



**Carver County Board of Commissioners
January 7, 2025
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>

8:30 a.m. Oath of Office: Commissioner-Elect Anderson and Commissioner Udermann

9:15 a.m. 1. **CONVENE**

1.1. Pledge of allegiance

1.2. CALL TO ORDER BY THE COUNTY ADMINISTRATOR

1.3. Nomination and election of Chair for 2025

1.4. Nomination and election of Vice Chair for 2025

1.5. 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

1.6. Community Announcements

1.7. Agenda review and adoption

1.8. 2025 Board Operating Rules3-18

1.9. Adopt schedule of Regular Board meetings for the year 2025 19-22

1.10. Committee appointments and assignments23-25

1.11. Appointments to advisory committees26-31

1.12. Approve November 26, 2024 Truth in Taxation and
December 17th, 2024 Regular minutes.32-37

- 10:15 a.m. 2. **CONSENT AGENDA**
- 2.1 Joint Powers Agreement for the Highway 41/10 Project with
the City of Chaska38-40
- 2.2 Construction Contract for the Hwy 41/10 Project to Hoffman
Construction Company41-45
- 2.3 Amendment 1 to Professional Service Agreement with Kennedy &
Graven for Legal Services for the Highway 18 Project.46-47
- 2.4 Review Health & Human Services and Commissioner Warrants
- 10:20 a.m. 3. **RECESS AS COUNTY BOARD AND CONVENE AS CARVER
COUNTY REGIONAL RAIL AUTHORITY**
- 3.1. Appointment of Chair, Vice Chair and Secretary/Treasurer 48
- 10:25 a.m. 4. **ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY
AND RECONVENE AS COUNTY BOARD**
- 10:25 a.m. 5. **COUNTY ADMINISTRATOR REPORT**
- 10:35 a.m. 6. **ADJOURN REGULAR SESSION**

UPCOMING MEETINGS AND EVENTS

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
Request for Board Action

Agenda Item Name: 2025 Board Operating Rules
Department: County Administration
Contact: Dave Hemze, County Administrator, 952-361-1526
Presenter: Dave Hemze, County Administrator
Contract Name & Number:
Meeting Date: January 7, 2025
Item Type: Regular Session

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

Background/Justification:
During the statutory meeting, the County Board is required to review, amend if necessary, and adopt operating rules for the year. The proposed 2025 Board Operating Rules are attached. County Administration is recommending one change to provide for live streaming of County Board work sessions. Additional proposed changes requested by Commissioner Udermann are attached.

Action Requested:
Motion to adopt 2025 Board Operating Rules

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

- Attachments:**
- 1. Proposed Board Operating Rules 12-18-2024
 - 2. Board Operating Rules Commissioner Udermann 2025 Amendments



Board of Commissioners Board Operating Rules

~~Adopted~~

~~January 2, 2024~~

Proposed

January 7, 2025

I. Overview

A. Purpose

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

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

B. Statement of Principles

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

I. Vision

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

II. Mission

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

III. Goals - Summarized

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

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

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

III Culture: Provide an organizational culture which fosters individual accountability to achieve goals and

sustain public trust and confidence in County government.

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

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

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

C. Effective Date

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

II. Amendments to the Operating Rules

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

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

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

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

III. County Board Organization

A. Membership

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

B. Commissioner Districts

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

C. Terms of Office

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

D. Vacancy

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

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

E. Officers

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

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

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

1. Open the floor for nominations
 - Recognition by the Chair is not required to make a nomination
 - After each nomination, the County Administrator repeats the name of the nominee to the members.
 - Nominations do not have to be seconded, but it is not out of order for members to second a nomination
 - A person can nominate himself or herself.

- A member can decline the nomination during the nominating process.

2. Close the nominations

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

3. Vote on nominations

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

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

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

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

F. Compensation

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

year.)

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

G. Monthly Expense Allowance

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

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

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

Each Commissioner shall be allocated an annual conference and training budget with an amount to be determined according to the annual budget process. Conference and training funds not used by an individual Commissioner during each respective budgetary year may be used by another Commissioner within that budget year upon mutual agreement between the Commissioner requesting the funds and the Commissioner providing the funds. Any out of state travel must meet the requirements outlined in the Elected Officials Out of State Travel policy included in the Carver County Administrative Policy Manual.

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

H. County Board Budget

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

IV. County Board Meetings

A. Regular Meetings

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

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

B. Statutory Meeting

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

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

D. Closed Meetings

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

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

E. Special/Emergency Meetings

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

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

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

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

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

F. Public Hearings

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

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

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

5. Decision of the County Board.

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

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

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

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

G. Meeting Conduct

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

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

H. Broadcasting

Unless otherwise directed by law, all regular meetings and work sessions of the Carver County Board of Commissioners are streamed live and recorded for on-demand viewing via YouTube, from calling to order of the meeting to the adjournment of the meeting's regular session. Regional Rail Authority, County Ditch Authority and Public Health Board meetings are also videotaped from calling to order to adjournment of the meeting. In the event that a meeting cannot be videotaped (i.e. technical malfunction, etc.), best efforts will be made to record the meeting with another recording device for future reference.

The County broadcasts and records all Board of Commissioners meetings via its YouTube channel. Local

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

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

I. Quorum

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

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

J. Role of Presiding Officer

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

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

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

K. Addressing the Chair

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

L. County Administrator

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

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

V. CONDUCT OF DEBATE

A. Principles

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

B. Parliamentarian

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

C. Role of the Chair

The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may

restate or ask the County Administrator or designee to restate who made the motion, who seconded the motion, and announce the result of the vote.

D. Suspension of the Rules

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

E. Main Motion

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

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

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

F. Second Required

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

G. Amended Motion

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

H. Division of the Question

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

the resulting motions or resolutions must be complete to allow independent consideration and action.

I. Withdrawal of Motion

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

J. Discussion Procedures

The following operating rules shall guide debate:

1. Any Commissioner desiring to speak shall address the Chair, and not proceed until being recognized. When two or more members address the Chair at the same time, the Chair shall designate the order of speaking.

2. Upon recognition of the Chair, the Board member making the motion has precedence to address the Board first, with the option of explaining the reasons why the motion is made. Subsequently the floor is open to any member of the Board.

3. A member, once recognized, shall not be interrupted when speaking, unless it is to call that member to order. No member shall interrupt another in debate without his/her consent. To obtain such consent, he/she shall first address the Chair.

K. Adoption

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

L. Procedural Motion

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

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

1. Motion to Adjourn;
2. Motion to Recess;
3. Motion to Suspend the Rules;
4. Motion for Division of the Question;
5. Motion to Defer Consideration (Motion to Lay

- on the Table);
- 6. Call of the Previous Question;
- 7. Motion to Postpone to Certain Time or Day;
- 8. Motion to Refer to Committee;
- 9. Motion to Amend;
- 10. Motion to Reconsider.

M. Voting

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

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

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

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

B. Ordinance

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

C. General Consensus

The County Board provides informal direction by consensus. Informal direction is most often used to provide staff with preliminary Board perspective on a

matter which will require future formal action by resolution or ordinance. Informal direction is also used to provide additional insight into formal actions previously taken. Informal direction standing alone does not establish Board policy or authorize action.

D. Policy Development

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

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

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

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

Copies of the agenda and supporting material shall be made available to the County staff, public and media as appropriate. A distribution list shall be maintained in the County Administration Office. Members of the public who are interested in following issues considered by the Board may register their name and address with County Administration for placement on the agenda distribution list.

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

provide background information sufficient to inform the Board.

B. Order of Business

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

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

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

C. Consent Agenda

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

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

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

D. Regular Agenda

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

E. Official Records

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

The minutes of the County Board meeting shall be prepared and submitted for approval at the next succeeding County Board Meeting. Official proceedings of County Board meetings shall be published in the official County newspaper (Minn. Stat. §375.12). The Official Board Proceedings are distributed to staff and interested parties and are also available on the Carver County website at www.co.carver.mn.us www.carvercountymn.gov

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

VIII. ADVISORY COMMITTEES AND OTHER STATUTORY APPOINTMENTS

A. Policy

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

B. Advisory Committees

Advisory Committees or Boards do not establish county or department policy, determine budget or resource allocations, or direct the operations of the department. These remain the sole responsibility of the County Board. Advisory Committees perform their duties and responsibilities as delegated by the County Board, they report to the County Board, and are under the County Board's jurisdiction.

A list of advisory committees includes, but is not limited

to:

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

C. Appointments to other Public Bodies

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

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

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

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

D. Role and Purpose of the Committees

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

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

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

E. Operating Procedures

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

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

F. Appointments

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

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

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

G. Attendance Policy

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

H. Residency Requirement

Applicants are not always restricted to Carver County residents.

I. Notification

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

J. Terms

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

K. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

L. Reporting Requirements

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

IX. CODE OF ETHICS

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

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

- Observe the highest moral and ethical standards.
- Maintain and respect the confidentiality of private and confidential information.
- Avoid discrimination against any person on the basis of race, color, sex, religion, creed, national origin, age, disability, sexual orientation, marital status, place of residence, or status with regard to public assistance.
- Comply with the ethical obligations imposed by law, including Minn. Stat. §10A.07, 10A.071, 382.18, 471.87-.895, including, where

appropriate, disclosing conflicts of interest, abstaining from decision-making, eliminating conflicts of interest, and declining gifts.

- Work to create a positive environment in public meetings where all individuals may feel comfortable in their roles as observers or participants.
- Allow citizens, staff, or colleagues sufficient opportunity to present their views. Be tolerant, respectful and attentive. Avoid comments, body language or distracting activity that conveys a message of disrespect for the presentations from citizens, staff or colleagues.
- Place cooperation, trust, and respect at the heart of all that is done.
- Behave ethically as daily responsibilities are carried out.
- Support one another at and beyond the County Board table.
- Operate as an effective team, continually improving that effectiveness.
- Work for "win-win" situations instead of "win-lose."
- Actively listen, keep an open mind and suspend judgment.
- Be pro-active in the exercise of the office.
- Do the best to answer questions posed by one another, the employees, and the community.
- Honor "discussion" before "decisions."
- Be consistent in process and operation.
- Be honest and candid with one another.
- Disagree agreeably and professionally.
- Realize and honor varying work styles, personalities, and process needs.
- Share information and avoid surprises.

X. CITIZENS

A. Citizen Participation

The public is invited and encouraged to attend and participate in County Board meetings. All approved minutes of Board meetings are published in the official county newspaper and agendas and minutes are available on the County website at www.co.carver.mn.us www.carvercountymn.gov.

B. Audience/Citizens Requests

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

If an individual seeks to appear before the County Board

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

C. Audience Participation at Board Meetings

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

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

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

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

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

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

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

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

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

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

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

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

Upon receipt of a written inquiry, request for information, or complaint about County business which has been sent to a Board member, upon notification and direction from County Administrator or designee, staff will confer with

the member to determine the appropriate course of action. The inquiry will be handled timely as directed with the County Administrator or designee advising the Board member upon completion.

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

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

XI. Staff

A. County Administrator

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

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

In general, the County Administrator shall exercise supervision of the divisions which function under the jurisdiction of the Carver County Board. The County Administrator shall coordinate the various activities of the County, unify the management of its affairs, and make recommendations to the Board regarding the structure of County functions, including reporting relationships, physical facilities and locations. The County Administrator is accountable for hiring, training, advising, motivating, and appraising the performance of subordinates. The County Administrator recommends the annual budget and long-range capital expenditure programs to the Board for approval.

The County Administrator recommends to the Board proposed policies concerning the administrative affairs of the County. The County Administrator will keep the Board informed, make recommendations, and comment

upon legislative initiatives which affect the County and, as directed by the Board, will represent the County in its relations with other governments. The County Administrator will serve as the leader of the County Management teams, recommend short and long term goals to the Board, and periodically measure organizational and individual accomplishments against goals, objectives, and timetables.

B. Role of Staff

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

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

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

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

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

Staff/citizen member participation should be immediately communicated to the Board appointed designee or the County Administrator. If the issue has not been addressed by the County's legislative agenda, a County Board position should be sought prior to any lobbying effort on your part.

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

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

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

Additional Proposed Changes to County Board Operating Rules 1/7/2025 Board Meeting

Amendment #1: Monthly Expense Allowance (Section III.G)

Cell phone expenses are costs eligible for reimbursement according to County Financial Policy and Administrative Policy Manuals' reimbursement guidelines. Home broadband is not an allowable expense. Any offsite or home technical support requires separate Board approval.

Amendment #2: County Board Agenda - Preparation and Distribution (Section VII.A)

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

Amendment #3: Citizens - Audience Participation at Board Meetings (Section X.C)

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



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Adopt schedule of Regular Board meetings for the year 2025

Department: County Administration

Contact: Dave Hemze, County Administrator, 952-361-1526

Presenter: Dave Hemze, County Administrator

Contract Name & Number:

Meeting Date: January 7, 2025

Item Type: Regular Session

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services

Background/Justification:

At the annual statutory meeting, the County Board is required to adopt a schedule of regular Board meeting for the upcoming year.

Administration is recommending County Board meetings as follows.

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

Changes to the above schedule are noted in the attached calendar. Additional meetings may be added to the Board's schedule as necessary according to statutes and Board Operating Rules.

Action Requested:

Motion to adopt attached meeting schedule for 2025 as presented.

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

Attachments:

1. 2025 Draft Board Meeting Schedule - Final

2025 BOARD MEETINGS

Typically, Board Meetings are 1ST and 3rd Tuesdays of the month at 9:00 a.m.
and work sessions are 4th Tuesday of the month at 9:00 a.m.

*Denotes change in schedule

Tuesday	January 07, 2025	9:15 a.m.	Organizational Session **time change
Tuesday	January 14, 2025	9:00 a.m.	Board Meeting
Tuesday	January 21, 2025		No Board Meeting
Tuesday	January 28, 2025	9:00 a.m.	Board Work Session

Tuesday	February 04, 2025	9:00 a.m.	Board Meeting
Tuesday	February 11, 2025		No Board Meeting
Tuesday	February 18, 2025	9:00 a.m.	Board Meeting
Tuesday	February 25, 2025	9:00 a.m.	Board Work Session

Tuesday	March 04, 2025	9:00 a.m.	Board Meeting
Tuesday	March 11, 2025		No Board Meeting
Tuesday	March 18, 2025	9:00 a.m.	Board Meeting
Tuesday	March 25, 2025	9:00 a.m.	Board Work Session

Tuesday	April 01, 2025	9:00 a.m.	Board Meeting
Tuesday	April 08, 2025	9:00 a.m.	Board Meeting
Tuesday	April 15, 2025		No Board Meeting
Tuesday	April 22, 2025	9:00 a.m.	Board Work Session
Tuesday	April 29, 2025		No Board Meeting

Tuesday	May 06, 2025	9:00 a.m.	Board Meeting
Tuesday	May 13, 2025		No Board Meeting
Tuesday	May 20, 2025	9:00 a.m.	Board Meeting
Tuesday	May 27, 2025	9:00 a.m.	Strategic Planning Meeting

Tuesday	June 03, 2025	9:00 a.m.	Board Meeting
Tuesday	June 10, 2025	9:00 a.m.	County Board of Equalization
Tuesday	June 17, 2025	9:00 a.m.	Board Meeting
Tuesday	June 24, 2025	9:00 a.m.	Board Work Session
Tuesday	June 24, 2025	1:00 p.m.	County Board of Equalization (if needed)

Tuesday	July 01, 2025	9:00 a.m.	Board Meeting
Tuesday	July 08, 2025	9:00 a.m.	Board Meeting
Tuesday	July 15, 2025		No Board Meeting
Tuesday	July 22, 2025	9:00 a.m.	Board Work Session
Tuesday	July 29, 2025		No Meeting

Tuesday	August 05, 2025	9:00 a.m.	Board Meeting
Tuesday	August 12, 2025		No Meeting
Tuesday	August 19, 2025	9:00 a.m.	Board Meeting
Tuesday	August 26, 2025	9:00 a.m.	Board Work Session

Tuesday	September 02, 2025	9:30 a.m.	Board Meeting * start time change
Tuesday	September 09, 2025		No Board Meeting (AMC Fall Policy Conference)
Tuesday	September 16, 2025	9:00 a.m.	Board Meeting (<i>Trans Fly In Tentative date</i>)
Tuesday	September 23, 2025	9:00 a.m.	Board Work Session
Tuesday	September 30, 2025		No Board Meeting

Tuesday	October 07, 2025	9:00 a.m.	Board Meeting
Tuesday	October 14, 2025		No Board Meeting
Tuesday	October 21, 2025	9:00 a.m.	Board Meeting
Tuesday	October 28, 2025	9:00 a.m.	Board Work Session

Tuesday	November 04, 2025	9:00 a.m.	Board Meeting
Tuesday	November 11, 2025		No Board Meeting
Tuesday	November 18, 2025	9:00 a.m.	Board Meeting
Tuesday	November 25, 2025	9:00 a.m.	Board Work Session

Tuesday	December 02, 2025	9:00 a.m.	Board Meeting
Tuesday	December 09, 2025		No Board Meeting (AMC Conference)
Tuesday	December 16, 2025	9:00 a.m.	Board Meeting
Tuesday	December 23, 2025		No Meeting
Tuesday	December 30, 2025		No Meeting



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Committee appointments and assignments
Department: County Administration
Contact: Dave Hemze, County Administrator, 952-361-1526
Presenter:
Contract Name & Number:
Meeting Date: January 7, 2025
Item Type: Regular Session

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

Background/Justification:
Administration is requesting the Board make committee appointments and assignments for 2025. A list identifying the appointments and assignments is attached.

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

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Committee Appointments

Committee Appointments and Assignments

Committee	2024 Appointee	2025 Appointee
Association of Minnesota Counties Board of Directors	Degler, Alt Fahey	
AMC Environment & Natural Resources Policy Committee	Lynch	
AMC General Government Policy Committee	Degler	
AMC Health & Human Services Policy Committee	Udermann	
AMC Public Safety Policy Committee	Fahey	
AMC Transportation Policy Committee	Workman	
AMC Voting Delegates	Degler, Fahey, Lynch, Udermann, Workman, Dave Hemze, Lyndon Robjent, Heather Goodwin	
CAP Agency Board of Directors	Degler, Alt: Udermann	
Carver County Arts Committee	Udermann and Workman	
Carver County CDA	Fahey, Alt Udermann, 2 nd Alt: Degler	
Carver County Leaders	Udermann & Lynch	
Community Leaders (Eastern)	Degler, Fahey, Udermann, Workman	
Courts Committee	Fahey & Degler, Alt: Lynch	
County's Strategic National Stockpile (SNS) Requestor	Degler, Hemze, Richard Scott	
Fair Board	Lynch, Liaison, Alt Fahey	
Greater MSP Board of Directors		
Hennepin Carver Workforce Development Board	Udermann, liaison, Alt Degler	
Historical Society Committee	Workman, Alt. Fahey	
Health Insurance LMC	Degler, Alt Udermann	
Joint Ditches: Joint Ditch #1 Joint Ditch #2 Joint Ditch #3A Joint Ditch #4 Joint Ditch #5 Joint Ditch #21 Joint Ditch #22 Joint Ditch #24 Joint Ditch #28 County Ditch 5 – Now Joint Ditch #15 County Ditch 7– Now Joint Ditch #7	 Fahey, Degler, Udermann Fahey, Degler Fahey Fahey, Lynch, Workman Fahey, Lynch, Udermann Fahey, Lynch, Workman, Degler Fahey, Lynch, Udermann Fahey, Lynch, Degler Fahey Degler, Fahey, Lynch & Udermann Degler, Fahey, Lynch & Udermann	
Law Library Board	Degler	
Legislative Committee	Fahey & Udermann, Alt: Degler	

Library Board	Udermann Liaison, Alt: Degler	
Lower Minnesota River Watershed	Udermann & Degler, Liaisons	
MCIT Voting Delegates	Hemze, Alt Sonja Wolter	
MELSA	Udermann	
Mental Health Advisory Committee	Lynch, Alt. Udermann	
Metropolitan Emergency Services Board	Degler	2025 Carver County Chair's this committee
Metropolitan Emergency Services Executive Board	Degler, Alt. Fahey	
Metropolitan Emergency Services Radio Technical Operations Committee	Susan Bowler Alt Deb Paige	
Metropolitan Emergency Services 911 Technical Operations	Susan Bowler Alt Deb Paige	
<u>Metropolitan Solid Waste Planning Group</u>	Workman	
Minnesota Inter-County Association	Fahey, Alt: Vacant	
Minnehaha Creek Watershed District	Workman Liaison, Alt. Udermann	
Minnesota Extension Committee	Degler & Lynch	
Minnesota Valley Regional Rail Authority	Fahey, Alt: Degler	
Mobility Management Board (SmartLink)	Fahey	
Mosquito Control District Executive Board	Degler	
Mosquito Control District	Degler & Fahey	
Park Commission	Lynch, Liaison, Alt Udermann	
Planning Commission	Fahey, Alt. Lynch	
Regional Hauler Licensing Board	Workman, Alt: Lynch	
Riley-Purgatory-Bluff Creek Watershed	Workman & Degler, Liaisons	
Southwest Corridor Transportation Coalition	Workman & Fahey, Alt. Degler	
State CHS Advisory Committee (SCHSAC)	Richard Scott, Alt. Fahey	
Transportation Advisory Board – TAB	Fahey, Alt: Degler	
Water Management Organization	Lynch, Alt. Fahey	



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Appointments to advisory committees
Department: County Administration
Contact: Dave Hemze, County Administrator, 952-361-1526
Presenter:
Contract Name & Number:
Meeting Date: January 7, 2025
Item Type: Regular Session

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services

Background/Justification:

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

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

Action Requested:

Motion appointing applicants to advisory committees.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Advisory Committee Applications 2025

Advisory Committee Master List		Rev: 12-31-2024		
Committee	Name	Resides in District	District representing	
	Current Members			
Board of Adjustment	Jeff Thompson	<u>5</u>	<u>2</u>	
Board of Adjustment	Gerald Bruner	4	4	
Board of Adjustment	Scott Selken	5	5	
Board of Adjustment	Steve Washburn	4	At Large	
	Current Vacancy 1: Commissioner District 1			
	Current Vacancy 2: Commissioner District 3			
	Applicants:			
	Robin Bielefeldt	3		
	Joseph Polunc	4		
	Amanda Gorra	5		
Committee	Name	Resides in District	District representing	
	Current Members			
Community Development Agency (CDA)	Greg Anderson	<u>1</u>	<u>2</u>	
Community Development Agency (CDA)	Troy Williams	4	4	
Community Development Agency (CDA)	Adam Teske	5	5	
	Current Vacancy 1: Commissioner District 1			
	Current Vacancy 2: Commissioner District 3			
	Applicants:			
	Sylvia Matekole	<u>1</u>		
	Brianna Liestman	<u>1</u>		
	Celi Haga	<u>3</u>		
	Greg Kummer	<u>5</u>		
	Ron Meyer	<u>5</u>		
	Ruth Lunde	<u>2</u>		
	Carol Lagergren	<u>5</u>		

Committee	Name	Resides in District	District representing
	Current Members		
Library Board	Charles Teh	3	3
Library Board	Daniel McDoanld	4	4
Library Board	Stacie Lindquist	5	5
	Current Vacancy 1: Commissioner District 1		
	Current Vacancy 2: Commissioner District 2		
	Current Vacancy 3, Youth (1 year term)		
	Applicants:		
	Judy Harder	2	
	Sarah Duffey	1	
	Orn Bodvarsson	1	
	Nora Nashawaty	2	
Committee	Name	Resides in District	Roles Filled
	Current Members		
Mental Health Advisory Committee	Kayla Pascoe	5	Mandated
Mental Health Advisory Committee	Betty Allen	4	Mandated
Mental Health Advisory Committee	Bernard Hime	2	Mandated
Mental Health Advisory Committee	Sandra Menzel	4	Mandated
Mental Health Advisory Committee	Stacy Zellmann	5	Mandated
Vacancies: Committee can be composed of up to 14 members, 10 of which are mandated.	Current Mandated Vacancies = 5		
	Current At Large Vacancies = 4		
	Applicants:		
	Brianna Liestman	1	Mandated
	Latoyria Djanie	1	At large

Committee	Name	Resides in District	District representing
	Current Members		
Park Commission	Jon Thom	<u>3</u>	<u>1</u>
Park Commission	Jenn Brewington	<u>5</u>	<u>2</u>
Park Commission	Christine Fenner	4	4
Park Commission	Scott Knight	5	5
Park Commission	Reid Welch	5	(At Large)
	Current Vacancy 1: Commissioner District 3		
	Current Vacancy 2: At Large		
	Applicants:		
	Sarah Duffey	1	
	Charles VenderWeyst	5	
	David Pascoe	5	
Committee	Name	Resides in District	District representing
	Current Members:		
Personnel Board of Appeals	Steven Dummer	3	3
Personnel Board of Appeals	Connie Long	1	1
	Current Vacancy 1: Commissioner District 4		
	Applicants:		
	Gerald Bruner	4	
	Lisa Herges	4	

Committee	Name	Resides in District	District representing
	Current Members:		
Planning Commission	Greg Grazzinni	1	1
Planning Commission	Frank Mendez	2	2
Planning Commission	Scott Wakefield	4	4
Planning Commission	Andrew Steinhagen	5	5
Planning Commission	Scott Hoese	TWP Rep	TWP Rep
	Current Vacancy 1: Commissioner District 3		
	Applicants:		
	Bradley Johnson	2	
	Carroll Aasen	3	
	Robin Bielefeldt	3	
	Matthew Kerber	3	
	Joseph Polunc	4	
	Ron Meyer	5	

Committee	Name	Resides in District	District representing
	Current Members		
Water Management Organization (WMO)	Jim Boettcher	<u>2</u>	<u>1</u>
Water Management Organization (WMO)	Nathan Lindall	3	3
Water Management Organization (WMO)	Michael Lynch	4	4
Four County Residents (one from each watershed area)			
Water Management Organization (WMO)	Kayla Pascoe	5	Carver Creek
Water Management Organization (WMO)	Michael Wegner		Crow River
	Current Vacancy 1: Commissioner District 2		
	Current Vacancy 2: Commissioner District 5		
	Current Vacancy 3: Bevens Creek		
	Current Vacancy 4: E/W Carver Creek		
	Applicants:		
	Mary Stasson	1	
	Kevin Zahler	2	
	Megan White	3	
	Kellen Schmidt	5	
	Joseph Polunc	4	

A public hearing on the proposed 2025 budget was held at the Government Center in Chaska on November 26, 2024. Chair Degler convened the meeting at 5:59 p.m.

Commissioners present: Gayle Degler, Chair, Tim Lynch and Matt Udermann.

Absent: John P. Fahey and Tom Workman

Chair Degler explained the purpose of the meeting was to hold a public hearing to take comments on the 2025 proposed budget and not market values that were set earlier this year. Degler clarified if there were concerns related to market values, the Assessor's office was available to address those issues. He pointed out tonight's meeting would be on the proposed taxes to be levied by the County for 2025 and not on taxes to be levied by the school districts, cities or townships listed separately on tax statements. He stated that the Board would be setting the final budget at their December 3rd Board meeting.

Lynch moved, Udermann seconded, to open the public hearing. Motion carried unanimously 3-0, 2 absent.

Dave Hemze, County Administrator, explained the statutory property tax process starting with the property values. He clarified they would be discussing only County taxation and not cities and schools. He cited multiple reason for the increase including high inflation, maintaining existing levels of service and state legislative investments. Carver County has maintained a AAA bond rating for 15 years.

The preliminary budget was 8.9% and was reduced to 6.8% for a final administrative recommendation. Hemze also highlighted what citizens get in return for their taxes including roads, bridges, parks & trails.

Dave Frischmon, Finance, pointed out the County's overall tax base noting 3.1 Million of the levy increase was paid by new construction. He noted average value increase to residential, commercial, and ag properties, resulting in shifting the tax burden from residential to commercial and ag.

Frischmon explained County wide levy adjustments, anticipated 2025 vacancy savings built into budget, requested staffing changes and anticipated county program aid. Frischmon identified 2025 capital improvement plans and the use of one-time funding sources. Budget Schedule Timeline was given showing the initial budget strategy from 5/2024 and a final budget. He reviewed a timeline of the 2025 budget schedule and proposed Board action to adopt the final levy on December 3.

Eight members of the public attended the meeting. Public comments received from Randy Feltmann, Tom Devine, Joe Niesen, Lynn Borg and Dennis Hylen were received. Questions asked about acres being taxed if land has been taken, ongoing expenses and increases, taxes on farm acres and the sustainability of the senior community with the increased taxes.

Lynch moved, Udermann seconded, to close the public hearing at 7:17 p.m. Motion carried unanimously 3-0, 2 absent.

Dave Hemze
County Administrator

Attest: _____
County Administration

Chair

Carver County
Board of Commissioners
Regular Meeting
December 17, 2024

A Regular Meeting of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 17, 2024. Chair Gayle Degler convened the session at 10:09 a.m.

Members present: Gayle Degler, John P Fahey, Tom Workman

Members Absent: Tim Lynch, Matthew Udermann

Tom Workman moved, John P Fahey seconded, to approve the agenda. Motion carried 3-0, Matt Udermann and Tim Lynch absent.

John P Fahey moved, Tom Workman seconded, to approve the minutes of the December 3, 2024, Regular Session. Motion carried 3-0, Matt Udermann and Tim Lynch absent.

During community announcements both Tim Lynch and Matt Udermann arrived.

John P Fahey moved, Tim Lynch seconded, to approve the following consent agenda items:

Approved the revised Capital Asset Inventory Policy.

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

Approved motion to authorize the sale of four portable changeable message signs; two to the City of Chaska and two to the City of Carver.

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

Approved 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.

Adopt resolution 111-24 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".

Adopted resolution 112-24 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

Adopted resolution 113-24 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.

Adopted resolution 114-24 to make final payment of \$5,233.75 to Mathiowetz Construction, LLC for the Highway 20-25 Intersection Project.

Adopted resolution 115-24 to make final payment of \$7,602.14 to S.M. Hentges & Son, Inc for the Highway 41 Bridge Project.

Approved 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.

Approved resolution 116-24 approving purchase agreement and authorizing county to close on transaction according to terms of board resolution 74-24 and purchase agreement.

Approved 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.

Approved 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.

Approved 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.

Adopted resolution 117-24 defining 2025 non-bargaining employee compensation.

Approved motion to renew contract with Minnesota Occupational Health.

Approved 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.

Approved contract with Minnesota Monitoring for drug testing services for CY2025-2029.

Approved 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.

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

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

Approved the 2025-2026 AFSCME Assistant County Attorneys 2025-2026 Collective Bargaining Agreement

Approved the 2025 – 2026 AFSCME General Unit Collective Bargaining Agreement.

Approved the 2025-2026 AFSCME Health and Human Services Unit Collective Bargaining Agreement.

Approved the 2025-2026 AFSCME Public Works Unit Collective Bargaining Agreement.

Adopted Resolution 118-24 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.

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

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

Authorized the Carver County jail to retain the current Jail Medical Director by entering into another Professional Service Agreement with WGH Group, LLC / Goosebusters for 2025.

Approved 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.

Reviewed December 6, 2024, Community Social Services' actions/Commissioners' warrants in the amount of \$502,747.48 and reviewed December 16, 2024, Community Social Services' actions/Commissioners' warrants in the amount of \$658,804.65.

Motion carried unanimously, 4-0, Gayle Degler abstained.

Tammy McCulloch, Regional Director spoke on the University of Minnesota Extension 2025-2026 Memorandum of agreement. A review of reasons to partner with extension and what extension all provides was given.

Tim Lynch moved, John P. Fahey seconded to contract with the University of Minnesota for Extension Services pending finalization of the contract review process. Motion carried unanimously.

Heather Goodwin, HHS division director spoke on the Behavioral Health – Mental Health Crisis Services Program. Due to contract non-renewal from Ridgeview Medical and 988 suicide lifeline call center ending their contract with Carver County, this has resulted in 2/3 work load loss and a financial loss. HHS is looking to shift program operations to Canvas Health.

Richard Scott, Deputy Division Director of HHS addressed multiple reasons why they would not be able to meet contract requirements based on current staff and funding. Mr. Scott gave a review of the services Canvas Health provides.

Public Comments from Sydney & Joshua Miller, Victoria and Tammy McCarthy, Kelly Wilkinson, Stacy Wedding, Jason Thymian, and Jessica Goettl, Crisis Therapists for Carver County spoke on behalf of retaining the Mental Health Crisis Team Program.

Heather Goodwin clarified the difference between licensed and clinical trainee and the need for licensed staff due to the contract with the hospital. Goodwin reviewed insurance billing

All Commissioners acknowledged this request and the difficulty in this decision. Questions on current employees moving to other current openings, restructuring, budget constraints, shifting services to Canvas Health and working with current employees to make sure they are being taken care of.

Matthew Udermann moved, Gayle Degler seconded to approve a reduction of 20.5 Full -Time Equivalent (FTE) positions in HHS-Behavioral Health according to Attachment A.

Tom Workman moved, Tim Lynch seconded to approve a Professional Service Agreement with Canvas Health effective 1/1/2025 -12/31/2026, pending final internal review.

Kerie Anderka, Employee Relations Division Director gave a summary on the County Administrators 2024 Annual Performance Evaluation.

Gayle Degler moved, Tim Lynch seconded, to approve an overall rating of outstanding for County Administrator Hemze's 2024 performance. Motion carried unanimously.

Kerie Anderka, Employee Relations Division Director spoke on setting the 2025 County Attorney and County Sheriff Compensation.

Tim Lynch moved, Tom Workman seconded, to adopt resolutions 119-24 and 120-24 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.

Kerie Anderka, Employee Relations Division Director spoke on setting the 2025 County Commissioner compensation.

Tom Workman moved, Gayle Degler seconded to adopt resolution 121-24 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. Motion carried 4-1, Udermann nay.

Tim Lynch moved, Matt Udermann seconded to recess regular session and enter into a 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).

Tim Lynch moved, Tom Workman seconded to adjourn closed session and reconvene regular session.

Patrick Lambert, Senior Right of way agent spoke on creating a lot split and advertising for bids for sale of county owned property as part of the Highway 212-Dahlgren Township project.

Tom Workman moved, John P Fahey seconded to adopt resolution 122-24 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.

Gayle Degler, County Commissioner gave a year in review for 2024.

COUNTYADMINISTRATOR - Dave Hemze recognized Commissioner Degler will be missed and this is the last meeting for 2024. Reminder about Jan 7, 2025 Oath of Office at 8:30 a.m. for Commissioner Udermann and Commissioner-elect Anderson.

Gayle Degler moved, Tim Lynch seconded to Adjourn at 1:09 p.m.

Dave Hemze
County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Joint Powers Agreement for the Highway 41/10 Project with the City of Chaska

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 24-679

Meeting Date: January 7, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Highway 41/10 Project and related tied projects is a significant infrastructure improvement initiative developed through a partnership between Carver County, the Minnesota Department of Transportation (MnDOT), and the City of Chaska. This project addresses pressing traffic and safety concerns, enhances pedestrian and cyclist access, and supports economic development in the region.

Project Scope

- Reconstruction of State Highway 41 and Highway 10 to improve traffic flow and alleviate congestion.
- Construction of bridges, retaining walls, storm sewer systems, and curb and gutter enhancements.
- Development of new trails, sidewalks, and underpasses to improve pedestrian and cyclist connectivity.
- Landscaping, specialty lighting, and safety features for both vehicular and pedestrian traffic.

Funding Sources

The project is funded through a combination of local, state, and federal contributions:

- Federal Regional Solicitation Grant (\$7 million): Supports improvements within the Highway 10 corridor outside the State Highway 41 right of way.
- Federal Safe Routes to School (SRTS) Grants:
 - \$933,000: For a pedestrian underpass under State Highway 41 and associated trail connections.
 - \$825,520: For the Brandondale SRTS Project connecting Ridge Lane to Ravoux Road.
- MnDOT Transportation Economic Development (TED) Grant (\$3 million): Supports State Highway 41 eligible construction costs, professional services, and right-of-way acquisition.
- MnDOT Local Partnership Program (LPP) Grant (\$710,000): Focused on State Highway 41 construction.
- Carver County Transportation Sales Tax and County State Aid Highway Funding: Allocated for trunk highway-eligible activities and local match requirements for federal and state grants.
- City of Chaska Funding: Covers city-requested improvements, utilities, cost share of joint improvements, and other local costs.

Joint Powers Agreement

This joint powers agreement defines the partnership framework, including roles, responsibilities, and cost-sharing agreements, ensuring the project's success and adherence to funding requirements.

Key Agreement Provisions

1. Carver County will oversee the design and construction phases, with the City of Chaska providing input and design on utilities and specialty infrastructure.
2. Cost sharing is outlined for design, construction, and professional services, following the Carver County Cost Participation Policy and augmented by specific agreements.
3. Maintenance responsibilities will be shared post-construction by both entities.
4. Payment and reconciliation processes will ensure accountability for project expenditures.

Action Requested:

Motion to approve the Joint Powers Agreement between Carver County and the City of Chaska for the Highway 41/10 Project, pending finalization of the contract review

process.

Fiscal Impact:

Funding:	Amount Budgeted:
Regional Solicitation	\$7,000,000
Regional Solicitation SRTS	\$1,758,520
MnDOT TED Funds	\$3,000,000
MnDOT LPP Funds	\$710,000
City of Chaska	\$3,026,122.63
Transportation Sales Tax	\$4,478,023.03
CSAH Reg. Funds	\$8,426,089.53
City of Chaska MSAS	\$4,064,921.95

Related Fiscal/FTE Comments:

Included in the current budget. Costs include the low construction bid, a 6% construction allowance for change orders, land acquisition and professional services costs. Costs that are not yet complete are estimated at this point in time and are based on the best information to date. The combination of federal and state grants, along with local contributions from the City of Chaska and County Transportation Sales Tax revenues, significantly reduces Carver County's financial obligation. The detailed cost-sharing agreement follows the county cost participation policy.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Construction Contract for the Hwy 41/10 Project to Hoffman Construction Company

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 24-381

Meeting Date: January 7, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Highway 41/10 Project is a major infrastructure initiative aimed at addressing traffic and safety concerns in the City of Chaska and the surrounding areas. The project is being implemented through a partnership between Carver County, the Minnesota Department of Transportation (MnDOT), and the City of Chaska. Key components of the project include:

- Reconstruction of State Highway 41 and Highway 10 to enhance traffic flow and reduce congestion.
- Addition of bridges, retaining walls, and storm sewer systems to improve safety and road durability.
- Construction of new trails, sidewalks, and pedestrian underpasses to improve accessibility and encourage non-motorized travel.
- Landscaping, specialty lighting, and other features to create a safe, visually appealing, and functional transportation corridor.

This project is designed to improve regional mobility, provide safe multimodal transportation options, and support economic development in the area.

Project Funding:

The project is funded through a combination of federal, state, and local sources,

including:

- Federal Regional Solicitation Grant (\$7 million): Supporting improvements within the Highway 10 corridor.
- Federal Safe Routes to School (SRTS) Grants (\$1.76 million): Funding pedestrian underpasses and trail connections.
- MnDOT Transportation Economic Development (TED) Grant (\$3 million): Covering trunk highway-eligible construction and professional services.
- MnDOT Local Partnership Program (LPP) Grant (\$710,000): Supporting Highway 41 construction costs.
- Carver County Transportation Sales Tax and State Aid Funding: Providing local matching funds for grant programs and other trunk highway-eligible costs.
- City of Chaska Contributions: Funding city-requested improvements, utilities, and local cost shares.

Bidding Process:

To ensure competitive pricing, Carver County solicited bids for the Highway 41/10 Project. Bids were opened on December 12, 2024, with six contractors submitting proposals. The engineer's estimate for the project was \$25,150,280.20, and all bids were reviewed for compliance with bidding requirements.

The lowest responsible bid was submitted by Hoffman Construction Company at \$22,998,205.07, which is 8.56% below the engineer's estimate. This bid represents significant savings while ensuring that the project meets all required specifications.

Bid Results

Bidder Name	Total Amount (\$)	% Variance from Engineer's Estimate
Hoffman Construction Company	22,998,205.07	-8.56%
Eureka Construction, Inc.	23,116,572.46	-8.09%
Park Construction Company	24,451,831.65	-2.78%
Mathiowetz Construction Company	24,819,776.70	-1.31%
S.M. Hentges & Son, Inc.	24,871,908.31	-1.11%
Meyer Contracting Inc.	25,235,856.92	+0.34%

Awarding the contract to Hoffman Construction Company will result in cost savings due to the bid being lower than the estimate. Public Works staff is recommending the award of this contract.

Action Requested:

Motion to adopt a resolution awarding the construction contract for the Highway 41/10 Project to Hoffman Construction Company in the amount of \$22,998,205.07, pending finalization of the contract review process and MnDOT approvals.

Fiscal Impact:

Funding:	Amount Budgeted:
Regional Solicitation	\$7,000,000
Regional Solicitation SRTS	\$1,758,520
MnDOT TED Funds	\$1,825,158.70
MnDOT LPP Funds	\$710,000
Transportation Sales Tax	\$2,677,940.32
CSAH Reg. Funds	\$4,701,145.73
City of Chaska	\$2,539,034.42
City of Chaska MSAS	\$1,786,405.90

Related Fiscal/FTE Comments:

Included in the current budget.

Attachments:

1. Resolution Construction Contract 24-381

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: January 7, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Awarding of the Highway 41/10 Project, Carver County Contract 24-381

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

WHEREAS, On Thursday, December 12, 2024 at 2:00 p.m. at Carver County Public Works, 11360 Highway 212, Cologne, Minnesota, six (6) bids were received by Carver County Public Works and opened by two (2) representatives of Carver County Public Works for the Highway 41/10 Project, said bids for the responsible bidders are summarized as follows:

<u>Contractor</u>	<u>Total Bid</u>	<u>Over/Under Engineers Estimate</u>
Hoffman Construction Company	\$22,998,205.07	-8.6 %
Eureka Construction, Inc.	\$23,116,572.46	-8.1 %
Park Construction Company	\$24,451,831.65	-2.8 %
Mathiowetz Construction Company	\$24,819,776.70	-1.3 %
S.M. Hentges & Son, Inc.	\$24,871,908.31	-1.1 %
Meyer Contracting Inc.	\$25,235,856.92	0.3 %
<i>Engineers Estimate</i>	<i>\$25,150,280.20</i>	

And WHEREAS, after examination of the bids by Carver County Public Works, Hoffman Construction Company is the successful low responsible bidder.

NOW THEREFORE, BE IT RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Carver County Contract 24-381 with Hoffman Construction Company of Black River Falls, Wisconsin, in the name of the County of Carver for the construction of the Highway 41/10 Project in accordance with the construction plans and specifications contained in the project manual; and

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

BE IT FURTHER RESOLVED that Carver County Engineer, or his designee, is hereby authorized to take actions necessary and to enter into all work orders or change orders on behalf of Carver County as the lead contracting agency for the project, with the approval of the partnering agency(ies) for their respective cost share increase. The approval of the Carver County Engineer, or his designee, of Carver

County's cost share of the work orders or change orders is limited to an amount less than five hundred thousand dollars (\$500,000) and an increased aggregate project total of all project changes of one million five hundred thousand dollars (\$1,500,000.00), when time is of the essence to make contract changes due to unforeseen construction conditions in order to minimize construction delays and to efficiently carry out the planned project improvements.

YES	ABSENT	NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 7th day of January, 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 7th day of January, 2025.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Amendment 1 to Professional Service Agreement with Kennedy & Graven for Legal Services for the Highway 18 Project.

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 23-351

Meeting Date: January 7, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The 2024 and 2025 construction season includes the Highway 18 Project, which is the reconstruction and modernization of Highway 18 from approximately the intersection of Highway 13 (Bavaria Road) in the City of Victoria to 1/4 mile west of Highway 41 in the City of Chaska. Additional land acquisition is needed to complete the project. There are approximately 20 parcels being impacted by the project including residential homes, commercial/industrial businesses and the University of Minnesota Landscape Arboretum. Due to the complexity of the right-of-way acquisitions and staff workload, it was necessary to hire a consultant legal firm with extensive experience in document drafting, negotiation and litigation for land acquisition for highway projects. Kennedy & Graven has many years of experience in handling this type of legal work. The contract with Kennedy and Graven staff includes work to coordinate with the County Attorney's staff and consult with the county's project manager, right of way acquisition agent, title agents and appraisers on the drafting of easement documents, assist in negotiations for potential settlements, and draft and file necessary documents for eminent domain proceedings. Kennedy & Graven legal staff have considerable expertise relevant to this type of project and have worked with Carver County with success on similar projects. The original contract was for \$40,000, which included work through the filing of eminent domain. This contract now needs to be amended by \$90,000 to allow Kennedy

& Graven staff to assist the County Attorney's Office with eminent domain proceedings and continue to assist county staff in addressing additional landowner requests and negotiations for the needed easement acquisitions.

Action Requested:

Motion to approve an amendment to a professional services agreement with Kennedy & Graven in the amount of \$90,000 for additional legal services pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Transportation Sales Tax	\$90,000

Related Fiscal/FTE Comments:

Included in current budget

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Appointment of Chair, Vice Chair and Secretary/Treasurer

Department: County Administration

Contact: Dave Hemze, County Administrator, 952-361-1526

Presenter: Dave Hemze, County Administrator

Contract Name & Number:

Meeting Date: January 7, 2025

Item Type: Ditch/Rail Authority

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

Background/Justification:
In 1987, the Carver County Regional Rail Authority was established. The Regional Rail Authority must appoint a Chair, Vice Chair and Secretary/Treasurer for the Rail Authority according to statutory requirements.

Action Requested:
Motion appointing Chair, Vice Chair and Secretary/Treasurer.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:
None