



**Carver County Board of Commissioners
August 5, 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 July 8, 2025 minutes4-5
- 1.5. Community Announcements
- 9:20 a.m. 2. **CONSENT AGENDA**
- 2.1. Temporary Liquor License for Justin Kukowski Foundation6
- 2.2. Turnkey Annual Users Conference.....7-8
- 2.3. Waconia Parking Lot Repair9-10
- 2.4. Resolution to Vacate a Utility Easement within a Rural Platted Area 11-19
- 2.5. The Hollander Group Request to operate a Large-Scale Activity (Agri- tourism Business)20-25
- 2.6. Highway 33 Railroad Crossing Surface Replacement.....26-27
- 2.7. 2025 Fleet Equipment Purchases28-29
- 2.8. Authorization to Preorder 2026 Equipment.....30-31

	2.9. Professional Services Agmt for Pavement Work at the NYA Hwy 33 Railroad Crossing with GMH Asphalt Corp.	32-33
	2.10. Public Works Headquarters Fuel Island Replacement	34-37
	2.11. Professional Service Agreement with WSB Engineering for Trail Pavement Evaluation	38-39
	2.12. Professional Services Agreement to develop a Construction Manual for Public Works	40-41
	2.13. Turn Lane Policy Adoption	42-43
	2.14. Federal Aid Force Account Agency Agreement for HSIP Rural Intersection Lighting Project	44-46
	2.15. Approval of Updated Data Practices Policies.....	47-48
	2.16. Appointments to Mental Health Advisory Committee.....	49
	2.17. Date Change for Charitable Gambling Application for Exempt Permit- West Union Lutheran Church	50
	2.18. Memorandum of Agreement with AFSCME Assistant County Attorneys - On Call.....	51-54
	2.19. Review Health & Human Services and Commissioner Warrants	
9:30 a.m.	3. REGULAR SESSION	
	3.1. PEER Award Recognition	55
9:45 a.m.	4. RECESS AS COUNTY BOARD AND CONVENE AS COUNTY DITCH AUTHORITY	
	4.1. Assessment for CD 2-3 Redetermination of Ditch Benefits and Buffer Strip Payments.....	56-57
9:55 a.m.	5. ADJOURN AS COUNTY DITCH AND RECONVENE AS COUNTY BOARD	
9:55 a.m.	6. COUNTY ADMINISTRATOR REPORT	
10:00 a.m.	7. ADJOURN REGULAR SESSION	
10:00 a.m.	8. WORK SESSION	
	8.1. Local Affordable Housing Aid (LAHA): Update on Potential Qualified Projects	58-59

UPCOMING MEETINGS AND EVENTS

August 7, 2025	1:00 p.m.	CDA Tour (Carver County CDA, 705 N Walnut, Chaska)
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 10, 2025	1:00 p.m.	Carver Place Ribbon Cutting & CDA 45th Anniversary (Carver Place, 1591 Hartwell Dr. Carver, MN)
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. 1:00 p.m.	Board Work Session Highway 41/10 Ribbon Cutting (Location TBD)
November 4, 2025	9:00 a.m.	Board Meeting
November 18, 2025	9:00 a.m.	Board Meeting
November 25, 2025	9:00 a.m. 6:00 p.m.	Board Work Session 2026 Levy & Budget Hearing
December 2, 2025	9:00 a.m.	Board Meeting
December 16, 2025	9:00 a.m.	Board Meeting

Carver County

Board of Commissioners

Regular Session Minutes
July 8, 2025

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on July 8, 2025. Chair Tom Workman convened the session at 9:04 a.m.

Members present: Tom Workman, Tim Lynch, John P. Fahey, Matt Udermann and Lisa Anderson.

Lisa Anderson moved, Matt Udermann seconded, to approve the agenda. Motion carried unanimously.

John P. Fahey moved, Tim Lynch seconded, to approve the minutes of the July 1, 2025, Regular Session. Motion carried unanimously.

Tim Lynch moved, Matt Udermann seconded, to approve the following consent agenda items:

Authorized the issuance of a Certificate of Zoning Compliance (#A20250202) for the Recovery Fest event scheduled for August 15-16, 2025.

Authorized Chair to sign a 2 year PSA with Midwest Wetland Improvements, LLC. not to exceed \$100,000 and a 2-year PSA with Moore Engineering Inc. not to exceed \$100,000 pending contract review and approval.

Approved motion to contract with Bluum Technology pending finalization of the contract review process.

Reappointed Brian Praske as the Carver County Surveyor for a four-year term effective August 1, 2025, pursuant to Minnesota Statutes § 389.011.

Approved a donation agreement with the Carver County Fair for the donation of County furnished labor and equipment resources for the 2025 Carver County Fair, pending finalization of the contract review process.

Approved use of a vacant 1.0 FTE Deputy Sheriff to create a limited term 1.0 FTE Evidence Technician for 18 months.

Approved the Memorandum of Agreement between Carver County and SMACC, to provide revert rights to the Chief Deputy Attorney under certain conditions.

Adopted resolution 55-25 for the County to enter into a contract with a broker licensed in the State of Minnesota to sell residential real property located at 12424 Kelly Ave, identified by Tax Property Identification Number 04.0080901.

Authorized the issuance of a special event use permit to the Twilight Girl Scouts of Carver County for their planned 2025 summer day camp at Lake Minnewashta Regional Park.

Reviewed July 8, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$451,977.00.

Motion carried unanimously.

Eric Johnson, Court Services Director, provided an overview of probation officers' roles, noting that their work is often misunderstood by the public. He clarified that the county handles all juvenile and misdemeanor/gross misdemeanor adult cases, while felony cases fall under state jurisdiction. Carver County currently supervises nearly 2,000 individuals with a team of 12 probation officers—7 for adults and 5 for juveniles. Johnson highlighted key programs and services, praised his dedicated staff, and concluded by reading a proclamation in their honor.

County Commissioners and County Attorney Mark Metz engaged with questions and commended the staff for their outstanding work and strong collaboration with other departments.

Matt Udermann moved, Tim Lynch Seconded to approve a resolution proclaiming the week of July 20-26, 2025 as National Pretrial, Probation, and Supervised Release Supervision Week. Motion carried unanimously.

COUNTY ADMINISTRATOR REPORT – Dave Hemze, noted that July and August will be particularly busy. Budget hearings are set to begin this week. He also reminded everyone that the Carver County Township Association meeting is scheduled for next Wednesday and reminded the need to adhere to the Open Meeting Law, noting that if three or more commissioners intend to be present, the meeting must be publicly noticed ahead of time.

Tim Lynch moved, John P. Fahey seconded, to adjourn the Regular Session at 10:38 a.m.

Dave Hemze
County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Temporary Liquor License for Justin Kukowski Foundation

RBA Number: 2025-903

Department: Property & Financial Services - Elections & Licensing

Contact: Heather Perkins, Elections & Licensing Specialist, 952-361-1976

Presenter:

Contract Name & Number:

Meeting Date: August 5, 2025

Item Type: Consent

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

Background/Justification:
The Justin Kukowski Foundation, 1776 Stieger Lake Ln Victoria, has applied for a 1-Day to 4-Day Temporary On-Sale Liquor License. They are planning an event for Saturday, October 4, 2025. The event will be held at Sun Meadow Farm, 16315 Jonathan Carver Pkwy, Carver MN 55315. The officers are Robert Dale Rehbein (President); Kyle Kukowski (Vice President); Kathleen Mary Rehbein (Secretary); and Donald August Kukowski (Treasurer). There are no delinquent taxes owing on this property.

Action Requested:
Motion to approve the 1-Day to 4-Day Temporary On-Sale Liquor License application for the Justin Kukowski Foundation for Saturday, October 4, 2025.

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Turnkey Annual Users Conference
RBA Number: 2025-902
Department: County Sheriff - Jail Services
Contact: Zachary Beebe, Detention Sergeant, 952-361-1749
Presenter:
Contract Name & Number:
Meeting Date: August 5, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Attending the annual conference hosted by our jail's commissary vendor, Turnkey Corrections, presents a valuable opportunity for staff development and operational improvement. The conference is held at their headquarters in River Falls, Wisconsin, approximately 60 miles away. The conference includes hands-on training sessions for the commissary accounting software, which is essential for accurate financial tracking, order reconciliation, and compliance with audit standards. By deepening staff familiarity with this system, we can ensure more efficient commissary operations and reduce the likelihood of accounting errors or delays that may affect inmate services. These training opportunities are specifically tailored to correctional settings, making them directly relevant and immediately applicable to staff responsibilities. Importantly, there is no cost to attend the conference—only minimal expenses related to the use of county vehicles for transportation.

Action Requested:

Approve conference registration and attendance for 4 jail staff members to attend the Turnkey Annual Users Conference

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

The only fiscal impact will be the cost of drive time wages and gas for county vehicles used to get to River Falls, Wisconsin.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Waconia Parking Lot Repair
RBA Number: 2025-905
Department: Public Services - Facility Services
Contact: Peter Nelson, Facilities Maintenance Supervisor, 952-361-1573
Presenter:
Contract Name & Number: 25-306 Waconia Parking Lot Repair - Plehal Blacktopping
Meeting Date: August 5, 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 becoming a safety concern. Previous RBA 2025-836, in reference to contract 25-261 First Street Approach and Curb, replaced sections of curb, gutter, sidewalk, dumpster pad and aprons in preparation for this request to redo the parking lots at this location.

The scope of this project is to remove the old asphalt, haul it away, replace it with new asphalt and finish, as well as stripe the lot according to a county-supplied layout in two areas: the East Lower Asphalt Parking Lot (1,620 Sy) and the East Upper Asphalt Parking Lot (2,595 Sy). All work will be done to meet applicable MN/DOT specifications and local regulations.

This project was awarded to Plehal Blacktopping for providing the lowest bid within the scope. Four other bids were obtained for review.

All work is to be completed no later than November 30th, 2025.

Action Requested:

Motion to contract with Plehal Blacktopping for removal and replacement of the existing lower and upper parking lots of approximately a total of 4,215 Sy. at First Street Center pending the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Capital Improvement Dollars	\$140,795

Related Fiscal/FTE Comments:

The bid from Plehal Blacktopping is \$140,795.00. 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: Resolution to Vacate a Utility Easement within a Rural Platted Area

RBA Number: 2025-1139

Department: Public Services - Environmental Services

Contact: Brad Hanzel, Environmental Services Manager - Government Center, 952-361-1805

Presenter:

Contract Name & Number:

Meeting Date: August 5, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Dale P Gestach owns two residential lots in Laketown Shores: Lots 6 and 7, Block 3, located in Section 21 of Laketown Township (see attached map). The Laketown Shores plat was recorded on April 18, 1967. On July 12, 1984, a utility easement was recorded on Lots 6 and 7 to permit the future construction of on-site wastewater treatment and disposal systems serving these lots or adjacent properties.

Mr. Gestach is now in the process of selling both properties, and has requested that the easement areas, as legally described in Exhibit C, be vacated prior to the sale of the properties.

Staff have reviewed the soils on Lots 6 and 7 and confirmed that both sites are suitable for future septic system installation. Additionally, all neighboring properties have already installed compliant septic systems. Since the soils on both lots are suitable and the neighboring properties no longer require septic site allocations from this easement, the County Attorney's Office and the Environmental Services Department support the request. The request was forwarded to the Laketown Town Board for comment, but no

comments have been received to date.

Since the County Board has the authority over final plat approvals in the unincorporated areas of the County, it also has the authority to vacate the easement.

For the County Board's consideration, the following documents are attached:

1. Draft County Board Resolution to vacate an easement area
2. Exhibit A - Legal Description of the subject property
3. Exhibit B - Laketown Shores Recorded Final Plat (April 18, 1967)
4. Exhibit C - Utility Easement approved in 1984
5. Laketown Township Location Map

Action Requested:

Motion to adopt a resolution approving the vacation of a utility easement for the construction of an on-site wastewater treatment and disposal system on Lots 6 and 7, Block 3, Laketown Shores.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Exhibit A - Legal Description
2. Exhibit B - Laketown Shores Plat (1967)
3. Exhibit C - Utility Easement for Lot 6 and 7
4. Laketown Township Location Map
5. Resolution - Easement Vacation Lot 6 7 Block 3 Laketown Shores

EXHIBIT D: LEGAL DESCRIPTION

Lots 6 and 7, Block 3, LAKETOWN SHORES, according to the map or plat thereof on file and of record in the office of the Register of Deeds, Carver County, Minnesota

LAKETOWN SHORES

CARVER COUNTY, MINNESOTA

CARDARELLE & ASSOCIATES, INC.
LAND SURVEYORS
JANUARY, 1967

Know all men by these presents: that we, Kermit H. Poppler and Mildred A. Poppler, husband and wife, and Frank R. Cardarelle and Lois Cardarelle, husband and wife, owners and proprietors of the following described tract of land situated in the County of Carver and State of Minnesota:

That part of the Southeast Quarter of Section 21, T. 116, R. 24 described as follows: beginning at a point on the South line of Government Lot 2, a distance of 1232.47 feet East from the South 1/4 corner of Section 21; thence on an assumed bearing of North at right angles with the South line of Gov. Lot 2 a distance of 97 feet; thence N 54° E a distance of 30 feet; thence N 36° W a distance of 756.65 feet; thence N 18° 00' 19" W a distance of 66 feet; thence West along a curve concave to the North an arc distance of 80.16 feet, said curve having a radius of 197.89 feet and a chord bearing of S 83° 35' 58" W; thence N 84° 47' 45" W a distance of 98.43 feet; thence N 3° 25' 42" E a distance of 1094.44 feet to a point 531.02 feet Northeast from the Southwesterly end of the following described line, said line run from a point on the East line of the NW 1/4 of the SE 1/4 of Section 21, a distance of 431.3 feet Southwesterly from the Southwesterly end of the following described line, said line run from a point on the West line of said NW 1/4 of the SE 1/4 a distance of 883.79 feet Southerly from the Northwest corner thereof, and there terminating; thence N 72° 32' 28" E a distance of 381.87 feet along the last described line to a point 596.4 feet Southwesterly from the East line of said NW 1/4 of the SE 1/4 as measured along said line; thence N 14° 03' 05" W a distance of 624.61 feet to a point on the North line of said NW 1/4 of the SE 1/4 a distance of 777.9 feet West from the Northeast corner thereof. Thence East along said North line to the Northeast corner thereof; thence South along the East line of the NW 1/4 of the SE 1/4 to the Shore of Pierson Lake; thence Southerly and Southeasterly along the Shore of Pierson Lake to the South line of Government Lot 2; thence West along the South line of Government Lot 2 to the point of beginning.

Have caused the same to be surveyed and platted as Laketown Shores and do hereby donate and dedicate to the public use forever the road and drive as described in the annexed plat, also subject to the easements as shown on the annexed plat.

In witness whereof Kermit H. Poppler and Mildred A. Poppler, husband and wife, and Frank R. Cardarelle and Lois Cardarelle, husband and wife, have hereunto set their hands and affixed their seals this 27th day of Jan. A.D. 1967.

in presence of

signed

William E. Howard
Terrance M. Rath
William E. Howard
Terrance M. Rath

Kermit H. Poppler
Mildred A. Poppler
Frank R. Cardarelle
Lois Cardarelle

State of Minnesota
County of Hennepin On this 27th day of Jan. A.D. 1967 before me, a Notary Public, within and for said County and State, did personally appear Kermit H. Poppler and Mildred A. Poppler, husband and wife, and Frank R. Cardarelle and Lois Cardarelle, husband and wife, to me personally known, who each duly sworn, did say that they are the persons described in and who executed the foregoing instrument and acknowledged that they executed the same as their own free act and deed.

Kenneth L. Thomsen
Notary Public, Hennepin County, Minnesota
My commission expires Kenneth L. Thomsen
My Commission Expires July 20, 1967.

I hereby certify that I have surveyed and platted the property described in this plat as Laketown Shores; that this plat is a correct representation of said survey; that all distances are correctly shown on the plat in feet and decimals of a foot; that the outside boundary lines are correctly designated on the plat; and that there are no wet lands or public highways to be designated other than as shown hereon.

Frank R. Cardarelle
Frank R. Cardarelle, Minn. State Reg. No. 6508

State of Minnesota
County of Hennepin Above certificate subscribed and sworn to before me this 2nd day of Feb. A.D. 1967.

Kenneth L. Thomsen
Notary Public, Hennepin County, Minnesota
My commission expires Kenneth L. Thomsen
My Commission Expires July 20, 1967.

The foregoing plat of Laketown Shores was approved and accepted by the County Board of Carver County, at a regular meeting thereof held this 14th day of Feb. A.D. 1967.

Chairman Eduard H. Phalman
County Auditor William J. Schindler

Approved as to form and execution this 14th day of Feb. A.D. 1967.

County Attorney W. R. Klassen

The foregoing plat of Laketown Shores was approved and accepted by the Planning Commission of the Town of Laketown, Carver County, Minnesota at a regular meeting thereof held this 27th day of Feb. A.D. 1967.

Chairman Ray Bliesenbach
Clerk Robert P. Noterman

The foregoing plat of Laketown Shores was approved and accepted by the Town Board of the Town of Laketown, Carver County, Minnesota at a regular meeting thereof held this 27th day of Feb. A.D. 1967.

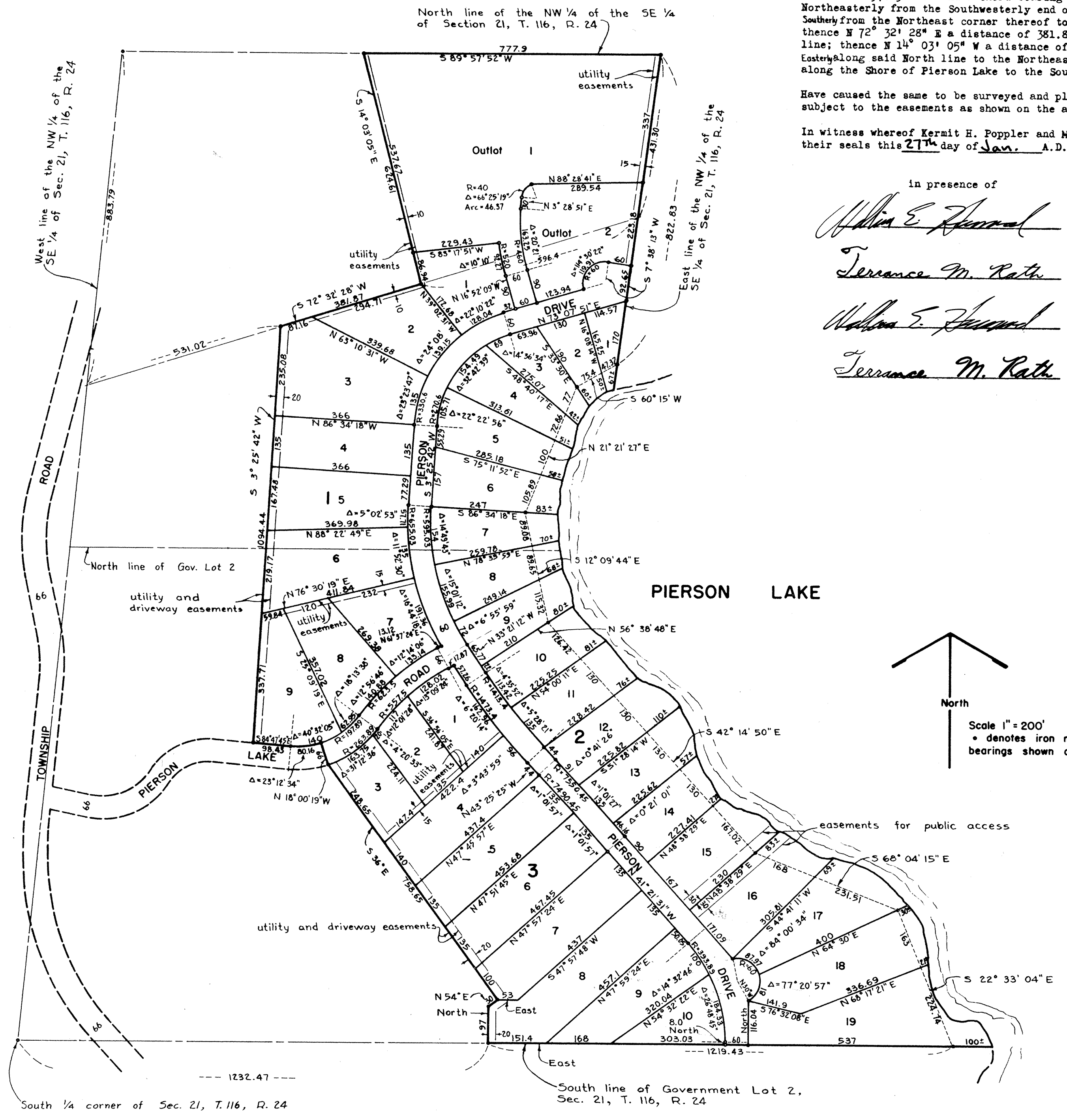
Chairman Ray Bliesenbach
Clerk Robert P. Noterman

The foregoing plat of Laketown Shores was approved and accepted by the Planning Commission of Carver County, Minnesota at a regular meeting thereof held this 8th day of Feb. A.D. 1967.

By Cyril R. Persen
By Charles J. Kuschinke

The boundaries of this plat and the boundaries of the blocks therein have been mathematically checked and approved. Dated this 8 day of Feb. A.D. 1967.

By James H. Lindsay
Carver County Surveyor



01035
A. April 67
C. April 67
D. April 67
E. April 67
F. April 67
G. April 67
H. April 67
I. April 67
J. April 67
K. April 67
L. April 67
M. April 67
N. April 67
O. April 67
P. April 67
Q. April 67
R. April 67
S. April 67
T. April 67
U. April 67
V. April 67
W. April 67
X. April 67
Y. April 67
Z. April 67

60-1

UTILITY EASEMENT

Kenneth E. & Joan M. Anderson, Grantor (s), hereby convey and warrant to the County of Carver, State of Minnesota, Grantee, free and clear from all encumbrances, a utility easement for the purpose of construction, operation, maintenance and inspection of such facilities, fixtures, and appurtenances which may be necessary for an on-site wastewater treatment and disposal system, not to infringe on existing structures, over, under, and across the following described property in the County of Carver, State of Minnesota:

Lots Six (6) and Seven (7), Block Three (3), Laketown Shores, according to the recorded plat thereof.

Subject to restrictions and easements of record, if any.

IN TESTIMONY WHEREOF, the said parties have hereunto set their hands the day and year first above written.

In Presence of

Joan M. Anderson
Kenneth E. Anderson

STATE OF MINNESOTA

County of Carver

243

On this 30th day of July, before me, a

Deputy Clerk

within and for said County, personally appeared

Kenneth E. Anderson

and,

Joan M. Anderson

to me known to be the person(s) _____ described in, and who executed the foregoing instrument, _____ and acknowledged that _____

executed the same as their free act and deed _____

Dirne Vanderlinde
~~Notary Public~~ Deputy Clerk Carver County, MN.

THIS INSTRUMENT WAS DRAFTED BY

Kurt Sturtz

Name

Chaska, Mn. 55318

Address

Office of Register of Deeds
State of Minnesota

County of Carver

I hereby certify that the within Deed
was filed in this office for record on the

12 day of July

at 8:30 A.M. o'clock

and was duly recorded in Book 183
of Deeds, page 242-243

Carlyle Hamann
Register of Deeds
County Recorder

Deputy
16

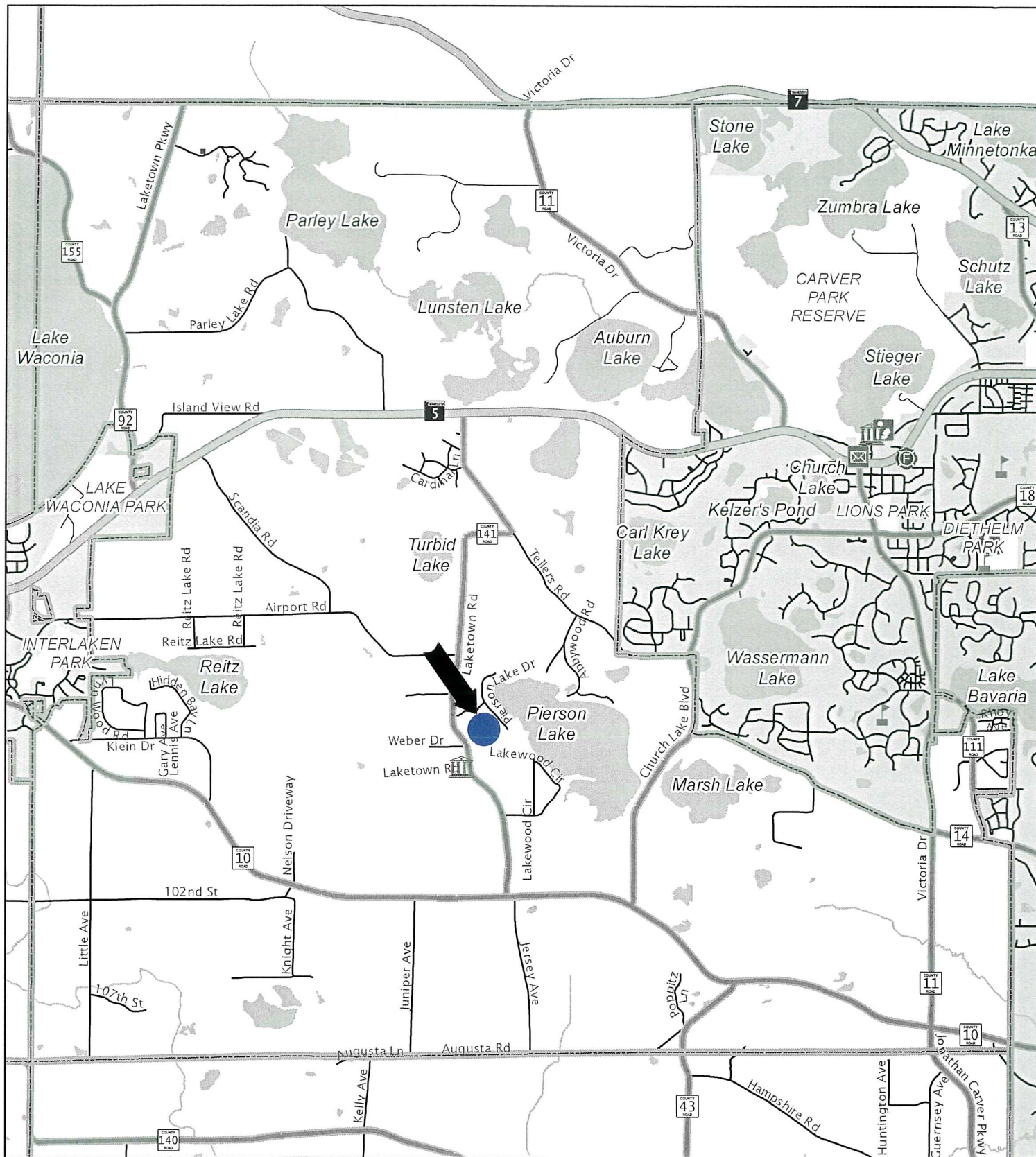
Doc No.

LIEN DEED

66351

TO

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

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

**A RESOLUTION TO VACATE A UTILITY EASEMENT FOR THE CONSTRUCTION OF AN ON-SITE
WASTEWATER TREATMENT AND DISPOSAL SYSTEM ON LOTS 6 AND 7, BLOCK 3 OF THE
LAKETOWN SHORES SUBDIVISION**

DATE: AUGUST 5, 2025

RESOLUTION NO. _____-25

MOTION BY COMMISSIONER:

SECONDED BY COMMISSIONER:

WHEREAS, Dale P Gestach owns two residential lots in Laketown Shores: Lots 6 and 7, Block 3, located in Section 21 of Laketown Township; and

WHEREAS, on July 12, 1984, a utility easement was recorded on Lots 6 and 7 to permit the future construction of on-site wastewater treatment and disposal systems serving these lots or adjacent properties; and

WHEREAS, Mr. Gestach is now in the process of selling both properties and has requested that the easement areas be vacated prior to the sale of the properties.

WHEREAS, staff have reviewed the soils on Lots 6 and 7 and confirmed that both sites are suitable for future septic system installation. Additionally, all neighboring properties have already installed compliant septic systems; and

WHEREAS, given that the soils on both lots are suitable and the neighboring properties no longer require septic site allocations from this easement, the County Attorney’s Office and the Environmental Services Department support the request; and

WHEREAS, the Laketown Town Board reviewed the request at their July 28, 2025 meeting and expressed their support for vacating the easement; and

WHEREAS, the Carver County Board of Commissioners reviewed the proposed easement vacation request and exhibits; and

WHEREAS, the Carver County Board of Commissioners believe that the benefit to the owner to vacate the utility easement for the purpose of construction of an on-site wastewater treatment and disposal system outweighs the public interest in retaining it; and

WHEREAS, the Carver County Board of Commissioners has determined that the vacation would be in the public interest; and

NOW, THEREFORE BE IT RESOLVED, by the Carver County Board of Commissioners that the utility easement for the construction of an on-site wastewater treatment and disposal system is vacated.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, 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 August 5, 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 5th day of August 2025.

David Hemze
Carver County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: The Hollander Group Request to operate a Large-Scale Activity (Agri-tourism Business)

RBA Number: 2025-908

Department: Public Services - Land Management

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

Presenter:

Contract Name & Number:

Meeting Date: August 5, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

File #PZ20250029. On July 15, 2025, the Carver County Planning Commission unanimously voted (5-0) to recommend approval of the Interim Use Permit (IUP) application submitted by Janet Fahey, on behalf of The Hollander Group, LLC, to operate a Large-Scale Activity - occasional agricultural tourism activities on approximately 5 acres located at 10720 County Road 153, Cologne (Benton Township).

The subject property lies in the Agriculture Zoning District and is currently used for single-family residential purposes and floriculture farming (cultivation of flowering plants). Ms. Fahey is requesting an IUP to conduct barn quilt tours and agri-tourism farm experiences such as art classes, yoga, garden tours, photo sessions, and boxed-lunch events.

The proposed agricultural tourism activities will operate seasonally from May through October. Barn quilt tours are planned three to five times per month, Monday through Sunday, between the hours of 9:00 AM and 4:30 PM, accommodating between 12 and 50 guests per event. Additional ag tourism events—such as art classes and garden experiences—may occur up to twice per month, with a maximum of 50 attendees per

event, and will take place between 9:00 AM and 9:00 PM. All activities will be held outdoors, utilizing the existing barn and surrounding floral garden areas.

On-site parking will be provided for up to 50 vehicles, with no off-site parking permitted. Sanitary accommodations will include two low-flush portable restrooms and a tour bus restroom, with wastewater disposal managed in accordance with the Carver County Subsurface Sewage Treatment System (SSTS) Ordinance. Water would be supplied by a private well, and access to the site would be directly from County Road 153. Only seasonal or temporary structures would be used; any future buildings will be subject to zoning and building code review.

An Interim Use Permit (IUP) is defined as “a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it”. This permit shall terminate when the Hollander Group LLC no longer owns the property or operates the business.

The Carver County Public Works Department has no concerns with the access off the County Road. The Benton Town Board recommended approval of the request.

The Township Location Map and Planning Commission's Resolution are attached for the County Board's consideration. The July 15, 2025, Carver County Planning Commission meeting packet is available for review at:
<https://carvercomn.portal.civicclerk.com/event/488/files>

Action Requested:

A motion to adopt the Findings of Fact and issue Order #PZ20250029 for the issuance of an Interim Use Permit.

Fiscal Impact:

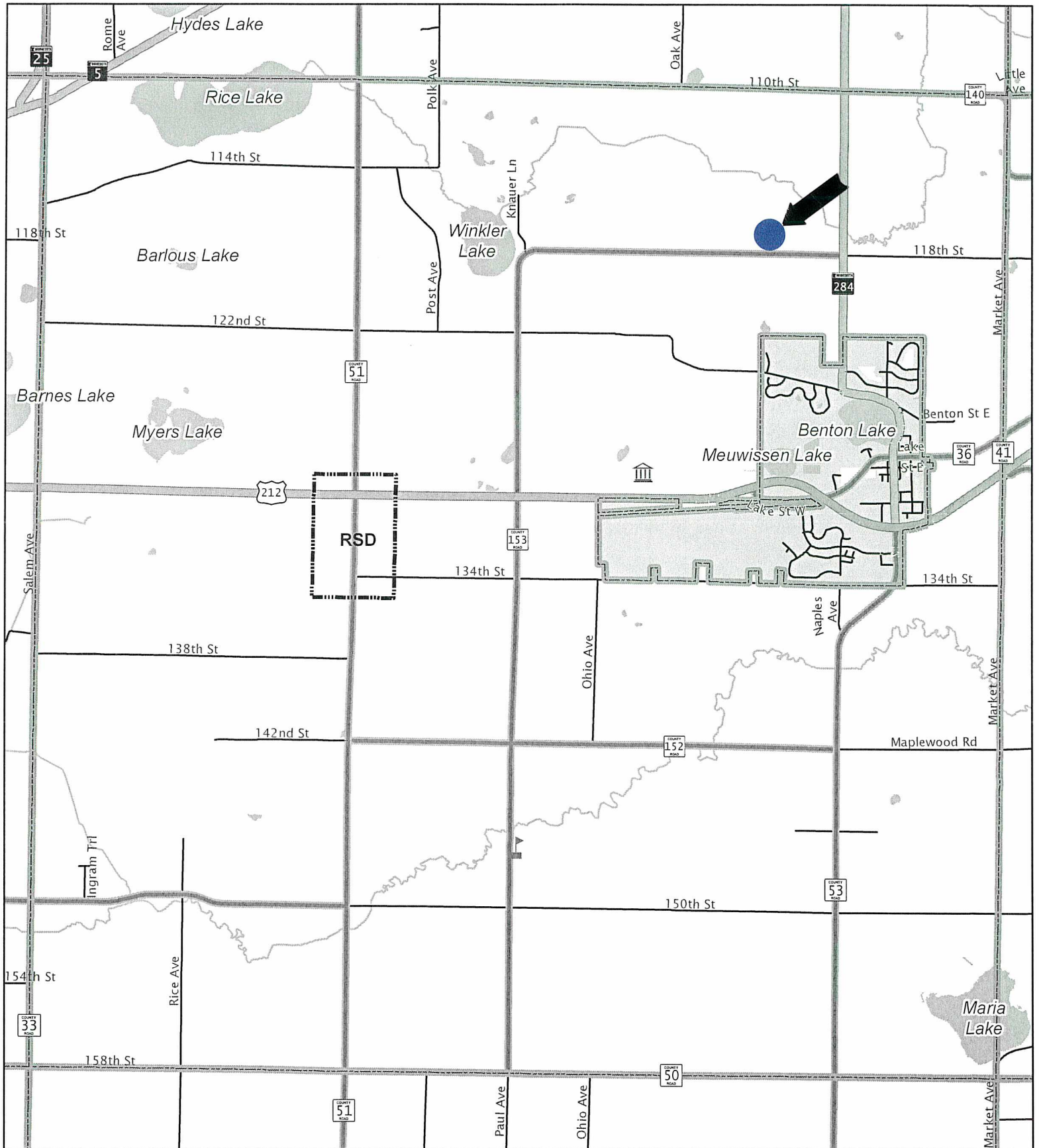
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Benton Township Location Map
2. IU-PZ20250029 - PLC Resolution-signed

BENTON 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.



**COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION**

FILE #: PZ20250029

RESOLUTION #: 25-13

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

FILE #: PZ20250029

APPLICANT: Janet Fahey

OWNER: The Hollander Group, LLC

SITE ADDRESS: 10720 County Road 153, Cologne, MN 55322

PERMIT TYPE: Large Scale Activity - Ag Tourism Activities

PURSUANT TO: County Code, Chapter 152, Sections 152.081 and 152.082(A), (B), and (C)(5)

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 01-002-1020

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of July 15, 2025; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Hollander Group, LLC owns approximately 5 acres located in the Southwest Quarter (SW¼) of the Southeast Quarter (SE¼) of Section 2, Benton Township. The property is improved with a house and multiple accessory structures and is used as a single-family residence, as well as for gardening and the cultivation of flowering plants (floriculture farming). The property is located within the Agriculture Zoning District and lies in the Carver County Water Management Organization (CCWMO) - Carver Creek watershed.
2. The applicant is requesting an Interim Use Permit (IUP) to operate occasional agricultural tourism activity - specifically, barn quilt tours and an ag tourism farm experience - pursuant to Sections 152.081 and 152.082(A), (B), and (C)(5) of the Carver County Code.
3. The submitted narrative, dated May 30, 2025, outlines the proposed agricultural tourism activities, including barn quilt tours associated with the Barn Quilts of Carver County, MN public art initiative, as well as Agri-tourism farm experience such as art classes, yoga, floral garden tours, photo sessions, and boxed-lunch events.
4. The barn quilt tours operate from May through October, Monday through Sunday. Tours are held three to five times per month, with 12 to 50 participants per event. Each tour runs from 9:00 AM to 4:30 PM and includes 10 to 12 stops throughout the County, with each stop at Hollander Farm lasting approximately 15 to 60 minutes. Transportation consists of one coach bus and up to four private vehicles, generating approximately 10 vehicle trips per event.
5. Occasional agri-tourism events would also occur from May to October, Monday through Sunday, up to two events per month, lasting approximately four hours per event between 9:00 AM and 9:00 PM, accommodating up to 50 registered guests.
6. The proposed operations would comply with the requirements of Section 152.082 of the Zoning Code. All activities would take place outdoors, primarily utilizing the barn and the surrounding floral garden areas. Items stored on-site would include barn quilt merchandise, tables, chairs, gardening tools, and other related supplies, with no external storage proposed. The Minnesota State Building Code would apply to any proposed seasonal and/or temporary structures used on the property. The scale of the activity would be consistent with the current level of services and infrastructure available in the area.

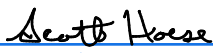
7. The submitted site plan, dated May 27, 2025, depicts the property layout, including a barn, sheds, portable restrooms, and three parking areas. The site features trees, vegetation distributed throughout the property, and adjacent farm fields which contribute to its rural character. County Road 153 runs along the southern boundary, providing access to the site.
8. A private well provides both internal and external water supply. Two low-flush portable restrooms will be available on-site, along with a restroom on the tour bus used during the barn quilt tours. Restroom sewage will be managed in accordance with Carver County Subsurface Sewage Treatment System (SSTS) Ordinance regulations. Solid waste disposal will be handled through a contract with a licensed solid waste hauler (e.g., Republic Services).
9. On-site parking is provided on areas located south, west, and north of the barn. The site can accommodate up to 50 vehicles. No formal screening is proposed, nor is it expected to be due to the seasonal and temporary nature of the events.
10. Current signage includes movable yard signs used periodically. The applicant has proposed installation of one permanent 8' x 4' sign in the future, which will need to comply with the Carver County Code of Ordinances, Chapter 154 – Sign Regulations.
11. An Interim Use Permit (IUP) is defined as “a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it”. This permit shall terminate when the Hollander Group LLC (Janet Fahey) no longer owns the property or operates the business.
12. In an email dated August 3, 2025, Lori Brinkman, Senior Environmentalist with the Carver County Environmental Services Department, reviewed preliminary septic plans and provided the following comments:
 - The septic system on the property is currently in compliance. A new system was installed in 2019 to serve the existing three-bedroom home, and a compliance inspection conducted in April 2025 verified that the system is functioning properly. The system is designed and permitted to treat residential strength wastewater with a maximum average daily flow of approximately 340 gallons per day.
 - Ms. Brinkman also noted that the proposed agri-tourism use is being evaluated for the potential volume and strength of wastewater generated during tour activities. The applicant has proposed using two onsite, low-flush portable restrooms, which may either discharge to a holding tank or to the existing septic tanks associated with the mound system, depending on the volume and characteristics of the wastewater generated.
13. The Benton Town Board reviewed and recommended approval of the request during their May 12, 2025, meeting, with the following comment: *“We unanimously approved the request with Co. Staff recommendations.”*
14. 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 to operate seasonal agricultural tourism activities - specifically, barn quilt tours and an ag tourism farm experience 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 Interim Use Permit shall terminate when the Hollander Group LLC (Janet Fahey) no longer owns the property or operates the business.
2. Hollander Group LLC (Large Scale Activity Business – Agri-tourism Activities) shall operate in accordance with the operational letter, May 30, 2025, and site plan, May 27, 2025. These documents shall be attached to and become part of this permit. Prior to the issuance of any building permits for additional buildings, discussion with Land Management is necessary for a determination as to whether an application for amendment or similar consideration is warranted.

3. Barn Quilt Tours shall be limited to three to five tours per month between May and October, from 9:00 AM to 4:30 PM, Monday through Sunday, with a maximum of 50 attendees per tour. If more than 10 trips per tour are expected, the applicant shall coordinate with the Township and County to implement appropriate traffic management measures.
4. Occasional agri-tourism events shall not exceed two events per month, with a maximum of 50 attendees per event, between the hours of 9:00 AM and 9:00 PM, May through October, Monday through Sunday.
5. All events and tours shall occur primarily in the barn and outdoor garden areas. Structures not used for ag tourism shall remain for private or personal storage use only and as otherwise regulated by the County Zoning Code. Any existing or future buildings/structures utilized by the operation must meet the State Building Code.
6. The permittee is responsible for maintaining all required permits and licenses for operations. Copies of all current permits and licenses shall be submitted annually to the Carver County Land Management Department.
7. Two low-flush portable restrooms shall be provided on-site, along with a restroom available on the tour bus used during Barn Quilt Tours, as indicated in the narrative. The proposed land use must be evaluated for the potential volume and strength of wastewater generated during tour stops. Based on the applicant's proposal, the two on-site low-flush portable restrooms may either discharge to a holding tank or to the existing septic tanks associated with the mound wastewater treatment system, depending on the volume and strength of waste generated. The Environmental Services Department must review and approve the selected discharge method prior to the commencement of operations. The permittee shall also submit current and future restroom service contracts annually to both the Land Management and Environmental Services Departments.
8. The Permittee shall comply with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations. The Permittee shall not exceed the allowed square footage of signage per property. Any proposed signage within public road right-of-way must be approved by the local road authority.
9. Solid waste must be disposed of in accordance with County regulations. The applicant shall maintain active solid waste service through a licensed solid waste hauler.
10. Parking must be accommodated entirely on-site, with capacity for up to 50 vehicles. No off-site parking is permitted.
11. The Permittee shall comply with any road access requirements/improvements as determined by the appropriate road authority, if applicable. (e.g. maintenance, traffic control measures, or similar issues)
12. The Permittee shall submit proof of Workers Compensation or an affidavit stating that they do not have any employees, as required by Section 152.082(B)(4).

ADOPTED by the Carver County Planning Commission this 15th day of July, 2025.


Scott Hoese (Jul 16, 2025 16:16 CDT)

Scott Hoese, Chairman
Carver County Planning Commission



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Highway 33 Railroad Crossing Surface Replacement
RBA Number: 2025-891
Department: Public Works - Operations
Contact: Shelby Sovell, Operations Engineer - Assistant Public Works Director, 952-466-5209
Presenter:
Contract Name & Number: Agmt. 2025-4 for Replacement of RR Crossing - 25-308
Meeting Date: August 5, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The County and Twin Cities and Western (TC&W) Railroad have been involved in discussions dealing with the replacement of the railroad/highway grade crossing surface on Highway 33 in Norwood Young America. It is the desire of both parties to enter into a written agreement regarding the replacement of said railroad/highway grade crossing surface. TC&W Railroad crews will complete their scope of work related to the railroad tracks. Carver County will solicit quotes and enter into an additional agreement with a bituminous paving contractor to provide traffic control, pavement removal and pavement patching of the approaches to the railroad crossing surface. TC&W owns the property where the crossing exists and where the project will occur. Carver County's road easement is over TC&W's property. The work is scheduled to occur during the 2025 construction season.

Action Requested:

Motion to approve an agreement with Twin Cities and Western Railroad for the replacement of the railroad crossing surface on Highway 33 in the amount of \$46,111.99, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Dollars	\$46,111.99
TC&W Railroad	\$46,112

Related Fiscal/FTE Comments:

Included in the current budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2025 Fleet Equipment Purchases
RBA Number: 2025-901
Department: Public Works - Operations
Contact: Shelby Sovell, Operations Engineer - Assistant Public Works Director, 952-466-5209
Presenter:
Contract Name & Number:
Meeting Date: August 5, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County has a large fleet of vehicles and equipment that are used by various departments. The County's annual budget and Long-Term Financial Plan include recommendations for fleet replacement. The Public Works equipment replacement budget for 2025 is \$785,000. At this time, Public Works is requesting to purchase the following replacement equipment:

1. One Felling trailer from Lano of Norwood, Inc. for Public Works Parks. The trailer will replace unit 1906 which is 6 years old. The new trailer is 4 feet longer than its replacement and better suited for Parks' operations, specifically hauling a skid steer with attachments and a UTV/trail groomer combination. The cost of the new trailer is \$17,950.00 less \$5,000.00 with the trade of unit 1906 and less \$2,650 with the trade of unit 1001A. The total cost is \$10,300.00.
2. One Diamond brush mower skidsteer attachment from Lano of Shakopee to be shared by Public Works Parks and Operations. The new brush mower will replace unit 1001A which is 11 years old and not fit for county right-of-way brush mowing/small tree removal. The new brush mower is designed for removing thick brush and small trees

that grow within county right-of-way. The cost is \$15,511 for the Diamond Brush Mower skidsteer attachment plus an additional \$2,500.00 for a safety door/glass needed for the skidsteer while operating the brush mower. The total cost is \$18,011.00. The old brush mower, unit 1001A, is being traded to Lano of Norwood, Inc. via the new trailer transaction mentioned above.

The total cost of this equipment is \$28,311.00. Staff obtained quotes from State Contract vendors and followed the County Contract and Local Preference Purchasing Policies.

Action Requested:

Motion to approve the purchase of budgeted fleet equipment replacements for 2025.

Fiscal Impact:

Funding:	Amount Budgeted:
County Dollars	\$28,311.00

Related Fiscal/FTE Comments:

Included in the current budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Authorization to Preorder 2026 Equipment
RBA Number: 2025-909
Department: Public Works - Operations
Contact: Shelby Sovell, Operations Engineer - Assistant Public Works Director, 952-466-5209
Presenter:
Contract Name & Number:
Meeting Date: August 5, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Public Works annual equipment budget for fleet replacement in the 2025 Budget is \$785,000 and is projected in the County's Long Term Financial Plan to be \$810,000 in 2026. Public Works' fleet replacement schedule includes the replacement of a self-contained loader mounted snowblower, along with other pieces of equipment in 2026. Public Works is requesting to pre-order the snowblower to lock delivery in early January 2026 as well as current state contract pricing. The cost of the new snowblower from MacQueen Equipment of St. Paul, MN is \$243,829 less \$5,000 with the option to trade our existing unit 1401. The new snowblower will replace 1401, a 1996 snowblower that currently has 512 hours, and will be 30 years old at the time of disposal in 2026.

Action Requested:

Motion to authorize the preorder of a self-contained loader-mounted snowblower from MacQueen Equipment.

Fiscal Impact:

Funding:	Amount Budgeted:
County Dollars	\$238,829

Related Fiscal/FTE Comments:

This is part of the 2026 Budget- pre-authorization.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agmt for Pavement Work at the
NYA Hwy 33 Railroad Crossing with GMH Asphalt Corp.

RBA Number: 2025-911

Department: Public Works - Operations

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

Presenter:

Contract Name & Number: PSA on CR 33 RR Track & Settlement Rpr in NYA - 25-
322

Meeting Date: August 5, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The County and Twin Cities & Western (TC&W) Railroad intend to enter into an agreement for the replacement of the railroad/highway grade crossing surface on Highway 33 in Norwood Young America. The railroad track crossing work for this project will be completed by TC&W Railroad crews. Carver County's involvement in the project includes highway 33 traffic control, pavement removal and pavement patching of the approaches adjacent to the railroad crossing surface. TC&W owns the property where the crossing exists and where the project will occur. Carver County's highway easement is over TC&W Railroad's property.

Carver County Public Works staff solicited quotes from highway contractors for the highway pavement removal and replacement work and only received one response from GMH Asphalt Corporation for \$34,760.00. The quote is reasonable for the specified work and Public Works staff recommend contracting with GMH Asphalt Corporation for the work.

Action Requested:

Motion to approve a professional services agreement with GMH Asphalt for \$34,760.00 for repair work on CR 33, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funds	\$34,760.00

Related Fiscal/FTE Comments:

Included in the current budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Public Works Headquarters Fuel Island Replacement

RBA Number: 2025-906

Department: Public Services - Facility Services

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

Presenter:

Contract Name & Number: 25-319 Public Works Headquarters Fuel Island and Canopy

Meeting Date: August 5, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Public Works Headquarters facility includes a fuel island with underground storage tanks that provide diesel and gasoline to departments countywide. The fuel island was installed at the same time as the Public Works Headquarters facility was built in 2003 (currently 22 years old). Fuel islands typically last 15 to 20 years. Over the past 3 years, the fuel island has had intermittent issues, especially during the winter months.

Staff have been working on a master site plan for Public Works Headquarters with assistance from Wold Architects and Engineers, that provides for the replacement of the fuel island in 2026. The replacement includes minor adjustments for efficiency purposes, upgrades to the latest technology and includes a canopy to shelter the pumps and employees from the elements, much like a convenience store gas station. The underground storage tanks currently have 8 years of remaining warranty and are planned to be replaced after the warranty expires.

Unfortunately, on May 8, 2025, the diesel pumps on the Public Works Headquarters fuel island were put out of service due to a minor fuel line leak detected between the tank and the pumps. The leak was detected during a State (Minnesota Pollution Control

Agency) mandated annual inspection conducted by the County's vendor, Pump and Meter Services, Inc. Public Works engaged Pump and Meter to provide options for repair. The Pump and Meter Services, Inc quote for repair was nearly \$20,000, which would provide no future benefit to the replacement of the fuel island, planned for 2026.

Since the replacement of the fuel island is an integral part of the master site plan at Public Work Headquarters and repair of the leak would not benefit the future replacement, it makes the most financial sense to forgo the diesel line repair and advance the entire fuel island replacement as soon as possible, consistent with the master site plan. Public Works and Facilities Services staff solicited and received two quotes for the replacement of the fuel island as follows:

Pump and Meter Services, Inc. \$183,000.00
Swansys \$265,484.00

Public Works and Facilities Services staff have reviewed the quotes and recommend Contracting with Pump and Meter Services, Inc. of Hopkins, MN. Several of the materials for the fuel island will be procured at Sourcewell Contract prices through Pump and Meter Services, Inc. Pump and Meter Services, Inc. has committed to completing the fuel island replacement by the end of 2025 if given authorization to proceed at this time. Public Works and Public Services-Facilities have allocated sufficient funds for the fuel island replacement in 2025.

Action Requested:

Motion to contract with Pump and Meter Services, Inc. for replacement of the Public Works Headquarters fuel island (demolition, rebuild and canopy installation) pending finalization of the contract review process, and to redirect budget from the Chaska Public Works sale proceeds and the residual one-time funds from the 3 Bay Salt Bunker, to fund the contract expense.

Fiscal Impact:

Funding:	Amount Budgeted:
Residual Attachment E funds from 3 Bay Salt Bunker	\$93,000
Chaska Public Works Sale Proceeds	\$90,000

Related Fiscal/FTE Comments:

Residual Attachment E funds allocated to Public Works from prior years and residual Chaska Public Works sale proceeds allocated to Public Services - Facilities will be utilized to cover the cost of the new fuel island. A budget amendment is attached.

Attachments:

1. BudgetAmendmentForm Fuel Island Repl 080525

Carver County Board of Commissioners Budget Amendment Request Form

Agenda Item: Public Works Headquarters Fuel Island Replacement

Department: Public Services - Facility Services

Meeting Date: 8/5/2025

Requested By: Brent Kath

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			TOTAL			\$366,000.00		
Description of Accounts		Acct #	Amount					
Site and Grounds Improvement		01-110-000-2001-6610	\$183,000.00					
Transfers to Other Funds		03-304.6932	\$93,000.00					
Transfers to Other Funds		30-959.6932	\$90,000.00					

CREDIT			TOTAL			\$366,000.00		
Description of Accounts		Acct #	Amount					
Transfers from Other Funds		01-110.5880	\$183,000.00					
Site and Grounds Improvement		03-304.6610	\$93,000.00					
Chaska Shed Available Budget		30-959.6630	\$90,000.00					

Reason for Request:	Redirect budget from Fund 03-304 (residual one-time funds) and from Fund 30-959 (Chaska Shed Sale) to fund the contract for Public Works fuel island replacement.
---------------------	---



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Service Agreement with WSB Engineering for Trail Pavement Evaluation

RBA Number: 2025-912

Department: Public Works - Parks

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

Presenter: Martin Walsh, Parks Director

Contract Name & Number:

Meeting Date: August 5, 2025

Item Type: Consent

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

Background/Justification:
The Parks Department is working to include trails in its asset management program. A pavement condition rating is needed in order to prioritize maintenance and repair of existing regional trails and trails within existing designated regional trail corridors operated by cities. The work is to: understand the current pavement condition on these trails, prioritize maintaining existing County-operated trails and trails in designated regional trail corridors. The information will also be useful as the County plans how best to utilize Transportation Advancement Account (TAA) funding provided by the state for active transportation.

Action Requested:
Motion to approve professional service agreement with WSB Consulting for trail pavement evaluation.

Fiscal Impact:	
Funding:	Amount Budgeted:

General Fund, Parks Professional Service	\$36,579.00
--	-------------

Related Fiscal/FTE Comments:

Funds for the contract are in the 2025 Parks Department Professional Services and Technical Fees line item account 01-520-000-0000-6260

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agreement to develop a Construction Manual for Public Works

RBA Number: 2025-898

Department: Public Works - Administration

Contact: Perry Clark, Asset Manager, 952-466-5229

Presenter:

Contract Name & Number: Procore Construction Manual - 25-302

Meeting Date: August 5, 2025

Item Type: Consent

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

Background/Justification:
This contract supports the creation of a construction manual designed to standardize practices, streamline new staff onboarding, and establish consistent procedures for managing construction data within the Procore program management software. Additionally, the services provided help alleviate staffing shortages, ensuring continued progress on division initiatives. Bolton and Menk is an industry expert in construction administration and assisted Public Works with the Procore construction software implementation.

Action Requested:
Motion to approve a professional services agreement with Bolton & Menk Inc for the development of a Construction Manual for Public Works

Fiscal Impact:	
Funding:	Amount Budgeted:

County Funds	\$33,605.21
--------------	-------------

Related Fiscal/FTE Comments:

Included in Current Budget. 03-303-000-0000-6260

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Turn Lane Policy Adoption
RBA Number: 2025-885
Department: Public Works - Program Delivery
Contact: Whitney Schroeder, Traffic Engineer, 952-466-5208
Presenter:
Contract Name & Number:
Meeting Date: August 5, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

In response to Carver County's continued growth, the Public Works Division has developed a turn lane policy to provide a consistent and uniform framework for determining when turn lanes are warranted and how they should be designed on county highways. Previous drafts of the Turn Lane Policy were presented to the County Board at a work session held on May 6th and at the Semi-Annual Township Association Meeting on July 16th. The policy was also shared with local city engineers and planners; no comments were received.

The Turn Lane Policy can be reviewed at:

<https://www.carvercountymn.gov/home/showpublisheddocument/27964>

Carver County Public Works is seeking the Board's approval and adoption of the Turn Lane Policy.

Action Requested:

Motion to approve adoption of a Turn Lane Policy for county highways managed by the Public Works Division.

Fiscal Impact:

Funding:	Amount Budgeted:

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

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Federal Aid Force Account Agency Agreement for HSIP Rural Intersection Lighting Project

RBA Number: 2025-886

Department: Public Works - Program Delivery

Contact: Whitney Schroeder, Traffic Engineer, 952-466-5208

Presenter:

Contract Name & Number: State of MN Agency Agreement.1060551 for Federal Participation in Force Account for the HSIP Rural Intersection Lighting Project

Meeting Date: August 5, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The purpose of this project is to implement MnDOT HSIP award grant application funds to install intersection lighting at various county intersections to improve nighttime and inclement weather visibility and reduce intersection-related crashes. All intersections identified are county-to-county highway intersections and county highway-to-local roadway intersections. Seventeen rural county roadway intersections were identified as candidate locations based on multiple factors including safety (crash history and risk factors) as well as future project/maintenance prioritization. This project is intended to address both proactive and reactive safety issues. All work included within this project would be conducted within the County right-of-way.

This grant requires an agency agreement between the County and MnDOT that allows for MnDOT to act as the County's agent in accepting federal aid for the use of force account/lighting utility service provider work.

Action Requested:

Motion to approve a federal force account agency agreement between the County and MnDOT for the HSIP Rural Intersection Lighting Project.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Included in the current budget

Attachments:

1. Resolution

BOARD OF COUNTY COMMISSIONERS

CARVER COUNTY, MINNESOTA

Date: August 5th, 2025

Resolution No: _____

Motion to Adopt by Commissioner: _____ Seconded by Commissioner: _____

Resolution for Agency Agreement No. 1060551 with the Minnesota Department of Transportation

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of **Carver County Public Works** to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the County Board Chairman, Tom Workman, and the County Administrator, Dave Hemze, are hereby authorized and directed for and on behalf of the **Carver County Public Works** to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation MnDOT Contract Number 010-030-013", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

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 5th day of August, 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 5th day of August, 2025.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Approval of Updated Data Practices Policies
RBA Number: 2025-1440
Department: County Attorney
Contact:
Presenter:
Contract Name & Number:
Meeting Date: August 5, 2025
Item Type: Consent

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services

Background/Justification:

Minnesota Statutes Sections 13.025 and 13.03 require the Carver County Minnesota Government Data Practices Act Responsible Authority(s) to prepare a written data access policy for access to public data, as well as a written data access policy for access by a "data subject" to public or private data on individuals. The written policies must identify the specific procedures used by Carver County for providing access to data. The Policies must be reviewed periodically to reflect changes in personnel, procedures, or other circumstances that impact the public's and/or data subject's ability to access data.

Effective July 1, 2025, Minn. Stat. Sec. 13.03, Subd. 3(g), was amended, allowing a responsible authority to suspend any further responses to a request for public data if a requester does not inspect or collect copies of data within five business days after being notified data are available. Carver County's "Data Practices Policy: Public Data Requests" and "Data Practices Policy: Requests for Data About You" have both been updated to reflect the 2025 legislative change.

Substantive changes to the Policies require County Board approval.

Action Requested:

Motion to approve the updated Data Practices Policy: Request for Public Data and the updated Data Practices Policy: Requests for Data About You.

Fiscal Impact:

Funding:	Amount Budgeted:

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

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Appointments to Mental Health Advisory Committee
RBA Number: 2025-1191
Department: County Administration
Contact: Krista Willaert, Executive Assistant, Administration, 952-361-1503
Presenter:
Contract Name & Number:
Meeting Date: August 5, 2025
Item Type: Consent

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

Background/Justification:
The Mental Health Advisory Committee currently has three openings: two mandated positions and one at-large appointment. Both applicants under consideration would fill the mandated roles.

Action Requested:
Motion to appoint Sarah Howe and Kaylee McClellan to the Mental Health Advisory Committee.

Fiscal Impact:	
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Date Change for Charitable Gambling Application for Exempt Permit-West Union Lutheran Church

RBA Number: 2025-1140

Department: Property & Financial Services - Elections & Licensing

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

Presenter:

Contract Name & Number:

Meeting Date: August 5, 2025

Item Type: Consent

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

Background/Justification:
West Union Lutheran Church has requested a date change of November 15, 2025 for their raffle to be held at West Union Lutheran Church located at 15820 Market Ave, Cologne, MN 55322. This license was previously approved with a raffle date of October 4, 2025.

Action Requested:
Approval to change date of raffle for Charitable Gambling License for West Union Lutheran Church from October 4, 2025 to November 15, 2025.

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Memorandum of Agreement with AFSCME Assistant County Attorneys - On Call

RBA Number: 2025-1511

Department: Employee Relations

Contact:

Presenter:

Contract Name & Number:

Meeting Date: August 5, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The County Attorney, or his designee, is required to be available 24/7 for calls from Law Enforcement, the Judicial Branch, or other justice partners. To fulfill this obligation, the County Attorney and Attorney Managers have been assigned to an on-call phone, for after-hours support on a weekly rotation. In an effort to create a broader pool of attorneys available to participate in the phone rotation; to provide a valuable professional opportunity for assistant and senior assistant county attorneys; and to continue to provide high-level customer service and quality legal advice to our justice partners that is critical in maintaining continuity of operations, Carver County proposed, and AFSCME Council 65, Local 2789 (Assistant County Attorneys) agreed, to enter into an MOA to provide for voluntary participation in the On-Call Rotation and Pay at a premium rate of \$170.00/week, when an AFSCME employee voluntarily agrees to participate in the rotation for on-call phone duties and responsibilities. Eligibility to participate in the on-call rotation shall be at the sole discretion of the County Attorney.

Action Requested:

Motion to Approve the Memorandum of Agreement between the County of Carver and

AFSCME Council 65, Local 2789 (Assistant County Attorneys) to provide for Voluntary On-Call Rotation and Pay for employees, when assigned by the County Attorney, or designee.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. MOA - Voluntary On-call Rotation for Assistant County Attorneys 2025-2026 CBA (part 1) - signed

MEMORANDUM OF AGREEMENT
AFSCME Assistant County Attorneys Unit
On-Call

This Memorandum of Agreement is entered into between the County of Carver (hereafter “Employer”) and American Federation of State County and Municipal Employees (AFSCME) Council 65, Local 2789 (hereafter “Union”).

WHEREAS, the Union is the exclusive representative of the Assistant County Attorney’s bargaining unit; and

WHEREAS, the Employer and the Union are parties to a Collective Bargaining Agreement in effect January 1, 2025 through December 31, 2026; and

WHEREAS, the County Attorney has an interest in providing an opportunity for Assistant County Attorneys to participate in the on-call rotation; and

WHEREAS, some Assistant County Attorneys have expressed an interest in volunteering to participate in the on-call rotation; and

WHEREAS, determination of eligibility for participation in the on-call rotation and approval of Assistant County Attorneys to participate in the on-call rotation shall be at the sole discretion of the County Attorney; and

WHEREAS, providing the opportunity for employees to contribute to essential after-hours support, enhance their professional experience, and play a critical role in maintaining continuity of operations; and

NOW, THEREFORE, the parties agree that the following terms will apply to employees who participate in the on-call rotation:

1. Effective the first full pay period following ratification of this Memorandum of Agreement by both parties, employees who participate in the on-call rotation will receive a payment of one hundred and seventy dollars (\$170.00) for each week they are on-call.
2. This Memorandum of Agreement will sunset with the implementation of the 2027 Collective Bargaining Agreement.
3. All terms and conditions of the parties 2025-2026 Agreement shall remain in full force and effect.
4. This Memorandum of Agreement represents the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Agreement on the dates set forth by their respective signatures.

Chairperson _____ Dated _____
Board of County Commissioners

Max Forrester 07/25/25

Boen Kintler 07/25/25

Kevin Hill

54



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: PEER Award Recognition
RBA Number: 2025-907
Department: Employee Relations
Contact: Michelle Miller, Employee Relations Coordinator, 952-361-1572
Presenter: Michelle Miller, Employee Relations Coordinator
Contract Name & Number:
Meeting Date: August 5, 2025
Item Type: Regular Session

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

Background/Justification:
The Public Employees Excellence Recognition Program (PEER) is Carver County's annual recognition program to honor hard work and exceptional contributions employees have made during the prior year of service. The PEER Program is designed to allow employees of Carver County to nominate their co-workers for an award for having shown excellence in the areas of Customer Service, Innovation, and Project-Based Teamwork.

Action Requested:
Recognition of PEER Award recipients in the categories of Customer Service, Innovation, and Project-Based Teamwork.

Fiscal Impact:

Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Assessment for CD 2-3 Redetermination of Ditch Benefits and Buffer Strip Payments

RBA Number: 2025-878

Department: Property & Financial Services

Contact:

Presenter: David Frischmon Ditch Administrator

Contract Name & Number:

Meeting Date: August 5, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:

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

Background/Justification:

The Ditch Authority for CD2-3 approved the Viewers recommended Redetermination of Benefits and Buffer Strip payments on 6/3/25. The Ditch Administrator has determined that a ditch assessment of \$213,528 is needed to cover the cost of the Redetermination of Benefits and Buffer Strip payments (see details below). The Ditch Administrator recommends that a Special Assessment of \$213,528, be approved with the following terms:

Special assessments over \$250 are spread over 5 years at an interest rate of 3%

No interest if full special assessment paid by December 26, 2025.

Action Requested:

Motion to approve the recommended ditch assessment of \$213,528 to cover the cost of Redetermination of Benefits and Buffer Strip payments for CD2-3.

Fiscal Impact:

Funding:	Amount Budgeted:
-----------------	-------------------------

--	--

Related Fiscal/FTE Comments:

H2O Viewers = \$166,389, Houston Engineering = \$3,220, Rinke Noonan Legal Services = \$6,586, Newspaper public hearing notice = \$1,253, Buffer Strip payments = \$36,080. Total ROB costs and Buffer Strip payments = \$213,528. All ditch-related costs are paid for by the ditch-benefiting property owners. No county levy dollars are used for ditch-related projects.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Local Affordable Housing Aid (LAHA): Update on Potential Qualified Projects

RBA Number: 2025-1190

Department: Health & Human Services - Administration

Contact: Heather Goodwin, Health & Human Services Division Director

Presenter: Allison Streich

Contract Name & Number: Local Affordable Housing Aid PSA with CDA (#25-131)

Meeting Date: August 5, 2025

Item Type: Work Session

Strategic Initiative:

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

Background/Justification:

Local Affordable Housing Aid (LAHA) is a direct payment from the Department of Revenue to assist counties to develop and preserve affordable housing; to keep families from losing housing and to help those experiencing homelessness find housing.

On March 18, 2025, the Carver County Board of Commissioners approved (RBA 2025-434) a Professional Service Agreement between Carver County Health and Human Services (CCHHS) and Carver County Community Development Agency (CDA), to distribute Local Affordable Housing Aid (LAHA) funds to the CDA and for CCHHS to work with the CDA to develop and implement qualifying projects, as allowed under Minnesota Statute Section §477A.35, subd. 4, Local Affordable Housing Aid.

Under the terms of that contract, the CDA would like to share, with support from CCHHS, information regarding two qualifying projects that the CDA would like to pursue. One is located in Chaska and the other in New Germany. The CDA and CCHHS are seeking feedback from the County Board on whether these potential qualified projects align with the County Board's priorities and whether the County Board supports the CDA continuing to work with CCHHS on the qualified projects. The CDA

would also like to accelerate other possible qualified projects/programs since the certified amount was higher than expected. Carver County's 2025 certified allocation is \$4,285,474.79. The County will receive two payments of \$2,142,737.40 each.

Action Requested:

No Formal Action. Feedback from the County Board is requested regarding the potential qualified projects being presented.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

None. The LAHA acceptance of funds and funding distribution plan was already approved by the County Board on August 20, 2024 (RBA 2024-10,014).

Attachments:

None