



**Carver County Board of Commissioners
July 1, 2025
Board Meeting**

The County Board Room is open to the public

This meeting will be broadcast live at:
<https://youtube.com/@CarverCountyMN>

- 9:00 a.m. 1. **CONVENE**
- 1.1. Pledge of allegiance
 - 1.2. Public comments that relate to an item on the agenda may be heard when that agenda item is discussed. Please limit your public comments to five minutes or less.

Individuals unable to attend in person can provide public comments by email at admin-contact@carvercountymn.gov
 - 1.3. Agenda review and adoption
 - 1.4. Approve June 24, 2025 minutes..... 3-4
 - 1.5. Community Announcements
- 9:20 a.m. 2. **CONSENT AGENDA**
- 2.1. Phased Retirement Option for Public Works - Parks..... 5-7
 - 2.2. Professional Services Agreement with Stantec Consulting Services Inc. for CCWMO engineering services..... 8-9
 - 2.3. HHS: Housing - FY2026-27 Emergency Services Program 10-12
 - 2.4. First Street Approach and Curb..... 13-14
 - 2.5. 606 Chiller Maintenance Contract..... 15-16
 - 2.6. Special Use Permit Request - Waconia Chamber of Commerce, 4th Firework Display 17-18
 - 2.7. Approval of Joint Powers Agreement with Hennepin County for the Highway 17/Mill Street Pathway Project..... 19-20
 - 2.8. Charitable Gambling Application for Exempt Permit-Marsh Lake Ducks Unlimited..... 21
 - 2.9. Eliminate 1.0 FTE Jail Health Nurse position and create 1.0 FTE Jail Health Nurse Supervisor position 22-24

2.10. Review Health & Human Services and Commissioner Warrants

9:30 a.m. 3. **REGULAR SESSION**

3.1. Charles Levine - Request to operate a Cannabis Business –
Microbusiness (IUP) 25-36

3.2 Funding request for temporary jail medical providers contract 37-39

10:00 a.m. 4. **COUNTY ADMINISTRATOR REPORT**

10:05 a.m. 5. **CLOSED SESSION**

5.1. Closed Session for Security and Emergency Response Procedures..... 40

10:35 a.m. 6. **ADJOURN REGULAR SESSION**

10:35 a.m. 7. **WORK SESSION**

7.1. Baylor Regional Park Long Range Plan Update 41

7.2. CDA 2026 Levy and Budget 42-49

UPCOMING MEETINGS

July 8, 2025	9:00 a.m.	Board Meeting
	12:30 p.m.	Minnesota River Bluffs Regional Trail Ribbon Cutting (Hwy 41 Underpass)
July 16, 2025	7:00 p.m.	Carver County Township Association Semi Annual Meeting Island View Golf Course (7795 Laketown Pkwy, Waconia)
July 22, 2025	9:00 a.m.	Board Work Session
	12:30 p.m.	Minnesota River Bluffs Regional Trail Realignment Grand Opening (Cy's Bar 500 N Pine St. Chaska)
August 5, 2025	8:00 a.m.	PEER Awards (EOC, 604 East 4 th St. Chaska)
	9:00 a.m.	Board Meeting
August 19, 2025	9:00 a.m.	Board Meeting
August 26, 2025	9:00 a.m.	Board Work Session
September 2, 2025	9:30 a.m.	Board Meeting
September 23, 2025	9:00 a.m.	Board Special & Work Session
October 7, 2025	9:00 a.m.	Board Meeting
October 21, 2025	9:00 a.m.	Board Meeting
October 28, 2025	9:00 a.m.	Board Work Session

Carver County

Board of Commissioners

Special Session Minutes
June 24, 2025

A Special Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on June 24, 2025. Chair Tom Workman convened the session at 9:02 a.m.

Members present: Tom Workman, John P Fahey, Lisa Anderson. Members present remotely: Matt Udermann

John P. Fahey moved, Lisa Anderson seconded, to approve the agenda. Roll Call, Anderson – Aye, Fahey – Aye, Udermann – Aye, Workman – Aye. Motion carried unanimously 4-0.

Lisa Anderson moved, John P. Fahey seconded, to approve the minutes of the June 3, 2025, Regular Session. Roll Call, Fahey – Aye, Udermann – Aye, Workman – Aye, Anderson – Aye. Motion carried unanimously 4-0.

Lisa Anderson moved, John P. Fahey seconded, to approve the minutes of June 10, 2025 Board of Equalization minutes. Roll Call, Udermann – Aye, Workman – Aye, Anderson – Aye, Fahey – Aye. Motion carried unanimously 4-0.

Matt Udermann moved, Lisa Anderson seconded, to approve the following consent agenda items:

Authorized the preorder of a tandem snowplow truck with Boyer Trucks with unfitting to be completed by Towmaster.

Approved a professional services agreement with GMH Asphalt for \$29,555.00 for milling and patching on Highway 122, pending finalization of the contract review process.

Adopted resolution 51-25 authorizing Carver County to enter into MnDOT Cooperative Construction Agreement No. 1057792 with the State of Minnesota, Department of Transportation, and to authorize the County Board Chair and County Administrator to execute the agreement and any future amendments, pending finalization of the contract review process.

Authorized the issuance of two separate Certificates of Zoning Compliance (#A20250197 and #A20250198) for the youth and amateur rodeo events scheduled for June 27-28, 2025, and August 8-9, 2025.

Adopted resolution 52-25 to award a construction contract to WM Mueller and Sons, Inc. for the 2025 Highway Preservation Program, pending finalization of the contract review process.

Approved a professional services agreement with Voss Construction of Green Isle for \$58,500.00 and Hanson Silo Company of Lake Lilian for \$49,600.00 for the construction of a three-bay bunker at public works headquarters, pending finalization of the contract review process.

Authorized Facility Services, in partnership with the Carver County Historical Society, to open a Legacy Grant account and apply for a grant to improve the HVAC system at the Historical Society Building in Waconia.

Adopted resolution 53-25 authorizing the County Board Chair and County Administrator to execute Amendment No. 1044265A01 with the Minnesota Department of Transportation for the Highway 212 Project – Dahlgren Township, which increases MnDOT's funding participation by \$3.3 million in FY2025 state funds, pending finalization of the contract review process.

Approved motion to renew contract with Madden Galanter Hansen, LLP.

Approved the professional services contract with Bolton & Menk, Inc. for design, geotechnical evaluation, and permitting services for the Highway 41 Arboretum Village Trail Project, in an amount not to exceed \$370,565.01, pending finalization of the contract review process.

Approved resolution 54-25 and the Performance Measures- 2025 Report

Approved motion to concur with the City of Victoria in the award of contract to Minger Construction Company, Inc. in the amount of \$8,847,375.55 for the Highway 5/11 Project, pending finalization of the contract review process.

Approved amendment to Contract 24-463 with HDR Engineering, Inc. for construction communication and engagement services on the Highway 41/10 Project, increasing the not-to-exceed amount by \$206,096.78, pending finalization of the contract review process.

Reviewed June 6, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$296,923.73; reviewed June 16, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$495,166.91 and reviewed June 23, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$346,545.87.

Roll Call, Udermann – Aye, Workman – Aye, Anderson – Aye, Fahey – Aye, Motion carried unanimously 4-0.

Commissioner Tim Lynch joined remotely at 9:23 a.m.

Dave Hemze, County Administrator presented an update on the 2025–2027 Strategic Plan, highlighting key priorities such as delivering taxpayer value, enhancing customer service, optimizing physical assets, and strengthening staff capacity. Commissioners raised several questions, expressing a desire for increased engagement from both staff and residents, as well as more detailed information. As a result, they recommended tabling the discussion until mid-August.

Matt Udermann moved, Lisa Anderson seconded to table the strategic plan until August 19. Roll Call, Workman – Aye, Anderson – Aye, Fahey – Aye, Lynch – Aye, Udermann – Aye. Motion carried unanimously.

COUNTY ADMINISTRATOR REPORT – Mr. Hemze shared a couple of reminders—first, the Dakota Prairie Composting Open House is happening in Scott County at 11:00 a.m., and second, staff will be receiving Summer Baskets from the Commissioners.

Tim Lynch moved, John P. Fahey seconded to adjourn the Special Session and go into a work session at 9:29 a.m. for a Communication Department Update and a 2026 Budget and Finance Update. Roll Call, Anderson – Aye, Fahey – Aye, Lynch – Aye, Udermann – Aye, Workman – Aye. Motion carried unanimously.

Dave Hemze
County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Phased Retirement Option for Public Works - Parks
RBA Number: 2025-806
Department: Public Works
Contact: Lyndon Robjent, Public Works Division Director / County Engineer, 952-466-5206
Presenter:
Contract Name & Number:
Meeting Date: July 1, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Minnesota Public Employees Retirement Association (PERA) and County policy allow County employee participation in a Phased Retirement Option (PRO) program. In addition, the County is in process of establishing a Memorandum of Agreement (MOA) with SMACC in support of this option.

The Public Works Division has identified specific project work and transition needs which could be met through a Phased Retirement Option with one of its current employees, Marty Walsh; Mr. Walsh has also expressed interest in a PRO arrangement.

Under the proposed arrangement, the incumbent will convert from regular status to PRO status, anticipated to be effective approximately September 1, 2025.

Public Works is evaluating the service model for the Parks Department and will not backfill the Parks Director position until the evaluation is complete. The current Parks Director duties will be assigned to other Public Works staff as determined by the Public Works Director by the middle of August and prior to Marty Walsh's retirement.

In accordance with the PRO MOA with SMACC, Mr. Walsh will receive severance compensation as outlined in the SMACC collective bargaining agreement at the time of transition to the Phased Retirement Option. Mr. Walsh will be eligible for the special retiree health insurance pursuant to County Personnel Policy, including during the timeframe serving in the Phased Retirement Option. No further PERA contributions will be processed upon transition to PRO status.

The PRO requires a reduction from 40 hours per week to no more than 30 hours per week not exceed a maximum of 900 hours in a year. In this case, we are anticipating a 16 hour (2 day) per week schedule for approximately six months to one year however, work will be scheduled on an as needed basis and no hours are guaranteed through the PRO arrangement. The exact schedule and length of the PRO arrangement will be determined by business needs.

Action Requested:

Motion to approve a Phased Retirement Option (PRO) for Martin Walsh in the Public Works Division.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Budget Amendment is attached.

Attachments:

1. BudgetAmendmentForm

Carver County Board of Commissioners Budget Amendment Request Form



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agreement with Stantec Consulting Services Inc. for CCWMO engineering services

RBA Number: 2025-848

Department: Public Services - Planning & Water Management

Contact: Paul Moline, Deputy Division Director - Public Services, 952-361-1825

Presenter:

Contract Name & Number:

Meeting Date: July 1, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Implementation of the Carver County Water Management Organization (CCWMO) Water Plan requires engineering services. The CCWMO does not have an engineer on staff and use of outside consultants is seen as the most efficient way to accomplish essential engineering tasks in 2025-2027 including stormwater review, project design, modeling work or review, and sub-contracting for construction. The funded amount is an estimated maximum for 2025-27 based on available CCWMO levy project funds/existing grants, cost recovery through permit fees, and forecasted 2026-2027 funds. Stantec will largely be used to assist with review of CCWMO permits and design of capital projects and grant implementation. Pursuant to state statute MS 103B.227 (requires solicitation of engineering services every two years), the CCWMO issued a Request for Qualifications (RFQ) for engineering services in May 2025. The CCWMO received 5 responses and based on the scoring of the submitted proposals, the staff is recommending that Stantec Consulting Services Inc. be included in the pool for engineering services. The contract is NOT a commitment by the County to allocate all funds to Stantec Consulting Services Inc. as projects will be handled on a work order

basis using all firms in the pool.

Action Requested:

Motion to authorize Chair to sign a 2 year PSA with Stantec Consulting Services Inc. not to exceed \$200,000 pending contract review and approval

Fiscal Impact:

Funding:	Amount Budgeted:
CCWMO Levy 2025 and cost recovery	\$60,000
CCWMO Levy 2026-2027 and cost recovery	\$90,000
State grants 2025-27	\$50,000

Related Fiscal/FTE Comments:

2026-2027 funds will be based on County Board approved budgets, rollovers, CCWMO levy, and future grants.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: HHS: Housing - FY2026-27 Emergency Services Program

RBA Number: 2025-857

Department: Health & Human Services - Behavioral Health

Contact: Jennifer Romero, Housing Unit Supervisor, 952-442-3070

Presenter:

Contract Name & Number: Family ESP Grant Contract (Contract #25-266)

Meeting Date: July 1, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Each biennium, the Minnesota Department of Human Services through the Homeless, Housing, and Support Services Administration awards Emergency Services Program grants to organizations to provide emergency shelter, motel vouchers, day shelter, street outreach and essential services for people who are homeless. Carver County has been awarded, by the State of MN, Emergency Services Program (ESP-2) funding in the amount of \$300,000 for the period from July 1, 2025, through June 30, 2027, to pay hotel expenses for approximately five (5) families at a time and to offset the cost of 0.5 FTE of existing personnel during the period of the grant cycle. Award amounts include \$150,000 for State Fiscal Year (SFY) 2026 (7/1/25 – 6/30/26) and \$150,000 for SFY 2027 (7/1/26-6/30/27).

This grant will not impact County Levy funding.

Action Requested:

Motion to approve the Emergency Services Program (ESP-2) grant agreement (contract # 25-266) in the amount of \$300,000 for the period July 1, 2025, through June 30, 2027,

pending approval through the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
DHS-Emergency Services Program (ESP-2)	\$300,000

Related Fiscal/FTE Comments:

Fiscal Impact: **Budget Amendment Requested:** DHS-Emergency Services Program (ESP-2): SFY2026 (7/1/25-6/30/26): \$150,000; SFY2027 (7/1/26-6/30/27): \$150,000. (Grant funding will be used to offset the cost of 0.5 FTE of existing personnel in the HHS Behavioral Health & Housing Department). **This grant will not impact County Levy funding.**

FTE Impact: None. (Grant funding will be used to offset the cost of 0.5 FTE for **existing** personnel in the HHS Behavioral Health & Housing Department). This is not new; these are new grant years but not new grants to this department. These grants exist and are in place now.

Attachments:

1. BudgetAmendmentForm_2026-27 ES Grant



Carver County Board of Commissioners
Budget Amendment Request Form

Agenda Item: HHS: Housing - FY202627 Emergency Services Program

Department: Health & Human Services - Behavioral Health

Meeting Date: 7/1/2025

Requested By: Jennifer Romero

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

DEBIT			CREDIT		
TOTAL			TOTAL		
\$300,000.00			\$300,000.00		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Salary & Benefits	11-480-754-0041-6XXX	\$115,000.00	ESP - 2 Shelter Grant Prog	11-480-754-0041-5343	\$300,000.00
Professional & Tech Fees for Services	11-480-754-0041-6260	\$1,650.00			
Employee Mileage Allowance	11-480-754-0041-6331	\$2,400.00			
Conference & Professional Maintenance	11-480-754-0041-6332	\$2,000.00			
ESP - 2 Expenses	11-480-754-0041-6040	\$178,950.00			

Reason for Request: Funding for DHS-Emergency Service Program (ESP-2) SFY 2026 \$150,000 & SFY 2027 \$150,000



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: First Street Approach and Curb
RBA Number: 2025-836
Department: Public Services - Facility Services
Contact: Peter Nelson, Facilities Maintenance Supervisor, 952-361-1573
Presenter:
Contract Name & Number: 25-261 First Street Approach and Curb
Meeting Date: July 1, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The parking lots at First Street Center in Waconia are starting to deteriorate and will be replaced in an upcoming project. Before that happens, sections of the curb, gutter, sidewalk and dumpster pad, as well as the entrance aprons, need to be addressed.

The apron portions of the parking lot are falling apart, causing a safety concern, as well as the potential for vehicle damage. The dumpster pad and portions of the sidewalk show extensive wear, posing safety issues. Additionally, sections of the curb and gutter need to be replaced to allow for proper storm water transfer. Doing this will extend the life of the new parking lot when that project is completed.

Two bids were obtained for this project, with the lowest bid provided by Michel Masonry.

Michel Masonry will provide all necessary labor, equipment, and materials to complete the demolition and replacement of the concrete apron, 500 feet of curb and gutter, 408 sqft of sidewalk, and dumpster pad.

All work is to be completed no later than October 30th, 2025. Coordination with Carver County will be maintained to ensure minimal disruption.

Action Requested:

Motion to contract with Michel Masonry Construction for removal and replacement of the existing concrete driveway apron and approximately 500 linear feet of curb and gutter, 408 sq.ft. sidewalk, and 14x6 ft. dumpster pad at First Street Center pending the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Capital Improvement Dollars	\$62,171

Related Fiscal/FTE Comments:

The bid from Michel Masonry Construction is \$62,171.00. Funds have already been provided in the county's capital improvement budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 606 Chiller Maintenance Contract
RBA Number: 2025-845
Department: Public Services - Facility Services
Contact: Brent Kath, Facility Services Manager, 952-361-1557
Presenter:
Contract Name & Number: 25-276 606 Chiller Maintenance
Meeting Date: July 1, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Facility Services is requesting to contract for a planned maintenance program which will provide routine inspection and maintenance of the Daikin Chiller at the Carver County Government Center 606 Building. Timely inspections can minimize unscheduled downtime by detecting deficiencies early. Scheduled factory-recommended maintenance will help promote efficient operation and maximum equipment life. Repairs by trained technicians help keep the equipment operating to specification guidelines.

During equipment inspections, Daikin Applied teaches Facility Services staff proper equipment operation and early problem recognition that can minimize service outages. The service tasks are annual inspection, tube services for the condenser, seasonal startup, operational inspection, preventative maintenance and seasonal shutdown inspection. Carver County Facility Services will receive a written report on the inspection or services provided.

The contract will be from May 1st, 2025 for a term of 2 years.

Another bid was obtained from Metropolitan Mechanical Contractors (MMC). While MMC bid was less money, their bid did not include the same level of service. Facilities

staff reviewed the bids and determined that Daikin's proposal is the best value and best meets the County's needs. Staff is recommending to contract with Daikin Applied Inc. for inspection and maintenance of the chiller they supplied and installed.

Action Requested:

Motion to approval agreement with Daikin for annual inspections and task list for the Chiller installed in the 606 Building pending contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Dollars	\$55,056

Related Fiscal/FTE Comments:

Year 1 (2025/2026) is payable at the time of invoice in the amount of \$27,528.00. Year 2 (2026/2027) is payable at the time of invoice in the amount of \$27,528.00. This project is already budgeted for and will be paid for using funds from the facilities budget. No additional funds will be needed.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Special Use Permit Request - Waconia Chamber of Commerce, 4th Firework Display

RBA Number: 2025-847

Department: Public Works - Parks

Contact:

Presenter: Samuel Pertz, Parks & Trails Supervisor

Contract Name & Number:

Meeting Date: July 1, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

By Park Ordinance 91.04 – B special use within the County Park system requires the issuance of an authorized use permit. This request is defined as a Tier 2 event per County Policy and requires formal action of the Park Commission and authorization by the County Board.

Applicant: Waconia Chamber of Commerce.

Date(s): Friday July 4. Alternative dates of July 3 and July 5 for flexibility due to weather conditions.

Location: Lake Waconia Regional Park, 8170 Paradise Ln.

Event Scope: Professional grade pyrotechnic show for the public.

Anticipated Attendance: 3,000 - 4,000+ people.

Impact(s) to the Park: Heavy attendance brings on increased trash volume and use of park facilities and grounds care. The fireworks display is conducted in the open grass area NE of the Paradise Commons building, which is temporarily signed closed to all use on the event date to properly manage park user safety.

Use Permitting Requirements: The required documents have been received and reviewed to meet County requirements. The City of Waconia Fire Department has issued a permit for the event.

Items of Attention: Launching a commercial firework display within park boundaries. Use of fireworks is not authorized per park ordinance 91.05 and requires issuance of a use permit authorized by the County Board. Additionally, a level of risk in terms of potential damage to park property/grounds is assumed with this event. Possible brush/debris fires can result from professional firework displays.

Permit Fees: Consistent with the 2025 Fee Schedule, pyrotechnic display permits are exempt.

Permitting/Event History: Year 20+

Staff Comments: No prior issues with event group. The display attracts & retains many daily visitors and is publicly appreciated. The permit requires the permittee to conduct some site clean up following the event which is typically coordinated with a local youth based non-profit organization.

Recommendation by the Park Commission was made at the regular meeting on May 14, 2025.

Action Requested:

Motion to authorize the issuance of a special event use permit to the Waconia Chamber of Commerce to conduct a professional firework display as a community event within the date range of July 2 - 5, 2025 contingent upon the successful completion of all required items.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Approval of Joint Powers Agreement with Hennepin County for the Highway 17/Mill Street Pathway Project

RBA Number: 2025-858

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 25-284

Meeting Date: July 1, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Hennepin County is leading the Mill Street Pathway Project, a multimodal trail and safety improvement project along CSAH 82 (Mill Street) in downtown Excelsior, extending south into Carver County along CSAH 17 (Powers Blvd.) in the City of Chanhassen. The project includes the construction of a shared-use trail, ADA improvements, and highway safety enhancements.

To facilitate implementation of the project across county boundaries, a Joint Powers Agreement (JPA) has been drafted between Carver County and Hennepin County. The JPA outlines the responsibilities of each party with respect to right-of-way acquisition, project design, construction, and long-term maintenance.

Under this agreement:

- Hennepin County will serve as the lead agency for design, permitting, right-of-way acquisition, and construction administration.

- Hennepin County will acquire all right-of-way necessary for the project in both counties, including any use of eminent domain if required.
- Carver County will not be responsible for any project or right-of-way acquisition costs.
- Upon completion, Carver County will assume maintenance responsibilities for roadway elements and stormwater facilities located within its jurisdiction as described in the agreement.
- Trail maintenance within Carver County will remain the responsibility of Hennepin County and the City of Chanhassen under a separate agreement.

The agreement has been reviewed and approved by the Carver County Attorney's Office.

Action Requested:

Motion to authorize the Board Chair and County Administrator to execute Agreement No. PW 17-76-25, a Joint Powers Agreement with Hennepin County for the Mill Street Pathway Project, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Charitable Gambling Application for Exempt Permit- Marsh Lake Ducks Unlimited

RBA Number: 2025-839

Department: Property & Financial Services - Elections & Licensing

Contact: Sarah Rivers, Elections & Customer Service Technician, 952-361-1945

Presenter:

Contract Name & Number:

Meeting Date: July 1, 2025

Item Type: Consent

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

Background/Justification:
A Charitable Gambling application for Exempt Permit was received from Marsh Lake Ducks Unlimited. They plan to hold a raffle and bingo on September 17, 2025 at the Marsh Lake Hunt Club located at 5785 Hunters Rd, Victoria, MN 55386. This organization has received this type of permit before.

Action Requested:
Approval to issue a Charitable Gambling License to Marsh Lake Ducks Unlimited for a raffle and bingo to be held on September 17, 2025.

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Eliminate 1.0 FTE Jail Health Nurse position and create 1.0 FTE Jail Health Nurse Supervisor position

RBA Number: 2025-842

Department: County Sheriff - Jail Services

Contact: Ben Beyer, Assistant Jail Administrator, 952-361-1233

Presenter: Ben Beyer, Assistant Jail Administrator

Contract Name & Number:

Meeting Date: July 1, 2025

Item Type: Regular Session

Strategic Initiative:

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

Background/Justification:

The Carver County Jail Supervisory Nurse will oversee, guide, and direct professional nursing care for individuals in a correctional setting to support optimal acute care, chronic care management, and emergency care support. A supervisory position is crucial to maintaining a high standard of medical care, ensuring compliance with legal and regulatory requirements, reducing liability exposure, and promoting a culture of accountability and continuous improvement. This change will also establish a formal supervisory role for a qualified medical professional to oversee the jail's nursing staff.

The Supervisory Nurse will manage a Registered Nurse (RN), contracted Community Paramedics (CP's), contracted Medical Assistants (MAs) and support services in coordination with the contracted medical provider, mental health practitioners, and correctional staff to ensure that patients are provided appropriate medical care in alignment with correctional healthcare standards.

Action Requested:

Eliminate 1.0 FTE Jail Health Nurse position and create 1.0 FTE Jail Health Nurse

Supervisor position

Fiscal Impact:

Funding:	Amount Budgeted:
Opioid Settlement Funds- 2025	\$6,411.00

Related Fiscal/FTE Comments:

The requested change costs for the remaining of 2025, July-Dec is \$6,411. For 2025, this will be covered by Opioid Settlement Funds. A budget amendment is included. For 2026, this is requested to be funded by levy dollars and is included in Attachment B, staffing changes.

Attachments:

1. BudgetAmendmentForm_Jail restructure_Opioid funds

Carver County Board of Commissioners Budget Amendment Request Form



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Charles Levine - Request to operate a Cannabis Business - Microbusiness (IUP)

RBA Number: 2025-855

Department: Public Services - Land Management

Contact: Jason Mielke, Land Use Manager, 952-361-1817

Presenter:

Contract Name & Number:

Meeting Date: July 1, 2025

Item Type: Regular Session

Strategic Initiative:

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

Background/Justification:

File #20250027. On June 17, 2025, the Planning Commission voted unanimously to recommend approval of the Interim Use Permit (IUP) application submitted by Laketown Farms LLC (Charlie Levine). The application seeks to operate a licensed Cannabis Microbusiness including cannabis cultivation, processing, and manufacturing, but excluding retail, on an approximately 178-acre parcel in Section 29, Laketown Township.

Mr. Levine has been operating a hemp cultivation and processing business on the property since 2018. That business was allowed as a permitted use due to the MN Legislative Farm Bill of 2018. Now, Mr. Levine is requesting approval to expand the business to include cannabis processing within an existing 1,600-square-foot structure. Cannabis cultivation is planned in a nearby, one-acre, commercially fenced outdoor growing area.

Adopted in 2024, the County's Cannabis Ordinance allows this type of activity as an Interim Use in the Agriculture Zoning District. However, similar to some other home-based businesses, cannabis operations are prohibited in Shoreland Overlay Districts

and on land enrolled in the Metropolitan Agricultural Preserve Program. Mr. Levine's operation is located within both the Shoreland area and on Agricultural Preserve land. He applied for—and received—a variance (PZ20250026) in May 2025, allowing him to apply for the IUP despite these restrictions.

The applicant has received pre-approval from the State Office of Cannabis Management (OCM) to operate a cannabis microbusiness. The State cannabis ordinance requires local land use approval before the applicant can proceed to the next step in the state licensing process.

The applicant submitted a complete OCM application, which includes detailed descriptions of security measures, inventory control, odor management, access restrictions (no public access), waste management, and video surveillance. There would be two to eight employees onsite, depending on the season. Deliveries are expected to be infrequent. The property is accessed by a long driveway, and the operational area is screened by trees and set back a significant distance from neighboring properties. No residence is located within a quarter-mile of the operational area. No signage is proposed. The IUP is not transferable to another owner or another property.

The Laketown Town Board has supported and recommended approval of the request.

A Township Location Map, Planning Commission Resolution, and Site Maps are attached for the County Board's consideration. A copy of the June 17, 2025, Planning Commission packet is available for review at: [Planning Commission Meeting • Carver County • CivicClerk](#)

Action Requested:

A motion to adopt the Findings of Fact and issue Order #PZ20250027 for the issuance of an Interim Use Permit.

Fiscal Impact:

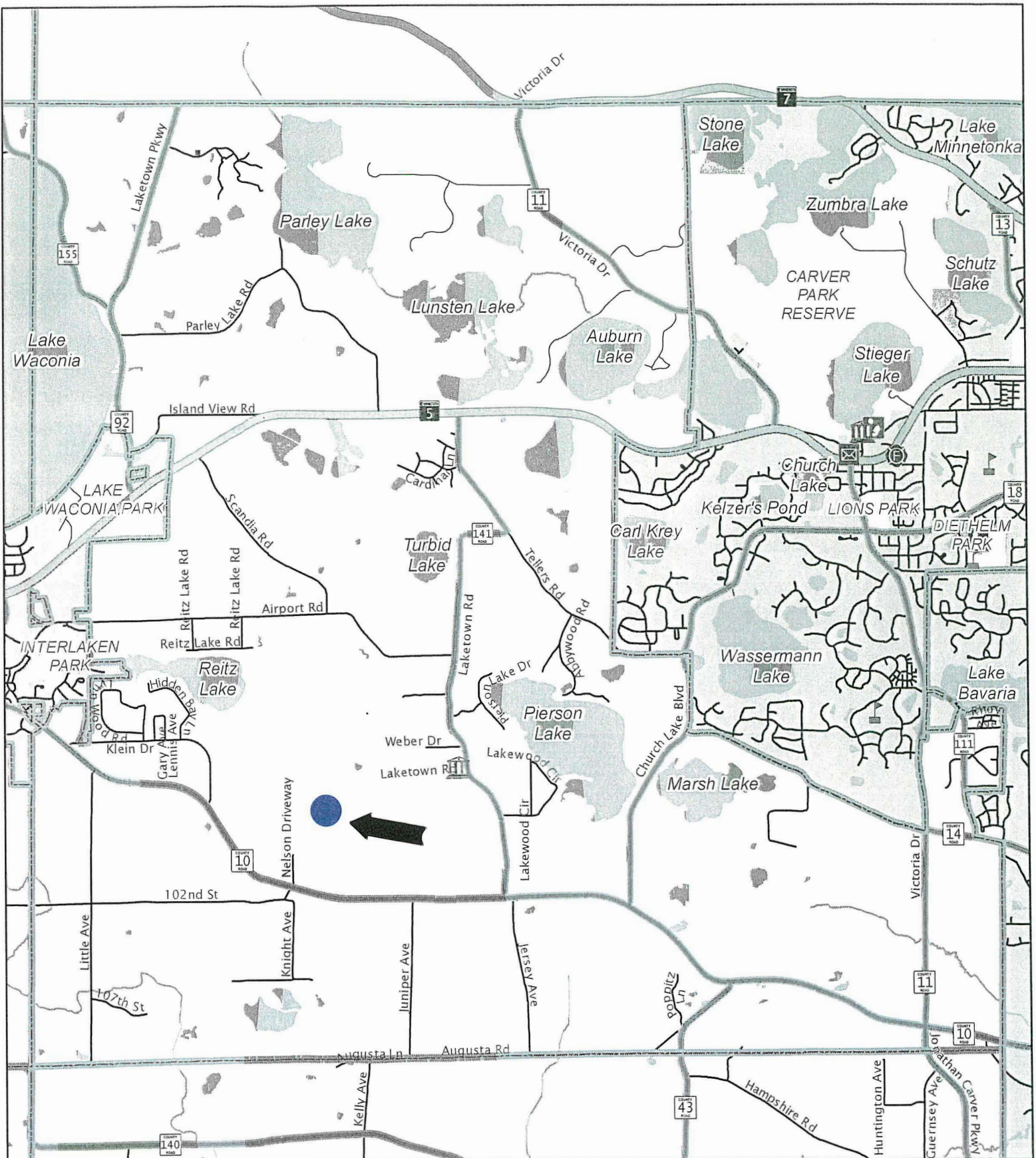
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Township Map
2. IU-PZ20250027 - PLC Resolution-signed
3. Levine IUP Site Plan (6-9-25) - County Map
4. Site Plans

LAKETOWN TOWNSHIP



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



Map Created by Carver County GIS

**COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION**

FILE #: PZ20250027

RESOLUTION #: 25-12

WHEREAS, the following application for an Interim Use Permit has been submitted and accepted:

FILE #: PZ20250027

APPLICANT: Charles Levine

OWNER: Levine Farm LLC

SITE ADDRESS: 8420 County Rd 10 E, Waconia, MN 55387

PERMIT TYPE: Interim Use Permit for a Cannabis Business

PURSUANT TO: Carver County Code: Section 152.079 (D)

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 07-029-0700

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of June 17, 2025; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Charlie Levine owns and resides on an approximate 178.2-acre parcel located in the Northeast Quarter (NE¼) & North Half (N½) of Southeast Quarter (SE¼) of Section 29, Laketown Township. The property is homesteaded and includes a residence, several accessory and agricultural buildings, as well as a structure used for manufacturing hemp cannabinoid and ingredient manufacturing. The site is situated within the Agriculture Zoning District, the Shoreland Overlay District of an unnamed Minnesota Department of Natural Resources (MNDNR) Protected Watercourse and lies in the Carver County Water Management Organization (CCWMO) – Carver Creek watershed.
2. The 2023 adoption of MN State Statute legalizing recreational cannabis business activities (i.e., cultivation, processing, manufacturing, sales, etc.) in Minnesota prompted Carver County to implement reasonable land use controls for cannabis businesses in unincorporated areas (townships). In 2024, the County adopted Cannabis Zoning Code standards that classified cannabis businesses as an Interim Use within the Agriculture Zoning District. The applicant is now requesting an Interim Use Permit to operate a cannabis business (Microbusiness Activity) on the subject property in accordance with Section 152.079 (D) of the Carver County Zoning Code.

Mr. Levine currently operates Laketown Farms LLC, a hemp cultivation and processing business on the property, made legal under the Minnesota Legislative Farm Bill of 2018. This business includes an extraction lab for manufacturing hemp-derived cannabinoids and ingredients and has been recognized as a farming activity not requiring a separate Conditional Use Permit (CUP) or Interim Use Permit (IUP). This IUP application proposes to expand the existing operations to include cannabis cultivation, extraction, concentration, production, and manufacturing of cannabis products.

3. On June 4, 2025, the applicant applied for, and received, a variance (PZ20250026) to be allowed to operate a Cannabis Business within the Shoreland Overlay District of a DNR Protected Watercourse and on land enrolled in the Metropolitan Agricultural Preserve program.
4. The proposed location for the cannabis business is a rural area of Laketown Township, situated on a large agricultural parcel accessed via a township cartway. Although the applicant currently operates a hemp processing business on the property—which did not require a Conditional or Interim Use Permit (CUP/IUP) for a home-based business—the County’s cannabis zoning code requires an IUP for any business involving cannabis activities. Mr. Levine has received preliminary license approval from the Office of Cannabis Management (OCM). However, he must obtain approval from the local land use authority (Carver County) before receiving a Cannabis Microbusiness permit from the state.

5. In a press release dated June 4, 2025, the OCM provides guidance for local government on zoning compliance certification. They stated:

“The Office of Cannabis Management (OCM) advises applicants with preliminary approval to initiate early communication with local governments before submitting site registration information. These early conversations help applicants understand local zoning, fire, and building code requirements—such as permit types or specific construction materials—which can influence their decision on a final location. While OCM does not notify local governments when an applicant reaches preliminary approval, municipalities should anticipate outreach from applicants and treat them as serious candidates who have passed significant licensing steps, including a background check.”

“Applicants with preliminary approval are not yet tied to a site and must still secure a location, ensure compliance with local regulations, and pass a pre-licensure inspection. OCM strongly recommends that applicants delay site registration until they have completed these steps and are within 90 days of opening. If submitted prematurely, site registrations can be withdrawn and resubmitted once local compliance is achieved. Importantly, if a local government cannot certify a site, the applicant does not lose their preliminary approval but must either resolve compliance issues or choose an alternate location. Applicants must receive final OCM authorization within 18 months of preliminary approval under Minnesota law – Chapter 342.”

The OCM maintains strict oversight of cannabis businesses through state regulations, with enforcement authority across all areas of operation. These requirements encompass a wide range of standards, including general operations, recordkeeping, security protocols, and transportation procedures.

6. The applicant submitted a narrative (dated May 13, 2025) detailing the proposed operation. The business will engage in the cultivation, extraction and concentration, and production of adult-use cannabis products. No retail operations are proposed at this site. Mr. Levine explains that a licensed industrial hemp operation has been active on the property for eight years, operating within an approximately 1,600-square-foot structure. The proposed cannabis production would take place within the same structure, which was originally adapted for commercial use when Mr. Levine obtained a hemp production permit in 2017. He notes, *“An entry vestibule will need to be added to the existing facility to comply with OCM rules and regulations.”*

Hours of operation would be Monday through Saturday, from 7:00 AM to 6:00 PM. Staffing would vary seasonally, with between two (2) and eight (8) employees on-site. There would be no public access to the facility and no exterior storage. The operational area, located on a 178-acre property, would be screened by existing trees, additional proposed vegetation, and the site's natural distance from neighboring properties and public view. The operational area is more than a quarter mile from any residences on adjacent parcels and would have controlled access.

In an email dated June 4, 2025, Mr. Levine provided additional information regarding the operation. There is no work vehicles dedicated to the business. Vehicle traffic to the site is estimated at 2–3 employee vehicles per day and 0–1 delivery vehicle per week. No signage is proposed for the business.

7. Mr. Levine has also submitted a copy of his state cannabis microbusiness license application (i.e., 126-page document), dated April 29, 2025. The application outlines standards for inventory tracking, secure storage of plants, products, and waste, as required for all cannabis licensees. The narrative includes measures to prevent unauthorized access to areas where cannabis is grown or stored, restrict access to product sample displays, define video surveillance retention periods, and establish protocols for employee training and accountability.

Although no sales are proposed on the property, the application also notes that age verification will be required for all cannabis product orders to ensure sales are limited to individuals 21 years of age or older.

Regarding wastewater management, the application states: *“The existing septic and mound system provides a compliant, self-sufficient wastewater solution that meets both operational needs and Minnesota regulatory standards for cannabis manufacturing facilities.”* Water service is provided by a well on-site. A carbon filter exhaust system will be installed to help manage odors and improve overall air quality within the cannabis processing structure.

8. The submitted site plan (dated May 13, 2025) shows the layout of buildings and features on the property. County staff has also created a GIS aerial photography map (dated June 9, 2025) depicting how the use of the property. The cannabis production facility, located near the creek and labeled “The Shop,” is depicted along with the fenced 1-acre cannabis cultivation area to the northeast, labeled “Outdoor Cultivation Field.” The outdoor cultivation area would be enclosed by a 6-foot-tall commercial-grade fence. Lighting for the cultivation area must comply with County standards, which require fixtures to be shielded or fitted with hoods and lenses that direct light downward, minimizing light spill onto adjacent properties and upward into the night sky. In addition, both the building and cultivation areas involved in the operation would implement high-security clearance measures to restrict unauthorized access.

The vestibule addition to the production facility appears to comply with the required 100-foot setback from the creek; final setback compliance will be verified during the building permit application review process. Other existing structures on the farm are also labeled on the site plan.

The applicant submitted supplemental documentation, including a floor plan of “The Shop” and an elevation drawing of the proposed expansion. The expansion includes the entry vestibule, a walk-in cooler, and a milling room. Additional site details are provided, showing the location and dimensions of the proposed outdoor cultivation field, which is located outside the designated shoreland area.

9. Lori Brinkman, Senior Environmentalist with Carver County Environmental Services, reviewed the application materials and, in an email dated June 6, 2025, stated, *“the wastewater at the property is currently serviced by 3 different systems. A design has been submitted to condense wastewater management into one mound treatment system. Further evaluation is required by Carver County SSTS staff to gather information regarding wastewater flows from the business including gallons per day for proper system sizing, and waste strength. Process wastewater is generally high strength and therefore should not be dispersed into soil treatment areas designed for residential strength waste.”*
10. As part of the recent variance application review, Tim Sundby, Water Resources Supervisor with the Carver County Planning & Water Department, reviewed the proposal and, in an email dated May 14, 2025, stated that the area of disturbance appears to be less than one acre. Therefore, a stormwater permit is not required.
11. The Laketown Town Board reviewed the application request at their May 12, 2025, meeting and recommended approval. Their statement read:

“The Board supports the applicant’s ability to expand the existing hemp operation (manufacturing and cultivation) by adding one acre for cannabis cultivation on their 178-acre property. The applicant is currently in the licensing process under the new State of Minnesota cannabis rules. The Board supports the proposed plan.”

The motion passed with a 3–0 vote in favor.

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

THEREFORE, BE IT RESOLVED, THAT the Carver County Planning Commission hereby recommends approval of the Interim Use Permit application for a Cannabis Business (Microbusiness Activity) pursuant to Carver County Code Section 152.079 (D) on the property legally described in Exhibit A. The following conditions should be considered part of the permit:

1. The permit is subject to administrative review. The Permittee shall homestead and occupy the property. This permit is not transferable to another individual, property owner, or property. Any change in property or business ownership shall terminate the permit.
2. The permit is valid only for the duration of the Permittee’s license issued by the Office of Cannabis Management (OCM). Failure to obtain or maintain a valid OCM license shall constitute a violation of this permit and may result in revocation by the County Board.

3. The operation shall substantially conform to the submitted operational plan (dated May 13, 2025), site plans (dated May 13, 2025), and email correspondence (dated June 4, 2025). These documents shall be attached to and incorporated as part of this permit. The operation hours shall generally follow 7:00 AM to 6:00 PM, Monday through Saturday.
4. The Permittee must comply with the conditions of the approved variance (PZ20250026) allowing operation of the cannabis business within a Shoreland Overlay District and on land enrolled in the Metropolitan Agricultural Preserve Program until the current enrollment ceases in 2032.
5. All structures associated with the cannabis operation must comply with the Minnesota State Building Code and Office of Cannabis Management regulations. The proposed expansion to the shop building is subject to review and approval by the Carver County Building Official and will require appropriate building permits. Any future structures intended for business use shall also require prior review and permitting before commencing construction.
6. All business-related trucks, equipment, and supplies shall be stored within approved structures or within the defined operational area. Any expansion of this area will be considered an expansion of the use and may require a review by the Land Management Department to determine if an amended Interim Use Permit is necessary or new OCM permit is required.
7. The Permittee shall comply with all Laketown Township access requirements. No parking shall be allowed within the public right-of-way.
8. Permittee shall maintain the Non-generator's Certificate or contact the Environmental Services Department to determine if a Hazardous Waste Generator License is required.
9. Any grading and/or filling activity on the property shall comply with the Carver County Water Management Organization (CCWMO) and, if applicable, the Wetland Conservation Act (WCA). Site improvements must adhere to Chapter 153 – Water Resource Management. Stormwater review and approval are required prior to the issuance of construction or building permits.
10. The Permittee shall obtain a MN DNR Water Appropriations Permit if the operation of the business requires withdrawing more than 10,000 gallons of water per day or 1 million gallons per year.
11. The Permittee shall comply with all applicable County and State regulations, including but not limited to:
 - Chapter 50 – Solid Waste Management
 - Chapter 51 – Hazardous Water Management
 - Chapter 52 – Subsurface Sewage Treatment Systems
 - Chapter 152 – Zoning Code
 - Chapter 153 – Water Resource Management
 - Chapter 154 – Sign Regulations
 - Office of Cannabis Management
 - Minnesota State Building Code
 - Any other applicable local, state, and federal regulations
12. The Permittee shall submit a Certificate of Workers' Compensation Insurance and/or an appropriate affidavit (if no employees are involved) to the Land Management Department. This documentation must be maintained for the duration of the Interim Use Permit.

ADOPTED by the Carver County Planning Commission this 17th day of June 2025.


Scott Hoese (Jun 24, 2025 08:19 CDT)

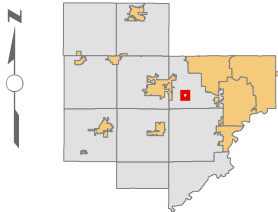
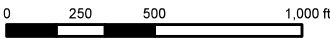
Scott Hoese, Chairman
Carver County Planning Commission

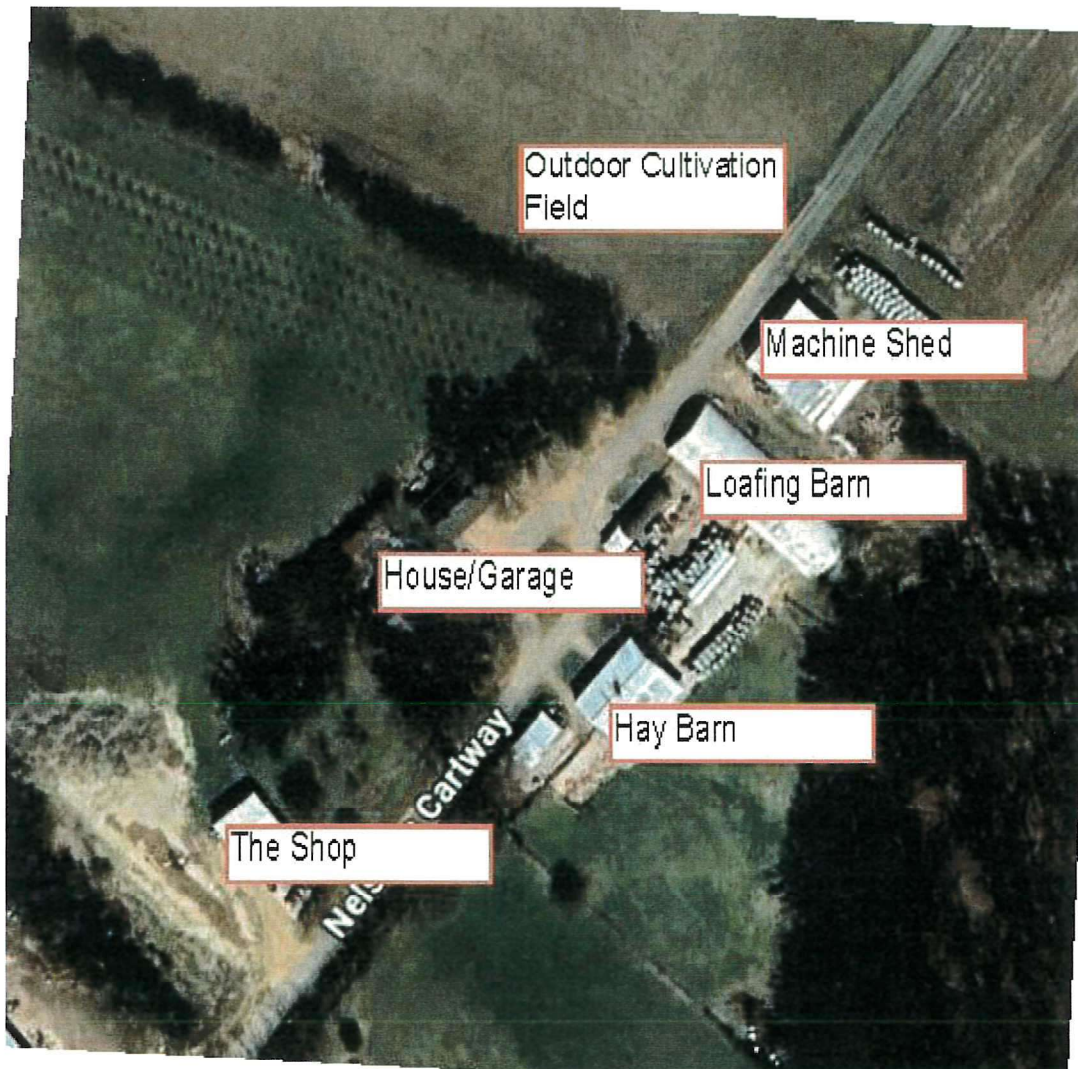
LEVINE PROPERTY - IUP LAND USE SITE PLAN (6-9-25)



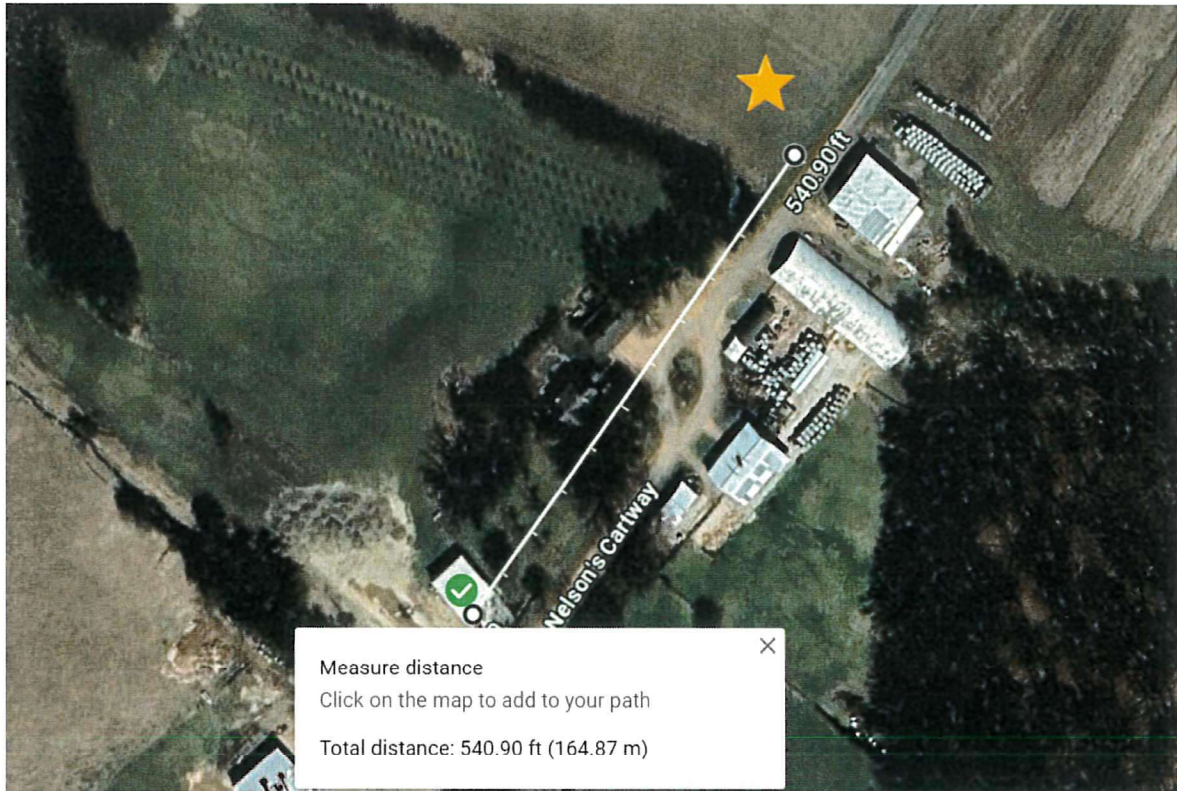
Date: 6/9/2025

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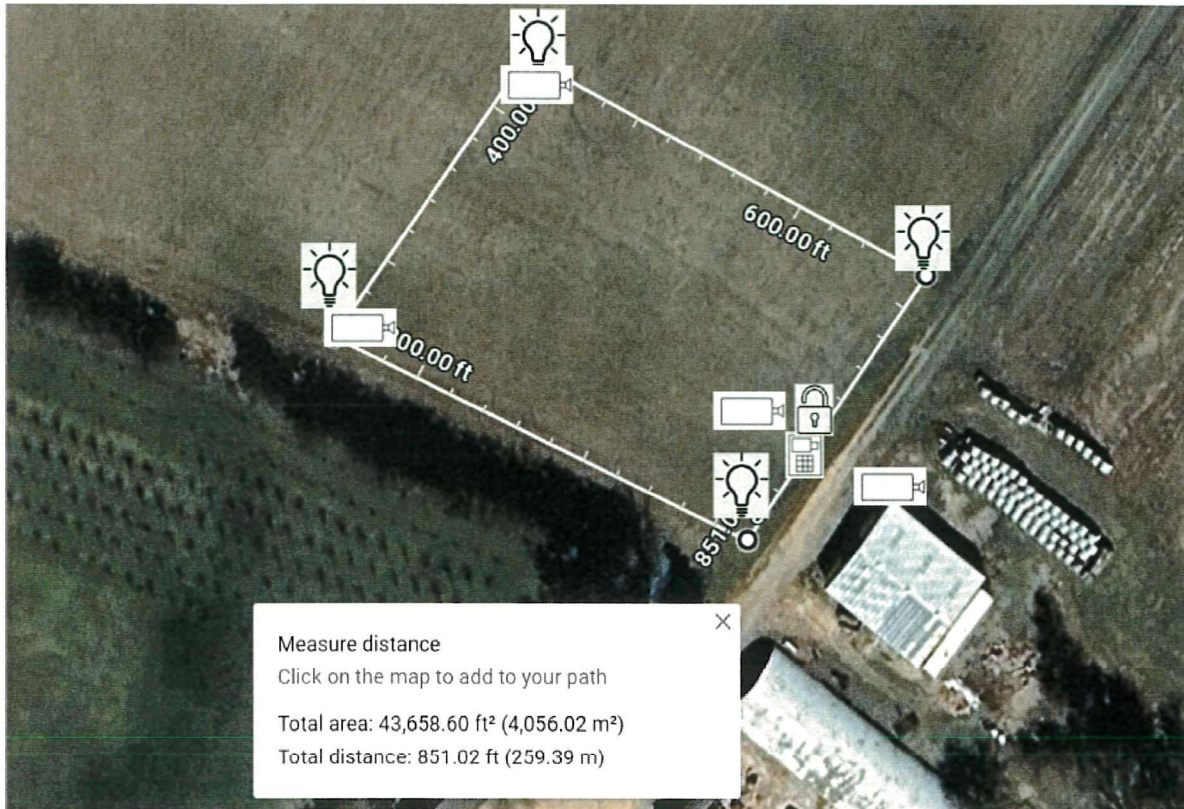


Farm layout



Measure distance
Click on the map to add to your path
Total distance: 540.90 ft (164.87 m)

Distance from the manufacturing facility to proposed outdoor cultivation field.



Proposed Outdoor Cultivation Field



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Funding request for temporary jail medical providers contract

RBA Number: 2025-841

Department: County Sheriff - Jail Services

Contact: Ben Beyer, Assistant Jail Administrator, 952-361-1233

Presenter:

Contract Name & Number:

Meeting Date: July 1, 2025

Item Type: Regular Session

Strategic Initiative:

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

Background/Justification:

Providing medical care to inmates is mandated by state statute. The Carver County Jail is requesting funding to contract with medical providers effective July 1st to cover vacant RN shifts until full-time Carver County employees are hired to fill two full-time Jail Health Nurse positions.

One Jail Health Nurse position has been vacant since May 9, 2025 and the second one became vacant on June 20th. Currently, the Carver County Jail is contracting an LPN to assist with medical care, with temporary funding provided by opioid settlement dollars from June 1 to July 1. Opioid settlement dollars are not eligible to fund jail medical services past July 1st.

Action Requested:

Approve funding for contracted medical providers to cover vacant shifts in the Carver County Jail.

Fiscal Impact:

Funding:	Amount Budgeted:
ER STOC (CW bucket)	\$63,360.00

Related Fiscal/FTE Comments:

The cost of contracted medical coverage from 7/01/2025–12/31/2025 is \$63,360. Once both vacant positions are filled, contracted services won't be leveraged. A budget amendment is included to utilize Employee Relations Temporary/STOC budget to cover these contracted services until the full-time RN positions are filled.

Attachments:

1. BudgetAmendmentForm_Jail Medical Contract- ER STOC

Carver County Board of Commissioners Budget Amendment Request Form



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Closed Session for Security and Emergency Response Procedures

RBA Number: 2025-849

Department: Public Services

Contact: Nick Koktavy, Assistant County Administrator

Presenter: Nick Koktavy, Assistant County Administrator

Contract Name & Number:

Meeting Date: July 1, 2025

Item Type: Closed Session

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

Background/Justification:
Public Services and the Sheriff's Office will have a discussion with the County Board related to boardroom security and emergency response procedures. Public disclosure would compromise security responses. Therefore, per Minnesota Statute 13D.05 Subd. 3(d), staff recommend that the County Board enter into closed session for the discussion.

Action Requested:
Motion to enter closed session pursuant to Minnesota Statute 13D.05 Subdivision 3(d) to discuss boardroom security and emergency response procedures.

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Baylor Regional Park Long Range Plan Update
RBA Number: 2025-664
Department: Public Works - Parks
Contact: Samuel Pertz, Parks & Trails Supervisor, 952-466-5253
Presenter: Samuel Pertz, Parks & Trails Supervisor
Contract Name & Number:
Meeting Date: July 1, 2025
Item Type: Work Session

Strategic Initiative:

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

Background/Justification:

Project consulting personnel and Department staff will present to the Board an update to long-range planning work occurring for Baylor Regional Park.

The presentation will focus on three primary objectives:

1. Update the Board on the process to date, what engagement has occurred with results, share information on other parks being used for comparison.
2. Affirm Board direction for plan outcomes in the areas of revenue-generating or enterprise-type facilities to be considered.
3. Receive direction on Park boundary adjustment considerations and appraisal services.

Action Requested:

No action is requested at this time. The purpose of this item is to update the Board with the work to date and understand Board expectations moving forward.

Fiscal Impact:

Funding:	Amount Budgeted:
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Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: CDA 2026 Levy and Budget
RBA Number: 2025-850
Department: Public Services
Contact: Nick Koktavy, Assistant County Administrator
Presenter: Allison Streich
Contract Name & Number:
Meeting Date: July 1, 2025
Item Type: Work Session

Strategic Initiative:

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

Background/Justification:

The Carver County Community Development Agency (CDA) provides affordable housing opportunities and fosters community and economic development in Carver County. The CDA's special benefit tax levy is distributed upon all taxable property within Carver County and is completely separate from the County's property tax levy.

In accordance with Minnesota Statute, the CDA is authorized to levy special benefit taxes subject to approval from the Carver County Board of Commissioners. At this work session, the CDA will provide information on their 2026 budget, their mission and strategic plan, information on their 2026 levy request, and an overview of the services that they provide and current initiatives. On September 2, the CDA will present the final 2026 levy for the County Board's consideration.

Action Requested:

Provide input and comments on the CDA's 2026 levy

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

Per the formula in statute, the CDA is eligible for a maximum levy of \$4,160,545. The CDA is requesting a levy of \$3,827,073, a \$243,671 (6.8%) increase from the 2025 levy.

Attachments:

1. 2026 narrative

Carver County Community Development Agency

CDA Board of Commissioners

Greg Anderson - Chair
Adam Teske - Vice Chair
Troy Williams - Secretary/Treasurer
Celi Haga - Commissioner
Sylvia MateKole - Commissioner

Mission Statement:

The Carver County Community Development Agency provides affordable housing opportunities and fosters Community and Economic Development in Carver County.

Vision:

To be an innovative leader in creating housing and economic opportunities to create Communities for a Lifetime in Carver County.

Values:

Commitment to Quality Results

Providing quality housing and private development assistance activities will be the hallmark of the Carver County CDA.

Quality Customer Service

As the Carver County CDA communities continue to develop, we are committed to meeting our customers' needs.

Commitment to Our Employees

To promote a challenging, fulfilling, and safe work environment that recognizes employee commitment to excellence.

Partnering

The CDA will achieve its mission through actively seeking partnerships and collaborative efforts with Carver County, its communities and with other agencies.

Integrity

In undertaking our duties, we are committed to the values of honesty, fairness, and trust.

2026 BUDGET NARRATIVE

For the 2026 budget, the Carver County Community Development Agency (CDA) is eligible for a levy of \$4,160,545, which is \$577,143 increase from the 2025 levy. The CDA is requesting a levy of \$3,527,073. The impact on a \$472,700 average valued home is \$2.95 for a total of \$72.67.

Tenant Based Rental Assistance Programs and Housing

Bridges/Bridges RTC Program

MN Housing funded program to provide a housing subsidy for persons with mental illness.

Housing Trust Fund

A rental assistance program through MN Housing for High Priority Homeless households.

Permanent Supportive Housing Program

The CDA will be transferring this program to the CAP Agency in 2025.

Rental Housing Opportunities

The CDA provides and manages affordable housing opportunities for families and seniors throughout Carver County (735 units).

- Bluff Creek – Carver
- Brickyard – Chaska
- Carver County Homes-Scattered Sites throughout Carver County
- Centennial – Chanhassen
- Crossings – Waconia
- Hilltop I/Hilltop II-Watertown
- Lake Grace-Chaska
- Mayer Elderly-Mayer
- Oak Grove-NYA
- Trails Edge South – Waconia
- Waybury – Chaska
- Windstone – Chaska

Carver Place (coming in 2025) and Carver Oaks (coming 2026) will add an additional 103 units to the CDA portfolio.

Project-Based Vouchers:

Of the CDA rentals, 160 units have Project Based Vouchers:

Of that total:

- 9 are designated for the unhoused population.
- 10 are designated for homeless veterans.
- 20 are designated for mainstream (between the ages of 18 and 61 and disabled).
- 4 are for partnership with Beyond New Beginnings.

- 10 are designated for homeless families within the school districts.
- 81 are our former public housing units converted under Rental Assistance Demonstration (RAD).
- 26 regular Project Based Vouchers.

Resident Services:

- Staff time to connect residents with needed services in the community. This includes presentations from outside organizations such as CAP Agency, River Valley Health Services, Humanity Alliance, WeCAB and others. It also includes meeting with residents to determine needs and help complete applications and make referrals. Services include energy assistance, SNAP, mobile food shelf and others.

Community Development Programs

Community Growth Partnership Initiative was created and funded by the CDA in January 2016. The goals of the program are to increase the tax base and improve the quality of life in Carver County through three specific strategies: affordable housing development, job creation and redevelopment/community development; through direct grants to Carver County cities. These funds have leveraged over \$225M in other public and private funding.

Since its inception, the Initiative has achieved the following:

Predevelopment Grants:

- Thirty-two grants totaling \$236,680 have been awarded to help Carver County cities and townships prepare for future development.
- Grants have been awarded to the cities of Carver, Chanhassen, Chaska, Mayer, New Germany, Norwood Young America, Victoria, Waconia, Watertown, and the township of Laketown Township.
- Project examples include site specific redevelopment plans, wastewater facility plans, a downtown redevelopment plan, a parking study, housing study, zoning study, and industrial park study.

Community Development Grants:

- Thirty grants totaling \$2,172,549 have been awarded to assist Carver County cities and townships with jobs, housing, or redevelopment projects.
- Grants have been awarded to the cities of Carver, Chanhassen, Chaska, Cologne, Mayer, Norwood Young America, Victoria, Waconia, Waconia Township and Watertown.
- Project examples include business expansion and site improvements to facilitate housing or redevelopment and business development.

NextStage: The CDA continues to contract with NextStage, a nonprofit organization whose mission is to support entrepreneurs at every stage. NextStage provides new and existing business in Carver County with no cost business consultation. Planning resources include writing a business plan, refining concepts, testing concepts feasibility, and compiling financial projects. Startup business resources include helping select appropriate business entity, licensing, compliance, accounting system support, and direct financing. Once the business is established, support includes building revenue, managing costs, securing capital, and providing access to state and local financing.

- In 2024, NextStage worked with 46 businesses throughout Carver County including providing financing/investment support of over \$2.7M and hosting 5 training events.

- Support in 2025 has been robust with 23 clients served through end of Q1.
- NextStage is in the process of launching Stage 1.5 to help existing businesses with continued, focused growth. This pilot small group training program is intended to empower established small business owners to identify growth and management opportunities to boost profitability.

Community Outreach: CDA supports and markets Chambers of Commerce, Cities and Townships, State and regional partnerships and local businesses. We continue to promote these partners by utilizing the updated Choose Carver County and Carver County CDA websites and social media including LinkedIn and Facebook. To enhance CDA visibility, mission awareness and program outreach, the CDA is conducting intense community engagement in the summer 2025 attending local events and festivals throughout the County.

Homeownership Programs:

- **Carver County Community Land Trust Program**
The CDA administers the Carver County Community Land Trust (CCCLT) Program, which provides access to home ownership opportunities for low-to-moderate income households who might not otherwise afford homes in the community. The CCCLT ensures permanent affordability by retaining ownership of the land and removing it from the real estate purchase. Homebuyers must be at or below 80% AMI, receive certification from a homebuyer education course, and be mortgage ready. Currently, there are 42 land trust homes located throughout Carver County within Chaska, Cologne, Mayer, Victoria, Waconia, and Watertown. Since its inception, the land trust has served over 74 families. An additional 5 homes are in development in Chaska and Watertown that will be added into the CCCLT Program, and an additional 6 new homes will be added through a Minnesota Housing funded Homebuyer Initiated Program. This Program allows households to purchase a home for sale on the open market in Carver County that will be added to the CCCLT.
- **Minnesota Housing Rehab**
The CDA administers the Minnesota Housing Rehabilitation Loan/Emergency and Accessibility Loan Programs (RLP/ELP) throughout Carver County. The program provides deferred loan financing to eligible low-income homeowners who are unable to secure home improvement financing in the private sector. Funds may be used for basic home improvements that directly affect the home's accessibility, safety, habitability, or energy efficiency.
- **Septic/Well Replacement Loan**
The CDA partners with Carver County Environmental Services to provide Carver County homeowners with a low-interest loan and a low-income grant program for improvements to failing septic systems or wells. The CDA verifies applicants' income and property taxes for the loan and grant programs.
- **Single Family Mortgage Program**
Annually, the CDA assists in making sure Carver County residents can access the Minnesota City Participation Program (MCP) offered through Minnesota Housing. The MCP program is designed to assist first-time homebuyers obtain affordable financing to purchase a home. The MCP program continues to be well utilized as shown below.

	2024	2025 YTD
Carver County Allocation Amount	\$1,992,221	\$2,135,248
Committed Loans	44	6
Committed Amount	\$12,345,328	\$1,528,508
Down payment and closing cost assistance	\$616,050	\$94,500

Local Housing Trust Fund the Carver County Board of Commissioners created a Local Housing Trust Fund (LHTF) in December 2023 to encourage the creation and support of affordable housing for both rental housing and owner-occupied housing to people of very low income, low income, and moderate-income. The Commissioners designated the CDA to administer the LHTF on behalf of Carver County. Levy funds and the new in 2024, Local Affordable Housing Aid (LAHA) from a 0.25% metro sales tax, are the resources for the LHTF.

- **Levy Funds:** CDA dedicated \$100,000 in 2024 and \$32,500 in 2025 to the LHTF. The use of these funds is being considered for an expansion of the partnership with Beyond New Beginnings.
- **LAHA Funds:** A Professional Service Agreement (PSA) for Distribution of Local Affordable Housing Aid (LAHA) was fully executed on April 30, 2025, between the County and CDA.
 - **Down Payment Closing Cost Assistance (DPA):** The first initiative for these pass-through funds is the Down Payment Closing Cost Assistance Program (DPA). This initiative will provide financing for qualified first-time homebuyers to use towards down payment and/or closing costs for homes located in Carver County with a maximum sales price of \$415,000. Eligible applicants can receive up to 25% of the purchase price, not exceeding \$50,000. Loans are forgivable, 20-year, zero-percent interest rate loans with 5% of the original loan principal forgiven annually. The DPA was launched in mid-May 2025. We anticipate providing \$1M in DPA to assist 20 households achieve their dream of homeownership in Carver County in 2025.

American Rescue Plan Act (ARPA)/CDA Housing Project Funds

In 2021 Carver County allocated \$5,900,000 to the CDA for various housing projects Carver County. Below is an update on the remaining projects that have not been completed.

- The CDA will submit a funding application to Minnesota Housing Finance in July 2025 for Trails Edge Senior (43 units) with a commitment of \$1 million. Announcement for projects selected will come out in December 2025.
- The allocation of \$1 million for Carver Place was funded and this project closed in August 2024. The project will open in September 2024.
- The allocation of \$1 million for Carver Oaks was funded and this project closed in February 2025. The project will open in March 2026.

ARPA Funds update

Project	Funding Amount	Status
Carver Place	\$1,000,000	Closed in August 2024 and under construction
Carver Oaks Senior	\$1,000,000	Closed in February 2025 and under construction
Trail’s Edge Senior	\$1,000,000	Submitting an application in July for funding

2026 Levy Funding Change

Use	2025 Approved	2026 Request
Administrative	\$208,792	\$243,671
Total	\$208,792	\$243,671

2026 Requested Budget

Revenue

Revenues		2025 Approved Budget	2026 Requested Budget	Change
Administrative (including pass-through grants and operating)		\$3,771,216	\$3,844,278	\$73,062
Housing		\$9,717,638	\$11,907,050	\$2,189,412
Tax Levy		\$3,583,402	\$3,827,073	\$243,671
TOTAL		\$17,072,256	\$19,578,401	\$2,506,145

2026 Requested Budget

Expense

Expenditures	2025 Approved Budget	2026 Requested Budget	Change
Administrative, Operating, Pass-through grant, Community Development	\$7,078,618	\$7,395,351	\$316,733
Housing	\$9,717,638	\$11,907,050	\$2,189,412
Bonds	\$ 276,000	\$ 276,000	\$0
TOTAL	\$17,072,256	\$19,578,402	\$2,506,145