



**Carver County Board of Commissioners
November 18, 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 November 4, 2025 minutes 4-5
- 1.5. Community Announcements
- 9:20 a.m. 2. **CONSENT AGENDA**
- 2.1. Premises permit app for Waconia Fire Relief Association 6
- 2.2. Amendment 1 to Professional Services Agreement with PE Services for Engineering Services for County Road 18 Project - Arboretum Area 7-8
- 2.3. FTE Adjustment - Public Works/Traffic Engineer 9-11
- 2.4. Resolution of Support: LRIP Application for CSAH 27 12-15
- 2.5. Resolution of Support: LRIP Application for CSAH 30 16-19
- 2.6. Resolution of Support: City of Cologne's LRIP Application 20-23
- 2.7. Resolution of Support: City of Watertown's LRIP Application 24-27
- 2.8. Resolution of Support: City of Waconia's LRIP Application 28-31

2.9. Professional Services Agreement with Transportation Collaborative & Consultants, LLC for Carver County 2050 Transportation Plan Phase I.....	32-33
2.10. Eliminate 1.0 FTE Park Maintenance Technician, Create 1.0 FTE Lead Park Maintenance Technician	34-36
2.11. Pheasants Forever Acquisition - Tiger Marsh WMA.....	37-48
2.12. Authorize Use of SSTS Safety Net Funds for Low-Income Grant Shortfall	49-50
2.13. Joint Powers Agreement with the City of Norwood Young America for the Historic Downtown Young America Beautification Project	51-52
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2.15. Resolution Authorizing Execution of Agreement with Minnesota Management and Budget (MMB) – Highway 5 at County Highway 11 Downtown West Project	57-60
2.16. Joint Powers Agreement with the City of Victoria for the Highway 5 Expansion Project - Arboretum Area	61-62
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2.18. Cannabis retail registration for Minne Organix	65-66
2.19. Cooperative Agreement with Minnesota Department of Transportation for Highway 5 Expansion Project - Arboretum Area	67-70
2.20. 2026 Salary Ranges Increase	71-72
2.21. Service Agreement Jail and Patrol Axon.....	73-74
2.22. 2024 Emergency Management Performance Grant (EMPG)	75-79
2.23. Amendment 2 to Professional Services Agreement with Bolton and Menk for Final Design of Highway 5 - Arboretum Area Project	80-81
2.24. Review Health & Human Services and Commissioner Warrants	

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

3.1. Public Hearing of Ordinance 87-2026 (Carver County Fee Schedule) and Adoption of Ordinance 87-2026 and Fee Schedule	82-127
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	3.2	Health Incentive Program Update and Recommendations	128-129
10:00 a.m.	4.	RECESS AS THE COUNTY BOARD AND CONVENE AS THE COUNTY DITCH AUTHORITY	
	4.1.	Drainage Authority 2026 Assessments for Drainage System Projects	130-132
10:15 a.m.	5.	ADJOURN AS THE COUNTY DITCH AUTHORITY AND RECONVENE AS THE COUNTY BOARD	
10:15 a.m.	6.	COUNTY ADMINISTRATOR REPORT	
10:20 a.m.	7.	ADJOURN REGULAR SESSION	
10:20 a.m.	8.	WORK SESSION	
	8.1.	2050 Comprehensive Plan Process	133
	8.2.	Andrew Peterson Farm.....	134-135

UPCOMING MEETINGS AND EVENTS

November 18, 2025	11:30 a.m.	SW Metro Mayor Luncheon Chaska Event Center (3210 Chaska Blvd, Chaska)
	1:30 p.m.	Family Resource Center (FRC) Grand Opening & Ribbon Cutting (Chaska Moravian Church, 115 East 4 th St., Chaska)
November 19, 2025	8:30 a.m.	Xcel Chanhassen Service Center Grand Opening and Ribbon Cutting Ceremony (1900 Coulter Boulevard, Chanhassen)
November 25, 2025	9:00 a.m.	Board Work Session
	6:00 p.m.	2026 Levy & Budget Hearing
December 2, 2025	9:00 a.m.	Board Meeting
December 7-10, 2025		AMC Annual Conference (DoubleTree by Hilton, 7800 Normandale Blvd, Mpls)
December 16, 2025	7:30 a.m.	Legislative Breakfast (Chanhassen Legion, 290 Lake Dr. E, Chanhassen)
	10:00 a.m.	Board Meeting
January 6, 2026	9:00 a.m.	Board Organizational Session

Carver County

Board of Commissioners

Regular Session Minutes
November 4, 2025

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on November 4, 2025. Chair Tom Workman convened the session at 9:00 a.m.

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

Public comments were received from Mark Metz, County Attorney who honored the memory of Beth Young, recognizing her 20 years of dedicated service as a Senior Administrative Assistant in the Carver County Attorney's Office. Comments also received from Steve Curtis, Executive Director of the Southwest Metro Chamber of Commerce.

Tim Lynch moved, John P. Fahey seconded, to approve the agenda. Motion carried unanimously.

Matt Udermann moved, Lisa Anderson seconded, to approve the minutes of the October 21, 2025, Regular Session with the modification of Udermann from nay to abstained on consent agenda. Motion carried unanimously.

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

Renewed the Building Official and Inspection Services contract with Metro West Inspection Services Inc. for the period of January 1, 2026, through December 31, 2028, pending completion of the contract review process.

Adopted the Findings of Fact and issue Order #PZ20250044 for the issuance of an Interim Use Permit.

Authorized the Chair to sign the contract with Minnesota Native Landscapes pending the contract review process.

Adopted the Findings of Fact and issue Order #PZ20250047 for the issuance of a Conditional Use Permit.

Approved the professional services agreement with Bolton & Menk, Inc. for design, geotechnical evaluation, public engagement and permitting services for the Highway 10 - Victoria Area & Highway 11 - Victoria Commercial Area projects in an amount not to exceed \$3,449,455.04 pending finalization of the contract review process.

Approved the final payment to Blackstone Contractors, LLC for Construction of the Creative Play Area at Lake Minnewashta Regional Park.

Approved an amendment to contract 24-208 with SRF Consulting Group, Inc. for \$83,543.50 for design services to repair TH 212 just west of CSAH 43, pending finalization of the contract review process.

Appointed Kyle Bakkum to the Lower MN Watershed District Board of Managers to fulfill the current vacancy that is set to expire on 02.28.2026.

Reviewed October 24, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$398,623.14 and reviewed November 2, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$168,305.13.

Motion carried unanimously.

County Administrator Dave Hemze presented the proposed 2026 Legislative Priorities, highlighting three primary focus areas: General Government, Health and Human Services, and Transportation, Parks, and Trails. A proposal to include Support for Housing as an additional priority was also introduced.

All Commissioners participated in a discussion regarding the proposed addition of Support for Housing.

Lisa Anderson moved, John P. Fahey seconded to approve Carver County's 2026 Legislative Priorities without adding the support of housing. Motion carried unanimously.

COUNTY ADMINISTRATOR REPORT – Dave Hemze reminded us that there will be no meeting next week, as the County offices will be closed on November 11th in observance of Veterans Day.

Matt Udermann moved, Tim Lynch seconded, to adjourn the Regular Session at 10:05 a.m. Motion carried unanimously.

Dave Hemze
County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Premises permit app for Waconia Fire Relief Association
RBA Number: 2025-2289
Department: Property & Financial Services - Elections & Licensing
Contact: Heather Perkins, Elections & Licensing Specialist, 952-361-1976
Presenter:
Contract Name & Number:
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:
Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:
A Charitable Gambling application for an Annual Premises Permit was received from Waconia Fire Relief Association. They plan to begin selling Pull-Tabs, Tipboards, Bar Bingo, Paddlewheel, Electronic Pull-Tabs and Electronic Linked Bingo at Schram Winery located at 8785 Airport Road, Waconia, MN 55387. This is a new application request for this organization.

Action Requested:
Approval to issue a Premise permit to Waconia Fire Relief Association for Pull-Tabs, Bar Bingo, Tipboards, Paddlewheel, Electronic Pull-Tabs, and Electronic Linked Bingo at Schram Winery.

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Amendment 1 to Professional Services Agreement with PE Services for Engineering Services for County Road 18 Project - Arboretum Area

RBA Number: 2025-2283

Department: Public Works - Program Delivery

Contact:

Presenter:

Contract Name & Number: Amendment 1 to PSA 25-583 for Engineering Services for County Road 18

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The Highway 18/82nd St. Project, identified in the 2021 Arboretum Area Transportation Plan, is designed to connect Highway 13 to Highway 41, creating a vital link for Victoria and improving access to the Minnesota Landscape Arboretum, Chaska, and Chanhassen. Key project components include upgrading the existing gravel road to a two-lane paved urban highway and adding a multi-use trail to enhance community connectivity. This initiative is a collaborative effort between Carver County and the cities of Chaska, Chanhassen, and Victoria, with construction to be completed by the end of the 2025 construction season. The project secured \$10 million in State General Obligation Bonds and state funding. The total construction cost of the project is approximately \$16.2 million.

Public Works hired PE Services for construction administration, inspection, surveying, and materials testing for the project. The original contract amount was \$1,477,875.05.

Public Works is recommending increasing the contract amount by \$210,944.23 for a total of \$1,688,819.28. The additional amount is an estimate to complete the project.

The primary factors driving the additional costs include significantly longer hours of inspection work for a 6-day work week instead of 5, an extended project schedule (some work will carry over into 2026), significant coordination efforts with the Landscape Arboretum in the early stages, extensive coordination with private utility relocation, and additional work to administer a separate landscaping contract in the ravine area, roundabout and potentially along the roadway.

Action Requested:

Motion to approve amendment#1 to professional services agreement 24-583 with PE Services for \$201,944.23 pending approval of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Transportation Sales Tax	\$210,944.23

Related Fiscal/FTE Comments:

Within the county budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: FTE Adjustment - Public Works/Traffic Engineer
RBA Number: 2025-2302
Department: Public Works - Program Delivery
Contact: Drew Pflaumer, Transportation Planning Manager -
Program Delivery
Presenter:
Contract Name & Number:
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:

People Are Our strength: Building, developing, and sustaining a team of leaders at all levels.

Background/Justification:

The Traffic Engineer position is a vital position for maintaining and operating the County highway system and requires specific professional traffic engineering licensing. While originally created as a 1.0 FTE position, this position was reduced to 0.875 FTE in March 2023 at Public Works request. With the rapid pace of development and growth in Carver County, increasing the position to 1.0 FTE will better meet the short and long-term needs of the department. Public Works is requesting an FTE adjustment to increase the Traffic Engineer position to a 1.0 FTE to better meet the ongoing needs of the division.

Public Works will fund the increased cost in 2026 with increased revenue for the County State Aid Highway Maintenance fund.

Action Requested:

Approval of an FTE adjustment for the Traffic Engineer position from 0.875 FTE to 1.0 FTE effective the pay period following Board approval.

Fiscal Impact:

Funding:	Amount Budgeted:
State Aid- Regular Maintenance	\$1,529

Related Fiscal/FTE Comments:

Fiscal information is based on one month of position increase in 2025, budget amendment attached. 2026 cost will be \$19,524 and funded by State Aid- Regular Maintenance increase as well.

Attachments:

1. BudgetAmendmentForm- PW Staffing Change- 2025 and beyond impact



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution of Support: LRIP Application for CSAH 27
RBA Number: 2025-2303
Department: Public Works - Program Delivery
Contact: Justin Broughman, Transportation Planner - Program Delivery, 952-466-5283
Presenter:
Contract Name & Number:
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52. The legislature appropriated \$47,000,000 in general obligation bonds for road improvement projects in counties, cities, and townships, and Carver County Public Works is applying for the maximum award of \$1.5 million to put towards the planned rehabilitation project for County Road 27 in Watertown. Obtaining a resolution of support for the application from the County Board is a required part of the application.

Action Requested:

Adoption of resolution of support for Carver County's application for Local Road Improvement Program funding through MnDOT.

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

Attachments:

1. 2025_LRIP_Res_County_CSAH 27

BOARD OF COUNTY COMMISSIONERS

CARVER COUNTY, MINNESOTA

Date: November 18, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution of Support to Submit Local Road Improvement Program Project Application for County Highway 27 Safety and Reconstruction Project

WHEREAS, the Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52 to assist local agencies in constructing or reconstructing local roads; and

WHEREAS, the legislature appropriated \$47,000,000 in general obligation (GO) bonds (of which \$5,000,000 is designated for grants to townships) in Laws of Minnesota 2025 1st Special Session, Chapter 15, Article 1, Section 14, Subdivision 2; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) State Aid for Local Transportation Office administers the LRIP per the process, eligibility, and prioritization criteria established in the statute, and MnDOT has solicited for eligible LRIP project applications, due December 12, 2025; and

WHEREAS, the LRIP provides funding for capital construction costs and the statute describes three types of accounts with a specific intent for the types of local road projects that can be considered for the program, including the Regionally Significant category to fund capital safety improvement projects on routes classified as a major collector or higher; and

WHEREAS, reconstruction and safety improvements for CSAH 27 from CSAH 10 to the northern County border is classified as a minor arterial and identified in the Transportation Tax Plan; and

WHEREAS, the proposed project includes key corridor safety improvements of profile improvements, access control, urbanization, and storm sewer improvements; and

WHEREAS, the County requests consideration of the CSAH 27 Safety and Reconstruction project for LRIP funding in the Regionally Significant category, to assist in funding this important capital safety improvement, for up to the maximum award of \$1,500,000.

NOW THEREFORE, BE IT RESOLVED that Carver County hereby supports the submittal for LRIP application for CSAH 27 Safety and Reconstruction project from CSAH 10 to the northern County border in the City of Watertown and Watertown Township and authorizes and directs the County Engineer to submit the application; and

FURTHERMORE, Carver County approves the project and pledges to support to fund engineering, right-of-way, inspection, and other non-LRIP eligible costs as well as LRIP-eligible items in excess of the LRIP grant amount.

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

Dated this _____ day of _____, 2025.

Dave Hemze	County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution of Support: LRIP Application for CSAH 30
RBA Number: 2025-2304
Department: Public Works - Program Delivery
Contact: Justin Broughman, Transportation Planner - Program Delivery, 952-466-5283
Presenter:
Contract Name & Number:
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52. The legislature appropriated \$47,000,000 in general obligation bonds for road improvement projects in counties, cities, and townships, and Carver County Public Works is applying for the maximum award of \$1.5 million to put towards the planned shoulder widening project for County Road 30 from County Road 10 to MN 25 in Mayer and Waconia Township. Obtaining a resolution of support for the application from the County Board is a required part of the application.

Action Requested:

Adoption of resolution of support for Carver County's application for Local Road Improvement Program funding through MnDOT.

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

Attachments:

1. 2025_LRIP_Res_County_CSAH 30

BOARD OF COUNTY COMMISSIONERS

CARVER COUNTY, MINNESOTA

Date: November 18, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution of Support to Submit Local Road Improvement Program Project Application for County Highway 30 Safety and Reconstruction Project

WHEREAS, the Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52 to assist local agencies in constructing or reconstructing local roads; and

WHEREAS, the legislature appropriated \$47,000,000 in general obligation (GO) bonds (of which \$5,000,000 is designated for grants to townships) in Laws of Minnesota 2025 1st Special Session, Chapter 15, Article 1, Section 14, Subdivision 2; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) State Aid for Local Transportation Office administers the LRIP per the process, eligibility, and prioritization criteria established in the statute, and MnDOT has solicited for eligible LRIP project applications, due December 12, 2025; and

WHEREAS, the LRIP provides funding for capital construction costs and the statute describes three types of accounts with a specific intent for the types of local road projects that can be considered for the program, including the Rural Road Safety category to fund capital safety improvement projects on county state aid highways; and

WHEREAS, reconstruction and safety improvements for CSAH 30 from CSAH 10 to MN TH 25 is classified as a minor arterial and identified in the Transportation Tax Plan; and

WHEREAS, the proposed project includes key corridor safety improvements of profile improvements, pavement rehabilitation, resurfacing, and shoulder widening; and

WHEREAS, the County requests consideration of the CSAH 30 Safety and Reconstruction project for LRIP funding in the Rural Road Safety category, to assist in funding this important capital safety improvement, for up to the maximum award of \$1,500,000.

NOW THEREFORE, BE IT RESOLVED that Carver County hereby supports the submittal for LRIP application for CSAH 30 Safety and Reconstruction project from CSAH 10 to MN TH 25 in the City of Mayer and Waconia Township and authorizes and directs the County Engineer to submit the application; and

FURTHERMORE, Carver County approves the project and pledges to support to fund engineering, right-of-way, inspection, and other non-LRIP eligible costs as well as LRIP-eligible items in excess of the LRIP grant amount.

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

Dated this _____ day of _____, 2025.

Dave Hemze	County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution of Support: City of Cologne's LRIP Application

RBA Number: 2025-2305

Department: Public Works - Program Delivery

Contact: Justin Broughman, Transportation Planner - Program Delivery, 952-466-5283

Presenter:

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52. The legislature appropriated \$47,000,000 in general obligation bonds for road improvement projects in counties, cities, and townships. The City of Cologne is applying for funding through this program, and since Cologne is not a state aid city, county sponsorship is required for their application to be considered.

The City of Cologne has requested that Carver County sponsor its eligible LRIP application for the roadway improvements to Village Parkway and the installation of two pedestrian signal crossing systems on Village Parkway from CSAH 36 to CSAH 53.

Action Requested:

Adoption of resolution of support and sponsorship for the City of Cologne's application for Local Road Improvement Program funding through MnDOT.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. 2025_LRIP_Res_County_Cologne Village Sponsorship

BOARD OF COUNTY COMMISSIONERS

CARVER COUNTY, MINNESOTA

Date: November 18, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution of Support for and Agreement to Sponsor the City of Cologne's 2025 Local Road Improvement Program Application for the Village Parkway Improvement Project

WHEREAS, the Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52 to assist local agencies in constructing or reconstructing local roads; and

WHEREAS, the legislature appropriated \$47,000,000 in general obligation (GO) bonds (of which \$5,000,000 is designated for grants to townships) in Laws of Minnesota 2025 1st Special Session, Chapter 15, Article 1, Section 14, Subdivision 2; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) State Aid for Local Transportation Office administers the LRIP per the process, eligibility, and prioritization criteria established in the statute, and MnDOT has solicited for eligible LRIP project applications, due December 12, 2025; and

WHEREAS, the LRIP provides funding for capital construction costs and the statute describes three types of accounts with a specific intent for the types of local road projects that can be considered for the program, including the Regionally Significant category to fund capital safety improvement projects on routes classified as a major collector or higher; and

WHEREAS, the Village Parkway Improvement Project will meet the goals of the LRIP through reclamation of Village Parkway, the replacement of adjacent trails, ADA upgrades, and the installation of a pedestrian crossing system, and

WHEREAS, the LRIP requires a city, such as Cologne, that is not a State Aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the City of Cologne has requested that Carver County sponsor its eligible LRIP application for the roadway improvements to Village Parkway and the installation of two pedestrian signal crossing systems on Village Parkway from CSAH 36 to CSAH 53.

NOW THEREFORE, BE IT RESOLVED that Carver County supports the City of Cologne’s pursuit of Local Road Improvement Program (LRIP) funds for street and pedestrian system improvements to Village Parkway, and that Carver County agrees to sponsor the City of Cologne’s LRIP application to MnDOT and act as the city’s fiscal agent for this project.

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

Dated this _____ day of _____, 2025.

Dave Hemze	County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution of Support: City of Watertown's LRIP Application

RBA Number: 2025-2306

Department: Public Works - Program Delivery

Contact: Justin Broughman, Transportation Planner - Program Delivery, 952-466-5283

Presenter:

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52. The legislature appropriated \$47,000,000 in general obligation bonds for road improvement projects in counties, cities, and townships. The City of Watertown is applying for funding through this program, and since Watertown is not a state aid city, county sponsorship is required for their application to be considered.

The City of Watertown has requested that Carver County sponsor its eligible LRIP application for the roadway improvements and ADA sidewalk improvements on Lewis Avenue from Angel Avenue to Territorial Street/CSAH 10.

Action Requested:

Adoption of resolution of support and sponsorship for the City of Watertown's application for Local Road Improvement Program funding through MnDOT.

Fiscal Impact:

Funding:	Amount Budgeted:

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

1. 2025_LRIP_Res_County_Watertown Sponsorship

BOARD OF COUNTY COMMISSIONERS

CARVER COUNTY, MINNESOTA

Date: November 18, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution of Support to Sponsor the City of Watertown's Local Road Improvement Program Project Application for Lewis Avenue South

WHEREAS, the Local Road Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in Minnesota Statute 174.52 to assist local agencies in constructing or reconstructing local roads; and

WHEREAS, the legislature appropriated \$47,000,000 in general obligation (GO) bonds (of which \$5,000,000 is designated for grants to townships) in Laws of Minnesota 2025 1st Special Session, Chapter 15, Article 1, Section 14, Subdivision 2; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) State Aid for Local Transportation Office administers the LRIP per the process, eligibility, and prioritization criteria established in the statute, and MnDOT has solicited for eligible LRIP project applications, due December 12, 2025; and

WHEREAS, the LRIP provides funding for capital construction costs and the statute describes three types of accounts with a specific intent for the types of local road projects that can be considered for the program, including the Routes of Regional Significance category to fund capital safety improvement projects on routes classified as a major collector or higher; and

WHEREAS, the Lewis Avenue South Improvement Project will meet the goals of the LRIP, and

WHEREAS, the LRIP requires a city that is not a State Aid city, such as Watertown, to have a county sponsor and the support of the County Board, and

WHEREAS, the City of Watertown has requested that Carver County sponsor its eligible LRIP application for the roadway improvements and ADA sidewalk improvements on Lewis Avenue from Angel Avenue to Territorial Street/CSAH 10.

NOW THEREFORE, BE IT RESOLVED that the County of Carver hereby supports and sponsors the City of Watertown’s LRIP grant application submittal for the improvements to Lewis Avenue from Angel Avenue to Territorial Street/CSAH 10.

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

Dated this _____ day of _____, 2025.

Dave Hemze	County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution of Support: City of Waconia's LRIP Application

RBA Number: 2025-2311

Department: Public Works - Program Delivery

Contact: Justin Broughman, Transportation Planner - Program Delivery, 952-466-5283

Presenter:

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:
Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:
The City of Waconia is applying to MnDOT for funding through its Local Road Improvement Program (LRIP). Since their planned project impacts county right-of-way, they are required to obtain a board-approved resolution of sponsorship and support for their application to be considered. Carver County Public Works supports the planned project and asks the Board to approve the resolution.

The City of Waconia is requesting LRIP funds for a new frontage road extension south of Highway 5 between Hartmann Drive and County Highway 59 (Main Street);

Action Requested:
Passage of this resolution of support for the City of Waconia's LRIP application

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

Attachments:

1. 2025_LRIP_Res_County_Waconia Sponsorship

BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA

Date: _____

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution of Support for The City of Waconia’s Request from the Minnesota Department of Transportation’s (MnDOT) Local Road Improvement Program (LRIP) to extend the South Frontage Road System supporting the Highway 5 Phase II Reconstruction Project.

WHEREAS, MnDOT recently announced the availability of \$47 million in general obligation bonds, available for solicitation through the Local Road Improvement Program (LRIP); and

WHEREAS, the LRIP program makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the City of Waconia is requesting LRIP funds for a new frontage road extension south of Highway 5 between Hartmann Drive and County Highway 59 (Main Street); and

WHEREAS, these improvements are necessary to open access to 67 acres of prime industrial and commercial land for development south of Highway 5, which is expected to generate an estimated 100-150 new jobs; and

WHEREAS, the proposed frontage road extension will also preserve past investments to reduce excess public and private access on Highway 5 while supporting continued development within the City of Waconia; and

NOW THEREFORE BE IT RESOLVED, that the Carver County Board of Commissioners recognizes the proposed south frontage road extension will connect to CSAH 59 (Main Street) within Carver County’s right-of-way and hereby supports the City of Waconia’s pursuit of LRIP funding to enhance the Highway 5 frontage road system; and

NOW THEREFORE BE IT FURTHER RESOLVED, that the Carver County Board of Commissioners authorizes county staff to provide the necessary support and needed coordination throughout the project delivery process.

Yes	No	Abstained
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STATE OF MINNESOTA

COUNTY OF CARVER

I, _____, 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 _____ day of _____, 2025, now on file in the Administration office, and have found the same to be true and correct copy thereof.

Dated this _____ day of _____ 2025.

David Hemze, County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agreement with Transportation Collaborative & Consultants, LLC for Carver County 2050 Transportation Plan Phase I

RBA Number: 2025-2284

Department: Public Works - Program Delivery

Contact: Drew Pflaumer, Transportation Planning Manager - Program Delivery

Presenter:

Contract Name & Number: 25-493 PSA Carver County 2050 Transportation Plan Phase I

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

As Carver County is located in the greater Twin Cities Metropolitan Area, the County's Comprehensive Plan is required to be updated every 10 years in alignment with the Metropolitan Council. As Public Works begins work on this update, significant foundational work is needed to create a strong platform for the development of the transportation component of this plan. Work completed in this stage will support and inform future work, taking place across 2026, 2027, and 2028, to ensure the update is grounded in a clear understanding of our existing conditions, policies, goals, and strategic priorities.

Work performed under this contract will include:

1. Mapping the existing transportation system by mode
2. Mapping and documenting growth patterns over the last 10 years and an assessment of the forecast growth provided by the Metropolitan Council
3. Review of the functional classification of roadways and proposed changes

4. Review of the jurisdictional status of roadways and possible changes
5. Review and documentation of existing planning documents and projects to ensure continuity and alignment with Metropolitan Council requirements
6. Review and documentation of existing Public Works development review processes, priorities, and upcoming initiatives to map and understand the decision making framework
7. Coordination and collaboration with County staff through project team meetings

TC2 was selected as their project manager has significant knowledge of the county transportation system, including work on the 2040 Roadway System Plan and the Highway Prioritization Tool used to recommend the 2018-2037 transportation sales tax plan. He has also assisted with the county parks asset management plan, and trail prioritization study which is underway.

Action Requested:

Motion to adopt a resolution awarding the professional service agreement for the 2050 Carver County Transportation Plan Phase I to Transportation Collaborative & Consultants, LLC (TC2) in the amount of \$43,000 pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
03-303-000-0000-6260	\$43,000

Related Fiscal/FTE Comments:

Included in current budget. Planning for the entire 2050 Comprehensive Plan is underway and future work will occur in 2026, 2027, and 2028.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Eliminate 1.0 FTE Park Maintenance Technician, Create 1.0 FTE Lead Park Maintenance Technician

RBA Number: 2025-2301

Department: Public Works - Parks

Contact: Samuel Pertz, Parks & Trails Supervisor, 952-466-5253

Presenter: Samuel Pertz, Parks & Trails Supervisor

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

People Are Our strength: Building, developing, and sustaining a team of leaders at all levels.

Background/Justification:

The County Parks & Trails system continues to grow both in size and developed facilities. As a result, the use of the system has grown year over year by over 200,000 annual users since 2010. Managing the natural and built assets of the system, through the County Asset Management approach, is the direction the Department has been pursuing over recent years. Supporting this program requires routine work by a lead or supervisory level worker on an ongoing basis. With the recommended elimination of the Natural Resources Supervisor position in the 2026 budget, there is a gap in work capacity. The Public Works Highway Department has multiple lead technicians that exist to allow for necessary coverage across the County while the Parks Department currently operates with one lead technician. If approved, the Parks Department would assign a lead worker at Baylor Regional Park and Lake Minnewashta Regional Park, for adequate coverage for the entire system.

This FTE request is included in the County Administrators 2026 recommended budget. The request to advance off-cycle is due to anticipated changes to the current Parks Maintenance team anticipated in 2026 and maximizing the opportunity to have a new lead technician learn as much as possible from existing staff. This would be an internal

promotional opportunity.

Action Requested:

Motion to eliminate one existing 1.0 FTE Park Maintenance Technician and create one 1.0 FTE Lead Park Maintenance Technician position.

Fiscal Impact:

Funding:	Amount Budgeted:
Professional & Tech Fee Reduction	\$603

Related Fiscal/FTE Comments:

The cost to implement this staffing change prior to 2026, is \$603, a budget amendment is included. The ongoing costs are built into the 2026 Recommended Budget, Att B.

Attachments:

1. BudgetAmendmentForm_ Parks Staffing Change



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Pheasants Forever Acquisition - Tiger Marsh WMA
RBA Number: 2025-2307
Department: Public Services
Contact: Nick Koktavy, Assistant County Administrator
Presenter:
Contract Name & Number: Nick Koktavy
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

Pheasants Forever has received an appropriation from the Legislature as recommended by the Lessard-Sams Outdoor Heritage Council to purchase two parcels (PID #110170400 and PID #11.0080600) in Carver County. They intend to donate these parcels to the State as the Tiger Marsh Wildlife Area Addition. The land will be open to all the public, and managed by the Minnesota DNR for wildlife, conservation, and recreational purposes. A County Board Resolution is required for MN DNR Wildlife Management Area for donations of Wildlife Management Area land by conservation groups like Pheasants Forever utilizing Lessard-Sams Outdoor Heritage (Legacy) Council funding. Attached you will find a Resolution for consideration and the formal notification from Pheasants Forever of their intentions.

Action Requested:

Motion to approve the resolution supporting the Pheasants Forever intentions to purchase Parcels #110170400 and #11.0080600 and donate it to the State of Minnesota as the Tiger Marsh Wildlife Management Addition.

Fiscal Impact:

Funding:	Amount Budgeted:

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

1. Resolution Pheasants Forever
2. Carver(Tiggelaar)TigerMarshWMAAddn-Cty Board Notif 11-3-25 FINAL w map
3. Carver(Anderson)TigerMarshWMAAddn-Cty Board Notif 11-6-25 FINAL w Map

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

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

WHEREAS, Pheasants Forever has received an appropriation from the Legislature as recommended by the Lessard-Sams Outdoor Heritage Council to purchase an approximate 29.56 acre State Wildlife Management Area within Carver County with Parcel ID #110170400; and

WHEREAS, Pheasants Forever has received an appropriation from the Legislature as recommended by the Lessard-Sams Outdoor Heritage Council to purchase an approximate 79.58 acre State Wildlife Management Area within Carver County with Parcel ID #11.0080600; and

WHEREAS, Pheasants Forever intends to donate these parcels to the State as the Tiger Marsh Wildlife Management Area Addition; and

WHEREAS, the land will be open to all the public, and managed by Minnesota DNR for wildlife, conservation, and recreational purposes; and

WHEREAS, on November 3, 2025, Pheasants Forever emailed a letter to Carver County as their formal notification of their intentions on Parcel #110170400; and

WHEREAS, on November 6, 2025, Pheasants Forever emailed a letter to Carver County as their formal notification of their intentions on Parcel #11.0080600; and

WHEREAS, a County Board Resolution is required for MN DNR Wildlife Management Area for donations of Wildlife Management Area land by conservation groups like Pheasants Forever utilizing Lessard-Sams Outdoor Heritage (Legacy) Council funding.

Now, THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners, supports the Pheasants Forever intentions to purchase Parcels #110170400 and #11.0080600 and donate it to the State of Minnesota as the Tiger Marsh Wildlife Management Addition.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of November, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of November 2025

County Administrator



SABIN ADAMS
MN State Coordinator

Phone: (320) 250-6317
Email: sadams@pheasantsforever.org

November 3, 2025

Carver County Board of Commissioners (via email)
600 East 4th Street
Chaska, MN 55318

Dear Commissioners:

Pheasants Forever has received an appropriation from the Legislature as recommended by the Lessard-Sams Outdoor Heritage Council to purchase a 29.56-acre State Wildlife Management Area (WMA) within your county described in the attached Exhibit A and attached map.

The landowner is very interested in seeing their land conserved as wildlife habitat and made available for public use for future generations. This parcel will be maintained as a diverse upland prairie with wetlands being restored to the extent feasible without impacting neighboring landowners.

Whereas, a county board resolution is required for MN DNR Wildlife Management Area direct acquisitions, donations of WMA land by conservation groups like Pheasants Forever utilizing Lessard-Sams Outdoor Heritage (Legacy) Council funding requires county board notification. Please accept this letter as formal notification. Pheasants Forever intends to donate this parcel to the State as the Tiger Marsh WMA Addition. The land will be open to all the public, and managed by Minnesota DNR for wildlife, conservation, and recreational purposes. The most common public uses of WMAs include: hunting, fishing, birding, hiking, mushroom and shed antler gathering, other wildlife observation, photography, and environmental education.

In addition, these lands will also serve the general public. The following is a list of benefits to all people that can be difficult to quantify, but exist nonetheless:

- | | |
|---|--|
| 1. Flood reduction/surface water storage. | 6. Wildlife habitat conservation. |
| 2. Soil erosion control. | 7. Pollinator habitat. |
| 3. Groundwater recharge. | 8. Preservation of natural heritage. |
| 4. Carbon sequestration. | 9. Protecting the genetic diversity of native plants and animals. |
| 5. Surface and groundwater quality improvement. | 10. Provide habitat for species of special concern, threatened and endangered species. |

A common question is the value of the Payment in Lieu of Taxes (PILT). As always, State of Minnesota PILT payments will be made to Carver County when this parcel becomes State WMA land. In 2025, the current landowner paid \$1,510.00 in taxes; the annual PILT payment from the State to Carver County would be \$1,950.00

We are available to answer any questions you have or discuss any concerns you may have regarding this exciting public land acquisition.

Sincerely,

A handwritten signature in black ink, appearing to read "Sabin Adams", with a stylized, flowing script.

Sabin Adams
MN State Coordinator

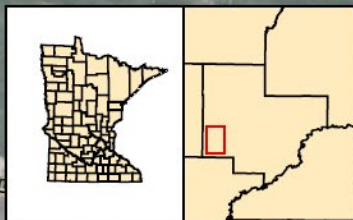
A handwritten signature in blue ink, appearing to read "Tim Pharis", with a stylized, flowing script.

Tim Pharis
Area Wildlife Supervisor

EXHIBIT A

Land Description – 29.56 Acres

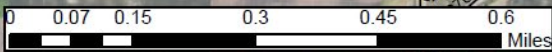
All that part of the East Half of the Northeast Quarter ($E\frac{1}{2}$ of $NE\frac{1}{4}$) of Section 17, Township 115, Range 26 lying North of a strip of land deeded to Hastings and Dakota Railway Company.



Project Location in Carver County, Minnesota

Legend

- Parcel ID #110170400
- Roads
- State Wildlife Management Area Boundaries



Tiger Marsh WMA Addition Sec. 17; T115N, R26W
(Tiggelaar) Young America TWP; Carver County, MN
Parcel ID #110170400, Project Boundary Tract 12B

Prepared by John Bourne
NAIP Aerial Imagery 2022



SABIN ADAMS
MN State Coordinator

Phone: (320) 250-6317
Email: sadams@pheasantsforever.org

November 6, 2025

Carver County Board of Commissioners (via email)
600 East 4th Street
Chaska, MN 55318

Dear Commissioners:

Pheasants Forever has received an appropriation from the Legislature as recommended by the Lessard-Sams Outdoor Heritage Council to purchase a 79.58-acre State Wildlife Management Area (WMA) within your county described in the attached Exhibit A and attached map.

The landowner is very interested in seeing their land conserved as wildlife habitat and made available for public use for future generations. This parcel will be maintained as a diverse upland prairie with wetlands being restored to the extent feasible without impacting neighboring landowners.

Whereas, a county board resolution is required for MN DNR Wildlife Management Area direct acquisitions, donations of WMA land by conservation groups like Pheasants Forever utilizing Lessard-Sams Outdoor Heritage (Legacy) Council funding requires county board notification. Please accept this letter as formal notification. Pheasants Forever intends to donate this parcel to the State as the Tiger Marsh WMA Addition. The land will be open to all the public, and managed by Minnesota DNR for wildlife, conservation, and recreational purposes. The most common public uses of WMAs include: hunting, fishing, birding, hiking, mushroom and shed antler gathering, other wildlife observation, photography, and environmental education.

In addition, these lands will also serve the general public. The following is a list of benefits to all people that can be difficult to quantify, but exist nonetheless:

1. Flood reduction/surface water storage.
2. Soil erosion control.
3. Groundwater recharge.
4. Carbon sequestration.
5. Surface and groundwater quality improvement.
6. Wildlife habitat conservation.
7. Pollinator habitat.
8. Preservation of natural heritage.
9. Protecting the genetic diversity of native plants and animals.
10. Provide habitat for species of special concern, threatened and endangered species.

A common question is the value of the Payment in Lieu of Taxes (PILT). As always, State of Minnesota PILT payments will be made to Carver County when this parcel becomes State WMA land. In 2025, the current landowner paid \$3,842.00 in taxes; the annual PILT payment from the State to Carver County would be \$5,025.00

We are available to answer any questions you have or discuss any concerns you may have regarding this exciting public land acquisition.

Sincerely,

A handwritten signature in black ink, appearing to read "Sabin Adams", with a stylized flourish at the end.

Sabin Adams
MN State Coordinator

A handwritten signature in blue ink, appearing to read "Tim Pharis", with a stylized flourish at the end.

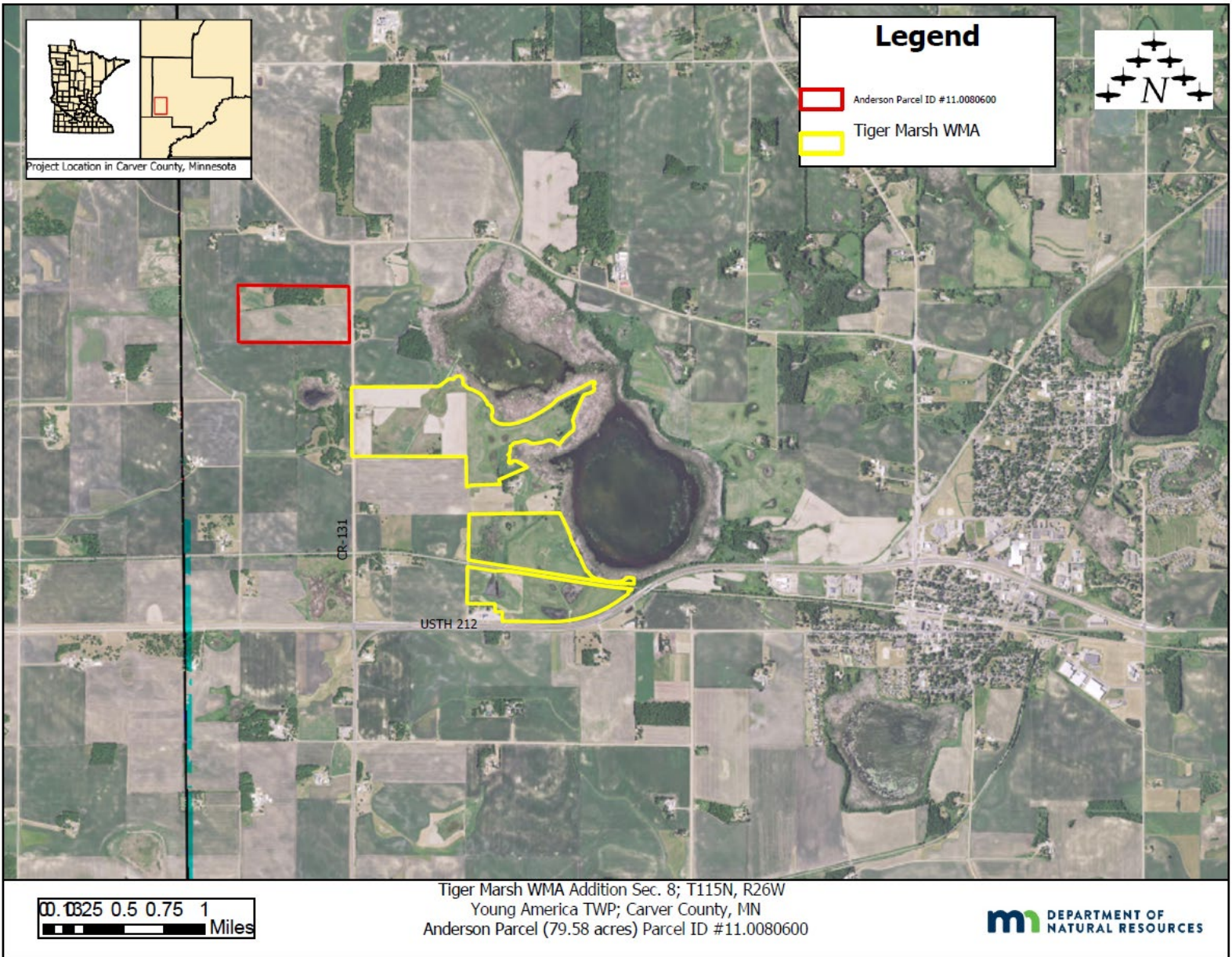
Tim Pharis
Area Wildlife Supervisor

EXHIBIT A

Land Description - 79.58± Acres

As found on Document No. 637406.

"The North Half of the Northwest Quarter of Section 8, Township 115, Range 26."





Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Authorize Use of SSTS Safety Net Funds for Low-Income Grant Shortfall

RBA Number: 2025-2309

Department: Public Services - Environmental Services

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

Presenter:

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

In 2008, the Carver County Board established the Subsurface Sewage Treatment System (SSTS) Safety Net Fund in the amount of \$100,000 to assist low-income households in upgrading or replacing failing septic systems through low-interest loans. In 2023, the County Board approved revisions to the program to expand its use to include enforcement-related situations. To date, no funds have been utilized.

Also in 2023, the County applied for SSTS Low-Income Fix-Up Grant funding through the Minnesota Pollution Control Agency (MPCA) to further support low-income homeowners with necessary septic system upgrades. The County was granted \$35,983 through this program, with an additional \$47,652 allocated by the State in 2025. The Community Development Authority (CDA) assists the County with the grant program by verifying income eligibility and confirming applicant qualifications. These grant funds are distributed to homeowners on a first-come, first-served basis as systems are installed, until the available funds are exhausted.

These grant programs complement the County's SSTS low-interest loan program and

the Carver County Water Management Organization (CCWMO) direct discharge incentive program.

Between March 2024 and August 2025, twenty property owners applied for assistance through the Low-Income Fix-Up Grant program. Some completed their system installations and received the 2023 grant funding, while others are scheduled to install systems next year and will be eligible for the 2025 grant future funding. A few property owners did install their systems, but the 2023 grant funds had been exhausted. The County attempted to use 2025 funds, but because the grant agreement with the MPCA had not yet been finalized by the State, those funds were unavailable, leaving six property owners without funding.

The SSTS Safety Net Fund is a potential resource to cover the funding gap experienced by these six property owners. The purpose of the SSTS Safety Net Fund aligns closely with that of the Clean Water Grant, as both programs are intended to help low-income families bring their septic systems into compliance. The total amount needed is \$49,839, which would leave a remaining balance of \$50,161 in the SSTS Safety Net Fund for future low interest loans.

Staff recommends approving the use of SSTS Safety Net Funds to provide grants to cover the shortfall in the SSTS Low-Income Fix-Up Grant program.

Action Requested:

Motion to approve the use of SSTS Safety Net Funds to provide grants to cover the shortfall in the SSTS Low-Income Fix-Up Grant program.

Fiscal Impact:

Funding:	Amount Budgeted:
SSTS Safety Net Funds	\$49,839.00

Related Fiscal/FTE Comments:

The Carver County Board originally approved funding for the SSTS Safety Net program in 2008. Those funds have continued to carry forward within the County's reserve accounts; therefore, the proposed changes will not result in any new financial impact.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Joint Powers Agreement with the City of Norwood Young America for the Historic Downtown Young America Beautification Project

RBA Number: 2025-2310

Department: Public Works - Program Delivery

Contact: Jordan Van Oort, Design Engineer, 952-466-5212

Presenter:

Contract Name & Number: 25-505

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The City of Norwood Young America and Carver County wish to enter into an agreement to share costs for the Historic Downtown Young America Beautification Project. This agreement will cover the construction of 4 city blocks of Highway 34 through Norwood Young America. The project includes reconstruction of city utilities, storm sewer, roadway base and pavement, sidewalks, pedestrian ramps, and streetscape items along Highway 34 and adjacent City streets. The costs will be split according to the County's cost participation policy. The County will split roadway base, pavement, and storm sewer 50-50 with the City. The City will cover 100% of the costs associated with city utilities and streetscape items. It is the desire of both parties to enter into a written agreement regarding the Historic Downtown Young America Beautification Project.

Project Costs

Construction: \$7,094,846

Professional Services Cost: \$1,064,227

Land Acquisition Cost: \$0

Construction Admin & Inspection: \$709,485
Total: \$8,868,558

Action Requested:

Motion to approve a Joint Powers Agreement with the City of Norwood Young America for the Historic Downtown Young America Beautification Project, and authorize the County Board Chair and County Administrator to execute the agreement, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County State Aid funds	\$990,133
City of Norwood Young America	\$7,278,425
MN Small Cities Development DEED grant	\$600,000

Related Fiscal/FTE Comments:

Included in current budget

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution Defining 2026 Non-Bargaining Compensation

RBA Number: 2025-2319

Department: Employee Relations

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

Presenter:

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

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

The attached resolution includes the following:

For 2026, the percentage amount of the performance-based compensation is determined by each employee's overall rating on their performance evaluation as outlined: zero percent (0.00%) for "needs improvement" and three percent (3.00%) for "achieved performance."

The 2026 general adjustment is defined at four percent (4.00%).

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

The action requested is adoption of the Resolution defining the 2026 compensation for

non-bargaining employees.

Action Requested:

Motion to adopt the Resolution defining 2026 non-bargaining employee compensation.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$7,752,981

Related Fiscal/FTE Comments:

Attachments:

1. Resolution Defining 2026 Non-Bargaining Compensation

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

Resolution Defining 2026 Non-Bargaining Compensation

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

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

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

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

THEREFORE, BE IT RESOLVED, Carver County shall set forth a performance-based compensation system effective in 2026 for non-bargaining employees, indicating salary payment methods, percentage increases based on employee performance evaluation overall ratings, and timing of performance-based compensation:

- A. In 2026, regular non-bargaining employees and probationary employees shall receive a four percent (4.00%) general increase, not to exceed the 2026 range maximum, effective the first full pay period of January 2026.
- B. In 2026, the percentages used to compute performance-based increases based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for "needs improvement" or three percent (3.00%) for "achieved performance."
- C. In 2026, performance-based compensation shall be calculated and applied as follows:
 1. Employees' performance-based compensation shall be a base pay adjustment, computed on the employee's base rate of pay, not to exceed the salary range maximum.
 2. Performance-based compensation shall be a lump sum for any amount of the compensation that exceeds the salary range maximum.
 3. For any employee whose current base rate of pay is at or above the assigned salary range maximum, the performance-based compensation shall be calculated based on the assigned salary range maximum.
- D. Following successful completion in 2026 of a new hire probationary period, non-bargaining employees shall receive performance-based compensation that correlates to the overall rating on the new hire evaluation, and as outlined in the 2026 performance-based compensation matrix.
- E. To be eligible for the annual performance-based compensation, an employee must have time worked in the calendar year under review as a regular status non-probationary employee.
- F. Performance-based compensation shall be effective the first full pay period in March 2026, based on the overall performance evaluation rating for 2025 work, with the evaluation completed and signed by all parties, no later than February 15, 2026.

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

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of November 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18 day of November 2025

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution Authorizing Execution of Agreement with Minnesota Management and Budget (MMB) – Highway 5 at County Highway 11 Downtown West Project

RBA Number: 2025-2318

Department: Public Works

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

Presenter: Lyndon Robjent, Public Works Division Director / County Engineer

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

Carver County has entered into a Joint Powers Agreement with the City of Victoria for the Hwy 5/11 – Downtown West Project. The County has been awarded funding through the Minnesota Department of Employment and Economic Development's (DEED) Transportation Economic Development Infrastructure (TEDI) program to support construction activities associated with this project.

Per the Joint Powers Agreement, the awarded funds are to be allocated to the project. To facilitate this transfer of funds from the State to the County, the County must enter into Agreement No. TEDP-23-0004-O-FY24 with Minnesota Management and Budget (MMB). This agreement ensures the State can disburse the TEDI funds to Carver County and affirms the County's commitment to provide State Aid matching funds as required by the grant administrator.

Action Requested:

Motion to adopt a resolution authorizing the County Board Chair and County Administrator to execute Agreement No. TEDP-23-0004-O-FY24 with Minnesota Management and Budget (MMB), enabling the transfer of TEDI funds and affirming Carver County's matching fund commitment.

Fiscal Impact:

Funding:	Amount Budgeted:
Federal	\$2,400,000
MnDOT LPP	\$950,000
MnDOT TED	\$1,822,980.29
TEDi	\$500,000
City of Victoria	\$1,988,774.29
CSAH Regular	\$1,841,457.68

Related Fiscal/FTE Comments:

Funding shown was at time of construction contract award. Does not reflect contract change orders.

Attachments:

1. Carver County Resolution

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

Date: November 18, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**A RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH
MINNESOTA MANAGEMENT AND BUDGET (MMB) – HIGHWAY 5 AT
COUNTY HIGHWAY 11 DOWNTOWN WEST PROJECT**

WHEREAS, Carver County has entered into a Joint Powers Agreement with the City of Victoria for construction on Trunk Highway 5 and County State Aid Highway/County Highway 11; and

WHEREAS, Carver County has been awarded funds through the Minnesota Department of Employment and Economic Development's (DEED) Transportation Economic Development Infrastructure (TEDI) program to support construction activities for the Highway 5/11 – Downtown West Project; and

WHEREAS, pursuant to the Joint Powers Agreement, the funds awarded to Carver County are to be allocated to the City of Victoria for the Highway 5/11 – Downtown West Project; and

WHEREAS, Carver County has a cost share in the project;

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the County enter into MMB Agreement No. TEDP-23-0004-O-FY24 with the State of Minnesota Management and Budget to provide for payment by the State to the County of the awarded funds.

BE IT FURTHER RESOLVED that the County State Aid source of funds identified in the sources and uses outline in the application, totaling \$1,881,000, is committed and adequate to fully fund the project.

BE IT FURTHER RESOLVED that the matching funds for State Aid eligible costs shall be provided from Carver County's State Aid Fund, which has adequate funding to cover the commitment.

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

YES

ABSENT

NO

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

Dated this _____ day of _____, 2025.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Joint Powers Agreement with the City of Victoria for the Highway 5 Expansion Project - Arboretum Area.

RBA Number: 2025-2285

Department: Public Works

Contact:

Presenter:

Contract Name & Number: JPA with City of Victoria for Highway 5 Expansion Project

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

People Are Our strength: Building, developing, and sustaining a team of leaders at all levels.

Background/Justification:

The Trunk Highway (TH) 5 expansion project is a major infrastructure initiative designed to expand Highway 5 from two to four lanes between Chanhassen and downtown Victoria. The project will deliver intersection enhancements, safety improvements for all users—including pedestrians and bicyclists—and upgraded crossings for regional trails. It is a key part of the Arboretum Area Transportation Plan, aiming to reduce congestion, improve safety, and connect local destinations while respecting environmental priorities. A construction contract is expected to be awarded in December of this year, with construction anticipated to begin in early 2026 and continue through 2027.

The project limits include:

- TH 5 from 0.08 miles east of CSAH 11 to 0.29 miles east of TH 41
- TH 41 from 0.33 miles south of TH 5 to 0.49 miles north of TH 5
- CSAH 13 from 0.05 miles north of CSAH 18 to 0.39 miles south of TH 7

To establish responsibilities and funding obligations for the TH 5 project, Carver County and the City of Victoria have prepared a Joint Powers Agreement (JPA). The JPA defines design, construction, and maintenance roles for each agency and applies the County's Cost Participation Policy for multi-jurisdictional transportation projects. Project costs will be shared between the County and City, consistent with the policy, with each agency responsible for specific items outlined in the agreements and supporting exhibits. The JPA formalizes the partnership and ensures clarity regarding cost-sharing and maintenance responsibilities throughout the life of the project. A separate agreement (Cooperative Agreement) will address cost share and maintenance responsibilities between MnDOT with Carver County and Victoria.

Action Requested:

Motion to approve a Joint Powers Agreement with the City of Victoria for the Highway 5 Expansion Project - Arboretum Area pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Federal Funds (8 awards)	\$73,800,000.00
State Funds (3 awards)	\$32,900,000.00
City of Victoria	\$2,900,000.00
University of Minnesota	\$870,000.00
Carver County Transportation Sales Tax & County State Aid Funds	\$11,800,000.00

Related Fiscal/FTE Comments:

The funding shown is based on the current cost estimate for engineering, right of way acquisition and construction.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Joint Powers Agreement with the City of Chanhassen for the Highway 5 Expansion Project and Highway 41 Underpass Project - Arboretum Area

RBA Number: 2025-2320

Department: Public Works

Contact:

Presenter:

Contract Name & Number: Joint Powers Agreement with City of Chanhassen for TH 5 and TH 41 Underpass

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The Trunk Highway (TH) 5 expansion project is a major infrastructure initiative designed to expand Highway 5 from two to four lanes between Chanhassen and downtown Victoria. The project will deliver intersection enhancements, safety improvements for all users—including pedestrians and bicyclists—and upgraded crossings for regional trails. It is a key part of the Arboretum Area Transportation Plan, aiming to reduce congestion, improve safety, and connect local destinations while respecting environmental priorities. A construction contract is expected to be awarded in December of this year, with construction anticipated to begin in early 2026 and continue through 2027.

The Highway 5 project limits include:

- TH 5 from 0.08 miles east of CSAH 11 to 0.29 miles east of TH 41
- TH 41 from 0.33 miles south of TH 5 to 0.49 miles north of TH 5
- CSAH 13 from 0.05 miles north of CSAH 18 to 0.39 miles south of TH 7

The county is also partnering with the city on a separate project to construct a new pedestrian underpass north of 78th Street on Highway 41. This is required to provide a safe pedestrian crossing due to the expansion of Highway 41 and Highway 5. This project was initiated after the Highway 5 expansion project environmental process (NEPA) was started so must be separate from the larger project. The City and County have agreed to share costs equally for the underpass project. The project will be built at the same time as the Highway 5 project and will be completed in 2020 while Highway 41 is closed.

To establish responsibilities and funding obligations for the TH 5 project and TH 41 underpass project, Carver County and the City of Chanhassen have prepared a Joint Powers Agreement (JPA). The JPA defines design, construction, and maintenance roles for each agency and applies the County's Cost Participation Policy for multi-jurisdictional transportation projects. Project costs will be shared between the County and City, consistent with the policy, with each agency responsible for specific items outlined in the agreements and supporting exhibits. The JPA formalizes the partnership and ensures clarity regarding cost-sharing and maintenance responsibilities throughout the life of the project. Separate agreements (Cooperative Agreements) will address cost share and maintenance responsibilities between MnDOT, Carver County and Chanhassen.

Action Requested:

Motion to approve a joint powers agreement with the City of Chanhassen for Highway 5 Expansion and Highway 41 Underpass Projects - Arboretum Area, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Federal Funds (8 awards) - TH5	\$73,800,000.00
State Funds (3 awards) - TH5	\$32,900,000
City of Victoria - TH5	\$2,900,000
University of Minnesota - TH5	\$870,000
Carver County Transportation Sales Tax & County State Aid Funds - TH5	\$11,800,000
Carver County Transportation Sales Tax - TH 41 Underpass	\$1,250,000
City of Chanhassen - TH 41 Underpass	\$1,250,000

Related Fiscal/FTE Comments:

The funding shown is based on the current cost estimate for engineering, right of way acquisition and construction of both projects.



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Cannabis retail registration for Minne Organix
RBA Number: 2025-2321
Department: Property & Financial Services - Elections & Licensing
Contact: Sarah Rivers, Elections & Customer Service Technician,
952-361-1945
Presenter:
Contract Name & Number:
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

A cannabis retail registration was received from Minne Organix. They have received their Cannabis Microbusiness license from OCM effective October 24, 2025-October 24, 2026 and are seeking registration with Carver County. The business is located at 1900 80th St, Victoria MN 55386.

The City of Victoria transferred their Cannabis Retail Registration authority to Carver County in 2024.

The County Board adopted an Ordinance that limits the number of Cannabis Retail Registrations within the County to a maximum of 10. The City of Chaska has approved one Cannabis Retail Registration. This will be the first Cannabis Retail Registration approved by Carver County and the 2nd one in Carver County.

Action Requested:

Approval to issue cannabis retail registration to Minne Organix. Board approval is subject to the receipt of all required paperwork, fees paid, and all delinquent taxes are

paid.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Cooperative Agreement with Minnesota Department of Transportation for Highway 5 Expansion Project - Arboretum Area

RBA Number: 2025-2323

Department: Public Works

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

Presenter:

Contract Name & Number: Cooperative Agreement with MNDOT for Highway 5 Expansion - Arboretum Area

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Background/Justification:

The Trunk Highway (TH) 5 expansion project is a major infrastructure initiative designed to expand Highway 5 from two to four lanes between Chanhassen and downtown Victoria. The project will deliver intersection enhancements, safety improvements for all users—including pedestrians and bicyclists—and upgraded crossings for regional trails. It is a key part of the Arboretum Area Transportation Plan, aiming to reduce congestion, improve safety, and connect local destinations while respecting environmental priorities. A construction contract is expected to be awarded in December of this year, with construction anticipated to begin in early 2026 and continue through 2027.

The Highway 5 project limits include:

TH 5 from 0.08 miles east of CSAH 11 to 0.29 miles east of TH 41

TH 41 from 0.33 miles south of TH 5 to 0.49 miles north of TH 5

CSAH 13 from 0.05 miles north of CSAH 18 to 0.39 miles south of TH 7

MnDOT, Carver County, Victoria, and Chanhassen have prepared construction plans

and specifications for the project, which have been reviewed and approved by MnDOT. The Cooperative Construction Agreement (MnDOT Agreement #1058994) addresses construction, cost-sharing, and maintenance responsibilities among the partners. Separate agreements (Joint Powers Agreements) will address cost share and maintenance responsibilities between Carver County, Victoria, and Chanhassen.

Action Requested:

Adopt a resolution authorizing entering into Agreement #1058994 with Minnesota Department of Transportation for the reconstruction of Trunk Highway 5 and associated infrastructure improvements, subject to the completion of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Federal Funds (8 awards)	\$73,800,000.00
State Funds (3 awards)	\$32,900,000.00
City of Victoria	\$2,900,000.00
University of Minnesota	\$870,000
Carver County Transportation Sales Tax and County State Aid Funds	\$11,800,000

Related Fiscal/FTE Comments:

Attachments:

1. Resolution for 11-18

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

Date: November 18, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**RESOLUTION AUTHORIZING A COOPERATIVE AGREEMENT
WITH MnDOT, CITY OF VICTORIA, AND CITY OF CHANHASSEN
RELATED TO THE RECONSTRUCTION OF TRUNK HIGHWAY 5 (TH 5)
AND ASSOCIATED INFRASTRUCTURE IMPROVEMENTS
(SP 1002-124, SP 1008-113, SP 010-596-014)**

WHEREAS, the State of Minnesota, Department of Transportation (“MnDOT”), the City of Victoria (“Victoria”), and the City of Chanhassen (“Chanhassen”) are partnering with Carver County to reconstruct Trunk Highway 5 (TH 5) and associated infrastructure within the cities of Victoria and Chanhassen; and

WHEREAS, the project limits include:

- TH 5 from 0.08 Miles East of CSAH 11 to 0.29 Miles East of TH 41
- TH 41 from 0.33 Miles South of TH 5 to 0.49 Miles North of TH 5
- CSAH 13 from 0.05 Miles North of CSAH 18 to 0.39 Miles South of TH 7

WHEREAS, MnDOT, Carver County, Victoria, and Chanhassen have prepared construction plans and specifications for the Project, and MnDOT has reviewed and approved the project; and

WHEREAS, this agreement addresses, among other details, construction of the project, cost-sharing, and maintenance responsibilities; and

WHEREAS, separate agreements between Carver County, Victoria, and Chanhassen will address cost share and maintenance responsibilities, as outlined in the Joint Powers Agreement; and

NOW, THEREFORE, BE IT RESOLVED, that Carver County, by and through its Board, does hereby authorize entering into MnDOT Agreement #1058994 with MnDOT for the purposes stated above.

BE IT FURTHER RESOLVED, the Carver County Board Chair and County Administrator, or their designees, are authorized to execute all documents necessary to complete the transaction, subject to review by the County Attorney’s Office and the County Risk Manager’s Office.

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 18th day of November, 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of November, 2025.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2026 Salary Ranges Increase
RBA Number: 2025-2324
Department: Employee Relations
Contact: Kerie Anderka, Employee Relations Division Director,
952-361-1570
Presenter:
Contract Name & Number:
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

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

It is recommended for non-bargaining employees and for applicable bargaining units to increase the 2025 salary ranges by four percent (4.00%), effective January 12, 2026. This effective date corresponds with the *first full pay period in 2026*. The range increase alone does not have a direct immediate impact on individual employees' salaries.

The County has established exception ranges for certain engineering positions and the deputy sheriff position, and it is recommended to increase the exception ranges using a similar methodology used to establish the performance-based ranges.

Action Requested:

Motion to increase the 2025 salary ranges by four percent (4.00%) for non-bargaining employees and for applicable bargaining units and increase the established exception ranges, to be effective January 12, 2026.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

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

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Service Agreement Jail and Patrol Axon
RBA Number: 2025-2293
Department: County Sheriff - Patrol Services
Contact: George Pufahl, Lieutenant, 952-361-1886
Presenter:
Contract Name & Number: Service Agreement Jail-Patrol Axon 25-496
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:
Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:
The Sheriff is responsible for the safe operation and condition of the jail. Our issued body-worn cameras have shown to further that safety mission for all who enter into the facility, whether it be persons in custody or staff alike. Patrol services licensed deputies all have BWC's. The expansion of our body-worn camera program last year for use by detention deputies fostered further accountability and transparency in the performance of duties, complaint or grievance mitigation, and other investigative actions occurring in the jail facility. This level of accountability and transparency remains an expectation of the community in furtherance of the justice process. This contract for 60 months has a price reduction if done before the end of the year 2025. This is a professional service agreement for software, cloud storage, and technical components.

Action Requested:
Approval to continue service agreement with Axon

Fiscal Impact:	
Funding:	Amount Budgeted:

Current Budget	\$75,409.56
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Related Fiscal/FTE Comments:

\$75,409.56 funds are allocated for account number 01-201-236-0000-6260 for each year of the contract. (60-month contract) Total \$377,047.80

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2024 Emergency Management Performance Grant (EMPG)
RBA Number: 2025-2322
Department: County Sheriff - Emergency Management
Contact: Benjamin Rutter, Emergency Management Manager
Presenter: Benjamin Rutter, Emergency Management Manager
Contract Name & Number: 2024 Emergency Management Performance Grant (EMPG) - 25-510
Meeting Date: November 18, 2025
Item Type: Consent

Strategic Initiative:

People Are Our strength: Building, developing, and sustaining a team of leaders at all levels.

Background/Justification:

The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to States to assist State, local, territorial, and tribal governments in preparing for all hazards. Title VI of the Stafford Act authorizes FEMA to make grants available for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the Federal Government, States, and their political subdivisions. A cost match is required under this program.

The County must equally match the Federal contribution pursuant to Sections 611(j) and 613 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121-5207). Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. Wages and benefits are eligible for reimbursement with EMPG funds, so long as the staff time is spent on emergency management work during the subgrant period by personnel who meet the training and exercise requirements and are included in the application's Staffing Pattern - Paid Staff form. Carver County Emergency Management utilizes this grant for earned

wages within the Emergency Management Program.

The timing of the annual EMPG grant application process varies each year. Therefore, allocation of grant funds can be received as late as the fourth quarter of the year following the grant term. This delay is due to the legislative process of the Homeland Security Grant Program (HSGP) at the state and federal levels.

Action Requested:

Motion to authorize the County Board Chair and the County Administrator to sign and accept the Grant Agreement for the 2024 Emergency Management Performance Grant (EMPG) pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Grant Contract Agreement Amount:
Matching Requirement \$ 45,481.00

There is a 100% match required for this grant which is covered in the adopted budget for the Emergency Management Program.

Attachments:

1. 1290266_5025320-A-EMPG-2024-CARVERCO-072_GA-ExhA



Minnesota Department of Public Safety (“State”) Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St. Paul, MN 55101-2190	Grant Program: 2024 Emergency Management Performance Grant Grant Contract Agreement No.: A-EMPG-2024-CARVERCO-072
Grantee: Carver County 600 East 4th Street Chaska, MN 55318	Grant Contract Agreement Term: Effective Date: 01/01/2024 Expiration Date: 06/30/2026
Grantee’s Authorized Representative: Carver County Sheriff’s Office / Emergency Management ATTN: Ben Rutter – Emergency Management Director 606 East 4th Street Chaska, MN 55318 Phone: 612-300-9327 E-mail: brutter@carvercountymn.gov	Grant Contract Agreement Amount: Original Agreement \$ 45,481.00 Matching Requirement \$ 45,481.00
State’s Authorized Representative: Homeland Security and Emergency Management ATTN: Ms. Kyle Temme 3925 Pheasant Ridge Drive NE Blaine, MN 55449 Phone: 651-201-7420 E-mail: kyle.temme@state.mn.us	Federal Funding: CFDA/ALN: 97.042 FAIN: EMC-2024-EP-05011 State Funding: None Special Conditions None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2024 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 3925 Pheasant Ridge Drive NE, Blaine, MN 55449. The Grantee shall also comply with all requirements referenced in the 2024 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.



Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No. A-EMPG-2024-CARVERCO-072 / P.O. No. 3000104737

Project No: N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

2024 (EMPG) Emergency Management Performance Grant

Budget Summary (Review Report)

Organization:
Carver County

EXHIBIT A
A-EMPG-2024-CARVERCO-072

Budget		
Budget Category	Award	Match
Organization		
EM Dept Salary and Fringe Benefits	\$45,481.00	\$45,481.00
Total	\$45,481.00	\$45,481.00
Total	\$45,481.00	\$45,481.00
Allocation	\$45,481.00	\$45,481.00
Balance	\$0.00	\$0.00



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Amendment 2 to Professional Services Agreement with Bolton and Menk for Final Design of Highway 5 - Arboretum Area Project

RBA Number: 2025-2261

Department: Public Works

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

Presenter:

Contract Name & Number: 24-238 Amendment #2

Meeting Date: November 18, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The final design process for the Highway 5 Expansion Project - Arboretum Area is complete, and the project is in the bidding phase. As of October 10, 2025, the project remained within budget and on schedule for a mid-October bid. However, federal rule changes and MnDOT impacts have delayed bidding to November, with contract award expected in December 2025.

To avoid delays in critical pre-construction activities, Public Works is recommending approval of an amendment to the Bolton and Menk design contract to advance portions of the construction administration scope. The following items are included in the amendment:

1. TH 41 Traffic Studies & Temporary Signal Design – Includes traffic analysis, MnDOT coordination, and temporary signal design for a traffic signal at TH 41 and Lake Minnetonka Middle School. This temporary signal will help manage traffic during the

closures and detours. The signal will be added to the construction contract via Change Order. MnDOT and Chanhassen requested this addition.

2. Utility Relocation Coordination (2026 Planning) – Early engagement with utility companies to avoid delays in 2026 construction. Meetings and coordination to begin immediately post-bid.

3. Construction Management & Coordination – Pre-bid and post-bid contractor engagement, file preparation, and scheduling. Ensures a smooth transition into construction activities.

4. Public Information, Business and Agency Support – Preparation for a public open house in early 2026 and ongoing agency and early business coordination. Work will support Carver County Communications staff.

5. RPBB Restoration & Tamarack Enhancement – Continued coordination with the University of Minnesota and permitting agencies. Supports mitigation and restoration efforts already underway.

Action Requested:

Motion to approve Amendment 2 to Professional Service Agreement with Bolton and Menk for Final Design of Highway 5 - Arboretum Area Project subject to completion of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Transportation Sales Tax	\$309,857.82

Related Fiscal/FTE Comments:

Included in the current budget.

The sales tax will fund the costs until the agency agreements are executed.

The actual costs are expected to be split as follows:

5% County Sales Tax

94% IIJA Match Funds

1% Cities

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Public Hearing of Ordinance 87-2026 (Carver County Fee Schedule) and Adoption of Ordinance 87-2026 and Fee Schedule.

RBA Number: 2025-407

Department: Property & Financial Services - Financial Services

Contact: Mary Kaye Wahl, Assistant Financial Services Director, 952-361-1511

Presenter: Mary Kaye Wahl, Assistant Financial Services Director

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Regular Session

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

A public hearing has been scheduled for recommended changes to the County's 2026 fee for service schedule, which includes fees charged by the Carver County Regional Rail Authority ("CCRRA"). MN Statute 373.41 allows the County to charge fees to cover its costs associated with providing various services. Notice of this public hearing has been placed in the County's legal newspaper.

Attachments for the board packet include the Fee Schedule Ordinance, Resolution, the 2026 proposed Fee Schedule, and a listing of the 2026 Fee Schedule recommended changes.

Action Requested:

1. Motion to open public hearing to consider changes to the County 2026 Fee Schedule.
2. Motion to close public hearing.
3. Motion to adopt the resolution approving the 2026 County Fee Schedule and Ordinance.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding (revenue)	\$47,200

Related Fiscal/FTE Comments:

Fiscal impact included in the Administrator's Recommended 2026 Budget.

A summary of larger changes is highlighted below:

- Hazardous Waste Facility Short-Term Transfer Station fee added
- Parks operational changes for new amenities and fee structuring
- Addition of digital passport photos
- Program Delivery fee changes, \$24,000 projected revenue increase to offset costs

Please see the attached document, 2026 Fee Schedule Recommended Changes, for the justification and comments related to the recommended 2026 fee changes.

Attachments:

1. 2026 Fee Schedule Change Form- Countywide
2. 2026 Fee Schedule - Draft

2026 Fee Schedule Change Form – County

Division/Dept	Service	Current Fee (2025)	Proposed Fee (2026)	Estimated Additional Revenue	Notes/Comments
HHS/Court Services	Case Transfer Out Fee	\$125	Remove	\$0	No impact- have not charged this fee since we eliminated probation fees
HHS/Court Services	GC/MS testing fee	\$40	Remove	\$0	No impact- have not charged this fee since we began client self pay
HHS/Court Services	Pre-Trial Services Fee	\$100	Remove	\$0	No impact- have not charged this fee since we eliminated probation fees
Employee Relations / Health & Safety	Rental Equipment- PortaCount Respirator Fit Tester Rental (duration will be negotiated with and approved by the County)	New	\$200/rental	\$600	Revenue will be used to help offset maintenance costs. Fee covers one rental period, which may encompass one day to one month, depending on organization's needs. Time period will be negotiated with and approved by the County.
PS/ Environmental Services	Hazardous Waste Generator Fees – Change to: Hazardous Waste Generator and Facility Fees	N/A	N/A	\$0	Name change only.
PS/ Environmental Services	Hazardous Waste Facility Short-Term (10-day) Transfer Station: One-Time Application Fee	N/A	\$350	\$350	New fee to cover staffing costs associated with permitting a short-term 10-day hazardous waste transfer facility.
PS/ Environmental Services	Hazardous Waste Facility Short-Term (10-day) Transfer Station: Annual license fee	N/A	\$1,350	\$1,350	New fee to cover staffing costs associated with licensing and inspecting a short-term 10-day hazardous waste transfer facility.
PS/	Variance to SSTS	N/A	\$500	\$1,000	Fee to cover staffing and

Environmental Services	Ordinance				publication costs associated with processing a variance request to the SSTS ordinance.
HHS/ Behavioral Health	Mental Health Services/Outpatient Therapy	N/C	N/C	N/A	Page 10 - Change title of section from Mental Health Services/Outpatient Therapy to Mental Health Services
HHS/ Behavioral Health	Crisis Services Assessment & Intervention Community Intervention Stabilization	\$600/contact \$300 \$500	Remove Remove Remove	N/A	
HHS/ Child & Family	Adult Foster Care License/Corporate Corporate Foster Home Licensing Fee Licensing Inspection	\$500	\$2,100	N/A	Dept of Human Services fee – County is reimbursed by the State.
HHS/ Child & Family	Day Care Licensing Licensing Inspection*	\$50 for the first-year license for new providers, \$100 for relicensing existing providers	\$50	N/A	Updated language only, annual licensing fee
HHS/ Public Health	Vaccine and Administration for Private Pay Immunization Services: TB Skin Test	\$20	\$40	Minimal	In line with neighboring county
HHS/ Public Health	CARS Class to BEST Class	N/C	N/C	N/A	Change in class title
PS/Land Management	Administrative Permit (Land use activities pursuant to the Carver County Zoning Code)	\$250 • Includes Temporary Family Health Care Dwelling. • A Carver County Side Inspection Fee shall be	\$250 • A Carver County Side Inspection Fee shall be applied to any additional inspection competed after the first inspection.	\$0	Language removal from current fee structure which doesn't apply any longer.

		applied to any additional inspection completed after the first inspection. • Work started without obtaining a permit shall be subject to a \$250 Penalty in addition to the \$250 fee.	• Work started without obtaining a permit shall be subject to a \$250 Penalty in addition to the \$250 fee.		
PS/Land Management	Administrative Permit for excavating/filling or driveway that includes stormwater permit pursuant to County water rules	\$500 Permit Fee + CCWMO Fees		\$0	• Language removed. • These types of permits involving CCWMO Stormwater Permit approval are handled through CCWMO permitting which is separate from Land Management permitting.
PS/Land Management	Building Eligibility (BE) Transfer	\$500	\$500 for 1st BE and \$100 for each additional BE to be transferred per request.	\$400	• We are starting to see requests to transfer multiple building eligibilities as part of one transaction. This does result to more staff time being spend preparing legal documents for recording and database management. • Increase is based on an average of approximately 4 BE requests per year which include multiple eligibilities being transferred as part of one application.
PS/Land Management	Variances and Appeals	\$500	\$500 for 1st variance requested and \$100 for each additional variance requested.	\$300	• We have started to see variance application involving multiple requests which includes more staff time for review and staff report writing, as well as Board of

					Adjustment preparation. • Increase is based on an average of approximately 3 variance requests per year which include multiple variance types as part of one application.
PS/Library	Library Supplies and Services/Flash Drive – 1GB	\$3	\$1	Minimal revenue impact	Updated Vendor Price
PS/Library	Library Supplies and Services/Flash Drive – 4GB	\$3	\$2	Minimal revenue impact	Updated Vendor Price
PS/Library	Library Supplies and Services/Flash Drive – 128GB	N/A	\$5	Will offset 1GB and 4GB fee changes	New for Media Conversion
PS/Library	Unreturned or Damaged Materials/Mobile Hotspot	\$84	\$90	Minimal revenue impact	Updated vendor replacement cost.
PW/Parks	Reservation Fee	\$8	\$10	\$3,000	Direct cost of Admin overhead
PW/Parks	Modification Fee	\$8	\$10	\$100	Direct cost of Admin overhead
PW/Parks	Damage Deposit	\$50	\$100	\$0	All facilities besides the Sun Room which is \$300
PW/Parks	Firewood Bundle	\$6	\$7	\$1,500	Market rate adjustment
PW/Parks	Community Room Rentals	\$175 / day \$100 / day (Group)	\$225 / reservation (April – Oct.) 8 hr base \$175 / reservation (Nov. - Mar.) 8 hr base \$125 / reservation (organized group) 8 hr base	\$1,500	To allow year-round rentals

			\$40 / hr additional fee beyond base		
PW/Parks	Community Room Firepit w/ 3 Bundles of Wood	N/A	\$100 / reservation	\$500	Operational change, new amenity
PW/Parks	Barn Patio w/ Firepit & 3 Bundles of Wood	N/A	\$150 / reservation +RF	\$750	Operational change, new amenity
PW/Parks	Campground Store Inventory	\$1.00; \$2.00; \$5.00; \$10.00; \$15.00; \$20.00	\$1.00 - \$75.00	N/A	To appropriately price items
PW/Parks	Sun Room Rental Fees	Specialty: \$800 Standard Weekend (April-Sept.): \$600 Standard Weekday (April-Sept.): \$400 Business: \$150 Nonprofit: \$150	Specialty: \$880 Standard Weekend (April-Oct.): \$660 Standard Weekday (April-Oct.): \$440 Business: \$165 Nonprofit: \$165	\$2,500	Market rate adjustment.
PW/Parks	Sun Room: Holiday Premium Rental Fee	N/A	\$100 / reservation	\$500	Operational change.
PW/Parks	Sun Room: Meeting Supplies	N/A	\$50 / reservation	\$100	Operational change.
PW/Parks	Sun Room: Divided Room Rental	N/A	Rate varies (50%-100% of full room rate), subject to availability and date requested	\$500	Operational change.
PW/Parks	Nonprofit Picnic Shelter Reservations	B: Weekday \$40 + RF Weekend \$75 + RF C: Weekday \$30 + RF Weekend \$50 + RF	B: Weekday \$45 + RF Weekend \$85 + RF C: Weekday \$35 + RF Weekend \$55 + RF	\$200	Market adjustment.
PW/Parks	Baylor RP Group Camp Fee	1-50 People: \$60 + RF	\$60 / night + RF Org. Groups \$80 / night + RF Standard	\$200	Operational change.
PW/Parks	Baylor RP Group Camp Early Arrival / Late Check out Fees	N/A	50% of nightly rate	\$100	Operational change.
PW/Parks	Picnic Shelter Rentals	A: Weekday: \$150 + RF, Fri-Sun/Holiday: \$225 +	A: Weekday: \$150 + RF, Fri-Sun/Holiday: \$250 +	\$500	Weekend/Holiday rate increase

		RF B: Weekday: \$75+ RF, Fri-Sun/Holiday: \$150 + RF C: Weekday: \$42 + RF, Fri-Sun/Holiday: \$84 + RF	RF B: Weekday: \$75+ RF, Fri-Sun/Holiday: \$175 + RF C: Weekday: \$42 + RF, Fri-Sun/Holiday: \$110 + RF		
PW/Parks	Contracted Recreation Program Services	\$17.00/Hr/Seasonal Instructor Scheduled	\$36.00/Hr/ Seasonal Instructor	\$2,000	Direct cost recovery plus a fix in the prior year printed rate, should match the out of county contracted rate.
PW/Parks	Out of County Contracted Recreation Programming Services	\$34.00/Hr/Seasonal Instructor scheduled	\$36.00/Hr/ Seasonal Instructor, scheduled travel time is included	\$500	Direct cost recovery.
PW/Parks	Rental Equipment – Yard Game Rental – 2 Pack	N/A	<u>\$50/Reservation (Sun Room & Community Room)</u>	\$100	Operational change.
PW/Parks	Rental Equipment – Yard Game Rental – 4 Pack	N/A	<u>\$100/Reservation (Sun Room / Com. Room)</u>	\$200	Operational change.
PW/Parks	Reservation Modification/Cancellation for Paradise Commons	Modification: 9+ Months Prior to Reservation/Event 0% Charge 6-9 Months Prior to Reservation/Event 25% Charge 3-6 Months Prior to Reservation/Event 50% Charge 1-3 Months Prior to Reservation/Event 75% Charge 30 or fewer Days Prior 100% Charge Cancellation: 9+ Months Prior to Reservation/Event	Modification: 3-6 Months Prior to Reservation 25% Charge 1-3 Months Prior to Reservation 50% Charge 7-31 Days Prior to Reservation 75% Charge 0-6 Days Prior to Reservation - No modifications allowed Cancellation: 3-6 Months Prior to Reservation	\$0	Operational change.

		- o 100% Refund Issued • 6-9 Months Prior to Reservation/Event - o 75% of Refund Issued • 3-6 Months Prior to Reservation/Event - o 50% Refund Issued • 1-3 Months Prior to Reservation/Event - o 25% Refund Issued • 30 or fewer Days Prior - o 0% Refund Issued	- o 75% Refund Issued • 1-3 Months Prior to Reservation - o 50% Refund Issued • 31 or fewer Days Prior to Reservation - o 0% Refund Issued		
PW/Parks / CCRRA	Special Use Permits	Tier 1: \$100 + RF Tier 2: \$200 + RF	Tier 1: \$110 + RF Tier 2: \$220 + RF	\$250	Market adjustment.
PW/Parks / CCRRA	Special Use Permits – Multiple Dates Per App. Fee	N/A	\$40/Fee	\$250	Operational change.
PS/Planning & Water Management	Stormwater Permit	<u>Less than 20 acres of disturbed area:</u> \$1,500 (\$500 permit fee + \$1,000 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,000 incurred during application review and final inspections. • If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount	\$500 permit fee + \$1,500 per proposed acre of new or reconstructed impervious for engineering costs incurred during application review and final inspections. The maximum initial fee collected as part of the application is \$7,500 plus reimbursement of any additional engineering costs above the \$7,500 incurred during application review and final inspections.	\$0	This will increase the up front engineering fee and decrease the amount of post permit cost recovery invoicing, so there is no change to revenue. Following an inter-departmental process improvement event earlier in 2024, one of the recommendations was to change the fee structure to reduce the amount of staff time spent on post permit cost recovery invoicing for the PWM and Finance depts. The new fee structure will reduce the average amount of cost recovery invoices by

		collected. <u>20 acres or more of disturbed area:</u> \$2,000 (\$500 permit fee + \$1,500 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,500 incurred during application review and final inspections. If actual engineering costs are less than \$1,500 the applicant will be refunded for the excess amount collected	If the actual engineering costs are less than the amount collected, the applicant will be refunded for the excess amount collected.		50-75%. There will be more refunds to applicants, but this administrative process takes significantly less staff time. This change will mostly impact fees for larger developments and will have little change in fees collected for smaller 1-acre, individual landowner required permits.
PS/Planning & Water Management	Combined Permit: Administrative Permit for excavating/filling or a driveway and Wetland Permit and/or Erosion Control Permit	\$350 Permit Fee + CCWMO Surety, or other requirements, if applicable. - A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. - The applicant shall reimburse the County for	\$500 Permit Fee + CCWMO Surety, or other requirements, if applicable. <u>Permit Fee split between Land Mgmt and CCWMO.</u> - A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first	\$750	- Clarify permit fee amount, along with increasing fee amount to reflect permit fee is split between LM and CCWMO. - Clarify language to be consistent w/other similar permits and LM fees. - Language to reflect work started without a permit receives a penalty – double fee. Increase is based on an

		any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO) Work started without obtaining a permit shall be subject to a \$350 penalty in addition to the \$350 fee.	inspection. The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. Work started without obtaining a permit shall be subject to a \$500 penalty in addition to the \$500 fee.		average of approximately 10 combination permits annually.
PFS/ Passports	Digital passport photos	\$0	\$17	\$1,700	Will now be offering digital passport photos for renewals.
PFS/LR&V	Marriage License (Full Fee)	\$115	\$125	\$0	Statutory change eff. 08.01.25 - add'l \$10 to state
PFS/LR&V	Marriage License (Reduced Fee)	\$40	\$50	\$0	Statutory change eff. 08.01.25 - add'l \$10 to state
PFS/LR&V	Judicial Security (MS 480.50)	New	\$75 for each real property notice under subdivision 3; \$75 for each consent submitted under subdivision 4, paragraph (a), clause (1), and subdivision 4, paragraph (e), clause (1); and \$75 for each	\$1,500	This is not a Recorder/Registrar of Titles fee and will go to county general fund. We will collect as the office where the request is submitted.

			request submitted under subdivision 5		
PW/ Program Delivery	Utility Permit	\$200 base/mile + \$200/each additional mile	\$250 base/mile + \$250/each additional mile	\$15,000	Assumes 300 utility permits/year on average. For 2025, we are on track for around 400.
PW/ Program Delivery	Plat Checking and Mapping Fee	\$300 plat + \$30/lot or CIC unit + \$5/detached garage CIC unit	\$400 plat + \$40/lot or CIC unit + \$5/detached garage CIC unit	\$9,000	Assuming 600 lots and 30 subdivision plats on average per year. For 2024, the total lots were 595 with 30 plats. 2025 is on a similar pace.
CSO	Administrative Forfeiture Fee	\$275	\$325	Minimal	To capture increased labor costs
CSO	Detox Transport Fee	\$300 per trip	\$335 per trip	Minimal	To capture increased labor costs
CSO/ Civil	Abandoned Property	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Civil Stand-by	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Judgment and Degree	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Lien Sales (Mechanical or Warehouseman)	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Mortgage Foreclosure Sales	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Posting of Notices	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Request of Process Returned	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Replevin Writs of Attachment Securing Properties on Seizures	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Service of Process Fee	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs

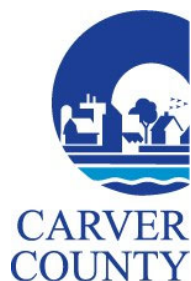
CSO/ Civil	Writ of Execution (Seizure or Sale)	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Civil	Writ of Recovery (Inventory)	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Off Duty Deputy	Off-Duty Deputy Services	\$120 per hr	\$125 per hr	Minimal	To capture increased labor costs
CSO/ Off Duty Deputy	Off-Duty Deputy Services (Holiday Rate)	\$145 per hr	\$155 per hr	Minimal	To capture increased labor costs
CSO/ 911/Radio Programming	Radio Programming for outside county entities	\$75 per hr	\$80 per hr	Minimal	To capture increased labor costs
CSO/ Jail/Inmate Fees	Adult Inmate Boarding Fee	\$55/day	\$75/day (except by contract)	Minimal	To capture increased costs
CSO/ Jail/Inmate Fees	Booking Fee	\$20	\$25	Minimal	To capture increased costs
CSO/ Jail/Inmate Fees	Pay for Stay	\$20/day	\$25/day	Minimal	To capture increased costs
CSO/ Jail/Inmate Fees	Work Release (WR) Inmates In-county	\$20/day	\$25/day	Minimal	To capture increased costs
CSO/ Jail/Inmate Fees	Work Release (WR) Inmates Out-of-County	\$55/day	\$75/day	Minimal	To capture increased costs
CSO/ Jail/Inmate Fees	WR – UA Screen	\$20	\$20 per cup / \$35 per drug confirmation	Minimal	To capture increased costs

Carver County, Minnesota

Schedule of County Fees

2026

Adopted by the Carver County Board of Commissioners November 18th, 2025



Property and Finance Division

Carver County Government Center
Administration Building
600 East Fourth Street
Chaska, MN 55318-1202
Phone: 952-361-1508 Fax: 952-361-1541

Carver County, Minnesota
2026 Fee Schedule
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Countywide Services/County Publications

Budget Book	\$40
Comprehensive Plan Full document Individual Plan Elements or Township Chapters	\$50 \$15 with colored maps. No charge for copies in black & white.
Electronic Documents Requests for 10 or more electronic documents	\$0.50/document, \$10 fee for portable transfer tool (CD, Jump Drive, etc.)
Electronic Image	\$0.25/page
Fax Machine Usage	Local: \$1 /first page + \$0.30/each additional page Long Distance: \$4/first page + \$1.50/ea. additional page International: \$10/first page + \$3/ea. additional page
Financial Statement for Carver County	\$30
Laminating	\$20 for documents less than or equal to 24" x 36" \$30 for documents greater than 24" x 36"
Long-Term Financial Plan Five-Year Plan	\$40
Non-Sufficient Fund (NSF) Check Or Other Returned	\$30/check
Photocopying: Black and white	Letter or legal size: \$0.25/page 11" x 17" size: \$.050/page Larger than 11" x 17": refer to Photocopying: Color rates
Photocopying: Color	\$1.50/page Letter (8.5"x11" to Ledger 11"x17") \$30/page less than or equal to 36"x 24"* \$40/page greater than 36"x24" and less than or equal to 36"x 50"* \$50/page greater than 36"x50" and less than or equal to 36"x72"*
Postage	\$2.00 or actual cost, whichever is greater
Public Data Information Gathering and Research	See Data Practices Policy: Request for Public Data (Page 10) Policy is located on the Carver County Website – Requests for Information Page <i>Note: Normally, no charge for other government agencies. No charge for separating public data from non-public data.</i>

Note:

- The fees for services listed on this page are used by all Carver County divisions unless a County department specifically lists a different rate in this fee schedule.
- Where applicable, state and local sales tax is included in the fee reflected.
- An asterisk (*) by any fee listed in this fee schedule indicates the fee is set by the Federal or State government and is subject to change at any time during the year by either the Federal or State government without Board action. The amount listed in the fee schedule reflects the fee amount set by the Federal or State government as of the date the County Board adopted the fee schedule.

Attorney's Office

Compact Discs (Disclosure)	\$10
Photocopying (Disclosure)	\$0.25/page
Photographs (Disclosure)	3x5: \$1.50/photo 4x6: \$1.75/photo 5x7: \$5/photo 8x10: \$10/photo
USB Flash Drive- Public Data	8 GB: \$10 16GB: \$20 32GB: \$30 64GB: \$40 250GB: \$45
USB Flash Drive- Private or Confidential Data	8GB: \$55 16GB: \$65 32GB: \$90 64GB: \$120
External Hard Drive	1TB: \$70 5TB: \$110

Carver County Extension /University of Minnesota Extension

University of Minnesota Extension Educational Programs Including, but not limited to, 4-H, Extension Master Gardener, Agriculture Production Systems, Family Resource Management	\$0-\$300/Program Scholarships are available by request.
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Court Services/Probation

Drug Testing UA (Urinalysis testing) Adult or Juvenile	\$35
Electronic Monitoring Services Including EHM, GPS, Mems, Scram and Scram X and other testing devices and services.	Daily fees and administrative costs apply as established by contracts or agreements with vendors, ranging from \$16.50-\$23/per day (adults) and \$5-\$10/per day (juveniles).
Juvenile Delinquency Diversion	\$100
Juvenile Out-of-Home Placements and Treatment Services Detention, correctional programming, educational and treatment programs, and other services with outside providers.	Reimbursements for County costs are assessed based on use of the Court Services Income Eligibility and Fee Schedule and the Carver County Asset Assessment.

Employee Relations

Health & Safety Rental Equipment- PortaCount Respirator Fit Tester Rental (duration will be negotiated with and approved by the County)	\$200/rental
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Environmental Services Department

Environmental Center Collection Fees	
Appliances-Households Refrigerators, stoves, dishwashers, washers, dryers, microwaves, water softeners, dehumidifiers, water heaters, and air conditioners	\$10/item
Appliances – Business (Commercial)	\$2.00/cubic ft.
Appliances - Gas/Ammonia Ammonia Refrigerator <4' Ammonia Refrigerator >4' Ammonia Air Conditioner	\$150 each \$300 each \$800 each
Batteries - Businesses	\$0.38/lb
Bicycles	\$3/bicycle
Cylinders: Two-Part Foam Cylinders, Non-Gas Cylinders, Toxics	State Contract/Vendor pricing. Varies with size and type of cylinder from \$280 to \$975 per cylinder.
Electronics - Business	\$0.50/lb.
Electronics - Residential TVs and Monitors Large TVs (30" or larger screen size, measured diagonally, and all console sets)	\$10/item \$20/item
Fluorescent Bulbs- Business 4 ft & under Greater than 4 ft CFLs Irregular HID Broken Ballasts	\$0.40/bulb \$0.75/bulb \$0.60/bulb \$1.00/bulb \$2.30/bulb \$2.14/lb \$0.99/lb
Lawnmowers & Other Small Engine Devices	\$5 per item
Mattresses/Boxsprings	\$35/piece
Tires: Car, Truck, SUV Tires, etc. Semi Tractor/Trailer and Skid-Steer Tires Large Tires (Tractor, etc.), >44" diameter	\$5.00/tire \$15.00/tire \$50.00/tire
One-Day Special Waste Collection Fees – Residential Rates	
Tires: Car, Truck, SUV Tires, etc.	\$3.00 each

Semi Truck/Trailer and Skid-Steer Tires	\$8 each
Large Tires (Tractor, etc.) >44" diameter	\$25.00 each
Appliances:	
Appliances, standard residential	\$10.00 each
Ammonia Refrigerator (<4' tall)	\$150.00 each
Ammonia Refrigerator (>4' tall)	\$300.00 each
Ammonia Air Conditioner	\$800.00 each
Other:	
TVs and Computer Monitors	\$10.00 each
Lawnmower/Small Engine Device	\$5.00 each
Bicycles	\$3.00 each
One-Day Special Waste Collection Fees – Business Rates	
Business Bulbs:	
4ft and Under	\$0.40 each
Greater than 4 ft	\$0.75 each
Compact (CFLs)	\$0.60 each
Irregular Shape	\$1.00 each
HID	\$2.30 each
Broken Lamps	\$2.14/lb
Ballasts	\$0.99/lb
Environmental Center Products for Sale	
Biodegradable Bags	
Kraft Lawn & Leaf Bags	Set by Manufacturer Pricing
Bags (3 gal)	
Bags (15 gal)	
Bags (30 gal)	
Compost Bins, Worm Bins, Rain Barrels	Set by Manufacturer Pricing
Organics Kitchen Pail	\$5
Radon Kits:	
Short-Term Radon Kit	\$8
Long-Term Radon Kit	\$30
Feedlot Permits	
Construction Short Form Permit/ Interim Permit:	
Less than 300 animal units	\$200
Construction Short Form Permit/ Interim Permit:	
300 animal units or more	\$400
Variance to Feedlot Ordinance	\$500
File and Archive Search- Environmental Information	
Searching Carver County files, and/or historic archives from other sources, for information related to the environmental and land-use history of a parcel (or parcels) within Carver County	If it takes more than one-half hour to complete the task, a fee of \$50/hour pro-rated to the nearest half-hour will apply, along with any related material costs

Hazardous Waste Generator and Facility Fees		
Short-Term (10-day) Transfer Station:	License Fee \$1,350/year	Application Fee \$350
Minimal Generators: A generator that has hazardous wastes identified in Section 51.03 definitions of Carver County Hazardous Waste Management Code Chapter 52 is subject only to an Application Fee.	Application Fee \$50	
Very Small Quantity Generators (VSQG):	License Fee	Application Fee
Under 10 gallons/year	\$35	\$50
11-55 gallons/year	\$125	\$100
56-100 gallons/year	\$195	\$125
Over 100 gallons/year	\$250	\$150
Small Quantity Generators:	License Fee	Application Fee
Under 500 gallons/year	\$420	\$250
500-1000 gallons/year	\$560	\$275
Over 1000 gallons/year	\$700	\$300
Large Quantity Generators:	License Fee	Application Fee
Under 10,000 gallons/year	\$1,400	\$450
10,000 – 50,000 gallons/year	\$2,800	\$550
Over 50,000 gallons/year	\$5,580	\$650
Hazardous Waste Generator Fees Related to Licenses and Reports		
Hazardous Waste Generator File Search Requests	\$10/copy (No charge to regulatory agencies.)	
List of Hazardous Waste Generator Licensees	\$50/copy	
File Search Access	\$25/hour	
Late Generator Report		
1-14 Days Late	\$25	
15-30 Days Late	\$50	
> 30 Days Late	\$100	
Late License Fee Payment		
1-14 Days Late	\$25	
15-30 Days Late	\$50	
> 30 Days Late	\$100	
Hazardous Waste VSQG Collection Program		
Appointment Fee (Administrative Fee)	\$0 (includes up to one hour of administrative time.)	
Additional staff time for application review	\$12.50 per quarter hour	
VSQG Collection Program Fees for Various Materials	All approved VSQG material disposal fees reflect 1.45 x actual disposal cost, with no appointment or administrative fees charged to customer. Information and current VSQG prices are listed on our website.	
Open Burning Permits		
Burning Permit for Building Demolition	\$25	

Burning Permit for Residential Burning	\$5
Solid Waste Haulers	
Mixed Municipal Solid Waste Hauler License	Fees set by Regional Joint Powers Agreement: \$100/truck for 2-year license
Solid Waste Permit Fees	
Permit to bury concrete and reinforcing bar	\$100
Solid Waste Program	
Master Composter/Recycler Certification Class	\$30/person
Solid Waste Service Fees (Haz. & Solid Waste Fee)	
Developed parcels will be charged on a basis of \$35 per service fee unit as follows:	
Commercial parcels with an assessed evaluation of \$100,000 or less	Two \$35 service fee units for a total charge of \$70
Commercial parcels with an assessed evaluation of more than \$100,000	Four \$35 service fee units for a total charge of \$140
Industrial parcels with an assessed evaluation \$100,000 or less	Three \$35 service fee units for a total charge of \$105
Industrial units with an assessed evaluation of more than \$100,000	Six \$35 service fee units for a total charge of \$210
Multi-family housing with more than three dwelling units per parcel	80% of the \$35 service fee per dwelling, (\$28.00 per dwelling unit)
Single family residences (with one to three dwelling units per parcel), including mobile homes, duplexes, and triplexes	One service fee unit of \$35 per dwelling unit
Solid Waste Transfer Stations	
30 cubic yard/day:	
One-Time Application Fee	\$75
Annual license fee	\$350
Less than 100 tons/day:	
One-Time Application fee	\$250
Annual license fee	\$1,000
101-250 tons/day:	
One-Time Application Fee	\$500
Annual license fee	\$2,000
More than 250 tons/day:	
One-Time Application fee	\$500
Annual license fee	\$2,500
Late Payment Penalty	25% of fee
SSTS (Subsurface Sewage Treatment System) Construction Permits	
Connection from House/Structure to Existing Tank	\$100
Repair/replace Tank and/or Soil Treatment Area	\$300 for tank \$300 for soil treatment area \$500 for both
Type II, Holding Tank	\$300
Standard System	\$500

(Type I or II with soil treatment area)	
Non-Standard Systems (Type III & IV)	\$625
SSTS Permits: Food, Beverage, Lodging and Commercial	
1-500 gallons	\$700
501-1000 gallons	\$950
1001-5000 gallons	\$1,350
5001-10,000 gallons	\$1,950
SSTS: Other Types	
Minor Subdivision and/or Boundary Adjustment Review	\$60 fee (If the review takes more than one hour to complete, an additional \$60/hr fee shall apply)
Soils Review	\$100
Re-inspection	\$100
Origination Fee for Revolving SSTS Loan	\$150
Escrow for SSTS compliance trigger, per chapter 52: 52.199 A(3) or 52.197B	\$25,000 or 125% of the estimated cost; per department review/approval
Tracking Fee for SSTS Safety Net-Low Income Loan	\$10/year
Variance to SSTS Ordinance	\$500
Verification of setbacks to SSTS components	\$100

Health and Human Services Division

HHS- Data Requests	
Public or Private Data Requests	See Data Practices Policy: Request for Public Data (Page 10) or Data Practices Policy: Request for Data About You (Private Data) (Page 11). Both policies are located on the Carver County Website – Requests for Information Page
Child and Family Services	
Licensing* Corporate Foster Home Licensing Day Care Licensing	\$2,100 \$50
Out-of-Home Placement Fees	Vendor contracted rate, not to exceed actual cost. Fee will be determined based on Minnesota statute and Fee Application.
Other Contracted Child & Family Service Fees	Vendor contracted rate, not to exceed actual cost. Fee will be determined based on Minnesota statute and Fee Application.
Court Appearance for Child and Family Department Employees	\$250/hour (includes court preparation, wait time and court testimony)
Adoption Home Study	\$100/hr. (2 hr. minimum) not to exceed \$3,000.
Adoption- cost for searching for birth parents for Adult Adoptees	\$100/hr. not to exceed \$3,000
Adoption- Step-Parent	\$250 per family charge
Adoption- Step-Parent: search MN Father's Adoption Registry (MFAR)	\$50
USB Flash Drive- Public Data	8GB: \$10

	16GB: \$20 32GB: \$30 64GB: \$40
USB Flash Drive- Private or Confidential Data	8GB: \$55 16GB: \$65 32GB: \$90 64GB: \$120
Mental Health Services	
Substance Use Disorder Comprehensive Assessment	\$170 per assessment (<i>Fee is applicable when clients are not eligible for the Behavioral Health Fund and are uninsured.</i>)
Detoxification Fees	Vendor contracted rates, not to exceed actual cost. Fees will be determined based on Minnesota statute and Fee Application.
Detoxification Transportation	Vendor contracted rates, not to exceed actual cost. Fees will be determined based on Minnesota statute and Fee Application.
Copies of Charts	\$10 for 1 st 20 pages, \$5 for each additional 20 pages
Diagnostic Assessment: Standard Extended for Children Birth to Age 5 Explanation of Findings	\$225 \$300 \$165
Family Therapy	\$150
Group Psychotherapy	\$100
Medication Management	\$200
Psychiatric Evaluation/Intake	\$330
Psychological Evaluation/Forensic	\$500
Psychological Evaluation/Intake	\$225
Psychological Testing	\$150/hour
Psychotherapy (16-37 minutes)	\$100
Psychotherapy (38-52 minutes)	\$150
Psychotherapy (53+ minutes)	\$225
Day Treatment	\$150/hour and \$450 per 3 hours of service
Public Health Home Visits	
Public Health Nurse/Registered Nurse (PHN/RN) intermittent home visit	\$180/visit
Public Health Immunization Services	
Vaccine Administration per dose of Minnesota Vaccines for Children (MnVFC) and Uninsured/Underinsured Adult Vaccines (UUAV)	\$21/dose
Vaccine and Administration for Private Pay Immunization Services: Hepatitis B – adult Influenza – injectable	\$75 \$35

TB Skin Test	\$40
Public Health Car Seat Services	
Individual Education	\$80
Group Education	\$50
Equipment	\$50
BEST Class, non-Carver County Resident	\$20
Public Health- ASQ Screening	
Both Screening Tools	\$25

Information Technology Department

Computer Reports	\$0.50/page
Computer Screen Print	\$5/page
Computer Technician	\$75/hour (measured in 15-minute increments)
Lead Analyst	\$150/hour (measured in 15-minute increments)
GIS Staff Resources	
GIS Service Requests Custom maps, special data requests or GIS-related work	\$100/hour (15 minute increments)
Pictometry	
Pictometry Services	Half of the County's cost for sectors around/within jurisdiction boundary

Land Management Department

Agriculture Building/Preserves	
Ag Building	\$50 Fee
Ag Preserves	\$50 Fee (maximum)***
Ag Preserve Renewal	\$10 Fee (maximum)***
Application Review and Board/Commission Determination Professional Services	
Professional Services required for review of an application or board/commission determination(s)	Applicant shall reimburse the County for any expenditure for professional services for review of administrative uses, conditional uses, interim uses, variances, plats, minor subdivisions, signage, and studies such as an EAW/EIS/AUAR. Staff is authorized to consolidate fees if multiple permits are required.
Building Permits	

- Building Permit fees are based on the 1997 Uniform Building Code (UBC) + 10%. (See Table 1A.)

Table 1A - Building Permit Fees: 1997 Uniform Building Code Plus 10%

Total Valuation	Fee
\$1.00 to \$500.00	\$25.85
\$501.00 to \$2,000.00	\$25.85 for the first \$500.00 plus \$3.36 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.25 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00

\$25,001.00 to \$50,000.00	\$430.45 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$708.20 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,093.20 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,557.20 for the first \$500,000.00 plus \$5.23 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,169.70 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00, or fraction thereof

Other Inspections and Fees:

Hourly Charge

1. Inspections outside of normal business hours \$51.70 per hour* (min 2 hrs charge)
2. Re-inspection fees assessed under provisions of Section 108.8 \$51.70 per hour*
3. Inspections for which no fee is specifically indicated \$51.70 per hour* (min ½ hr charge)
4. Additional plan review required for Plan changes, additions or revisions to plans..... \$51.70 per hour*
5. Use of outside consultants for plan checking, inspections, or both Actual costs**

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

Plan review fees are calculated at 65% of the building permit fee.

Demolition	\$95 Fee (includes state surcharge) No fee required for demolition of an agricultural structure that is exempt from the building code.
Demolition (Projects Supervised by Fire Departments)	\$65 Fee (includes state surcharge)
Drain Tile System (Basement/interior systems only)	\$65 Fee (includes state surcharge)
Erosion Control	0.0004 of value – where building permit involves significant earthmoving. (e.g. new homes or large buildings)
Mechanical/Air Conditioning	\$80 Fee (includes state surcharge)
Mechanical/Air Exchanger	\$80 Fee (includes state surcharge)
Mechanical/Gas Line	\$80 Fee (includes state surcharge)
Mechanical/Heating	\$80 Fee (includes state surcharge)
Mechanical/Commercial	Based on valuation of project or \$80 Fee (includes state surcharge), whichever is greater.
Plumbing/ Commercial	Based on valuation of project or \$65 Fee (includes state surcharge), whichever is greater.
Move-In Home	Based on 80% of Value (per the Uniform Bldg Code)
Plumbing	\$65 Fee minimum or \$5/fixture, whichever is greater. (includes state surcharge)

Recovery of Plan Review Cost on Cancelled Building Permits	80% of plan review fee
Renewal of Expired Permit if No Plan Changes	50% of permit fee, or based on Building Official review
Replacement of Lost Inspection Card	\$30 Fee
Re-Side, Re-Roof, Re-Window	\$80 Fee (includes state surcharge)
Temporary Farm-Related or Elderly Parent Manufactured Home	\$250 Fee (includes state surcharge)

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Conditional Use Permits (CUP)	
Agriculture: Feedlot, 152.076 A Conditional Use Permit required solely for bringing an uncertified liquid manure storage area, which was designed and/or installed with guidance from Carver SWCD, into compliance and not associated with an expansion or substantial change in operation is exempt from these fees. This exemption does not include feedlot permit fees.	\$250 Fee + \$60/hour up to \$1,000 Cost Recovery (less than 300 animal units) \$350 Fee + \$60/hour up to \$1,000 Cost Recovery (300 to 599 animal units) \$500 Fee + \$60/hour up to \$1,000 Cost Recovery (600+ animal units)
Residential Related: 152.077 Examples: Permanent Farm-Related Homes	\$400 Fee
Additional Density Options: 152.078 Examples: Wooded/Lakeshore Lot, High Amenity, Conservation Incentive, or One Building Eligibility Incentive	\$600 Fee for first residential lot + \$100 for each additional residential lot + \$60/hour up to \$2,000 Cost Recovery.
Home-Based Business: 152.079 Examples: Farm- Related Business, Home Extended Business, Commercial Kennels, Equestrian Facility, Aquaculture, Retail Nurseries, School Bus Service, Bed and Breakfast, Contractor's Yard, Daycare.	\$500 Fee + \$60/hour up to \$1,000 Cost Recovery Cost recovery fees for staff time shall apply to County projects when the application is submitted by a County employee, vendor or consultant.
Large-Scale Activities; Essential Services; RSDs; Renewable Energy, All Others: 152.080, 152.095, 152.147-.149, 152.052-.056, 152.039, excepting those listed below.	\$600 Fee + \$60/hour up to \$2,000 Cost Recovery Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.
Airports – Personal Use Airstrip CUP	\$600 Fee + \$60/hour up to \$1,000 Cost Recovery
Airports – Other than Personal Use Strip CUP	\$600 Fee + \$60/hour up to \$2,000 Cost Recovery
EAW/EIS/AUAR Process	\$600 Fee + \$2,000 Escrow to reimburse staff costs
Golf Course CUP	\$600 Fee + \$60/hour up to \$2,000 Cost Recovery
Screening Standards - Financial Surety: (152.041), if applicable	Up to \$20,000 per/acre
Wireless Communication Facilities, Towers & Antennas – Escrow Account: (152.056)	\$75,000
Interim Use Permits (IUP)	
Interim Use Permit (IUP): 152.082 Example: Mining/Reclamation, Home Occupation in Detached Structure, Recreational, Educational, Agri-tourism, Institutional Activities	\$600 Fee + \$60/hour up to \$1,000 Cost Recovery and up to \$3,000 Cost Recovery for mining or land reclamation. Cost recovery fees for staff time shall apply to County projects when the application is submitted by a County employee, vendor or consultant.

Recurring Special Events, Temporary Homes for Elderly Parent and Farm-Related	\$400
Interim Use Permit (IUP) - Performance Surety: (152.082) Example: Mining/Reclamation	\$10,000 per/acre of open mining activities (i.e. mining, staging, and restoration)

Other Types of Land Management Permits	
Combination Permit: Administrative Permit and CCWMO Permit (w/sediment and erosion control review or wetland review) Examples: Mining, Grading, Filling, Excavating, Driveways prior to new house construction, etc.	\$500 Permit Fee + CCWMO Surety. • <u>Permit Fee split between Land Mgmt and CCWMO.</u> • A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. • The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO). • Work started without obtaining a permit shall be subject to a \$500 penalty in addition to the \$500 fee.
Administrative Special Use Permits	\$250 • A Carver County Side Inspection Fee shall be applied to any additional inspection competed after the first inspection. • Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.

Other Types of Land Management Services	
Adult Use Business License Application and Renewal Fee	\$600 Fee + 60/hour up to \$3,000 Cost Recovery
Boundary Adjustment	\$150 Fee + Public Works' Fee (Surveyor's description review/GIS impact fee) + SSTS Fee
Building Eligibility (B.E.) Transfer	\$500 Fee for 1 st BE and \$100 Fee for each additional B.E. to be transferred per request.
Land Use Document Recording Fee	Recording Fees based on Property and Finance Division Land Records Section of the Fee Schedule.
Minor Subdivision	\$350 Fee + Public Works' Fee (Surveyor's description review/ GIS impact fee) + SSTS Fee.
Political Signs	\$0
Platting Process: Preliminary Plat through Final Plat Process including developer's contract & legal reviews	\$600 Fee for one lot + \$150 Fee for each additional lot + \$60/hour Cost Recovery + Attorney's Office fee.
Comprehensive Plan Amendment	\$600 Fee + \$60/hour up to \$2,000 Cost Recovery
Ordinance Amendment	\$600 Fee + \$60/hour up to \$2,000 Cost Recovery
Signs	\$40 Fee if not included in a Building Permit, CUP, IUP, or Variance.
Site Inspection Fee	\$50 Fee per site inspection
Special Meeting of Planning Commission or Board of Adjustment	\$600 Fee + appropriate application fee
Variances and Appeals	\$500 Fee for 1 st variance request and \$100 Fee for each additional variance requested.
Publications and Information	
County Code	\$50
Maps 8.5" x 11" 11" x 17" Zoning Map	\$5/Map (1 free map to landowner/agent. No fee for maps prepared for applicants and/or for public hearings.) \$7/Map
Research of Property, Demographic, or Similar Information Requested by Anyone Other Than the Landowner or Agent	Countywide Fees: Information Gathering/Research (Public Data Only) If it takes more than a half-hour: \$50/hour + any material costs; pro-rated to the nearest half-hour.
Zoning & Subdivision Sections of the Code	\$15

Library

Library Meeting Room Fees for Profit-Making Organizations	
Chanhassen Lewis Room (Capacity: 12)	\$15/hr. (split with city)
Chanhassen Longfellow Room (Capacity: 20)	\$15/hr. (split with city)
Chanhassen Lovelace Room (Capacity: 6)	\$10/hr. (split with city)
Chanhassen Wilder Room (Capacity: 100)	\$25/hr (split with city)

NYA Conference Room (Capacity: 12)	\$15/hr
Library Supplies and Services	
County Maps	\$1
Flash Drive	1GB: \$1 4GB: \$2 8GB: \$3 16GB: \$4 128GB: \$5
SD Card	32GB: \$6
DVD-R Disc	\$0.50
Ear Buds	\$2
Lost Library Card Replacement	\$1
Non-Minnesota Resident /Non-Minnesota Regional Library System Resident Library User Fee	\$60
Photocopies and Computer Print-outs Black and White	\$0.15/page
Photocopies and Computer Print-outs Color	\$0.50/page
Law Library Fee	\$10 (no fee for counties and municipalities.)
Unreturned or Damaged Materials	
The following standard charges apply to unreturned or damaged materials when the actual replacement cost is unknown. <i>Note: Library fees apply to the Law Library and Community Libraries.</i>	
Adult Non-Fiction Hardback	\$35
Adult Fiction Hardback	\$25
Audiobook set	\$55
Compact Disc	\$20
DVDs	\$20
DVD set	\$50
Juvenile fiction	\$15
Juvenile Non-Fiction	\$20
Magazines	\$3
Missing DVD, Audiobook, or Music CD from a Set	\$15
Missing Item from a Set or Kit	\$15
Missing Set or Kit	\$150
Mobile Hotspot	\$90
Paperback	\$8 (adult) \$5 (juvenile)
Processing Fee	\$3

Parks

(RF- Reservation Fee)

Baylor Park Fees (Specific)	
Campsite Utility Campsite (30amp & Water)	\$34/Night/Site + RF

Primitive (Tent) Campsite	\$26/Night/Site + RF
Full Hook-Up Campsite (50amp, Water, Sewer)	\$44/Night/Site + RF
Cancellation Fee	\$5 Per Site/Night (1-7 day notice)
Reservation & Modification Fee	\$10
Early Arrival Fee (before noon)	50% of the Nightly Rate
Late Check Out Fee (up to 5:00 pm)	50% of the Nightly Rate
Mid-Week Camping Special (Sun-Th)	Buy 3 nights and get 4th night free.
Community Room	
Facility Rental (April- October)	\$225/reservation + RF (8 hours base)
Facility Rental (November-March)	\$175/reservation + RF (8 hours base)
Organized Group Rate	\$125/reservation + RF (8 hours base)
Extra Hour	\$40/hour, Additional Fee Beyond Base
Firepit w/3 Bundles of Wood	\$100/reservation
Damage Deposit	\$100
Reservation & Modification Fee	\$10
Cancellation Fee	See Cancellation Structure Below
Barn Patio w/Firepit & 3 Bundles of Wood	\$150/reservation +RF
Campground Commodities	
Ice: 7lb bag	\$4
Firewood Bundle	\$7
Wi-Fi Connection	\$5/Day
Dump Station	\$15/Use (Non-Registered Campers)
Campground Store Items	\$1.00-\$75.00
Lake Waconia Regional Park Fees (Specific)	
Paradise Commons- Sun Room	
Specialty Event	\$880/Reservation (6 Hrs)
Standard Event – Weekend (April- Oct)	\$660/Reservation Fri-Sun & Holidays (6 Hrs)
Standard Event – Weekend – (Nov-March)	\$500/Reservation Fri-Sun & Holidays (6 Hrs)
Standard Event – Weekday (April-Oct)	\$440/Reservation Mon – Thur. (6 Hrs)
Standard Event – Weekday – (Nov-March)	\$300/Reservation Mon – Thur. (6 Hrs)
Business Event	\$165/Reservation Mon – Thur. 9am-6pm
Nonprofit Event	\$165/Reservation Mon – Thur. 9am-6pm
Consecutive Day Discount	20% discount
Holiday Premium Rental Fee	\$100/reservation
Meeting Supplies	\$50/reservation
Outdoor Firepit w/Wood	\$100/Reservation
	\$40/Hr. Additional Fee Beyond Base
	\$10 Reservation Fee
	\$300 Damage Deposit Per Reservation
Divided Room Rental	Rate varies (50%-100% of full room rate), subject to availability and date requested
*Events like wedding receptions, special/community events, etc. will include	*See Special Event Use Permitting fees below

special event use permitting process and related fees (see related section).	
Park System Fees (General)	
The following rates are available to groups meeting requirements outlined in Ordinance No. 30:	
Non-Profit Picnic Shelter(s) Reservations Flights B & C (See below)	B: Weekday: \$45+RF, Weekend (Fri-Sun/Holiday): \$85+RF C: Weekday: \$35+RF, Weekend (Fri-Sun/Holiday): \$55+RF
Group Camp- Baylor Regional Park Organized Group Standard Group Early Arrival Fee (before noon) Late Checkout fee (up to 5:00pm)	Rates are per day & night combo (50 person max) \$60/night+ RF \$80/night+ RF 50% of nightly rate 50% of nightly rate
Ordinance Violations	
Violation Fees Violation of Chapter 91 of Ordinance 72 of the Carver County Code of Ordinances	\$20 + \$10 Court Filing Fee (plus state fees)
Photography & Videography Permits	
Annual Professional Photography Permit Commercial Business Permit Graduation/Wedding Monday - Thursday Friday - Sunday Video Shoot Atypical Video Shoot	\$225/Year \$400/Day \$25/Hour \$50/Hour \$200/Day \$500/Day (Minimum)
Picnic Shelter Rentals:	
Picnic Shelter "Flights" A: Lakeview B: Water's Edge & Beachside C: Beach, Hilltop, Big Oak, Trailside, Prairie	A: Weekday: \$150 + RF, Fri-Sun/Holiday: \$250 + RF B: Weekday: \$75 + RF, Fri-Sun/Holiday: \$175 + RF C: Weekday: \$42 + RF, Fri-Sun/Holiday: \$110 + RF
Shelter Cancellation Fee	See Cancellation Structure Below
Damage Deposit	\$100/for Damage and/or Excessive Clean-Up
Reservation Fee (RF)	\$10
Reservation Modification Fee	\$10 Per Modification Request
Food Truck/Concessioner/Vendor Operators Fee	\$150/Occurrence OR As Negotiated by Reservation Terms (min. 10%)
Reservation Cancellation for Park Shelters & the Community Room	
Cancellation based on customer request for: All Park Picnic Shelters and the Community Room. Outdoor Recreation Programs/Services utilize this cancellation structure as well. Campsite Cancellations follow as outlined above.	31+ Days Prior to Reservation/Event 100% Refund Issued 15-30 Days Prior to Reservation/Event 75% of Refund Issued 8-14 Days Prior to Reservation/Event 50% Refund Issued 0-7 Days Prior to Reservation/Event 0% Refund Issued \$10 RF is non-refundable

Reservation Modification/Cancellation for Paradise Commons	
Modification 3-6 Months Prior to Reservation 25% Charge 1-3 Months Prior to Reservation 50% Charge 7-31 Days Prior to Reservation 75% Charge 0-6 Days Prior to Reservation - No modifications allowed	Cancellation 3-6 Months Prior to Reservation 75% Refund Issued 1-3 Months Prior to Reservation 50% Refund Issued 31 or fewer Days Prior to Reservation 0% Refund Issued
Recreation and Educational Programming	
Contracted Recreation Service	\$36/hr/Seasonal instructor scheduled \$10 RF <i>For recreation program fees for private groups, contracted activities, and partnership programs, see Attachment A.</i>
Out of County Contracted Recreation Program Services	\$36/hr/Seasonal Instructor, scheduled travel time is included 50% fee increase on total quote \$10 RF
Rental Equipment	
Canoe	\$10/Hour
Kayak	\$15/Hour
Standup Paddle Boards	\$15/Hour
Paddle Boat	\$10/Hour
Personal Watercraft Storage	\$80/Season
Yard Game Equipment (various types)	\$10/2 Hour
Rental Equipment- Yard Game Rental (2 pack)	\$50/Sun Room or Community Room Reservation
Rental Equipment- Yard Game Rental (4 pack)	\$100/Sun Room or Community Room Reservation
Disc Golf	\$5/day (+\$5.00 disc replacement cost if applicable)
Portable Fire Ring	\$15/Group Reservation Required
Kicksled Rental	\$10/Hour
Cross Country Ski Equipment Rental *Equipment includes skis, boots, poles.	\$5/ 2 Hours
Snow Shoes Equipment Rental *Equipment includes snowshoe & poles.	\$5/ 2 Hours
Special Event Permits and Event Services	
Application & Permit Processing Tier 1 (Admin Process) Tier 2 (Formal Process) Multiple Dates per Application Fee CCRRA Special Use Permit	\$110/Application + RF \$220/Application + RF \$40/Fee Follows this schedule as it would pertain to applicable fees & County policy in this area
Requirement of Facility Rental	See shelter rental rates above
Additional Services Requests	\$40/Hour/employee
Public Fireworks Displays	Exempt
Edu. Agency Endurance Events - Summer	\$25/team

Edu. Agency Endurance Events - Winter Monday-Thursday Friday-Sunday	\$25/Team \$30/Team
Outside Vendor Services Portable Toilets Portable Sinks Additional Trash *Number required based on event size	Each item is actual cost/unit "X" number required, + 10% administration fee. *If the County has a service provider under contract for these services, Permittee is required to use the County's provider.
Event Related Concessioners/Vendors Fee *Basic Financial Reporting Will Be Required of the Event Coordinator	As Negotiated by Permit (Min. 10%)

Planning and Water Management Department

Publications and Information	
Color Maps 8.5" x 11" Comprehensive Plan, Water Plan, reports	\$5/map
Comprehensive Plan Full document Individual Comprehensive Plan Elements or Township Chapters	\$50 \$15 with colored maps; free if printed in black & white
Water Management Plan	\$50
Water Quality Report	\$50
Conservation Signs	\$5/sign
Review of Project for Compliance with Water Management Rules	
Combined Permit: Administrative Permit for excavating/filling or a driveway and Wetland Permit and/or Erosion Control Permit	\$500 Permit Fee + CCWMO Surety, or other requirements, if applicable. - Permit Fee split between Land Mgmt and CCWMO. - A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. - The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. Work started without obtaining a permit shall be subject to a \$500 penalty in addition to the \$500 fee.
Erosion control permit and/or stormwater permit with no treatment required	\$250 plus engineering costs incurred during application review and final inspections. Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.
Stormwater permit	\$500 permit fee + \$1,500 per proposed acre of new or reconstructed impervious for engineering costs incurred during application review and final inspections. The maximum initial fee collected as part of the application is \$7,500 plus reimbursement of any additional engineering costs above the \$7,500 incurred during application review and final inspections.

	If the actual engineering costs are less than the amount collected, the applicant will be refunded for the excess amount collected.
Wetland Boundary/Type Determination	\$100 plus engineering costs incurred during application review and final inspections.
Wetlands Exemption Permit	\$100 Work started without obtaining a permit shall be subject to a \$100 penalty in addition to the \$100 fee.
Wetland Replacement/ Bank Application	\$350 plus engineering costs incurred during application review and final inspections.
WMO Permits- Financial Security for CARVER COUNTY WATER MANAGEMENT ORGANIZATION RULES	
Erosion and Sediment Control Permit	Applicant shall provide security of \$1,000 per acre disturbed - The minimum security required is \$1,000 - For projects disturbing up to 40 acres, the maximum security required of the responsible party is \$25,000. - For projects disturbing 40 or more acres, the maximum security required of the responsible party is \$50,000.
Stormwater Permit	Applicant shall provide security of \$5,000 per acre disturbed - The minimum security required is \$5,000 - For projects disturbing up to 40 acres, the maximum security required of the responsible party is \$25,000. - For projects disturbing 40 or more acres, the maximum security required of the responsible party is \$50,000.

Property and Finance Division

Customer Service – Property Tax and Elections & Licensing Offices	
Certification by Hand and Seal (R/P/M) Auditor	\$20 plus \$0.25 per page
Certified Letter	Subject to postal rate
Claim Against Bond Set-up fee	\$25 plus \$0.25 per copy/page
Computer-Generated Reports Set- up fee	\$40 Tax \$25 Election
Current/Prior Year Tax Statements & Proposed Property Tax Notices	\$5
Name/Address Labels	\$3 per sheet
Screen Prints	\$2
Written Tax Estimate (any form)	\$25 per parcel
Written Tax Search	\$10 per parcel per year
Elections- Elections & Licensing Office	

Precinct Finder (Countywide)	\$75
Precinct Finder (Individual Entity)	\$25
Registered Voter Certificate	\$15
Certified Copy of County Ordinance	\$15 plus \$0.25 per page
Cannabis Retailer Initial Registration	\$500
Cannabis Retailer Registration - Renewal	\$1,000
Licenses and Permits – Chaska License Center and/or Chanhassen Service Center	
<u>Driver's Licenses:</u>	
Class A: Regular*	\$65
Renewal	\$60
Class A: Under 21*	\$45
Renewal	\$40
Class B: Regular or Under 21*	\$57
Renewal	\$52
Class C: Regular or Under 21*	\$50
Renewal	\$45
Class D: Regular or Under 21*	\$46
Renewal	\$41
Class D Provisional License Upgrade to Under 21 Driver's License	
No violations on record (\$3.50 credit)*	\$37.50
Provisional Driver's License*	\$32.50
<u>Duplicate License:</u>	
All classes*	\$26
<u>Motorcycle Renewal*</u>	\$17
<u>School Bus Processing fee- original and renewal applications*</u>	\$4
<u>Driver's License Permits:</u>	
Class A, B, or C Instruction Permit*	\$26.75
Class D Instruction Permit*	\$29.50
<u>Renewal</u>	\$24.50
CDL Endorsement examination fees*	\$2.50
Motorcycle Instruction Permit/ first time Endorsement Fee*	\$29
Motorcycle Endorsement Renewal (2-wheel only)*	\$17
<u>Identification (ID) Cards:</u>	
Age 65 and older	\$32
Renewal (Enhanced ID)	\$30.50
Renewal (REAL ID)	\$27
Under age 65	\$35.50
Renewal	\$30.50
ID Card for person with physical or developmental disability or qualified mental illness*	\$0.50
Standby or Temporary Custodian Designation ID Card*	\$4.25

Enhanced Driver's License/Identification Card/Instruction Permit (in addition to regular card fee)*	\$15
Homeless Youth (no application fee is charged- documentation required)	Free
Licenses and Permits – Elections & Licensing Office	
Auctioneer License*	\$20
Fireworks Permit	\$50
Liquor Licenses:	
Brewer Off-Sale License Including Sunday	\$250
Consumption & Display (Set-up) License	\$150
Off-Sale Liquor License	\$250
Off-Sale 3.2 Malt Beverage License (Beer and Wine Coolers)	\$75
On-Sale Liquor Licenses	\$2,000
On-Sale Sunday Liquor License	\$200
On-Sale Temporary Liquor License	\$100 per event
On-Sale 3.2 Malt Beverage License (Beer and Wine Coolers)	\$150
On-Sale Temporary 3.2 Malt Beverage License (Beer and Wine Coolers)	\$50
Precious Metals	\$150
Tobacco	\$240
Transient Merchant License	\$150*
Motor Vehicle Transactions – Chaska License Center and Chanhassen Service Center	
Title and Registration Fees:	
Filing Fee/Registration *	\$8
Filing Fee/Long Application *	\$12
Deputy Surcharge per transaction *	\$1
Department of Natural Resources title and registration	Per Minnesota Statute
Wheelage Tax	\$20
Passports – Chanhassen Service Center and Elections & Licensing Office	
Passports:	
Age 16 and over*	\$130
Under age 16*	\$100
Passport Card over 16*	\$30
Passport Card under 16*	\$15
Execution Fee*	\$35
Renewal*	\$130
Expedited Service*	\$60
Passport Photo	\$17
Passport Photo- digital	\$17
Property Assessment	
CAMA or Tax Extracts	
Setup & research	\$75/hr
Research	\$75/hr. minimum

Screen Prints/Field Cards	\$3/page
Complete a Property Tax Refund letter for the property owner.	\$25
Process a new eCRV request	\$38
Copy of Certificate of Real Estate Value (CRV)	\$10 per copy
Land Records	
Certified Copy of County Ordinance	\$15 plus \$0.25 per page
Plat Parcel Certification Fee	\$50
Screen Prints	\$2
Certified Copies	\$10 per document (flat fee)
Attested Copy	\$2
Copy of Document	\$1 / Per page
Copy of Floor Plan (515), Condominium (515A), CIC Plat(515B)	\$1/page \$10 minimum
Copy of an official plat	\$10
Additional certification	\$5
Certified Copy of Registered Land survey	\$15
Recording Plats	\$56
ABSTRACT: Amended: Floor Plan (515), Condominium (515A), CIC Plat (515B)	\$56 \$0.50 per apartment or unit
TORRENS: Section 515B CIC affecting 2 or more units	\$46/first 10 affected certificate \$10/each additional affected certificate
TORRENS: Amendment to Declaration, CIC Declaration, and/or Plat	\$46
Recording Documents	\$46
ABSTRACT: Satisfactions, Partial Releases, Certificates of Release, and Assignments	\$46 with up to 4 document citations \$10 additional for each document cited over 4
Condition of Register	\$50
Residue OR new additional certificate	\$40
Documents affecting multiple certificates	\$46 PLUS \$20 / Per additional certificate
Exchange Certificate	\$20/ each cancelled certificate \$20/new certificate
CECT	\$40
Federal Tax Liens	\$46
State Tax Lien	No charge
State Tax Lien Release	\$30
Well Disclosure Certificate	\$54
Judicial Security (MS480.50)	\$75 for each real property notice under subdivision 3; \$75 for each consent submitted under subdivision 4, paragraph (a), clause (1), and subdivision 4, paragraph (e), clause (1); and \$75 for each request submitted under subdivision 5
Land Records Non-Statutory Fees	
Access to Online Images	\$2/ document
Copy of Document	\$1/page

Plat, Registered Land Survey, CIC copies (small)	\$1/page
Historical Tract Records- Tract Index Fee	\$20
Refund Processing Fee	\$30
Bulk document transfer	\$0.55/per document
Property Taxation	
Property Taxation – Finance Office	
Manufactured Home Collection Fee for Delinquent Taxes (Revenue Recapture)	\$30
Property Taxation – Property Tax and Elections & Licensing Office	
<u>Special Assessments:</u>	
Special Assessment Entry Fee	\$5 per parcel/per entry
Special Assessment Code Set-up Fee	\$15 per new code
<u>Taxation:</u>	
Abatements requested by entity	\$100 per parcel/per payable year
Auditor's Certificate	\$300
Updating existing Auditor Certificate	\$150
Audit Verification of Tax District	\$175
Certification of Ten Largest Taxpayers	\$75
Confession of Judgment:	
Written Estimate	\$25
Set-up and Satisfaction Fee	\$125
Green Acres/ Rural Preserves / Open Space Payback Calculation Fee	\$150/parcel
Escrow Processing Fee	Automated \$400/year Manual \$10/parcel per request
Escrow Processing Additional Escrow Files	\$100 each request
1 st Time Delinquency Fee	\$30 per parcel
<u>Tax Forfeited Land:</u>	
Repurchase Fee	\$250
Expiration of Redemption Fee	\$100
Special tax data research or requests	\$75/hr minimum
<u>Tax Increment Financing (TIF):</u>	
New TIF District Set-Up Base Fee	\$450
New TIF District Set-Up Per Parcel Charge	\$50 per parcel
Yearly Maintenance Base Fee	\$300
Yearly Maintenance Per Parcel Charge	\$50 per parcel
Plan Modification	\$300
Modification Per Parcel Charge	\$50 per parcel
TIF Base Adjustment Fee	\$200
Decertification	\$300
TIF Knockdown Fee Per Parcel	\$50 per parcel
Vital Statistics – Land Records	
Vitals Report Request*	\$15
Copy/Reprint of Vital Record	\$5 per record
Expedite Fee for Vital Records	\$10 (County only)

<u>Birth Certificates:</u>	
Certified*	\$26 (State \$17 – County \$9)
Non-certified*	\$13 (State \$4 – County \$9)
Additional*	\$19 (State \$17 – County \$2)
Birth Verification*	\$9 (County only)
Statement of No Record Found*	\$16 (State \$7 – County \$9)
<u>Death Certificates:</u>	
Certified*	\$13 (State \$4 – County \$9)
Non-certified	\$13 (State \$4 – County \$9)
Additional	\$6 (State \$4 – County \$2)
Amendments to Certified Death Record	\$40 (County Only)
Fetal Death Report	\$9 (County Only)
Statement of No Record Found	\$13 (State \$4 – County \$9)
<u>Genealogy:</u>	
Genealogy Research	\$50 per hour
Genealogy Copies	\$5 per copy of records
<u>Marriage Licenses:</u>	
Marriage License (Full Fee) *	\$125 (State \$100 – County \$25)
Marriage License (Reduced Fee with Educator's Statement of 12-hour minimum)*	\$50 (State \$25 – County \$25)
Marriage Certificate (Certified) *	\$9 each (County only)
Statement of No Record Found	\$9 (County only)
Marriage License Amendment	\$40 (County only)
Marriage License Reissue	\$15 (County only)
<u>Notary Public:</u>	
Notary Public Commission Recording Fee*	\$20 (County only)
Notary Verification (per document) *	\$5 (County only)
Marriage Officiant Registration Fee	\$30 (County only)
* Fee set by Minnesota statute.	

Public Works

Operations	
Special Event Traffic Control/Street Sweeping	Time & Materials Actual Cost
Special Event Equipment Rental	Time & Materials Actual Cost
Sale of Highway Materials	Time & Materials Actual Cost
Program Delivery Department - Planning	
Development Review Fee	\$75/hour for internal staff plus actual consulting fees to review development and land use changes impacting the County Highway transportation system
Program Delivery Department - Transportation	
Access Permit	
New residential or field access	\$300 + engineering plan review and inspection actual cost
New subdivision street or commercial driveway	\$500 + engineering plan review and inspection actual cost

Access Permit Combined fee for New residential- <i>Permit review and issuance, with new mailbox and fire # plate</i>	\$425 + engineering plan review and inspection actual cost
Annual Permit Allows 14' high, 14.5' wide, 95' long under posted weight	\$220
Delay Penalty Penalty for not meeting completion date	\$75
Departure Request	\$200
Departure Request Appeal	\$300
Obstruction Permits	\$100
Single Trip Permit Oversize Load Overweight Load Overweight Load (Eng. Review) Overweight Load (Bridge Load Rating)	\$20 \$20 + \$6 per ESAL/mile \$105 + \$6 per ESAL/mile \$1,000 + \$6 per ESAL/mile
Special Event Permit For streets closures for city celebrations and other events: Permit engineering review and issuance – for all or any size event Under 100 attendees/contestants/ entries or 1-2 highways 100-400 Attendees /Contestants/Entries or 3-4 highways Over 400 Attendees /Contestants/Entries or 5-plus highways	\$0 \$100 \$400
Utility Permit Private Utility Companies	\$250 base/mile + \$250/each additional mile
Work within county ROW General excavation, grading, sewer and water	\$300 base/mile + engineering plan review and inspection actual cost
Property Surveying	
Boundary Adjustment Description Review/GIS Impact Fee <i>Note: Collected as part of Land Management application</i>	\$75
Minor Subdivision Description Review/GIS Impact Fee <i>Note: Collected as part of Land Management application</i>	\$100
Plat Checking and Mapping Fee	\$400 plat + \$40/lot or CIC unit + \$5/ detached garage CIC unit
Torrens Application Survey/Description Review	

	\$300
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Regional Rail Authority

Dakota Rail Line Fees

See Attachment D: Carver County Regional Rail Authority Fee Schedule.

Sheriff's Office

Administrative Forfeiture Fee	\$325
Approving Bond	\$50
Detox Transport Fee	\$335 per trip
False Alarm Fee	\$50 beginning with the fourth false alarm. Each following false alarm increases by \$50 (i.e., fifth alarm = \$100; sixth alarm = \$150).
Filing Fees	\$49.59
Patrol Videos	\$10/CD plus \$30 research fee
Body Worn Camera Audio/Video	\$20/flashdrive plus staff time for compiling data
Storage of Impounded Vehicles	\$15/day
Background Checks	
Adult Use New Establishment/New Owner	\$250
Adult Use Renewal	\$100
Liquor License New Establishment/New Owner	\$250
Liquor License Renewal	\$100
Civil	
Duplicate or Replacement Certificate	\$20
Abandoned Property	\$125 per hour per deputy, minimum one hour per deputy
Civil Stand-by	\$125 per hour per deputy, minimum two hour per deputy
Filing of Notice of Intent to Redeem	\$100* (State Statue driven fee)
Filing of Redemption and Post-Redemption Documents	\$20
Judgment and Degree	\$125 per hour per deputy, minimum one hour per deputy
Legal Not Founds	\$80
Lien Sales (Mechanical or Warehouseman)	\$125 per hour per deputy, minimum one hour per deputy
Mileage (round trip)	Current IRS rate
Minnesota Domestic Protection Orders	No Charge
Minnesota Harassment Orders	No Charge
Mortgage Foreclosure Sales	\$125 per hour per deputy, minimum one hour per deputy

Posting of Notices	\$125 includes two people + \$25 for additional person, same address
Postponement of Scheduled Mortgage Foreclosure Sales	\$20
Redemption of Property (Recorded Fee Holder & all others)	\$250* due at time of request (State Statute driven fee)
Request of Process Returned	\$125 includes two people + \$25 for additional person, same address
Replevin • Writs of Attachment • Securing properties on Seizures	\$400 deposit + deputy @\$125 per hour per deputy, minimum one hour per deputy
Service of Process Fee	\$125 includes two people + \$25 for additional person, same address
Storage of Levied Property	\$10/day per storage stall (20' x 9')
Writ of Execution Commission	5% of amount collected
Writ of Execution (Seizure or Sale)	\$400 deposit + deputy @\$125 per hour per deputy, minimum one hour per deputy
Writ of Recovery (Inventory)	\$125 per hour per deputy, minimum one hour per deputy
Dangerous Dog	
Dangerous Dog Registration	\$100
Dangerous Dog Designation Review Hearing	\$100
Potentially Dangerous Dog Designation Review Hearing	\$100
Gun Conceal/Carry Permits	
Additional fee for renewal of permit after 30 days expiration	\$10
Change of Address or Replacements	\$10
Emergency Permit	No charge
New Conceal/Carry Permit	\$75
Renewal of Permit	\$50
Jail/Inmate Fees	
Adult Inmate Boarding Fee	\$75/day (Except by Contract)
Booking Fee	\$25
Cell Upgrade	\$10
Electronic Home Monitoring	\$20/day
Fingerprint Cards (Carver County Resident)	No charge
Fingerprint Cards (Non-Carver County resident)	\$15/card
Inmate Medical*	Inmate billed per MS 641.12; 641.15
Inmate Mantoux – other agency	\$15
Inmate Prescription refill	\$5
Jail Record Copies (public)	\$0.25/page
Jail Record Copies (request from inmate)	\$0.25/page

Juvenile Detention Center Boarding	
Contract	\$200/day
Non-Contract	\$300/day
Medical Co-pay	\$5
Pay for Stay	\$25/day
Work Release (WR) Inmates In-County	\$25/day
Work Release (WR) Inmates Out-of-County	\$75/day
WR – Mantoux	\$20
WR – UA Screen	\$20 per cup/ \$35 per drug confirmation
911/Radio Programming	
911 Call Recordings	\$10/CD plus \$30 research fee
911 Call Recordings – Transcribed	\$25 for first half-hour plus \$25 each additional hour (in addition to \$10 CD plus \$30 research fee)
Radio Programming for outside county entities	\$80/hr
Off-Duty Deputy	
Off-Duty Deputy Services	\$125 per hour per deputy
Off-Duty Deputy Services - Holiday Rate	\$155 per hour per deputy
Reports/Photos	
Accident Reports	\$0.25/page
Additional Pages	\$0.25/page over 100 pages actual cost
Digital Photos/ Electronic Media	\$10/CD plus \$30 research fee, \$15/USB (up to 4GB) plus \$30 research fee, USB over 4GB- call for fee amount
Initial Complaint Report	\$0.25
Miscellaneous Documents	\$0.25/page \$0.50/2-sided document
Offense/Incident Report	\$0.25/page \$0.50/2-sided document
Photos	3x5 - \$1.50 4x6 - \$1.75 5x7 - \$5 8x10 - \$10
Record Transcriptions	\$25 for first half-hour plus \$25 each additional hour (in addition to \$10 CD plus \$30 research fee)

Carver County Parks Outdoor Recreation Programming Fee Matrix 2026

Contracted

Examples: Private birthday parties, scout/non-profit group(s), childcare programs, City events, corporate groups, other.

Program Fee: (\$36/Hour) This includes \$18/hour for instructor time plus \$18/hour for equipment replacement, administrative time and instructor drive time to/from the Parks Office.

A total of 1.5 hours of time will be added to each program booking accounting for set-up and tear-down time.

In general, 1 Instructor will be required for every 10-15 participants with a minimum of 2 Instructors for water-based programs.

Examples:

Program Length:	Number of Instructors:	Approx. Cost:
2 Hour	1	\$119
2 Hour	2	\$238
4 Hour	1	\$187
4 Hour	2	\$374

Partnership

Examples: Public programming offered with local City Park and Recreation Departments, Community Education & School Districts and other County Organizations/Departments (example Carver County Historical Society).

Gross revenue is generally split 75% for Carver County Parks and 25% for the Partner Agency, assuming that Carver County provides all Instructor staffing. (If not, Instructor time “cancels out” at a 1:1 ratio if partner provides staffing)

If either partner must purchase more than \$50 worth of supplies/services, then that cost comes off the top of the revenue before the split and is added onto that partners total reimbursement.

Previously Arranged Agreements:

Waconia Community Education: split is 80/20% but there is no reimbursement for purchased supplies

ISD 112 Community Education: split is 72/28%, but costs are still reimbursed.



CARVER
COUNTY
PARKS

Parks Department
Public Works Building
11360 Hwy 212, Suite 2
Cologne, MN 55322
(P) (952)466-5250 (E) parks@carvercountymn.gov

Carver County Regional Rail Authority 2026 Fee Schedule

ACTIVITY	RATE
Drive Way Lease	\$1; No annual fee; No maintenance
Agricultural Land Permit	\$214 / Tillable Acre (annually)
Building or Structure Site	Average tax assessed land value
Occupation Lease (Market Rate)	5% + taxes
Reissuance Fee for a Previous Lease Agreement	\$100 Municipal & Private Residence \$1,000 Commercial
Special Use Permit Event Fee *	See Carver County Parks & Recreation Fee Schedule for applicable fees
Tier 1 (Admin Process)*	\$110/Application + RF
Tier 2 (Formal Process)*	\$220/Application + RF
Multiple Dates per Application	\$40/Fee
Concession / Vending Sales	\$150/Occurrence OR As Negotiated By Reservation Terms (Min. 10%)

**Note: The Administrative Application Fee represents costs associated with drafting up a permit. The Administrative Application Fee is applicable to commercial utility crossings, leasing of buildings and any agricultural leases or permits. It also applies to requests for use of railroad premises and would include, but is not necessarily limited to, such things as farmers markets, city celebrations, thrift sales, and other uses as may be permitted.*



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Health Incentive Program Update and Recommendations

RBA Number: 2025-2317

Department: Employee Relations

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

Presenter: Danielle Griesmer, Occupational Health and Safety Manager

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Regular Session

Strategic Initiative:

People Are Our strength: Building, developing, and sustaining a team of leaders at all levels.

Background/Justification:

Carver County's Health Incentive Program is a voluntary wellness program that promotes preventive care, awareness of important biometric screening measures, and having a relationship with a primary healthcare and dental provider.

Employee Relations has reviewed the Health Incentive Program structure and requirements and has worked with the County's Finance Department to identify a way to make a meaningful increase in the Health Incentive Program incentive payment for participants effective in 2026, with the goal of incentivizing increased participation in support of County workforce health priorities by doubling the current incentive—from \$100 to \$200 per participant, using existing budget. Employee Relations is recommending a redesigned Health Incentive Program structure that reduces certain program costs including technology platform requirements, allowing reallocation of those existing funds, while maintaining program elements that provide the greatest potential for return on investment and positive impact on employee overall health.

Since delivery of effective and high-quality services to the public is supported by a healthy and productive workforce, and because significant time is spent in the workplace, provision of a workplace that promotes health and well-being is integral to achieving County objectives.

Employee Relations will present recommended updates and changes to the Health Incentive Program.

Action Requested:

1. Motion to increase annual Health Incentive Program incentive amount from \$100 to \$200.
2. Motion to delegate authority for Employee Relations to pursue MOAs with union bargaining units interested in participating in the increased incentive.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

The increased health incentive dollar amount would be included in the existing Employee Relations budget. To cover the projected costs of increasing the incentive to \$200, Employee Relations worked with Finance to develop a plan that would:

- Allocate the full existing Health Incentive Program budget.
- Reallocate newly captured existing wellness budget savings based on adjustments in programming and elimination of program technology costs, including eliminating the health risk assessment component and redesigning the program to no longer require a separate technology system for tracking and program administration.
- Cover the remaining with 2026 budget savings from Dental and Minnesota Paid Leave (MNPL) savings, which were not included in the September 2, 2025 County Administrator Recommendation.
- If participation in the redesigned Health Incentive Program exceeds projected participation, any additional costs would be covered in 2026 by drawing on one-time funds from the remaining HealthPartners credit budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Drainage Authority 2026 Assessments for Drainage System Projects

RBA Number: 2025-2280

Department: Property & Financial Services

Contact: David Frischmon, Property and Finance Division
Director , 952-361-1506

Presenter: David Frischmon, Property and Finance Division
Director

Contract Name & Number:

Meeting Date: November 18, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

Property owners who benefit from the drainage system pay for all drainage system activity including a Redetermination of Benefits, maintenance and repairs:

JD2: Mcleod County completed a maintenance project in 2024. Carver County's portion for this project is \$2,520 which was paid to Mcleod County in 2025. A 2026 Assessment of \$2,520 is recommended for JD2.

JD3A: In 2023, Sibley County completed a maintenance project and Carver County's portion of the project was \$32,550 which was paid to Sibley County in 2024. On the Carver County side of JD3A, a \$7,500 clean-out project was completed in 2025 along with approximately \$2,500 on tree spraying. Carver County JD3A property owners are responsible for \$2,600 (26%*\$10,000) for these two ditch maintenance projects. The County's Ditch Administrator recommended spreading the \$35,150 (\$32,550+\$2,600=\$35,150) cost over 2 years with a JD3A 2025 ditch assessment of \$17,550 which was previously approved and now a second \$17,500 ditch assessment

for 2026.

JD21: Sibley County completed a drainage system project in 2024. Carver County's portion for this project was \$6,572.74 which was paid to Sibley County in 2025. A 2026 Assessment of \$6,572.74 is recommended. for JD 21.

JD24: Sibley County completed a drainage system maintenance project in 2024. The Carver County portion for this project was \$3,891.49 which was paid to Sibley County in 2025. A 2026 Assessment of \$3,891.49 is recommended for JD24.

Sibley County completed a drainage system maintenance project in 2024. The Carver County portion of this project was \$17,472.06 which was paid to Sibley County in 2025. A 2026 Assessment of \$17,472.06 is recommended for JD 33.

Action Requested:

Motion to approve the following recommended 2026 one-year drainage authority assessments at 0% interest::

JD2: \$2,520
JD3A: \$17,550
JD21: \$6,572.74
JD 24: \$3,891.49
JD33: \$17,472.06

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

No county property tax dollars are spent on drainage system projects.

The following assessments have previously been approved by the respective Ditch Authorities in 2025 for the costs of a Redetermination of Benefits and when needed, payments to acquire buffer strips right-of-way:

CD2-3 \$213,528
CD6 \$63,176
CD9 \$91,229
CD10 \$19,177
JD1 \$166,646
JD4 \$39,805
JD5 \$123,308

JD7 (formerly CD 7) \$11,865
JD15 (formerly CD 5) \$82,564

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2050 Comprehensive Plan Process
RBA Number: 2025-2290
Department: Public Services - Planning & Water Management
Contact: Paul Moline, Deputy Division Director - Public Services, 952-361-1825
Presenter: Paul Moline, Deputy Division Director - Public Services
Contract Name & Number:
Meeting Date: November 18, 2025
Item Type: Work Session

Strategic Initiative:
Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:
As part of the Metropolitan Council's regional planning cycle and MN State Statute requirements, Carver County will be required to update its Comprehensive Plan by December 31, 2028. Staff will present a broad overview of the required plan content, significant changes from the current plan, stakeholder engagement, and a process timeline for developing the 2050 Comprehensive Plan document. Staff is seeking general input from the Board at this time.

Action Requested:
Direction and input on the Carver County 2050 Comprehensive Plan process

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Andrew Peterson Farm
RBA Number: 2025-2291
Department: Public Services
Contact: Nick Koktavy, Assistant County Administrator
Presenter: Wendy Biorn
Contract Name & Number: Nick Koktavy
Meeting Date: November 18, 2025
Item Type: Work Session

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

At the March 15, 2022, County Board Meeting, the Board allocated \$500,000 of BSA Funding towards the Andrew Peterson Farmstead rehabilitation. Funds broken down as: \$144,757 towards the Jeffris Family Foundation Challenge Grant and up to \$355,243 to be reserved from BSA allocation towards improvements at the Farmstead. As part of the motion, the projects funded with the \$355,243 in funds need to be reviewed by the County Board at a Work Session.

The Historical Society presented at the July 12, 2022, February 28, 2023, and November 28, 2023, work sessions and requested \$302,850 in funds for projects. The remaining balance is \$52,393.

At the work session, the Historical Society will provide an update on the funded projects and request that the remaining balance be released.

Action Requested:

Provide input and guidance on the Andrew Peterson Farmstead projects.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

BSA funds allocated towards Andrew Peterson Farmstead rehabilitation: \$500,000.

The County provided \$144,757 towards the challenge grant and \$302,850 towards improvements at the Farmstead. The unspent funds amount to \$52,393.

Attachments:

None