



**Carver County Board of Commissioners
January 6, 2026
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. CALL TO ORDER BY THE COUNTY ADMINISTRATOR
 - 1.3. Nomination and election of Chair for 2026
 - 1.4. Nomination and election of Vice Chair for 2026
 - 1.5. Public comments that relate to an item on the agenda may be heard when that agenda item is discussed. Please limit your public comments to five minutes or less.
- Individuals unable to attend in person can provide public comments by email at admin-contact@carvercountymn.gov
- 1.6. Community Announcements
 - 1.7. Agenda review and adoption
 - 1.8. 2026 Board Operating Rules **3-18**
 - 1.9. Adopt schedule of Regular Board meetings for the year 2026..... **19-22**
 - 1.10. Committee appointments and assignments..... **23-26**
 - 1.11. Appointments to Advisory Committees **27-34**
 - 1.12. Approve December 16, 2025 minutes..... **35-38**
- 10:40 a.m. 2. **CONSENT AGENDA**
- 2.1. Premises Permit App for Waconia Lions Club **39-40**

	2.2. 2026 Carver County Newspaper	41-44
	2.3. Employee Benefits JPA with Soil and Water Conservation District	45-46
	2.4. Employee Benefits JPA with Community Development Agency.....	47-48
	2.5. JPA with Scott County for Southwest Metro Flood Resiliency Study ...	49-50
	2.6. Professional Services Agreement with Alliant Engineering, Inc. for Stormwater Erosion Control Inspection Services on 2026 Carver County Construction Projects.....	51-53
	2.7. Eminent Domain Appraisal Valuation Services for Highway 18 Project - Arboretum Area	54-55
	2.8. Authorization to Execute U.S. Department of Transportation Grant Agreement for the Highway 5 Project - Arboretum Area	56-57
	2.9. Contract Community Increase of 1.0 FTE Deputy Sheriff.....	58-60
	2.10. Contract Community increase of Community Service Officer hours	61-63
	2.11. Review Health & Human Services and Commissioner Warrants	
10:50 a.m.	3. RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY	
	3.1. Appointment of Chair, Vice Chair and Secretary/Treasurer.....	64
10:55 a.m.	4. ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS COUNTY BOARD	
10:55 a.m.	5. COUNTY ADMINISTRATOR REPORT	
11:00 a.m.	6. ADJOURN REGULAR SESSION	

UPCOMING MEETINGS

January 13, 2026	9:00 a.m.	Board Meeting (Tentative)
January 15, 2026	5:00 p.m.	Highway 40 - Silver/Bevens Creek Open House (Public Works Headquarters, 11360 Highway 212, Cologne)
January 27, 2026	9:00 a.m.	Board Meeting and Work Session (Tentative)
	12:00 p.m.	Joint Work Session with Scott County (Tentative) (Scott County Government Center, 200 4 th Ave. West, Shakopee)
February 17, 2026	9:00 a.m.	Board Meeting (Tentative)
February 24, 2026	9:00 a.m.	Board Work Session (Tentative)



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2026 Board Operating Rules
RBA Number: 2025-2166
Department: County Administration
Contact: Dave Hemze, County Administrator, 952-361-1526
Presenter: Dave Hemze, County Administrator
Contract Name & Number:
Meeting Date: January 6, 2026
Item Type: Regular Session

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

Background/Justification:
During the statutory meeting, the County Board is required to review, amend if necessary, and adopt operating rules for the year. The proposed 2026 Board Operating Rules are attached. Proposed changes to the audience participation section (X.C.) are noted and will be discussed during the meeting. No other changes are recommended.

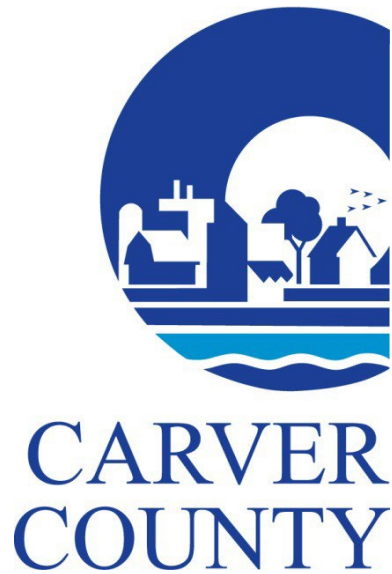
Action Requested:
Motion to adopt 2026 Board Operating Rules

Fiscal Impact:	
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Proposed Board Operating Rules 1-6-2026. 12-17-2025 update



Board of Commissioners Board Operating Rules

~~Adopted~~
~~January 7, 2025~~
Proposed
January 6, 2026

I. Overview

A. Purpose

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

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

B. Statement of Principles

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

I. Vision

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

II. Mission

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

III. Goals - Summarized

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

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

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

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

sustain public trust and confidence in County government.

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

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

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

C. Effective Date

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

II. Amendments to the Operating Rules

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

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

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

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

III. County Board Organization

A. Membership

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

B. Commissioner Districts

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

C. Terms of Office

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

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010; Jan 4, 2011; March 22, 2011, Jan 3, 2012; Jan 8, 2013; Jan 7, 2014, Jan 6, 2015, Jan 5, 2016, Jan 3, 2017, Jan 2, 2018; Jan 8, 2019; Jan 7, 2020, Jan 5, 2021, Jan 4, 2022, Jan 3, 2023; Jan 2, 2024, Jan 7, 2025

D. Vacancy

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

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

E. Officers

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

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

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

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

2. Close the nominations
 - A motion to close is not necessary as the nomination process continues until no one wishes to make further nominations
 - When the nomination stops, the County Administrator calls three times for more nominations and declares nominations closed after making sure that no more nominations are forthcoming.
 - A motion to close nominations is out of order if any member still wishes to make a nomination.
3. Vote on nominations
 - Nominations are decided by majority vote.
 - A voice vote will be used, and the voting is over when someone wins the nomination by majority vote.
 - Voting on each nominee is conducted in the order in which they were nominated.
 - After naming the first nominee, the County Administrator will announce the votes.
 - This procedure continues until someone receives a majority vote.
 - If there is a tie vote or no one receives a majority vote, members keep voting until someone is elected.

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

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

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

F. Compensation

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

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

G. Monthly Expense Allowance

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

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

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

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

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

H. County Board Budget

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

IV. County Board Meetings

A. Regular Meetings

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

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

B. Statutory Meeting

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

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

D. Closed Meetings

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

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

E. Special/Emergency Meetings

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

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

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

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

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

F. Public Hearings

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

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

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

5. Decision of the County Board.

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

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

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

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

G. Meeting Conduct

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

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

H. Broadcasting

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

The County broadcasts and records all Board of Commissioners meetings via its YouTube channel. Local cable access channels can rebroadcast the meetings via

these recordings. Residents can view the meeting recordings via YouTube, or from the links placed on the Board of Commissioners' webpage at www.carvercountymn.gov. The public can also view meetings on computers at Carver County Library branches

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

I. Quorum

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

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

J. Role of Presiding Officer

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

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

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

K. Addressing the Chair

Formal protocol will be used when speaking to the County

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010; Jan 4, 2011; March 22, 2011, Jan 3, 2012; Jan 8, 2013; Jan 7, 2014, Jan 6, 2015, Jan 5, 2016, Jan 3, 2017, Jan 2, 2018; Jan 8, 2019; Jan 7, 2020, Jan 5, 2021, Jan 4, 2022, Jan 3, 2023; Jan 2, 2024, Jan 7, 2025

Board. The County Board Chair shall be addressed as "Mr./Madam Chair." Members of the County Board shall be addressed as "Commissioner (last name)."

L. County Administrator

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

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

V. CONDUCT OF DEBATE

A. Principles

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

B. Parliamentarian

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

C. Role of the Chair

The Chair shall preside over the debate, ensuring equality and fairness in discussion. If necessary, the Chair may restate or ask the County Administrator or designee to restate who made the motion, who seconded the motion, and announce the result of the vote.

D. Suspension of the Rules

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

E. Main Motion

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

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

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

F. Second Required

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

G. Amended Motion

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

H. Division of the Question

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

I. Withdrawal of Motion

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

J. Discussion Procedures

The following operating rules shall guide debate:

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

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

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

K. Adoption

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

L. Procedural Motion

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

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

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

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

M. Voting

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

VI. TYPES OF COUNTY BOARD ACTION

A. Resolution

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

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

B. Ordinance

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

C. General Consensus

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

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

D. Policy Development

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

VII. COUNTY BOARD AGENDA

A. Preparation and Distribution

The County Administrator shall prepare the proposed agenda and supporting material for each regular and special meeting. Members of the Board may direct that an item be placed on the proposed agenda by informing the County Administrator. The County Administrator shall include an item on the proposed agenda if a member directs that the item be placed on the proposed agenda at least ten (10) days prior to the meeting for which the agenda is to be prepared. The final agenda shall be formally approved by the County Board.

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

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

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

B. Order of Business

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

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

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

C. Consent Agenda

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

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

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

D. Regular Agenda

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

E. Official Records

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

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

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

VIII. ADVISORY COMMITTEES AND OTHER STATUTORY APPOINTMENTS

A. Policy

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

B. Advisory Committees

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

A list of advisory committees includes, but is not limited

to:

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

C. Appointments to other Public Bodies

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

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

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

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

D. Role and Purpose of the Committees

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

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

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

E. Operating Procedures

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010; Jan 4, 2011; March 22, 2011, Jan 3, 2012; Jan 8, 2013; Jan 7, 2014, Jan 6, 2015, Jan 5, 2016, Jan 3, 2017, Jan 2, 2018; Jan 8, 2019; Jan 7, 2020, Jan 5, 2021, Jan 4, 2022, Jan 3, 2023; Jan 2, 2024, Jan 7, 2025

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

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

F. Appointments

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

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

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

G. Attendance Policy

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

H. Residency Requirement

Applicants are not always restricted to Carver County residents.

I. Notification

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

J. Terms

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

K. Appointment of Chairs

Chairs of various committees are selected according to committee bylaws.

L. Reporting Requirements

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

IX. CODE OF ETHICS

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

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

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

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

X. CITIZENS

A. Citizen Participation

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

B. Audience/Citizens Requests

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

If an individual seeks to appear before the County Board

Carver County Board Operating Rules

Adopted May 26, 1998

Amended Jan 2, 2001; June 19, 2001; Oct 9, 2001; Jan 8, 2002; Jan 6, 2004; Jan 3, 2006; Jan 2, 2007; Sept 25, 2007; Jan 8, 2008; Jan 6, 2009; Jan 5, 2010; Jan 4, 2011; March 22, 2011, Jan 3, 2012; Jan 8, 2013; Jan 7, 2014, Jan 6, 2015, Jan 5, 2016, Jan 3, 2017, Jan 2, 2018; Jan 8, 2019; Jan 7, 2020, Jan 5, 2021, Jan 4, 2022, Jan 3, 2023; Jan 2, 2024, Jan 7, 2025

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

C. Audience Participation at Board Meetings

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

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

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

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

1. A person desiring to speak may only speak if acknowledged by the Board Chair and if they are being respectful and civil. All remarks shall be addressed to the

County Board as a whole, not to any specific member(s) or to any person who is not a member of the County Board. Comments are limited to a period of five (5) minutes. Additional time may be granted at the discretion of the Chair.

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

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

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

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

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

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

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

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

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

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

XI. Staff

A. County Administrator

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

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

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

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

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

B. Role of Staff

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

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

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

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

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

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

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

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

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



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Adopt schedule of Regular Board meetings for the year 2026

RBA Number: 2025-2167

Department: County Administration

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

Presenter: Dave Hemze, County Administrator

Contract Name & Number:

Meeting Date: January 6, 2026

Item Type: Regular Session

Strategic Initiative:

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

Background/Justification:

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

Administration is recommending County Board meetings as follows.

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

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

Action Requested:

Motion to adopt attached meeting schedule for 2026 as presented.

Fiscal Impact:

Funding:	Amount Budgeted:

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

1. 2026 Board Meeting Schedule - Final Draft

2026 Board Meetings

Typically, Board Meetings are 1st and 3rd Tuesdays of the month at 9:00 a.m.
and Work Sessions are 4th Tuesday of the month at 9:00 a.m.

*Denotes change in schedule

Tuesday	January 06, 2026	9:00 a.m.	Organizational Session
Tuesday	January 13, 2026	9:00 a.m.	*Board Meeting
Tuesday	January 20, 2026		*No Board Meeting
Tuesday	January 27, 2026	9:00 a.m.	*Board Meeting and Work Session
Tuesday	January 27, 2026	12:00 p.m.	Joint Work Session with Scott County

Tuesday	February 03, 2026		*No Board Meeting
Tuesday	February 10, 2026		No Board Meeting
Tuesday	February 17, 2026	9:00 a.m.	Board Meeting
Tuesday	February 24, 2026	9:00 a.m.	Board Work Session

Tuesday	March 03, 2026		*No Board Meeting (AMC Legislative Conference)
Tuesday	March 10, 2026	9:00 a.m.	*Board Meeting
Tuesday	March 17, 2026	9:00 a.m.	Board Meeting
Tuesday	March 24, 2026	9:00 a.m.	Board Work Session
Tuesday	March 31, 2026		No Board Meeting

Tuesday	April 07, 2026	9:00 a.m.	Board Meeting
Tuesday	April 14, 2026		No Board Meeting
Tuesday	April 21, 2026	9:00 a.m.	Board Meeting
Tuesday	April 28, 2026	9:00 a.m.	Board Work Session

Tuesday	May 05, 2026	9:00 a.m.	Board Meeting
Tuesday	May 12, 2026		No Board Meeting
Tuesday	May 19, 2026	9:00 a.m.	Board Meeting
Tuesday	May 26, 2026	9:00 a.m.	Strategic Planning Meeting

Tuesday	June 02, 2026	9:00 a.m.	Board Meeting
Tuesday	June 09, 2026	9:00 a.m.	*Board Meeting
Tuesday	June 16, 2026	9:00 a.m.	County Board of Equalization
Tuesday	June 23, 2026	9:00 a.m.	Board Work Session
Tuesday	June 23, 2026	1:00 p.m.	County Board of Equalization (if needed)
Tuesday	June 30, 2025		No Board Meeting

Tuesday	July 07, 2026	9:00 a.m.	Board Meeting
Tuesday	July 14, 2026		No Board Meeting
Tuesday	July 21, 2026	9:00 a.m.	Board Meeting
Tuesday	July 28, 2026	9:00 a.m.	Board Work Session

Tuesday	August 04, 2026	9:00 a.m.	Board Meeting
Tuesday	August 11, 2026		No Board Meeting
Tuesday	August 18, 2026	9:00 a.m.	Board Meeting
Tuesday	August 25, 2026	9:00 a.m.	Board Work Session

Tuesday	September 01, 2026	9:30 a.m.	Board Meeting *time change
Tuesday	September 08, 2026	9:00 a.m.	*Board Meeting
Tuesday	September 15, 2026		*No Board Meeting (AMC Fall Policy Conference & Trans Fly in Tentative Date)
Tuesday	September 22, 2026	9:00 a.m.	Board Work Session
Tuesday	September 29, 2026		No Board Meeting

Tuesday	October 06, 2026	9:00 a.m.	Board Meeting
Tuesday	October 13, 2026		No Board Meeting
Tuesday	October 20, 2026	9:00 a.m.	Board Meeting
Tuesday	October 27, 2026	9:00 a.m.	Board Work Session

Tuesday	November 03, 2026	9:00 a.m.	Board Meeting
Tuesday	November 10, 2026		No Board Meeting
Tuesday	November 17, 2026	9:00 a.m.	Board Meeting
Tuesday	November 24, 2026	9:00 a.m.	Board Work Session

Tuesday	December 01, 2026	9:00 a.m.	Board Meeting
Tuesday	December 08, 2026		No Board Meeting (AMC Conference)
Tuesday	December 15, 2026	9:00 a.m.	Board Meeting
Tuesday	December 22, 2026		*No Board Meeting
Tuesday	December 29, 2026		No Board Meeting



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Committee appointments and assignments
RBA Number: 2025-2168
Department: County Administration
Contact: Dave Hemze, County Administrator, 952-361-1526
Presenter:
Contract Name & Number:
Meeting Date: January 6, 2026
Item Type: Regular Session

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

Background/Justification:
Administration is requesting the Board make committee appointments and assignments for 2026. A list identifying the appointments and assignments is attached.

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

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. 2026 Committee Appointments

Commissioner Committee Appointments and Assignments

Committee	2025 Appointee	2026 Appointee
Association of Minnesota Counties Board of Directors (District X)	Fahey, Alt. Workman	
AMC Environment & Natural Resources Policy Committee	Lynch	
AMC General Government Policy Committee	Udermann	
AMC Health & Human Services Policy Committee	Anderson	
AMC Public Safety Policy Committee	Fahey	
AMC Transportation Policy Committee	Workman	
AMC Voting Delegates	Anderson, Fahey, Lynch, Udermann, Workman, Dave Hemze, Lyndon Robjent, Heather Goodwin	
CAP Agency Board of Directors	Anderson, Alt. Udermann	
Carver County Arts Committee	Udermann and Workman	
Carver County CDA	Fahey, Alt Udermann, 2 nd Alt. Anderson	
Community Leaders (Eastern)	Anderson, Fahey, Udermann, Workman	
Courts Committee	Fahey & Workman, Alt. Lynch	
County's Strategic National Stockpile (SNS) Requestor	Workman, Hemze, Richard Scott	
Fair Board	Lynch, Liaison, Alt. Fahey	
Hennepin Carver Workforce Development Board	Udermann, liaison, Alt. Anderson	
Historical Society Committee	Udermann, Alt. Fahey	
Health Insurance LMC	Udermann, Alt. Workman	
Joint Ditches:		
Joint Ditch #1	Fahey, Anderson & Udermann	
Joint Ditch #2	Fahey, Anderson	
Joint Ditch #3A	Fahey	
Joint Ditch #4	Fahey, Lynch & Workman	
Joint Ditch #5	Fahey, Lynch & Udermann	
Joint Ditch #7	Fahey, Anderson, Lynch & Udermann	
Joint Ditch #15	Fahey, Anderson, Lynch & Udermann	
Joint Ditch #21	Fahey, Anderson, Lynch & Workman	
Joint Ditch #22	Fahey, Lynch & Udermann	
Joint Ditch #24	Fahey, Anderson & Lynch	
Joint Ditch #28	Fahey	
Joint Ditch #33	Fahey	
Law Library Board	Anderson	
Legislative Committee	Workman & Udermann, Alt. Fahey	
Library Board	Anderson Liaison, Alt. Udermann	

Lower Minnesota River Watershed	Udermann & Anderson, Liaisons	
MCIT Voting Delegates	Hemze, Alt. Sonja Wolter	
MELSA	Udermann, Alt. Anderson	
Mental Health Advisory Committee	Anderson, Alt. Udermann	
Metropolitan Emergency Services Board	Fahey	
Metropolitan Emergency Services Executive Board	Fahey, Alt. Workman	
Metropolitan Emergency Services Radio Technical Operations Committee	Susan Bowler Alt. Benjamin Rutter	
Metropolitan Emergency Services 911 Technical Operations	Susan Bowler Alt. Benjamin Rutter	
Metropolitan Solid Waste Planning Group	Workman	
Minnesota Inter-County Association	Fahey and Workman	
Minnehaha Creek Watershed District	Workman Liaison, Alt. Udermann	
Minnesota Extension Committee	Udermann & Lynch	
Minnesota Valley Regional Rail Authority	Fahey, Alt. Workman	
Mobility Management Board (SmartLink)	Fahey	
Mosquito Control District Executive Board	Fahey	
Mosquito Control District	Anderson & Fahey	
Park Commission	Lynch, Liaison, Alt. Udermann	
Planning Commission	Fahey, Alt. Lynch	
Regional Hauler Licensing Board	Workman, Alt. Lynch	
Riley-Purgatory-Bluff Creek Watershed	Workman & Anderson Liaisons	
Southwest Corridor Transportation Coalition	Workman & Fahey, Alt. Udermann	
State CHS Advisory Committee (SCHSAC)	Richard Scott, Alt. Fahey	
Transportation Advisory Board – TAB	Workman, Alt. Fahey	
Water Management Organization	Lynch, Alt. Fahey	



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Appointments to Advisory Committees
RBA Number: 2025-2169
Department: County Administration
Contact: Dave Hemze, County Administrator, 952-361-1526
Presenter:
Contract Name & Number:
Meeting Date: January 6, 2026
Item Type: Regular Session

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

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

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

Action Requested:
Motion appointing applicants to advisory committees.

Fiscal Impact:	
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Advisory Committee Applications 2026

Advisory Committee Master List	Rev:12-11-2025				
Committee	Name	# of Consecutive	Resides in District	District representing	Term Expires
Arts Committee	Megan Bielefeldt	1	At Large	At Large	12/31/2025
	Current Vacancy 1: At-Large Appointment				
	Applicants				
	None				
Committee	Name	Consecutive	Resides in District	District representing	Term Expires
	Current Members				
Board of Adjustment	Jeff Thompson	1	<u>5</u>	<u>2</u>	12/31/2025
Board of Adjustment	Gerald Bruner	2	4	4	12/31/2025
Board of Adjustment	Scott Selken	1	5	5	12/31/2025
Board of Adjustment	Steve Washburn	1	At Large	At Large	12/31/2025
Board of Adjustment	Andy Steinhagen	Terms)	Rep from PLC		12/31/2025
	Current Vacancy 1: Commissioner District 2				
	Current Vacancy 2: Commissioner District 4				
	Current Vacancy 3: Commissioner District 5				
	Current Vacancy 4: At Large				
	Applicants:				
	Cary Valor Pawela		4		
	Steve Washburn		4		
	Gerald Bruner		4		
	Jeff Thompson		5		
	Scott Selken		5		

Committee	Name	Consec	District	representing	Term Expires
	Current Members				
Community Development Agency (CDA)	Greg Anderson	2	1	2	12/31/2025
	Current Vacancy 1: Commissioner District 2				
	Applicants:				
	Jay Hromatka		5		
Committee	Name	Consec	District	representing	Term Expires
	Current Members				
Library Board	Charles Teh	2	3	3	12/31/2025
Library Board	VACANT			4	
Library Board (Youth Appointment)	Sarah Duffey	1	1 year term	Youth At Large	12/31/2025
	Current Vacancy 1: Commissioner District 3				
	Current Vacancy 2: Commissioner District 4				
	Current Vacancy 3: Youth (1 year term)				
	Applicants:				
	Amber Barker		3		
	Michelle Bachmann		4		
	Sarah Duffey (Youth Applicant)		Youth		

Committee	Name	Consec	District	representing	Term Expires
	Current Members				
Mental Health Advisory Committee	Kayla Pascoe	1	Mandated	Mandated	12/31/2025
Vacancies: Committee can be composed of up to 14 members, 10 of which are mandated.	Current Mandated Vacancies = 1				
	Applicants:				
	Kayla Pascoe		Mandated		
Committee	Name	Consec	District	representing	Term Expires
	Current Members				
MN Extension Committee	Ryan Brinkman	1	<u>4</u>	<u>2</u>	12/31/2025
MN Extension Committee	Robin Bielefeldt	1	3	3	12/31/2025
MN Extension Committee	Patti Dietzel	1	5	5	12/31/2025
MN Extension Committee	Lisha Veerakumar	1		Youth	12/31/2025
	Current Vacancy 1: Commissioner District 2				
	Current Vacancy 2: Commissioner District 3				
	Current Vacancy 3: Commissioner District 5				
	Current Vacancy 4: Youth				
	Applicants:				
	Robin Bielefeldt		3		
	Ryan Brinkman		4		
	Patti Dietzel		5		

Committee	Name	Consec	District	representing	Term Expires
	Current Members				
Park Commission	Jenn Brewington	1	2	2	12/31/2025
Park Commission	Christine Fenner	1	4	4	12/31/2025
Park Commission	Reid Welch	1	At Large	At Large	12/31/2025
	Current Vacancy 1: Commissioner District 2				
	Current Vacancy 2: Commissioner District 4				
	Current Vacancy 3: At Large				
	Applicants:				
	Jenn Brewington		2		
	Melissa Reeder		3		
	Melissa Gomes		4		
	Wayne Trapp		4		
	Reid Welch		5		
Committee	Name	Consec	District	representing	Term Expires
	Current Members:				
Personnel Board of Appeals	Steven Dummer	3	3	3	12/31/2025
	Current Vacancy 1: Any District				
	Applicants:				
	None				

Committee	Name	Consec	District	representing	Term Expires
	Current Members:				
Planning Commission	Frank Mendez	3	2	2	12/31/2025
Planning Commission	Andrew Steinhagen	1	5	5	12/31/2025
Planning Commission	Scott Hoese	2	TWP Rep (2	TWP Rep	12/31/2025
	Current Vacancy 1: Commissioner District 2				
	Current Vacancy 2: Commissioner District 5				
	Applicants:				
	Joseph Polunc		4		
	Eric Janski		5		
	Andrew Steinhagen		5		
Committee	Name	Consec	District	representing	Term Expires
	Current Members				
Water Management Organization (WMO)	Jim Boettcher	3	2	1	12/31/2025
Water Management Organization (WMO)	Megan White	1	3	3	12/31/2025
Four County Residents (one from each watershed area)					
Water Management Organization (WMO)	Kayla Pascoe	1	5	Carver Creek	12/31/2025
	Current Vacancy 1: Commissioner District 1				
	Current Vacancy 2: Carver Creek				
	Applicants:				
	Kayla Pascoe		5	Carver Creek	

Committee	Name	# of Consec utive	Resides in District	District representing	Term Expires
	Current Members				
Lower Mn Watershed District	Kyle Bakkum	1	5		2/28/2026
	Current Vacancy 1:				
	Kyle Bakkum		5		

Carver County

Board of Commissioners

Regular Session Minutes
December 16, 2025

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 16, 2025. Chair Tom Workman convened the session at 10:03 a.m.

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

Public Comments received from Monique Lacroix, Chaska, Chris Moehrl, Hennepin County, Grecia Lozano, Chaska, Bridgett, Chaska, Colleen Klingelutz, Laketown township, Katie, Hennepin County, Pam Wentink, Chaska, Nicole Scaro, previously Waconia, Jeralyn Oh, Chaska, Megan Marsnik, Chaska, Andie Drozdowski, Chaska, Michelle Davis, Chaska, Jen Price, Chanhassen, Becky Verone, Chanhassen, Sally Brown, Chanhassen, Abraham Ledezma, Chaska, Hunter Leslie, Chaska, Jill Randall, Chaska, Jay Bruesch, Minnetrista, Maurice Snodgrass, Chaska, Charles Lieber, Carver, Barbara Brooks, Waconia and Rachel Leino, Chaska regarding Carver County Sheriff's Office partnering with ICE.

Break at 11:10 am

Back from Break at 11:18am

Tim Lynch moved, Lisa Anderson seconded, to approve the agenda with the amendment removing item 2.26 and adding item 2.32. Motion carried unanimously.

John P. Fahey moved, Matt Udermann seconded, to approve the minutes of the December 2, 2025, Regular Session. Motion carried unanimously.

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

Approved the use of Conceal & Carry Funds to create a Limited Term 1.0 FTE Background Investigator for 18 months.

Approved the following Charles Dahlke grant proposal: Vox Books for Carver County Library.

Approved motion to contract with City Wide Facility Solutions pending finalization of the contract review process.

Approved the amendment to the lease with the State of Minnesota for space in the Chaska License Center pending contract finalization.

Authorized the Chair to sign the NRBG grant agreement with the Board of Water and Soil Resources pending finalization of the contract review process.

Approved the 2026-2027 County Feedlot Program Delegation Agreement Work Plan pending finalization of the contract review process.

Approved out-of-state travel for one Environmental Services staff member to attend the 2026

NAHMMA Board workshop.

Approved the Five-Year Bridge Replacement Priority Resolution 89-25 and authorize its submission to MnDOT.

Adopted resolution 90-25 to make final payment of \$36,594.18 to New Look Contracting Inc for the Highway 17 & West 78th St Signal Project.

Approved Amendment 1 to the professional services agreement with SRF Consulting Group for \$119,755.00 for additional services needed, pending finalization of the contract review process.

Approved an amendment to the Professional Services Agreement for Program Management Services with Bolton & Menk Inc. for continued services through 2026, in the amount of \$348,000, pending completion of the contract review process.

Approved and authorized the Board Chair and County Administrator to sign Grant SG-25P7-03-01 with the Metropolitan Council which extends associated funding through December 31, 2026, contingent upon the successful completion of the County contract review process.

Approved a professional services agreement with Bolton & Menk, Inc. for construction administration and materials testing services for the Highway 41 Underpass Project, in the amount of \$176,721, pending finalization of the contract review process.

Approved contract with NorthStar Regional for a Certified Peer Recovery Specialist to serve the Carver County Drug Treatment Court.

Approved the final payment to Michael Basich for installation of playground equipment at Lake Minnewashta Regional Park.

Approved the 2026 Professional Service Agreement with WGH Group, LLC/GoodBusters for 2026.

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

Approved hiring an STOC in the Property and Financial Services division.

Approved increasing the Highway 11/14 Project aggregate change order authorization amount from \$280,000 to \$400,000.

Approved hiring one (1) STOC professional-level staff member in January 2026 to cover social worker duties for the Carver County Health and Human Services Child and Family Department.

Approved the purchase of the printer for the Sign Shop from Wensco of Belmont, MI for \$27,215.00.

Approved Amendment No. 1 for Grant SG-24-P1-03-01 upon completion of the contract review process.

Adopted resolution 91-25 to approve acceptance and final payment of \$146,074.01 to WM Mueller and Sons, Inc for the 2025 Highway Preservation Program for a final contract amount of \$2,881,675.23.

Adopted resolution 92-25 to make final payment of \$142,257.16 to Landwehr Construction, Inc for the Salem Avenue Culvert Repair Work.

Approved the County's Minnesota Paid Leave (MNPL) Policy to be effective January 1, 2026.

Approved a professional services agreement with Bolton & Menk, Inc. for Rusty Patched Bumblebee Restoration and Tamarack Enhancement in the amount of \$241,932.86, pending finalization of the contract review process.

Approved a professional services agreement with Bolton & Menk, Inc. for Construction Support Services for the Highway 5 Expansion Project – Arboretum Area, in the amount of \$3,916,187.82, pending finalization of the contract review process.

Approved the professional services agreement with SRF Consulting Group, Inc. for final design, environmental documentation, geotechnical evaluation, public engagement and permitting services for the Highway 40 Project - Silver/Bevens Creek Area in an amount not to exceed \$946,309.00, pending finalization of the contract review process.

Adopted resolution 93-25 to approve initial offers for the Highway 212 Project - Dahlgren Township for the properties located at PID #: 04.0150900.

Approved motion to Amend the Premises Permit that was previously adopted and approve the Amended Premises Permit to Waconia Fire Relief Association. The premise address is located at Schram Winery, 8785 Airport Road, Waconia MN 55387.

Reviewed December 2, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$437,578.81; reviewed December 5, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$271,390.83 and reviewed December 12, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$616,707.29.

Motion carried unanimously.

Lyndon Robjert, Public Works Division Director spoke on Award of construction contract to C.S. McCrossan, Inc for the Highway 5 Project – Arboretum Area.

Eric Johnson, Bolton and Menk, discussed the funding project and project schedule. Discussed minimizing project impact to the public, limiting the highway 5 closure to 1 year and duration of closure to Victoria.

Matt Udermann moved, Lisa Anderson seconded to adopt resolution 94-25 that authorizes and directs the County Engineer to award a construction contract to C.S. McCrossan, Inc. for \$86,617,274.89 for the Highway 5 Project - Arboretum Area, after execution of cooperative construction agreement #1058994 between Carver County and the State of Minnesota and upon pending finalization of the contract review process. Motion carried unanimously.

Lisa Anderson left room at 12:06pm

Lisa Anderson returned to room at 12:07 pm

Kerie Anderka, Employee Relations Director presented the resolutions setting the 2026 County Attorney, County Sheriff and County Commissioners Compensation.

Tim Lynch moved, Matt Udermann seconded to adopt resolution 95-25 setting the 2026

compensation for the County Attorney and resolution 96-25 for the County Sheriff; and providing both with 2026 cafeteria benefits and HSA contributions, at the same rates and in accordance with the same terms and timing as non-bargaining County employees. Motion carried unanimously.

Tom Workman moved, Lisa Anderson seconded to adopt resolution 97-25 setting the County Commissioner annual salaries and monthly expense allowances for 2026; and providing 2026 cafeteria benefits and HSA contributions, at the same rates and in accordance with the same terms and timing as non-bargaining employees. Motion carried 4-1, Matt Udermann Nay.

Tim Lynch moved, Matt Udermann seconded to recess as the County Board and Convene as the Regional Rail Authority. Motion carried unanimously.

David Frischmon, Finance Director presented a resolution for the Regional Rail Authority's 2026 Budget and Levy. This resolution formalizes the approval previously granted at the Board meeting on December 2, 2025.

Tim Lynch moved, John P. Fahey seconded to adopt resolution RRA 01-25 setting the Regional Rail Authority's 2026 Budget and Levy. Motion carried unanimously.

Tim Lynch moved, Matt Udermann seconded to adjourn as the Regional Rail Authority and Convene as the Community Health Board. Motion carried unanimously.

Richard Scott, Health and Human Services Deputy Division Director gave the semi-annual report from the Community Health Services Administrator. Carver County Public Health's 2025 update highlights progress in communicable disease control, chronic disease prevention, wellness initiatives, maternal and child health, environmental health, and infrastructure development. Key challenges include shifting funding priorities, growing and changing demographics, and rising disease risks. Moving forward, the focus is on strengthening workforce capacity, defining core responsibilities, and rebuilding trust through community engagement and communication, including a video outreach campaign to promote public health as community empowerment.

Tim Lynch moved, Matt Udermann seconded to adjourn as the Community Health Board and reconvene as the County Board. Motion carried unanimously.

Tom Workman, Board Chair gave the 2025 Year in Review. Carver County's 2025 Year in Review reflects continued progress in public services, infrastructure, and community engagement, with a focus on fiscal responsibility, health initiatives, and strategic planning to support a growing population and evolving needs.

COUNTY ADMINISTRATOR REPORT – Dave Hemze, No report

Lisa Anderson moved, John P. Fahey seconded, to adjourn the Regular Session at 1:06 p.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 Lions Club
RBA Number: 2025-2428
Department: Property & Financial Services - Elections & Licensing
Contact: Heather Perkins, Elections & Licensing Specialist, 952-361-1976
Presenter:
Contract Name & Number:
Meeting Date: January 6, 2026
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 Lions Club. This is for charitable gambling at Green Fox Grille located at 7795 Laketown Pkwy, Waconia, MN 55387. This is a new location request for this organization.

Action Requested:
Approval to issue a Premise permit to Waconia Lions Club located at Green Fox Grille. 7795 Laketown Pkwy, Waconia MN 55387.

Fiscal Impact:	
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2026 Carver County Newspaper
RBA Number: 2025-2274
Department: County Administration
Contact: Dave Hemze, County Administrator, 952-361-1526
Presenter:
Contract Name & Number:
Meeting Date: January 6, 2026
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

A bid notice was published in the Waconia Patriot the week of December 4, 2025 with a deadline of 1:00 p.m. December 22, 2025. The lowest bid was to be determined by using the Minnesota Newspaper Association Index Formula. The only bid received for the County's official newspaper and for the publication of the financial statement was the Waconia Patriot at \$5.25 per column inch.

In comparison, the rate paid in 2024 and 2025 was \$5.00 per column inch, based on 320 characters per inch and 9 lines per inch. The proposed 2026 rate reflects a \$0.25 increase per column inch.

Action Requested:

Motion to accept the bid for the Waconia Patriot for the 2026 legal publications and/or notices at \$5.25 per column inch. This includes Publication of notices and lists of delinquent real estate taxes, Publication of official proceedings of the Carver County Board of Commissioners, First publication of financial statement, Second publication of financial statement and Publication of equalization proceedings of Carver County Board of Commissioners.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Included in current budget \$11,650.00

Attachments:

1. NEWSPAPER BID

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY

Date: January 6, 2026
Motion by Commissioner:

Resolution No:
Seconded by Commissioner:

Award of 2026 Newspaper Publication Bids

Whereas, pursuant to bid advertisement, newspaper publication bids were received until 1:00 p.m., December 22, 2025, for the following publications:

- Publication of notices and lists of delinquent real estate taxes
- Publication of official proceedings of the Carver County Board of Commissioners
- First publication of financial statement
- Second publication of financial statement
- Publication of equalization proceedings of Carver County Board of Commissioners

Whereas, a timely bid was solely received from the Waconia Patriot; and

Whereas, Carver County's newspaper publishing award is based on the lowest bid as determined according to the Minnesota Newspaper Association Index Formula, and the newspaper bid which provides the greatest value to Carver County; and

Whereas, pursuant to Minnesota Statute, § 375.17, subd. 3, in addition to the Carver County Board of Commissioners designating a newspaper as the official newspaper for the publication of the financial statement, the financial statement also must be published in one other newspaper of general circulation in a different municipality within the county, if one exists; and

Whereas, there is no other newspaper of general circulation in a different municipality within the county, so a second publication of the financial statement is not required; and

Whereas, pursuant to Minnesota Statute§ 331A.12, the Carver County Board of Commissioners may designate the publication of legal notices for transportation projects on the Carver County Website, in place of or in addition to any other required form of publication.

Now, Therefore Be It Resolved, that the Carver County Board of Commissioner hereby awards newspaper publication bids for 2025 to the sole bidder, Waconia Patriot, for the following:

- Publication of notices and lists of delinquent real estate taxes
- Publication of official proceedings of the Carver County Board of Commissioners
- First publication of financial statement
- Publication of equalization proceedings of Carver County Board of Commissioners

Be It Further Resolved, that the Carver County, Minnesota Web site is designated as the official publication for transportation project legal notices; and

Be It Further Resolved, that a copy of this Resolution be forwarded to the sole bidder, Waconia Patriot.

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 6th day of January, 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dave Hemze, County Administrator



Carver County Board of Commissioners
Request for Board Action

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

RBA Number: 2025-2585

Department: Employee Relations

Contact: Mia Johnson, Employee Relations Business Partner,
952-361-1504

Presenter:

Contract Name & Number:

Meeting Date: January 6, 2026

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Joint Powers Agreement with Soil and Water Conservation (SWCD) will allow Carver County to continue its partnership with SWCD by offering their employees insurance benefits through the County's insurance plans. This JPA allows SWCD employees to participate in the County's group health insurance, group dental insurance, group vision insurance, group life insurance, short-term disability, long-term disability, and supplemental health plans (accident insurance, hospital insurance, critical illness insurance). SWCD reimburses the County for their portion of the costs on a monthly basis, there is no direct fiscal impact to Carver County for this arrangement. Beginning in 2026, the County will invoice the SWCD on an annual basis for any dental claims incurred by the SWCD subgroup that exceed the amount of premiums paid by SWCD to the County to ensure SWCD is funding their dental claims under the County's self-funded dental plan.

Action Requested:

Motion to approve the 2026 Joint Powers Agreement with SWCD for continued

participation in and administration of group insurance benefits.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

This has been an ongoing partnership for a number of years and SWCD reimburses the County on a monthly basis for their cost of premiums. There is no direct fiscal impact for Carver County.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Employee Benefits JPA with Community Development Agency

RBA Number: 2025-2586

Department: Employee Relations

Contact: Mia Johnson, Employee Relations Business Partner,
952-361-1504

Presenter:

Contract Name & Number:

Meeting Date: January 6, 2026

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Joint Powers Agreement (JPA) with the Community Development Agency (CDA) will allow Carver County to continue its partnership with CDA by offering their employees insurance benefits through the County's insurance plans. This JPA allows CDA employees to participate in the County's group health insurance, group dental insurance, group life insurance, and long-term disability benefits. CDA reimburses the County for their portion of the costs on a monthly basis, there is no direct fiscal impact to Carver County for this arrangement. Beginning in 2026, the County will invoice the CDA on an annual basis for any dental claims incurred by the CDA subgroup that exceed the amount of premiums paid by CDA to the County to ensure CDA is funding their dental claims under the County's self-funded dental plan.

Action Requested:

Motion to approve the 2026 Joint Powers Agreement with CDA for continued participation in and administration of group insurance benefits.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

This has been an ongoing partnership for a number of years and CDA reimburses the County on a monthly basis for their cost of premiums. There is no direct fiscal impact for Carver County.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: JPA with Scott County for Southwest Metro Flood Resiliency Study

RBA Number: 2025-2587

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 25-634 JPA with Scott County for Southwest Metro Flood Resiliency Study

Meeting Date: January 6, 2026

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Minnesota Department of Transportation (MnDOT) is leading the Southwest Metro River Crossing Flood Resiliency Study to evaluate flood vulnerability and long-term resiliency needs for key Minnesota River crossings in the southwest metro area. The study focuses on three critical crossings that regularly experience closures during flood events: State Highway 41, State Highway 25, and Scott County Highway 9/Carver County Highway 11.

MnDOT's study includes detailed river and flood modeling; however, traffic analysis is not included in MnDOT's scope. Understanding how traffic shifts across the regional roadway network during flood-related closures is essential to fully evaluate the impacts of these events and to support future investment decisions, emergency response planning, and interagency coordination.

Scott County and Carver County staff have coordinated with MnDOT to develop a

supplemental traffic analysis that will strengthen the overall study. This work will evaluate traffic impacts under various flood-related closure scenarios, including changes in traffic volumes, travel times, vehicle miles traveled, vehicle hours traveled, and safety conditions for both current and future planning years.

MnDOT has retained Bolton & Menk, Inc. for the river modeling portion of the study. Bolton & Menk has prepared a coordinated traffic modeling scope that builds directly on MnDOT's work and utilizes the Metropolitan Council's regional activity-based traffic model. The analysis will assess system-wide impacts across major State Highway and County Highway corridors serving Carver and Scott Counties.

Scott County has programmed funding for the flood resiliency study and has proposed a joint cost-sharing partnership with Carver County for the traffic analysis component. A Joint Powers Agreement is required to formalize this arrangement. Under the proposed agreement, Scott County and Carver County would share the cost of the traffic analysis equally, with Bolton & Menk performing the work in coordination with MnDOT.

Action Requested:

Motion to approve a Joint Powers Agreement with Scott County for cost-sharing of traffic analysis services in support of the Southwest Metro River Crossing Flood Resiliency Study, and to authorize the County Administrator and County Board Chair to execute the agreement, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funds	\$100,000

Related Fiscal/FTE Comments:

Under the proposed Joint Powers Agreement, Carver County's share of the traffic analysis costs is set at 50 percent of the total consultant cost, currently estimated not to exceed \$200,000. Carver County's portion will be funded from the Road & Bridge Program Delivery's accumulated Professional Services budget, which is part of the Public Works operating budget, to reimburse Scott County.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agreement with Alliant Engineering, Inc. for Stormwater Erosion Control Inspection Services on 2026 Carver County Construction Projects

RBA Number: 2025-2431

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 25-613 Professional Services Agreement with Alliant Engineering for 2026 Construction NPDES Inspections

Meeting Date: January 6, 2026

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County Public Works is responsible for ensuring that all road construction projects comply with applicable environmental regulations, including the Minnesota Pollution Control Agency's (MPCA) National Pollutant Discharge Elimination System (NPDES) permit requirements. To achieve compliance while maintaining construction progress, the County requires professional environmental inspection services.

Alliant Engineering, Inc. has provided environmental inspection services for Carver County in previous years, successfully monitoring construction projects and ensuring compliance with environmental regulations. The firm's extensive experience with stormwater management, sediment control, and environmental best practices makes them well-suited to continue this work in 2026.

The scope of work includes:

- Conducting construction site inspections to ensure compliance with erosion and sediment control regulations.
- Monitoring environmental permit conditions and maintaining the Stormwater Pollution Prevention Plan (SWPPP).
- Attending preconstruction and weekly construction meetings.
- Providing proactive environmental solutions to minimize project delays.
- Assisting with regulatory compliance meetings and documentation.

Alliant Engineering, Inc. has submitted a proposal totaling \$65,229, which includes labor costs for environmental inspection personnel throughout the 2026 construction season. The projects covered under this agreement include:

- Highway 11 Project - Carver Park Reserve
- Highways 41/10 Project
- Highways 11/14 Project
- Highway 27 Flood Mitigation and Resurfacing Project
- 42nd Street Bridge Project
- Maplewood Road Bridge Project
- Highway 152 Shoulder Safety Project
- 150th Street Bridge Project

Staff recommends approval of this contract.

Action Requested:

Motion to approve a Professional Services Agreement with Alliant Engineering, Inc. in the amount of \$65,229 for Stormwater Erosion Control Inspection Services on 2026 Carver County Construction Projects, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
CSAH Funds, Transportation Sales Tax Funds, Wheelage Tax Funds, Town Bridge Funds, Local City Funds	\$65,229

Related Fiscal/FTE Comments:

Funding for this professional services expense will come from a combination of Transportation Sales Tax, Wheelage Tax, Town Bridge funds and CSAH funding

allocation within the Road & Bridge CIP budget, along with cost sharing on projects with joint powers agreements within the Cities of Victoria and Chaska. A budget amendment is not required.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Eminent Domain Appraisal Valuation Services for Highway 18 Project - Arboretum Area

RBA Number: 2025-2588

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 25-637 Eminent Domain Appraisal Valuation Services for Highway 18 Project - Arboretum Area

Meeting Date: January 6, 2026

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County Public Works is continuing right of way acquisition and eminent domain activities for the Highway 18 Project – Arboretum Area. While construction for the project is substantially complete, the County anticipates ongoing work associated with land commissioner hearings and potential court proceedings extending into 2026.

To support these efforts, Carver County proposes entering into a professional services contract with Patchin Messner Valuation Services to provide valuation consulting and appraisal services for parcels subject to eminent domain. Services include preparation of updated market value appraisals, pre-trial preparation, and hearing support or expert testimony, as necessary, in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP) and the MnDOT Right of Way Manual.

Patchin Messner Valuation Services has provided a proposal outlining appraisal services for multiple parcels along the Highway 18 Project corridor. The proposed

contract is a not-to-exceed amount of \$65,600, inclusive of appraisal updates, pre-trial preparation, and potential hearing or testimony services. Payment will be based on actual services performed. Funding for this contract is included within the Highway 18 Project budget.

Approval of this contract will allow the County to continue progressing eminent domain and right of way activities necessary to complete the Highway 18 Project and support upcoming land commissioner hearings.

Action Requested:

Move to approve a professional services contract with Patchin Messner Valuation Services for eminent domain valuation appraisal services in support of the Highway 18 Project – Arboretum Area, in an amount not to exceed \$65,600, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Transportation Sales Tax	\$65,600

Related Fiscal/FTE Comments:

Funding for this professional services expense will come from the Transportation Sales Tax allocation within the Road & Bridge CIP budget. A budget amendment is not required.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Authorization to Execute U.S. Department of Transportation Grant Agreement for the Highway 5 Project - Arboretum Area

RBA Number: 2025-2589

Department: Public Works - Program Delivery

Contact: Darin Mielke, Assistant Public Works Director/Deputy County Engineer, 952-466-5222
Lyndon Robjent, Public Works Division Director / County Engineer, 952-466-5206

Presenter:

Contract Name & Number: Grant Agmt under the Fiscal Yrs 2025-26 Rural - 25-638

Meeting Date: January 6, 2026

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The Highway 5 Project - Arboretum Area will widen Highway 5 from two to four lanes between Chanhassen and downtown Victoria. The project includes intersection enhancements, safety improvements for all users—including pedestrians and bicyclists—and upgraded regional trail crossings. It also includes improvements to Highway 13 and State Highway 41. This project is a key component of the Arboretum Area Transportation Plan, designed to reduce congestion, improve safety, and connect local destinations while respecting environmental priorities. This initiative is a joint effort involving Carver County, the Minnesota Department of Transportation (MnDOT), and the cities of Chanhassen and Victoria. Construction will begin in 2026 and be substantially completed at the end of 2027.

The U.S. Department of Transportation (USDOT) has awarded a Rural Surface Transportation Grant in the amount of \$25M for this project. The Minnesota Department

of Transportation (MnDOT) is the primary recipient, with Carver County designated as subrecipient for project implementation. As a requirement to receive the funding, MnDOT and Carver County are required to enter into an agreement with the USDOT to document the duties of each of the agencies. The agreement imposes obligations on Carver County as subrecipient, including compliance with federal requirements and reporting.

Action Requested:

Motion to approve a grant agreement with the U.S. Department of Transportation and authorize the County Engineer to execute the agreement under the Fiscal Years 2025-26 Rural Surface Transportation Grant Program for the Highway 5 Improvement Project on behalf of Carver County, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Federal Funds (8 awards) (including this \$25M RURAL award)	\$73,800,000.00
State Funds (3 awards)	\$32,900,000.00
City of Victoria	\$2,800,000.00
University of Minnesota	\$870,000.00
Carver County Transportation Sales Tax & CSAH Funds	\$6,600,000.00

Related Fiscal/FTE Comments:

Overall Project Fiscal Estimated Funding Totals (includes construction, engineering, land acquisition)

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Contract Community Increase of 1.0 FTE Deputy Sheriff
RBA Number: 2025-2405
Department: County Sheriff - Patrol Services
Contact: Mike Wollin, Commander, 952-361-1857
Presenter:
Contract Name & Number: Contract for Police Services 2026 - Watertown CN #25-526
Meeting Date: January 6, 2026
Item Type: Consent

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

Background/Justification:
The City of Watertown currently contracts for police services with the Carver County Sheriff's Office. The city desires to add a 1.0 FTE licensed Deputy Sheriff position to their respective policing contract in the form of a School Resource Deputy to fulfill a partnership with the school district to further a safe learning environment for students and staff alike commencing on or about Sep 1, 2026. The entire cost of the additional FTE will be paid by the city through negotiated partnership with the school district.

Action Requested:
Approve renewal of the Watertown police contract, which will include an additional contract licensed Deputy Sheriff 1.0 FTE in the Carver County Sheriff's Office beginning September 2026.

Fiscal Impact:	
Funding:	Amount Budgeted:

Contract Revenue	\$51,905
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Related Fiscal/FTE Comments:

Increase in FTE funded by contract revenue. Budget amendment included to show the cost and increased revenue for September- December of 2026.

Attachments:

1. Watertown Community Contract Increase_BudgetAmendmentForm



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Contract Community increase of Community Service Officer hours

RBA Number: 2025-2407

Department: County Sheriff - Patrol Services

Contact: Mike Wollin, Commander, 952-361-1857

Presenter:

Contract Name & Number: Contract for Police Services 2026 - Chanhassen CN# 25-431

Meeting Date: January 6, 2026

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The city of Chanhassen currently contracts for police services with Carver County through the Sheriff's Office. Included in those services are Community Service Officer (CSO) hours. The city desires to expand CSO coverage from the current 26 hours per year — averaging about one hour per pay period, to approximately 572 hours annually, or about 1.5 hours per day. This would increase one current part-time CSO position from a 0.40 FTE to 0.65 FTE. The costs associated with the contracted increase are paid through the contracting community.

Action Requested:

Approve renewal of the policing contract, including an increase of contracted Community Service Officer hours, resulting in a FTE increase from 0.40 FTE Community Service Officer to 0.65 FTE Community Service Officer.

Fiscal Impact:

Funding:	Amount Budgeted:
Contract Revenue	\$23,400

Related Fiscal/FTE Comments:

Increase in budgeted staff covered by increased contract revenue. Budget amendment is included for the increased contract revenue and FTE increase.

Attachments:

1. CSO increase_Change_BudgetAmendmentForm



Carver County Board of Commissioners
Budget Amendment Request Form

Agenda Item: Contract Community Increase of CSO Hours- 2.10

Department: County Sheriff - Patrol Services

Meeting Date: 1/6/2026

Requested By: Mike Wollin

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

DEBIT		TOTAL	\$23,400.00
Description of Accounts	Acct #	Amount	
Sal/Ben costs	01-201-236-1650.6112	\$23,400.00	

CREDIT	TOTAL	\$23,400.00
Description of Accounts	Acct #	Amount
Contract Revenue	01-201-236-1650.5574	\$23,400.00

Reason for Request: Increased contract revenue and FTE costs for additional City of Chan CSO hours



Carver County Board of Commissioners
Request for Board Action

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

RBA Number: 2025-2170

Department: County Administration

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

Presenter: Dave Hemze, County Administrator

Contract Name & Number:

Meeting Date: January 6, 2026

Item Type: Ditch/Rail Authority

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

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

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

Fiscal Impact:	
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments: