of Carver County with high quality Mental Health Crisis Services in a fiscally responsible manner will require a different service model.

Carver County Health and Human Services (HHS) is requesting the Carver County Board of Commissioners to approve the reduction of 20.5 Full-Time Equivalents (see Attachment A) over the course of a transition period to be determined by County Administration, but not to go beyond 6/30/2025. Furthermore, HHS is requesting approval to contract with Canvas Health, Inc. to provide Mental Health Crisis Services in accordance to specified Minnesota Statutes and programmatic requirements and as outlined in the contract (reference contract #24-667). The total contracted amount of \$2,202,405 for the last 6 months of 2025 and the 12 months of 2026 does not exceed estimated program revenue. Funding for contracted services will come from MN DHS Mental Health Crisis Service Grant, revenue from Medical Assistance and third-party insurance billing, County levy, and other sources.

Action Requested:

1. Motion to approve a reduction of 20.5 Full -Time Equivalent (FTE) positions in HHS-Behavioral Health according to Attachment A.
2. Motion to approve a Professional Service Agreement with Canvas Health effective 1/1/2025 -12/31/2026, pending final internal review.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Elimination of 20.5 FTE (See Attachment A)

Canvas Health Contract for Q3/Q4 2025 = \$949,198

Canvas Health Contract for CY 2026 = \$1,253,207

* See Budget Amendment for 2025 Impact

Attachments:

1. BudgetAmendmentForm- Mental Health Crisis Services Program
2. RBA 2024-842_Attachment A Board_Regular Session 12.17.24_v3



Carver County Board of Commissioners
Budget Amendment Request Form

Agenda Item: HHS Behavioral Health- Mental Health Crisis Services Program

Department: Health & Human Services - Behavioral Health

Meeting Date: 12/17/2024

Requested By: Heather Goodwin

Fund: ☒ 01 - General ☐ 02 - Reserve ☐ 03 - Public Works ☒ 11 - CSS ☐ 15 - CCRRA ☐ 16 - CCWMO
☐ 30 - Building CIP ☐ 32 - Road/Bridge CIP ☐ 34 - Parks & Trails ☐ 35 - Debt Service

DEBIT			CREDIT		
TOTAL			TOTAL		
\$2,042,877.00			\$2,042,877.00		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
McLeod County Crisis Grant	11-480-745.5318	\$278,731.00	Operational Costs	11-480-745.6xxx	\$16,545.00
Crisis ST- MA	11-480-746.5313	\$15,900.00	Salary & Benefits	11-480-745.61xx	\$218,849.00
Crisis Fed- MA	11-480-746.5407	\$25,440.00	Operational costs	11-480-746.6xxx	\$24,843.00
Crisis Hospital Contract	11-480-746.5569	\$137,339.00	Salary & Benefits	11-480-745-0001.61xx	\$188,547.00
Medical Records	11-480-746.5576	\$2,000.00	Salary & Benefits	11-480-745-3510.61xx	\$163,530.00
Private Insurance Pymts	11-480-746.5583	\$175,877.00	Salary & Benefits	11-480-746.3586.61xx	\$102,405.00
Crisis PMAP	11-480-746.5584	\$159,403.00	Salary & Benefits	11-480-747-3510.61xx	\$865,894.00
McLeod County Contract	11-480-746.5586	\$10,000.00	Salary & Benefits	11-480-756-0030.61xx	\$89,962.00
Canvas Contract	11-480-746.6260	\$603,112.00	Salary & Benefits	11-480-747-3512.61xx	\$196,681.00
Canvas Contract- one time costs	11-480-746.6260	\$346,086.00	Salary & Benefits	11-480-748.61xx	\$115,452.00
Salary Contingency (vacancy savings)	1-820.6828	\$288,989.00	Salary & Benefits	11-480-747-3514.61xx	\$60,169.00

Reason for Request: To align budget with County move to Canvas, includes revenue reductions and FTE reductions.

HHS Behavioral Health Crisis Services Personnel Reduction of 20.5 Full-Time Equivalent (FTE) According to the Following Timeline

- Eliminate 2.5 Social Worker FTEs in the HHS Behavioral Health - Crisis Unit, effective 12/31/2024.
- Eliminate 1.0 Case Aide FTE in the HHS Behavioral Health - Crisis Unit, effective 12/31/2024.
- Eliminate 3.0 Crisis Therapist FTEs (Currently Vacant) in the HHS Behavioral Health - Crisis Unit, effective 12/31/2024.
- Eliminate 2.0 Crisis Therapist FTEs (Currently Vacant) in the HHS Behavioral Health - Crisis Unit, no later than 3/31/2025.
- Eliminate 6.0 Crisis Therapist FTEs in the HHS Behavioral Health - Crisis Unit, no later than 6/30/2025.
- Eliminate 3.0 Social Worker FTEs in the HHS Behavioral Health - Crisis Unit, no later than 6/30/2025.
- Eliminate 1.0 Healthcare Navigator FTE in the HHS Behavioral Health - Crisis Unit, no later than 6/30/2025.
- Eliminate 2.0 Crisis Supervisor FTEs in the HHS Behavioral Health - Crisis Unit, no later than 6/30/2025.





Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: County Administrator's 2024 Annual Performance Evaluation Summary

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter: Kerie Anderka, Employee Relations Division Director

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Regular Session

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

As provided by Minnesota Statute, the Board met with County Administrator David Hemze on December 3, 2024 in closed session to discuss his 2024 performance. The summary of their discussion is as follows:

County Administrator Hemze demonstrated excellent leadership in his performance throughout 2024. His knowledge and experience, skill, and collaboration with his team resulted in continued high performance and positive results across various areas, from financial oversight, project guidance, technology investments, and overall service delivery excellence for the Carver County community and residents. Administrator Hemze is respected by County Board members and his peers in local government leadership. The Board greatly values his tenure with the organization and his ongoing commitment to excellence. His insight, expertise, leadership, and accomplishments reflect overall outstanding performance in 2024.

Action Requested:

Motion to approve an overall rating of outstanding for County Administrator Hemze's 2024 performance.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

None

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution Setting 2025 County Attorney and County Sheriff Compensation

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter: Kerie Anderka, Employee Relations Division Director

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Regular Session

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The County Board has the authority to set compensation, including salary and benefits, for elected County officials including the County Attorney and the County Sheriff. Minnesota law requires that the Board set the salaries of these elected officials with regard for the responsibilities and duties of office, as well as the elected official's experience, qualifications, and performance. In addition, court rulings indicate that Commissioners should take into consideration salaries in similarly situated counties in the state. The attached Resolutions address the 2025 compensation for the County Attorney and the County Sheriff.

County Attorney Salary:

County Attorney Mark Metz's 2024 salary is set at \$213,757. Market data is attached for the County Attorney position, reflecting current year (2024) data. The metro area 2024 average salary for County Attorney excluding Carver County, is \$210,055. Serving in this role since 2011, County Attorney Metz's performance reflects substantial experience and expertise and a high level of performance. Based on a review of the relevant factors for determining the County Attorney's 2025 salary, it is recommended the Board consider an increase of \$14,963 which is approximately 7.00%. The resulting 2025 annual salary for County Attorney Metz would be \$228,720. The salary increase

suggested would recognize the high level of performance County Attorney Metz has demonstrated in his role, while maintaining competitive pay with regard to the market.

County Sheriff Salary:

County Sheriff Jason Kamerud's 2024 salary is set at \$190,955. Market data is attached for the County Sheriff position, reflecting current year (2024) data. The metro area average salary for County Sheriff, excluding Carver County, is \$192,083. Serving in this role since 2019, Sheriff Kamerud's performance reflects substantial experience and expertise and a high level of performance. Based on a review of the relevant factors for determining the County Sheriff's 2025 salary, it is recommended the Board consider an increase of \$13,367 which is approximately 7.00%. The resulting 2025 annual salary for Sheriff Kamerud would be \$204,322. The salary increase suggested would recognize the high level of performance Sheriff Kamerud has demonstrated in his role, while maintaining competitive pay with regard to the market.

The action requested is to adopt the Resolutions defining the 2025 compensation for the County Attorney and for the County Sheriff; and providing both with 2025 cafeteria benefits and HSA contributions, at the same rates and in accordance with the same terms and timing as non-bargaining County employees.

Action Requested:

Motion to adopt the Resolutions setting the 2025 compensation for the County Attorney and for the County Sheriff; and providing both with 2025 cafeteria benefits and HSA contributions, at the same rates and in accordance with the same terms and timing as non-bargaining County employees.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$294,039
County Funding	\$260,426

Related Fiscal/FTE Comments:

The amount listed is the 2025 total cost of wages and benefits at 7.00% increase. The total cost is dependent on final salary amounts approved by the Board.

Attachments:

1. 2025 County Attorney Salary & Benefits Resolution
2. 2025 County Sheriff Salary & Benefits Resolution
3. 2024 Carver County Elected Official Salary Summary - Attorney and Sheriff

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

Resolution: 2025 County Attorney Compensation & Benefits

DATE _____
MOTION BY COMMISSIONER _____

RESOLUTION NO. _____
SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for elected officials; and

WHEREAS, the Carver County Board of Commissioners intends to establish the 2025 elected official salary for the County Attorney; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2025 insurance benefits for the County Attorney within the established cafeteria system; and

THEREFORE, BE IT RESOLVED, Carver County shall provide the elected County Attorney with the following compensation in 2025:

- A. The County Attorney's salary for 2025 shall be defined as follows: \$228,720.00 base salary.
- B. Insurance benefits for the County Attorney shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, the County Attorney shall receive a monthly cafeteria contribution amount based on health insurance election: single \$933.34; employee + child(ren) \$1,525.06; employee + spouse \$2,207.33; or family, \$2,448.13 throughout 2025, to use toward eligible elective benefits, and/or additional cash compensation. If monthly cafeteria contributions for non-bargaining employees are adjusted for 2025, the amounts provided for the County Attorney shall be adjusted to match.
- C. The County shall provide the County Attorney, if selecting an HSA Plan for health insurance and participating in the plan over the course of a year, with a 2025 contribution of \$1,325.00 for an election of single insurance; or \$3,000.00 for an election of family insurance coverage tiers. If these County contributions for non-bargaining employees are adjusted for 2025, the amounts and terms provided for the County Attorney shall be adjusted to match.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to the County Attorney compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2024

County Administrator

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

Resolution: 2025 County Sheriff Compensation & Benefits

DATE _____ RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for elected officials; and

WHEREAS, the Carver County Board of Commissioners intends to establish the 2025 elected official salary for the County Sheriff; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2025 insurance benefits for the County Sheriff within the established cafeteria system; and

THEREFORE, BE IT RESOLVED, Carver County shall provide the elected County Sheriff with the following compensation in 2025:

- A. The County Sheriff’s salary for 2025 shall be defined as follows: \$204,322.00 base salary.
- B. Insurance benefits for the County Sheriff shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, the County Sheriff shall receive a monthly cafeteria contribution amount based on health insurance election: single \$933.34; employee + child(ren) \$1,525.06; employee + spouse \$2,207.33; or family, \$2,448.13 throughout 2025, to use toward eligible elective benefits, and/or additional cash compensation. If monthly cafeteria contributions for non-bargaining employees are adjusted for 2025, the amounts provided for the County Sheriff shall be adjusted to match.
- C. The County shall provide the County Sheriff, if selecting an HSA Plan for health insurance and participating in the plan over the course of a year, with a 2025 contribution of \$1,325.00 for an election of single insurance; or \$3,000.00 for an election of family insurance coverage tiers. If these County contributions for non-bargaining employees are adjusted for 2025, the amounts and terms provided for the County Sheriff shall be adjusted to match.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to the County Sheriff compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2024

County Administrator

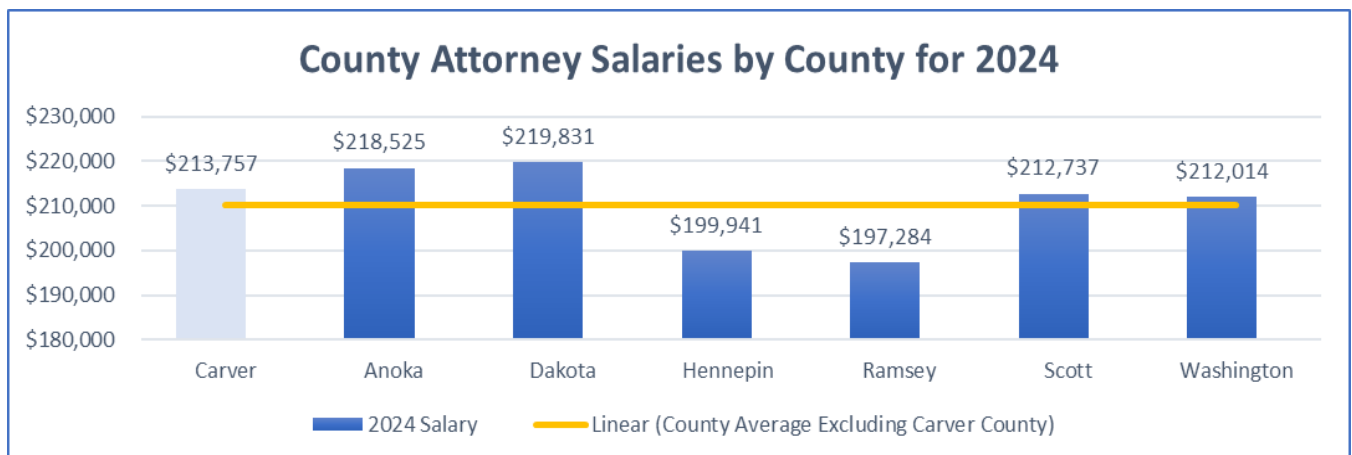
2024 Elected Official Salary Summary Report – County Attorney & County Sheriff December 17, 2024

County Attorney:

- **Rank and Comparison:** The 2024 Carver County Attorney salary of \$213,757 ranks third highest among the counties studied, with the majority of comparison salaries being very closely aligned.
- **Salary Position:** The 2024 Carver County Attorney salary of \$213,757 is slightly above the metro suburban county comparison group average salary of \$210,055, with a difference of around \$3,700. Carver County's County Attorney has greater tenure in this role as compared to the majority of other metro suburban comparable incumbents.
- **Average Annual Salary Increase:** Among comparison counties, the 2022-2024 average annual increase is 4.47%. Carver County's average annual increase is slightly higher at 5.25%.
- **2025 Salary Recommendation: 7.00%**
A 7.00% increase (+\$14,963) applied to the current Carver County Attorney salary of \$213,757 would result in a 2025 County Attorney salary of \$228,720.

Table 1. County Attorney Salaries, 2022-2024					
County	Population	2022 Salary	2023 Salary	2024 Salary	Avg. annual increase (%) 2022-2024
Carver	111,057	\$192,991	\$200,711	\$213,757	5.25%
Metro Suburban County Comparison					
Anoka	372,441	\$193,731	\$193,731	\$218,525	6.40%
Dakota	447,440	\$193,800	\$206,397	\$219,831	6.50%
Hennepin	1,258,713	\$195,065	\$195,065	\$199,941	1.25%
Ramsey	536,075	\$187,782	\$196,186	\$197,284	2.52%
Scott	155,814	\$194,378	\$200,695	\$212,737	4.62%
Washington	278,936	\$190,507	\$199,076	\$212,014	5.50%
Average		\$192,544	\$198,525	\$210,055	4.47%

Figure 1. Attorney Salaries by County, 2024

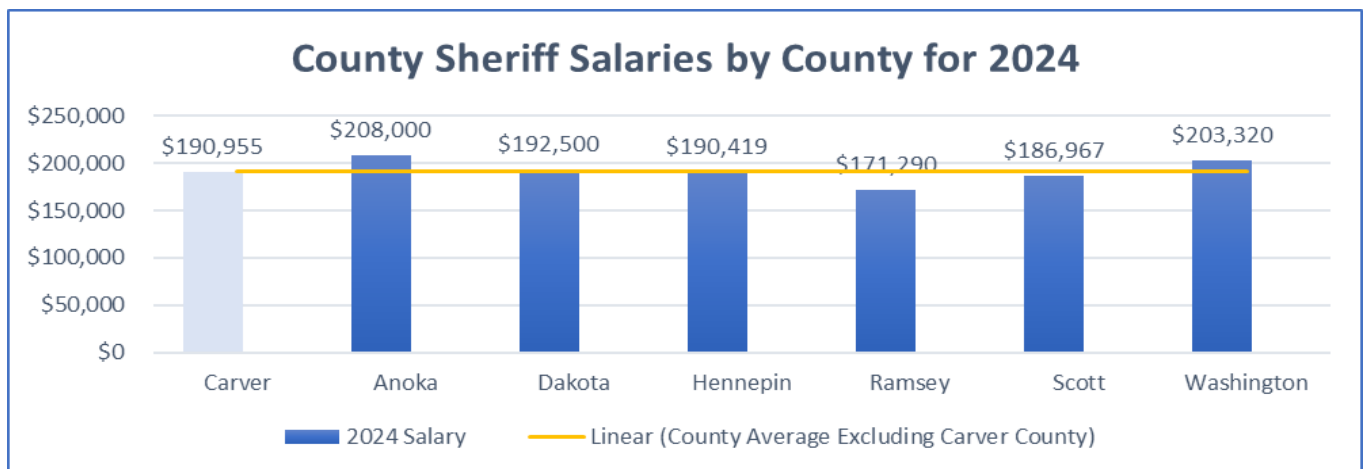


County Sheriff:

- **Rank and Comparison:** The Carver County Sheriff has the fourth highest salary among the counties studied, with the majority of comparison salaries being very closely aligned.
- **Salary Position:** The 2024 Carver County salary of \$190,955 is slightly lower than the metro suburban county comparison group average salary of \$192,083, with a difference of around \$1,100.
- **Annual Salary Increase:** Among comparison counties, the 2022-2024 average annual increase is 4.44%. Carver County's average annual increase is slightly higher at 6.42%.
- **2025 Salary Recommendation: 7.00%**
A 7.00% increase (+\$13,367) applied to the current Carver County Sheriff salary of \$190,955 would result in a 2025 County Sheriff salary of \$204,322.

Table 2. County Sheriff Salaries, 2022-2024					
County	Population	2022 Salary	2023 Salary	2024 Salary	Avg. annual increase (%) 2022-2024
Carver	111,057	\$168,600	\$179,200	\$190,955	6.42%
Metro Suburban County Comparison					
Anoka	372,411	\$179,171	\$180,003	\$208,000	8.01%
Dakota	447,440	\$179,107	\$180,751	\$192,500	3.71%
Hennepin	1,258,713	\$185,775	\$185,775	\$190,419	1.25%
Ramsey	536,075	\$163,821	\$171,290	\$171,290	2.28%
Scott	155,814	\$170,832	\$176,384	\$186,967	4.62%
Washington	278,936	\$178,422	\$190,902	\$203,320	6.75%
Average		\$176,188	\$180,851	\$192,083	4.44%

Figure 2. Sheriff Salaries by County, 2024





Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution Setting 2025 County Commissioner Compensation

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter: Kerie Anderka, Employee Relations Division Director

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Regular Session

Strategic Initiative:

Culture: Provide culture that fosters accountability to achieve goals and sustain public trust.

Background/Justification:

The County Board is charged with the responsibility to set compensation, including salary and benefits, for the County Commissioners.

Several factors are typically considered in setting Commissioner salaries, including market rates and internal salary history and patterns. Market information is attached, listing Carver County Commissioners' current annual salary which is set at \$83,769 in comparison to the metro county (2024) average of \$95,722. The attached market data reflects the current year (2024) data.

The County's current collective bargaining agreements establish a 2025 performance-based compensation system and general adjustment (GA) increase pattern including a January 2025 GA of 4.00% and the percentage amount of the performance-based compensation is determined by each employee's overall rating on their performance evaluation as outlined: zero percent (0.00%) for "needs improvement" or three percent (3.00%) for "achieved performance" which includes the overall ratings of "successful," "exceeds expectations," and "outstanding."

An increase of around \$12,000 would be required to move the Carver County

Commissioner salary to the current year metro average. It is anticipated that comparable counties will also be increasing their county commissioner salaries with regard for the current market. It is recommended the Board consider an increase that would reasonably move alignment toward the market average, or at minimum, avoid increasing the gap.

When defining the 2025 County Commissioner salary, the Board could consider an increase of 7.00% applied to the current Commissioner salary in order to maintain a salary relatively aligned with comparable county data. A 7.00% increase (\$5,864) applied to the current Commissioner salary of \$83,769 would result in in 2025 County Commissioner salary of \$89,633.

The Resolution provides annual salaries to be set by the Board; cafeteria benefits and HSA contributions at the same rates as non-bargaining employees; and expense allowances maintaining current rates of \$715.00 for the Chair, \$640.00 for the Vice-Chair, and \$615.00 for the other Commissioners, or amounts as updated and defined by the County Board for 2025.

The action requested is to define the 2025 County Commissioner compensation and benefits and adopt the Resolution establishing Carver County Commissioner salaries and monthly expense allowances for 2025; and providing 2025 cafeteria benefits and HSA contributions, at the same rates and in accordance with the same terms and timing as non-bargaining County employees.

Action Requested:

Motion to adopt the Resolution setting the County Commissioner annual salaries and monthly expense allowances for 2025; and providing 2025 cafeteria benefits and HSA contributions, at the same rates and in accordance with the same terms and timing as non-bargaining employees.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$555,212

Related Fiscal/FTE Comments:

The amount listed is the 2025 total cost of wages and benefits at 7.00% increase. The total cost is dependent on final salary amounts approved by the Board.

Attachments:

1. 2025 County Commissioner Salary and Benefits Resolution
2. 2024 Carver County Elected Official Salary Summary - Commissioners

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

Resolution: 2025 County Commissioner Compensation & Benefits

DATE _____ RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for County Commissioners; and

WHEREAS, the Carver County Board of Commissioners intends to establish 2025 County Commissioner salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2025 insurance benefits for Commissioners within the established cafeteria system; and

THEREFORE, BE IT RESOLVED, Carver County shall provide County Commissioners with the following compensation in 2025:

- A. The County Commissioner annual salary amount shall be set at \$89,633 for 2025.
- B. County Commissioner monthly expense allowances shall be set at \$715.00 for the Board Chair, \$640.00 for the Vice-Chair, and \$615.00 for the others.
- C. Insurance benefits for the County Commissioners shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, the Commissioners shall receive a monthly cafeteria amount based on their health insurance elections: single \$933.34; employee + child(ren) \$1,525.06; employee + spouse \$2,207.33; or family, \$2,448.13 for 2025, to use toward elective benefits for which they are eligible, and/or additional cash compensation. If the monthly cafeteria contributions for non-bargaining employees are adjusted for 2025, the amounts provided for County Commissioners shall be adjusted to match.
- D. The County shall provide the County Commissioner, if selecting an HSA Plan for health insurance and participating in the plan over the course of a year, with a 2025 contribution of \$1,325.00 for an election of single insurance; or \$3,000.00 for an election of family insurance coverage tiers. If these County contributions for non-bargaining employees are adjusted for 2025, the amounts and terms provided for the County Commissioners shall be adjusted to match.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to Commissioner benefits by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 17th day of December, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2024

County Administrator

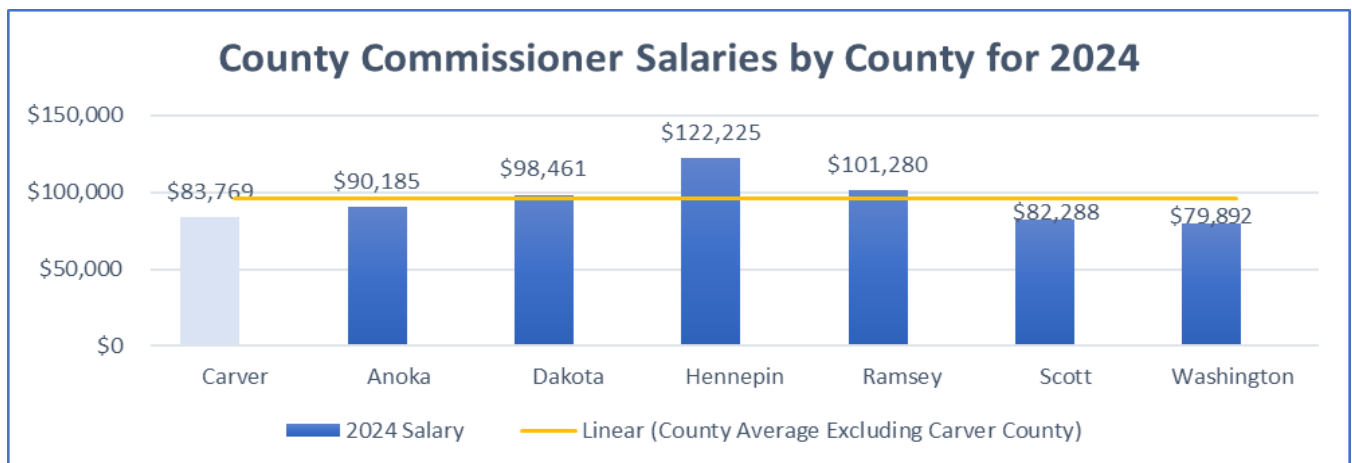
2024 Elected Official Salary Summary Report – County Commissioners December 17, 2024

County Commissioners:

- **Rank and Comparison:** Carver County has the 5th highest 2024 commissioner salary among the seven counties studied.
- **Salary Position:** Carver County's commissioner salary of \$83,769 is below the 2024 average annual salary of \$95,722 by about \$12,000.
- **Annual Salary Increase:** Among comparison counties, the 2022-2024 average annual increase is 5.09%. Carver County's average annual increase is slightly higher at 5.95%. However, Carver County's Commissioner salary has consistently lagged the market by a significant percentage, and it has been recommended the Board make efforts to realign toward the market average, or at minimum, avoid increasing the gap.
- **2025 Salary Recommendation: 7.00%**
A 7.00% increase (+\$5,864) applied to the current Carver County Commissioner salary of \$83,769 would result in a 2025 County Commissioner salary of \$89,633.

Table 3. County Commissioner Salaries, 2022-2024					
County	Population	2022 Salary	2023 Salary	2024 Salary	Avg. annual increase (%) 2022-2024
Carver	111,057	\$74,651	\$77,786	\$83,769	5.95%
Metro Suburban County Comparison					
Anoka	372,441	\$75,192	\$87,984	\$90,185	9.76%
Dakota	447,440	\$88,463	\$93,328	\$98,461	5.50%
Hennepin	1,258,713	\$113,566	\$119,244	\$122,225	3.75%
Ramsey	536,075	\$97,588	\$99,052	\$101,280	1.87%
Scott	155,814	\$75,186	\$77,630	\$82,288	4.63%
Washington	278,936	\$72,488	\$75,025	\$79,892	5.00%
Average		\$87,081	\$92,044	\$95,722	5.09%

Figure 3. Commissioner Salaries by County, 2024





Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Closed Session for Sale of Real Property Related to the Highway 212 Project - Dahlgren Township

Department: Public Works - Program Delivery

Contact: Anthony Stucchi, Assistant Right of Way Agent, 952-466-5285

Presenter: Patrick Lambert, Senior Right of Way Agent

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Closed Session

Strategic Initiative:

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

Background/Justification:

The 2021 and 2022 construction seasons included the construction and realignment of Highway 212 from just west of the County Highway 11 overpass to Cologne. In order to complete the project, additional right-of-way was needed from landowners along the project corridor. Appraisals were completed by certified appraisers and offers made to the property owners impacted by the project. A settlement was negotiated with one of the owners that included the total acquisition of their property including the house and detached garage located at 12404 Kelly Ave, Cologne, MN (PID 040080900). The property was put up for bids in August, 2023 but no bids were received. In order to come up with a more reasonable value, the property is in the process of being split into a 7 acre site that includes the house and detached garage and a remnant site that includes the balance of land of approximately 20 acres.

Action Requested:

Motion to enter into closed session pursuant to MN Statute Section 13D.05, Subd 3 (c)(1-3) to determine the asking price, review confidential appraisal data and to discuss the sale process of the real property at 12404 Kelly Ave, Cologne, MN (PID 040080900).

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

None.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Creating a Lot Split and Advertising for Bids for sale of County Owned Property as part of the Highway 212-Dahlgren Township Project

Department: Public Works - Program Delivery

Contact: Anthony Stucchi, Assistant Right of Way Agent, 952-466-5285

Presenter: Patrick Lambert, Senior Right of Way Agent

Contract Name & Number:

Meeting Date: December 17, 2024

Item Type: Regular Session

Strategic Initiative:

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

Background/Justification:

The 2021-2022 construction seasons included the expansion of Highway 212 from Carver to just east of Cologne to a 4-lane divided highway. It was necessary to acquire additional right of way to complete the project. Appraisals of the needed properties were obtained, and approved offers and settlements were reached with property owners affected by the project. To avoid a condemnation proceeding, a residential property located at 12404 Kelly Ave was acquired in fee simple as a total acquisition. However, only a portion of the land acquired at that property address was needed for the project. The remainder of the property acquired remains intact including the existing structures.

On August 8th, 2023, the County Board authorized the sale of residential real property located at 12424 Kelly Ave. In November of 2023 Public Works advertised the Property for sale, but subsequently did not receive any bids.

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

1. Consider the proposal of Public Works to split the residential real property located at 12404 Kelly Ave, Cologne, County of Carver, Dahlgren Township, Minnesota, 55322, and which is further identified by Tax Parcel Identification Number 04.0080900, into two parcels, making the property more marketable.
2. Consider the action of exercising the Board's discretionary authority to make the appraisal data regarding these parcels public; and
3. Consider the new appraisals Carver County obtained to estimate the fee simple market value of the two proposed parcels and determine a minimum bid price; and
4. Grant the Public Works Department the authority to advertise the bids or proposals for the sale or conveyance of the two parcels of real property in the official newspaper of the county for three consecutive weeks and once in a newspaper of general circulation in the area where the real estate is located; and
5. Grant the Public Works Department the authority to open and consider any and all bids received at the time set for the bid opening; and
6. Grant the Public Works Department the authority to do whatever else it deems necessary to obtain and present the bid(s) most favorable to the county to the Board for approval, recognizing, however, that the Board may, in the interest of the county, reject any or all of the proposals.

Action Requested:

1. Motion to adopt a resolution for splitting the parcel into two parcels and advertising for bids for county-owned real property located at 12404 Kelly Ave, Cologne, County of Carver, Dahlgren Township, Minnesota, Tax Parcel Identification Number 04.0080900.
2. Motion to exercise the Board's discretionary authority to make the appraisal data regarding these parcels public.
3. Motion to adopt a resolution to give the Public Works Department the authority to advertise the bids or proposals for the sale or conveyance of the two parcels of real property.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Resolution Advertisement For Bids Gestach Property-Split Property

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: December 17, 2024

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Splitting the Parcel and Advertisement for Bids of County Owned Property located at 12404 Kelly Ave, Cologne, County of Carver, Dahlgren Township, Minnesota, 55322

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

WHEREAS, pursuant to Resolution 58-20 passed by the Carver County Board of Commissioners on August 18, 2020, the County Board authorized the acquisition of residential real property located at 12404 Kelly Ave, Cologne, County of Carver, Dahlgren Township, Minnesota, 55322 (“Property”) which was needed to complete the Project; and

WHEREAS, pursuant to Resolution 54-23 passed by the Carver County Board of Commissioners on August 8, 2023, the County Board authorized the Carver County Engineer, or his designee, to prepare the advertisement of bids for the sale of the Property, with a minimum bid acceptance of amount of \$525,000.00; and

WHEREAS, in November of 2023 the Carver County Engineer, or his designee, advertised the Property for sale, but subsequently did not receive any bids, and therefore the property is still retained by Carver County; and

WHEREAS, the Carver County Engineer, or his designee, are proposing an alternative method of making the property marketable by splitting the Property into two parcels described as the Exception Parcel and the Remnant Parcel, both of which are legally described in Exhibit A, and depicted in Exhibit B, both exhibits attached hereto and incorporated herein; and

WHEREAS, the Carver County Engineer, or his designee, have obtained an appraisal from a licensed real estate appraiser for both the Exception Parcel and the Remnant Parcel; and

WHEREAS, the Carver County Engineer, or his designee, have requested a closed session discussion with the Carver County Board of Commissioners to discuss the appraisals and discuss the sale price of the Exception Parcel and the Remnant Parcel; and

NOW THEREFORE, BE IT RESOLVED from the discussions at said closed session that the Carver County Engineer, or his designee, is hereby authorized and directed to split the Property into two parcels described as the Exception Parcel and the Remnant Parcel, both of which are legally described in Exhibit A, and depicted in Exhibit B; and

BE IT FURTHER RESOLVED that the Carver County Engineer, or his designee, is hereby authorized and directed to prepare the advertisement of bids for the sale of the Exception Parcel and the Remnant Parcel; and

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

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

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

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners will only accept bids for the Exception Parcel equal to the amount determined during the proceeding closed session discussion of at least _____ and No/100's Dollars, (\$_____.00); and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners will only accept bids for the Remnant Parcel equal to the amount determined during the proceeding closed session discussion of at least _____ and No/100's Dollars, (\$_____.00); and

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

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held December 17, 2024, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 17th day of December, 2024.

Dave Hemze
Administrator

Exhibit A

EXCEPTION PARCEL
LEGAL DESCRIPTION
OWNER: COUNTY OF CARVER
P.I.N. 040080900

PROPERTY DESCRIPTION AND OWNER ACCORDING TO OLD REPUBLIC NATIONAL TITLE INSURANCE
COMPANY POLICY FILE NO. 2012252

That part of the East Half of the Northwest Quarter of the Southeast Quarter of the Southeast Quarter of Section 8, Township 115 North, Range 24 West, Carver County Minnesota lying northerly of CARVER COUNTY RIGHT OF WAY PLAT NO. 31, according to the recorded plat thereof on file and of record in Carver County Recorder's Office, Carver County, Minnesota.

Together with that part of the Northeast Quarter of the Southeast Quarter of the Southeast Quarter of Section 8, Township 115 North, Range 24 West, Carver County Minnesota, lying northerly and northwesterly of the following described line:

Beginning at the intersection of the westerly line of Parcel 4C of said CARVER COUNTY RIGHT OF WAY PLAT NO. 31, also being the westerly right of way line of Kelly Avenue, and a parallel line southerly and distant 200.00 feet from the North line of said Northeast Quarter of the Southeast Quarter of the Southeast Quarter; thence to a point westerly 510.00 feet along said parallel line; thence southwesterly to a point on the west line of the Northeast Quarter of the Southeast Quarter of the Southeast Quarter of said Section 8 that is 280.00 feet southerly of the Northwest corner of said Northeast Quarter of the Southeast Quarter of the Southeast Quarter and there terminating.

REMNANT PARCEL
LEGAL DESCRIPTION
OWNER: COUNTY OF CARVER
P.I.N. 040080900

PROPERTY DESCRIPTION AND OWNER ACCORDING TO OLD REPUBLIC NATIONAL TITLE INSURANCE
COMPANY POLICY FILE NO. 2012252

The Southeast Quarter of the Southeast Quarter of Section 8, Township 115 North, Range 24 West Carver County, Minnesota, EXCEPTING THEREFROM that parcel of land sold to Dahlgren Township, described as follows:

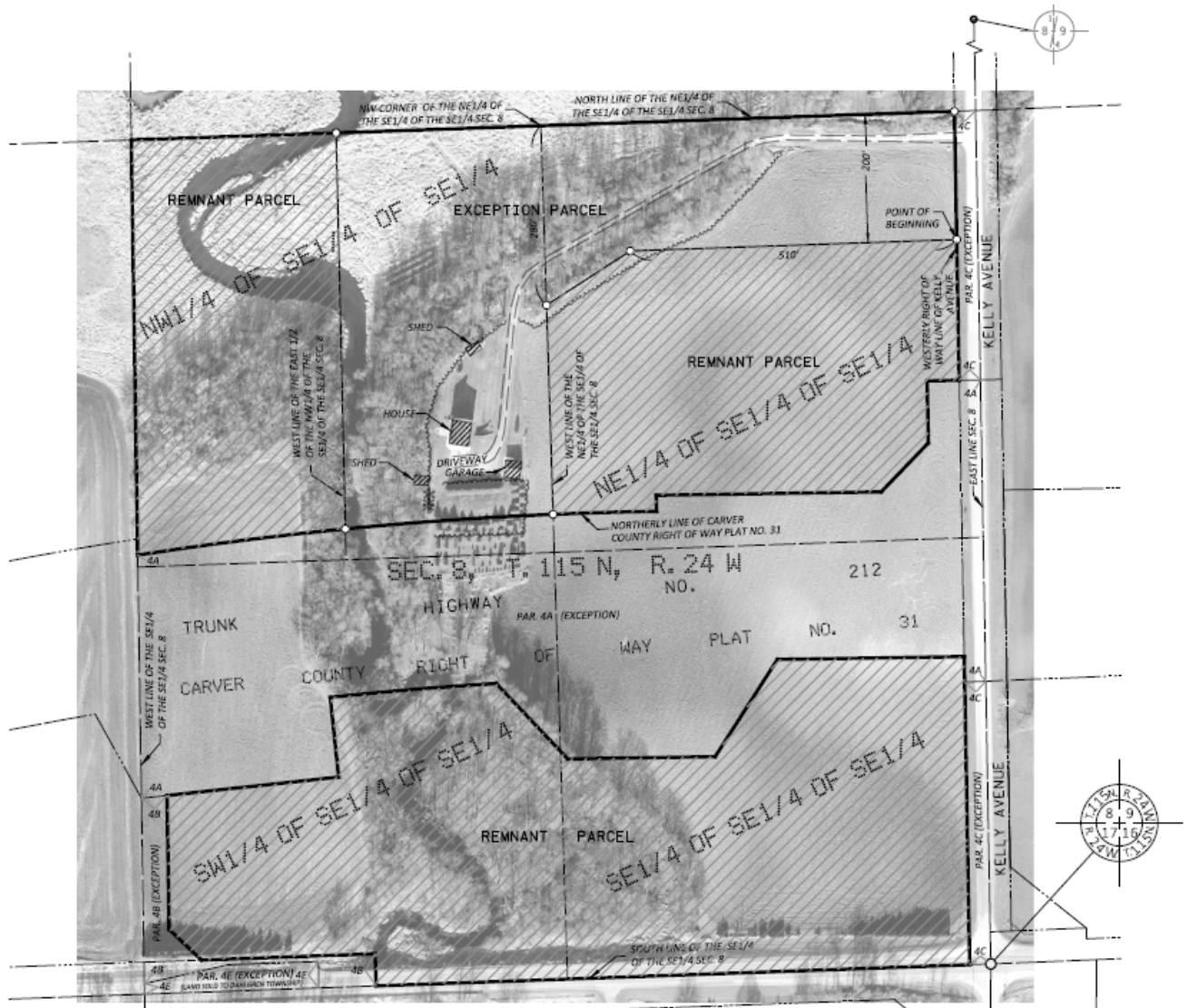
Commencing at the southwest corner of the Southeast Quarter of the Southeast Quarter of Section 8, Township 115 North, Range 24 West; running thence North 1 rod; thence easterly to a point $2\frac{1}{2}$ rods North of the Section line between Sections 8 and 17 said township and range, the distance being 8 rods; thence East parallel with the Section line $8\frac{1}{2}$ rods; thence South $2\frac{1}{2}$ rods to the Section line; thence west to the place of beginning.

ALSO EXCEPTING THEREFROM that part of the East Half of the Northwest Quarter of the Southeast Quarter of the Southeast Quarter of Section 8, Township 115 North, Range 24 West, Carver County Minnesota lying northerly of CARVER COUNTY RIGHT OF WAY PLAT NO. 31, according to the recorded plat thereof on file and of record in Carver County Recorder's Office, Carver County, Minnesota.

Together with that part of the Northeast Quarter of the Southeast Quarter of the Southeast Quarter of Section 8, Township 115 North, Range 24 West, Carver County Minnesota, lying northerly and northwesterly of the following described line:

Beginning at the intersection of the westerly line of Parcel 4C of said CARVER COUNTY RIGHT OF WAY PLAT NO. 31, also being the westerly right of way line of Kelly Avenue, and a parallel line southerly and distant 200.00 feet from the North line of said Northeast Quarter of the Southeast Quarter of the Southeast Quarter; thence to a point westerly 510.00 feet along said parallel line; thence southwesterly to a point on the west line of the Northeast Quarter of the Southeast Quarter of the Southeast Quarter of said Section 8 that is 280.00 feet southerly of the Northwest corner of said Northeast Quarter of the Southeast Quarter of the Southeast Quarter and there terminating.

Exhibit B





Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2024 Year in Review
Department: County Administration
Contact:
Presenter:
Contract Name & Number:
Meeting Date: December 17, 2024
Item Type: Regular Session

Strategic Initiative:
Connections: Develop strong public partnerships and connect people to services

Background/Justification:
Carver County Board Chair Degler will highlight Carver County year 2024 accomplishments and events.

Action Requested:
Informational only.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:
None