



**Carver County Board of Commissioners
March 18, 2025
Board Meeting**

The County Board Room is open to the public

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

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

Individuals unable to attend in person can provide public comments by email at admin-contact@carvercountymn.gov
 - 1.3. Agenda review and adoption
 - 1.4. Approve March 4, 2025 minutes.....5-6
 - 1.5. Community Announcements
- 9:20 a.m. 2. **CONSENT AGENDA**
- 2.1. Application for a 1 Day to 4 Day Temporary On-Sale Liquor License for St. Peter Lutheran Church, Watertown.....7-8
 - 2.2. Resolution to Submit Draft County Solid Waste Management Plan for MPCA Review9-12
 - 2.3. Professional Services Agreement for Construction Program Management – Staff Augmentation 13-14
 - 2.4. 2025 SSTs Direct Discharge Program 15-21
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	2.8. Out of State Travel for GIS Technician	28
	2.9. Professional Services Agreement with Alliant Engineering, Inc. for Stormwater Erosion Control Inspection Services on 2025 Carver County Construction Projects.....	29-30
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	2.12. Phased Retirement Option for Patrick Lambert in Public Works	38-40
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	2.16. Professional Services Agreement for Materials Testing on Highway 14 and Highway 11 - Roundabout Project.....	45-46
	2.17. Review Health & Human Services and Commissioner Warrants	
9:30 a.m.	3. REGULAR SESSION	
	3.1. Professional Service Agreement (PSA) with the Carver County Community Development Agency (CDA) for Distribution of Local Affordable Housing Aid (LAHA)	47-48
	3.2. Approval of Revised Bylaws for the Mental Health Local Advisory Council	49-53
10:20 a.m.	4. RECESS AS COUNTY BOARD AND CONVENE AS COUNTY DITCH AUTHORITY	
	4.1. Consider Adoption of Special Assessment for Redetermination of Benefits for County Ditch #6.....	54-55
	4.2. Consider Adoption of Special Assessment for Redetermination of Benefits for County Ditch #9.....	56-57

	4.3. Consider Adoption of Special Assessment for Redetermination of Benefits for County Ditch #10.....	58-59
11:05 a.m.	5. ADJOURN AS COUNTY DITCH AUTHORITY AND RECONVENE AS COUNTY BOARD	
11:05 a.m.	6. COUNTY ADMINISTRATOR REPORT	
11:15 a.m.	7. ADJOURN REGULAR SESSION	
11:15 a.m.	8. WORK SESSION	
	8.1. Environmental Center Planning Update.....	60-61

UPCOMING MEETINGS AND EVENTS

March 25, 2025	9:00 a.m.	Board Work Session
April 1, 2025	9:00 a.m. 2:00 p.m.	Board Meeting 82nd Street Groundbreaking (location TBD)
April 8, 2025	9:00 a.m. 2:00 p.m.	Board Meeting Highway 41/10 Groundbreaking (location TBD)
April 22, 2025	9:00 a.m.	Board Work Session
April 24, 2025	9:00 a.m.	Strategic Planning Meeting (Carver County Govt Center, Oak Lake Conference Room)
May 06, 2025	9:00 a.m.	Board Meeting
May 20, 2025	9:00 a.m.	Board Meeting
May 27, 2025		Strategic Planning Meeting (Paradise Commons, 8170 Paradise Lane, Waconia)
June 03, 2025	9:00 a.m.	Board Meeting
June 10, 2025	9:00 a.m.	County Board of Equalization
June 17, 2025	9:00 a.m.	Board Meeting
June 24, 2025	9:00 a.m.	Board Work Session
July 1, 2025	9:00 a.m.	Board Meeting
July 8, 2025	9:00 a.m.	Board Meeting
July 22, 2025	9:00 a.m.	Board Work Session

Carver County Board of Commissioners
Regular Meeting
March 4, 2025

A Regular Meeting of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on March 4, 2025. Chair Tom Workman convened the session at 8:59 a.m.

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

Public comments were received by Nick Schultz.

Matt Udermann moved, Tim Lynch seconded, to approve the agenda. Motion carried unanimously.

John P Fahey moved, Lisa Anderson seconded, to approve the minutes of the February 18, 2025, Regular Session. Motion carried unanimously

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

Approved the acceptance and use the funds toward new equipment for our K9 Unit.

Approved the transfer of vehicle to the Tri-City Swat Team

Approved the purchase of budgeted fleet equipment replacements for 2025.

Approved Sheriff Kameruds request for Board approval to accept the new state seal for inclusion in badge and patch designs and approve purchase of new badges and patches.

Approved contract with B & D Striping, LLC upon completion of the contract review and authorize Board Chair and County Administrator to sign.

Adopted resolution 23-25 to approve the submission of a funding request to the LCCMR in the amount of \$400,000 for Land Restoration and Emerald Ash Borer Mitigation.

Adopted resolution 24-25 to award a construction contract to Paragon Restoration II for \$529,112.70 for the Bridge 10004 Flood Sealing Project, pending finalization of the contract review process.

Adopted resolution 25-25 to approve right of way acquisition settlements for the Highway 5 Project - Arboretum Area for the property located at PID#: 65.0130300, and 65.0071500.

Approved Amendment 1 to Professional Service Agreement with Bolton and Menk for Final Design of Highway 5 - Arboretum Area Project subject to completion of the contract review process.

Awarded contract to UrbanEdge Solutions & Supply LLC and authorize Board Chair and County Administrator to sign upon completion of the contract review process.

Approved Out-of-State Travel for Legal Administrative staff.

Authorized the County Board Chair and the County Administrator to sign and accept the Grant Agreement for the 2023 Emergency Management Performance Grant (EMPG) pending finalization of the contract review process.

Adopted the Findings of Fact and issue Order #PZ20250003 for the issuance of an Interim Use Permit.

Approved hiring a STOC professional-level staff to cover supervisory duties for the Health and Human Services Anicca Day Treatment program.

Appointed William Olson to the Minnehaha Creek Watershed District Board of Managers for a three year term, effective March 8, 2025.

Reviewed February 23, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$607,568.90 and reviewed February 28, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$220,975.30.

Motion carried unanimously

Mark Metz, County Attorney, Mike Wentzell, First Judicial District Judge and Jason Kamerud, Carver County Sheriff recognized Chief Deputy County Attorney Peter Ivy's retirement after 37 years of service to Carver County.

Peter Frosch, CEO of Greater MSP spoke on what they provided to Carver County, including: 11 Wins, \$183.3 Million in capital investment and 1,055 new and retained jobs in Chaska, Chanhassen and Carver.

Matt Udermann moved, Tom Workman seconded to amend the 2025 budget to include \$30,000 for the Greater Minneapolis Saint Paul (MSP) membership with funding provided by Commissioner Contingency. Motion failed 2-3, Lisa Anderson, John P Fahey and Tim Lynch nay.

Dave Hemze, County Administrator stated Carver County is taking steps to enhance its strategic planning efforts by working with a consultant. Three bids were received for this work. After review, Commissioners Anderson and Workman, along with Hemze, recommend selecting David Unmacht for the contract, which is capped at \$8,500.

Lisa Anderson moved, John P Fahey seconded to approve strategic planning consulting services contract with David Unmacht pending review by the County Attorney and Risk Management. Motion carried unanimously.

COUNTY ADMINISTRATOR REPORT – Joint Ditch meetings will be on March 11, 2025 at 9:00 a.m.

Tim Lynch moved, John P Fahey seconded to adjourn the regular session at 10:40 a.m. and go into Work Session to discuss Public Work Site Plan. Motion carried unanimously.



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Application for a 1 Day to 4 Day Temporary On-Sale Liquor License for St. Peter Lutheran Church, Watertown

RBA Number: 2025-433

Department: Property & Financial Services - Elections & Licensing

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

Presenter:

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Consent

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

Background/Justification:
St. Peter Lutheran Church, 3030 Navajo Ave, Watertown, has applied for a 1-Day to 4-Day Temporary On-Sale Liquor License. They are planning an event for Sunday, May 18, 2025. The event will be held in the church parking lot and grounds. The officers are Dale Muhs (President); Brenda Dressel (Vice-President); Elizabeth Larson (Secretary); Lisa Jewison (Treasurer); and Dale Muhs (Chairperson). There are no delinquent taxes on this property.

Action Requested:
Motion to approve the 1-Day to 4-Day Temporary On-Sale Liquor License application for St. Peter Lutheran Church, Watertown for Sunday, May 18, 2025.

Fiscal Impact:	
Funding:	Amount Budgeted:

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Related Fiscal/FTE Comments:

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution to Submit Draft County Solid Waste Management Plan for MPCA Review

RBA Number: 2025-404

Department: Public Services - Environmental Services

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

Presenter:

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Per Minnesota Statute, all seven Metropolitan Area counties must revise and submit their solid waste management plans to the Minnesota Pollution Control Agency (MPCA) for approval. The plans must align with the goals, policies, and objectives outlined in the MPCA's Metropolitan Solid Waste Management Policy Plan. The draft Carver County Solid Waste Management Plan 2024-2044 (Plan) provides the framework for managing Carver County's solid waste for the next twenty years. This Plan replaces the 2018-2038 Carver County Solid Waste Management Plan.

On January 28, 2025, staff presented the draft Plan to the County Board during their work session. The draft Plan was then posted on the County's website and emailed to cities, townships, and licensed waste haulers for a three-week review and comment period. A total of 11 comments were submitted, with many expressing appreciation for the Plan. Common themes included a desire for increased education and outreach, as well as the availability of curbside organics collection. Minor revisions were made to the draft Plan based on the feedback.

For the full text of the draft Plan and all public comments received, please visit the

following link on the Environmental Services web page: [Future Planning](#)

Staff is recommending the submittal of the draft Plan to the MPCA.

Action Requested:

Motion to approve the attached resolution authorizing the submittal of the draft Carver County Solid Waste Management Plan 2024-2044 to the Minnesota Pollution Control Agency for review and approval.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. Resolution Submitting SWMP to MPCA

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

**Resolution Authorizing the Carver County Environmental Services Department to
Submit the Carver County Solid Waste Management Plan 2024-2044 to the
Minnesota Pollution Control Agency for Review and Approval**

DATE March 18, 2025 RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, Carver County is required by Minn. Stat. §115A and §473.803 to revise the county’s Solid Waste Management Plan; and

WHEREAS, the Metropolitan Solid Waste Management Policy Plan 2022-2042, adopted by the Minnesota Pollution Control Agency on January 30, 2024, provides the framework for county waste management planning in the metropolitan region; and

WHEREAS, in preparing the Carver County Solid Waste Management Plan 2024-2044, a stakeholder engagement process was implemented to gather information from a variety of stakeholders, including residents, businesses, non-profits, public entities, and representatives from the waste industry; and

WHEREAS, the Carver County Stakeholder Group met multiple times, and provided direction on updating the County’s Solid Waste Management Plan, per Minn. Stat. §473.803, subd. 4; and

WHEREAS, the Carver County Department of Environmental Services has prepared a revised Carver County Solid Waste Management Plan, with policies and strategies.

NOW, THEREFORE, BE IT RESOLVED, that the Carver County Board of Commissioners hereby authorizes the Carver County Environmental Services Department to submit the Plan to the Commissioner of the Minnesota Pollution Control Agency (MPCA) for review and approval.

BE IT FURTHER RESOLVED, that the Carver County Board will further review the Solid Waste Management Plan, after review and approval by the MPCA, for further consideration and adoption at a duly called meeting of the Carver County Board of Commissioners.

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

STATE OF MINNESOTA
COUNTY OF CARVER

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

Dated this 18th day of March 2025

David Hemze, Carver County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agreement for Construction Program Management – Staff Augmentation

RBA Number: 2025-413

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 25-117

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County Public Works has a robust construction program planned for the 2025 construction season. The departure of former Construction Manager on February 24, 2025, has created a need for additional construction administration support. To ensure continuity in project oversight and compliance, the County seeks to engage TKDA for staff augmentation services.

TKDA will provide construction administration services under a Professional and Technical Services Contract, consistent with the County's existing retainer contract with TKDA. The scope of work includes project management, oversight of both County-led and consultant-led construction administration, and administrative support.

TKDA's role will include project management and oversight for County-led and consultant-led construction projects, attendance at preconstruction and weekly construction meetings, general construction administration, and processing construction-related documents such as daily diaries, pay applications, change orders, and final payments. Administrative support will also be provided to ensure compliance

with contract requirements.

The contract is structured on a direct hourly cost plus overhead and fixed fee/profit basis, with a not-to-exceed amount of \$354,900, covering the 2025 construction season from March to November.

Action Requested:

Motion to approve the Professional Services Agreement with TKDA for Construction Program Management Professional Services – Staff Augmentation in an amount not to exceed \$354,900, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funds	\$354,900

Related Fiscal/FTE Comments:

These services will be charged to individual construction projects and paid for out of the CIP fund (Fund 32). The consultant contract requires that the fees charged are based on the actual employee hourly direct cost, plus the audited company overhead rate, plus a profit fee markup. The hourly rate charged will vary based on the employee and is not a flat charged rate. The proposed employee costs, overhead rate and profit fee are consistent with other recent consultant contracts in the industry.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: 2025 SSTS Direct Discharge Program
RBA Number: 2025-428
Department: Public Services - Planning & Water Management
Contact: Paul Moline, Deputy Division Director - Public Services,
952-361-1825
Presenter:
Contract Name & Number:
Meeting Date: March 18, 2025
Item Type: Consent

Strategic Initiative:

Background/Justification:

The County Board has approved a landowner incentive program for eliminating direct discharge Sub Surface Treatment Systems (SSTS) annually since 2008 and it has proven to be successful. The program has focused on the Bevens Creek, Carver Creek and Crow River watersheds in order to reduce the fecal coliform bacteria load sources in those watersheds.

The Carver County Water Management Organization (CCWMO) provides these incentive funds and the CCWMO advisory committee recommended the 2025 Priority Sub-Watersheds to the board at their February 25, 2025, meeting. Staff is requesting approval through the attached resolution for the 2025 SSTS direct discharge program.

Action Requested:

Motion to adopt the resolution continuing implementation of the SSTS direct discharge incentive program for 2025.

Fiscal Impact:

Funding:	Amount Budgeted:
CCWMO Levy	\$72,500

Related Fiscal/FTE Comments:

Funding for the incentives is derived from existing CCWMO levy funds set aside for the SSTS direct discharge program. \$72,500 would be the maximum amount needed if all likely systems need replacing. The actual amount could be lower. SSTS loan funds are held by the Minnesota Department of Agriculture.

Attachments:

1. 2025 SSTS Incentive Memo Board
2. 250220_2025 SSTS subwatersheds
3. 2025 DD SSTS resolution



Carver County Water Management Organization
Planning and Water Mgmt Dept
Government Center - Administration Building
600 East 4th Street
Chaska, Minnesota 55318
Phone: (952)361-1820
Fax: (952)361-1828
www.co.carver.mn.us/water

Memo

To: County Commissioners
From: Paul Moline, Carver County Public Services Deputy Director
Date: Mar 18, 2025
Re: PROPOSED 2025 SSTS DIRECT DISCHARGE INCENTIVE PROGRAM
Cc: Dave Hemze, Nick Koktavy

Enclosures: Priority sub-watershed map

In 2008, Carver County began a Sub-surface Sewage Treatment System (SSTS) direct discharge incentive program to replace sewer systems that directly discharge untreated waste into Bevens and Carver Creeks. The program was intended to reduce bacteria amounts in these waters that have been listed as impaired and was expanded into the Crow River watershed in 2020. Each year new sub-watersheds are targeted for this program. The program has helped to replace 565 systems with the help of 178 loans since 2008.

2025 FUNDING

2025 CCWMO budget includes approximately \$100,000 available for SSTS direct discharge incentives. (up to 40 systems). Program implementation numbers are limited largely by contractor availability and weather.

2025 PROPOSAL

Staff is recommending that the program use funds to replace systems not accounted for in previously identified Bevens sub-watersheds (see map) and in the Crow River sub-watersheds. There will be approximately 14 likely systems remaining in the Crow River (Pioneer Creek West) following the 2025 year. Identification of systems not accounted for in previous sub-watersheds will continue and will be brought to the Committee as resources are available.

The following priority sub-watersheds (see map) are recommended for funding by staff:

1. Crow River Sub-watersheds: – 20 total likely systems
 - a. Crow 20.3 – 8 likely systems
 - b. Pioneer Creek East – 12 likely systems
2. Bevens Creek Sub-watersheds: - 9 total likely systems
 - a. BE2.2 – 4 likely systems
 - b. BE4.3 – 1 likely system
 - c. Sibley – 2 likely systems
 - d. Co Rd 33 – 1 likely system
 - e. B1 – 1 likely system

Factors leading to the recommendation are as follows:

- Targeting systems not accounted for in previous years
- Distribution of funds across multiple townships

- Number of likely systems in the sub-watershed

2025 COST SHARE QUALIFICATIONS

The County will provide a cash grant of 25% of the cost of a new system up to \$2,500 for the upgrade of systems identified as a likely direct discharge system in the priority sub-watersheds. Owners of likely direct discharge systems in the priority sub-watersheds with no previous trigger (i.e. current enforcement, compliance inspection as a result of property transfer, complaint, or building permit) must sign up by June 30, 2025, and must install the system by June 30, 2026. Owners that do not sign up shall be required to submit an As-Built Inspection to the County by June 30, 2025. The County will also offer a low interest loan with an amortization of up to 10 years to qualified applicants. Payment will be issued to the SSTS contractor upon successful completion of the project (as determined by Environmental Services Staff).

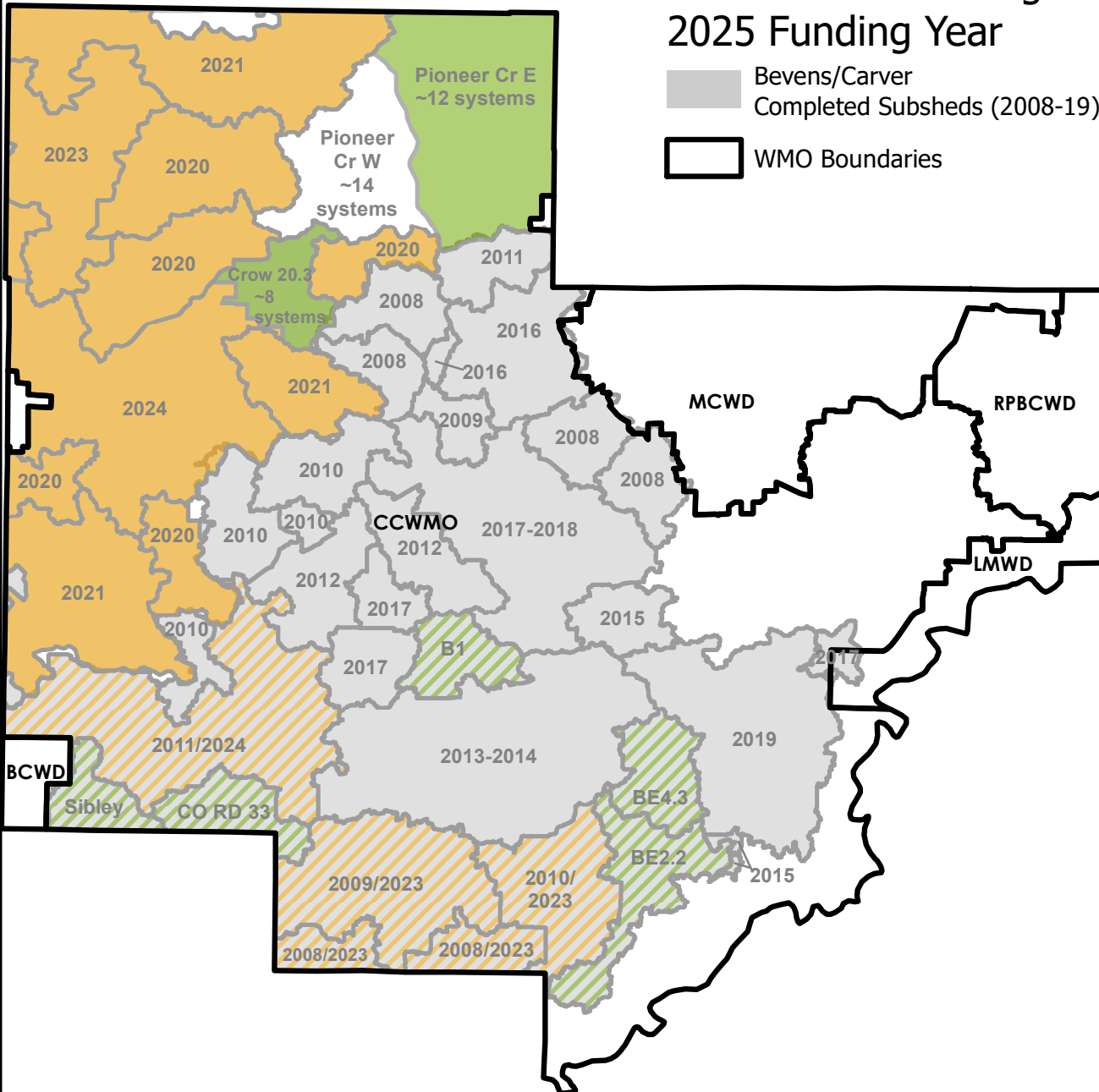
SSTS Direct Discharge Incentive Program

2025 Funding Year

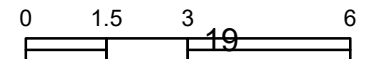
Bevens/Carver
Completed Subsheds (2008-19)

WMO Boundaries

- 2025 Funding Year Subsheds
- Crow River Completed Subsheds
- 2025 Backfill Subsheds
- Completed Backfill Subsheds



scale in miles



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

DATE: March 18, 2025
MOTION BY COMMISSIONER:

RESOLUTION NO. __-25
SECONDED BY COMMISSIONER:

**A Resolution Continuing the Elimination of Direct Discharge
Sub-Surface Treatment Systems (SSTS) Program**

WHEREAS approximately 4,500 homes and businesses in Carver County are served by a private sewer system on the property; of these systems, about 700 are in cities and 3,800 lie in unincorporated areas; in 2008, it was estimated that 500-700 of the systems in the unincorporated areas were still served by systems that likely had little or no treatment of sewage prior to discharge into the surface water and were considered direct discharge SSTS; and

WHEREAS Carver County is responsible for the regulation of SSTS in the County except in cities that have elected to assume responsibility; and

WHEREAS Carver County is responsible for water management, including water quality within the Carver County Water Management Organization (CCWMO); and

WHEREAS Bevens Creek, Carver Creek and the Crow River have been listed as impaired for bacteria with test showing loads of fecal coliform bacteria substantially in excess of MN state standards with direct discharge of untreated human sewage being a potential significant contributor to the load; and

WHEREAS the Carver County Board of Commissioners has determined that it is necessary to institute a program to accelerate the replacement of direct discharge SSTS in order to reach public health and water quality goals;

WHEREAS the Carver County Code of Ordinances section 52.043 gives the Board the authority to identify priority areas for SSTS compliance, including elimination of direct discharge systems, and to establish programs, including incentives and deadlines; and

WHEREAS the programs for SSTS Direct Discharge from 2008 through 2024 were largely successful in their goals; and

WHEREAS due to technology and record keeping improvements some SSTS in previous sub-watersheds were not accounted for and could be likely direct discharge systems; and

WHEREAS the 2025 sub-watersheds are identified with 29 “likely systems;” and

WHEREAS the CCWMO Citizens Advisory Committee has recommended the 2025 SSTS Direct Discharge Program, funding, and sub-watersheds to the County Board;

THEREFORE, BE IT RESOLVED, THAT the Carver County Board of Commissioners hereby adopts the “Carver County 2025 Direct Discharge SSTS Program” as follows:

Part I. Priority sub-watersheds

- Crow 20.3 – 8 likely systems
- Pioneer Creek East – 12 likely systems
- BE2.2 – 4 likely systems
- BE4.3 – 1 likely system

- Sibley – 2 likely systems
- Co Rd 33 – 1 likely system
- B1 – 1 likely system

The County will provide a cash grant of \$2,500 for the upgrade of systems identified as a likely direct discharge in the priority sub-watersheds. Owners of likely direct discharge systems in the priority sub-watersheds with no previous trigger (i.e. current enforcement, compliance inspection as a result of property transfer, complaint, or building permit) must sign up by June 30, 2025, and must install the system by June 30, 2026. Owners that do not sign up shall be required to submit an as-built Inspection to the County by June 30, 2025. The County will also offer a low interest loan with an amortization of up to 10 years to qualified applicants.

Part II. For systems outside of the priority sub-watersheds, the loan funds with an amortization of up to 5 years and the cash incentive of \$2,500 will be available on a first-come, first-serve basis after June 30, 2025 until allocated funds are depleted. For systems outside of the priority sub-watersheds, the owner would be required to replace the SSTS within 12 months of submitting a cost share application.

Part III. Authorize the Finance Director, in cooperation with the Public Services Division, to continue to operate the current “safety net” program to assist property owners with extremely limited financial capability.

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

STATE OF MINNESOTA
COUNTY OF CARVER

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

Dated this 18th day of March, 2025

David Hemze, County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: PSA with Liberty Tire Recycling, LLC for Tire Collection and Processing

RBA Number: 2025-479

Department: Public Services - Environmental Services

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

Presenter:

Contract Name & Number: Tire Recycling Environmental Center and Special Waste 2025, 25-114

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Environmental Services is recommending the County contract with Liberty Tire Recycling, LLC for tire collection and recycling from the Environmental Center (EC) and two County-sponsored Special Waste Collection events.

Liberty Tire will provide labor and equipment to receive tires and transport them off-site for recycling. Fees collected from residents will partially offset the cost of the contracted services. The term of the contract is one year, and costs shall not exceed \$42,500. The County is aware of two large tire disposal vendors servicing our area. Both were contacted for pricing and only Liberty Tire responded with pricing. The County has worked with Liberty Tire in the past, and they have performed well.

It is important to provide tire recycling opportunities for residents because tires are banned from landfills. In addition, one improperly stored tire can create a breeding ground for thousands of mosquitoes, which can carry dangerous diseases such as encephalitis and West Nile virus. In 2024, 25 tons of tires were collected from the EC and 52 tons were collected at the Cologne and Hollywood Township collection events.

Action Requested:

Motion to contract with Liberty Tire Recycling, LLC, pending final approval through the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Drop-off Fees, State Recycling Grants, and Solid Waste Service Fees	\$42,500

Related Fiscal/FTE Comments:

Funding for this contract would come from drop-off fees, State Recycling Grants, and County Solid Waste Service Fees. Drop-off fees collected from residents account for 35-40% of the total funding.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: PSA with Veolia Environmental Services for Hazardous Materials Collection and Processing

RBA Number: 2025-478

Department: Public Services - Environmental Services

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

Presenter:

Contract Name & Number: Hazardous Waste Disposal Multi Departmental Exp 12-31-2025, 25-110

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Environmental Services is recommending the County contract with Veolia Environmental Services for the collection and management of hazardous materials collected at the Environmental Center (EC) and two County-sponsored Special Waste Collection events, as well as hazardous waste generated by various County departments. Departments using this contract would include Environmental Services, Facilities, Mental Health (First Street Center), Public Health, Public Works, and the Sheriff's Office.

The contract, made available through the MN Pollution Control Agency, State of MN, and MN Cooperative Purchasing Venture, outlines the provisions, pricing, and obligations for Veolia to assist Carver County with the containment, hauling, supplies, labor, and disposal of hazardous materials. The term runs through 2025 and has a cap of \$34,000.

Action Requested:

Motion to contract with Veolia Environmental Services, pending final approval through the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Various Funding Sources	\$34,000

Related Fiscal/FTE Comments:

The majority of services under this contract (90-95%) would be provided to Environmental Services, with funding sourced from State Recycling Grants and the Solid Waste Service Fee. State reimbursements for paint and bulb collection would help offset some of the costs. The remaining funding would come from the operating budgets of Facilities, HHS, Public Works, and the Sheriff's Office. Each department would contact Veolia directly to set up an account and schedule services, with invoices sent to the respective department.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Joint Powers Agreement for the Highway 5/11 Project with the City of Victoria

RBA Number: 2025-414

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: JPA for Construction on CSAH 11 - 25-122

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

This Joint Powers Agreement for the Highway 5/11 Project between the City of Victoria and Carver County outlines that the City will handle design and construction activities, while the County will share in the costs and provide approvals for changes. The JPA outlines the financial responsibilities and cost-sharing arrangements for the project costs, including grading, surfacing, utilities, engineering and land acquisition. The costs are divided between the City and County according to the Carver County Cost Participation Policy, after accounting for federal and state grant funding through LPP, TED, TEDi, and Regional Solicitation funds.

Action Requested:

Motion to approve a Joint Powers Agreement with the City of Victoria for the Highway 5/11 Project, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Sales Tax	\$141,194.50
CSAH Funds	\$1,136,952.68

Related Fiscal/FTE Comments:

Funding information is based on the current cost estimate and will be refined at construction bid letting.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Out of State Travel for GIS Technician
RBA Number: 2025-427
Department: Public Works - Asset Management
Contact: Perry Clark, Asset Manager, 952-466-5229
Presenter:
Contract Name & Number: NA
Meeting Date: March 18, 2025
Item Type: Consent

Strategic Initiative:

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

Background/Justification:

We are currently filling a GIS Technician vacancy, and the new hire needs to complete training and obtain certification in Cartegraph asset management software. This certification training is in Denver, Colorado from April 7th to 9th and this is the earliest and most convenient opportunity available for the foreseeable future.

Action Requested:

Approve Out of State Travel for GIS Technician

Fiscal Impact:

Funding:	Amount Budgeted:
03-302-000-000-6332	\$1,500

Related Fiscal/FTE Comments:

Existing conference & training budget will be re-allocated



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 2025 Carver County Construction Projects

RBA Number: 2025-440

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number: 25-124

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

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 2025.

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 \$90,215, which includes labor costs for environmental inspection personnel throughout the 2025 construction season. The projects covered under this agreement include:

- Highway 11 (Carver Park Preserve)
- Highways 41/10 Roundabout
- Highways 11/14 Roundabout (Laketown Township)
- Highway 27 Resurfacing and Flood Reduction (Watertown)
- Highway 40 Vegetation Establishment and Stormwater BMPs
- 2024 & 2025 Resurfacing Projects

Staff recommends approval of this contract.

Action Requested:

Motion to approve a Professional Services Agreement with Alliant Engineering, Inc. in the amount of \$90,215 for Stormwater Erosion Control Inspection Services on 2025 Carver County Construction Projects, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
County Funds	\$90,215

Related Fiscal/FTE Comments:

Included in current budget

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Settlement Agreements for Right of Way Acquisitions for the Highway 5 Project - Arboretum Area

RBA Number: 2025-488

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

The 2025-2028 construction seasons includes the Highway 5 Project - Arboretum Area. This project will expand approximately 3.5 miles of State Highway 5 from 80th Street in the City of Victoria to Century Boulevard in the City of Chanhassen, and complete safety improvements to approximately 1.5 miles of County Highway 13 (Rolling Acres Road) from approximately 82nd Street to Fribourg Court in the City of Victoria. The project is on schedule for a 2025 federal project authorization aligning with the project funding.

Carver County is the lead agency for this project. Additional right-of-way is needed to complete the project scope. Carver County has contracted with appraisers in order to establish fair market value for the right of way acquisitions needed in support of the project. Appraisals were obtained and reviewed by certified appraisers in order to determine market value for the right of way needed. On September 9, 2024, the County Board authorized Public Works staff to make offers for direct purchase of the impacted properties.

On January 14, 2025, the county board gave Public Works staff direction on last written offers. On January 30, 2025 the County filed the petition for use of eminent domain.

Negotiations have continued and staff have reached a recommended settlement with the property owners located at PID#'s: 25.0610090, 25.0640070, 25.0640125, and 65.0180500.

Action Requested:

Motion to adopt a resolution to approve right of way acquisition settlements for the Highway 5 Project - Arboretum Area for the property located at PID#'s: 25.0610090, 25.0640070, 25.0640125, and 65.0180500.

Fiscal Impact:

Funding:	Amount Budgeted:
Transportation Sales Tax	\$89,000

Related Fiscal/FTE Comments:

Included in current budget

Attachments:

1. CSAH 5 Resolution Authorizing Settlements 3-18-25

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: March 18, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for the TH 5 Project – Arboretum Area

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for improvements to Highway 5 between Downtown Victoria and Highway 41 in Chanhassen and to complete safety improvements to approximately 1.5 miles of County Highway 13 (Rolling Acres Road) from approximately 82nd Street to Fribourg Court in the City of Victoria. (“TH 5 Project” or “Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owner submits to County the information necessary for reimbursement; and

WHEREAS, the Carver County Board of Commissioners authorized the Public Works Division Director or agents under his supervision, to make initial written offers of just compensation to the Owners within the Project from whom property interests are required; and

WHEREAS, the Public Works Division Director or agents under his supervision, have negotiated settlement(s) with the Owners impacted by the Project as described in said Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that County’s acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements part of the TH 5 Project constitute a valid public use or public purpose; and

BE IT FURTHER RESOLVED that based upon the estimate of damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A which the County obtained either from an appraisal(s) or a minimum damage acquisition report(s) and the negotiations between said Owner(s) and the Public Works Division Director or agents under his supervision, County shall make a payment of compensation to the Owners within the Project from whom the County must acquire needed real property interests, in the amounts as described in said Exhibit A; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Stipulation of Settlement Agreement with said property owner(s), in the name of the County of Carver for the Project.

	ABSENT	YES	NO
Tom Workman, Chair	_____	_____	_____
Tim Lynch, Vice Chair	_____	_____	_____
John P. Fahey	_____	_____	_____
Lisa Anderson	_____	_____	_____
Matt Udermann	_____	_____	_____

STATE OF MINNESOTA
COUNTY OF CARVER

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

Dated this 18th day of March 2025

Dave Hemze County Administrator

Exhibit A
to
Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property
Interests

TH 5 Project

Carver County Public Works No. 228963

Property Tax Identification No.'s 25.0610090 & 25.0640070

Parcel Number: 81 and 82

Fee Owner(s): Arboretum Village Village Homes Association, Inc.

Property Address: Unassigned, Chanhassen, MN 55317

Subject property being acquired for permanent roadway easement contains **2,411** sq. ft., more or less.

\$25,400.00

Subject property being acquired for temporary construction easement contains **15,223** sq. ft., more or less.

\$43,700.00

Damages to trees.

\$4,000.00

Settlement Amount: **\$73,100.00**

Property Tax Identification No. 25.0640125

Parcel Number: 83

Fee Owner(s): Arboretum Village Coach Homes Association, Inc.

Property Address: Unassigned, Chanhassen, MN 55317

Subject property being acquired for temporary construction easement contains **2,179** sq. ft., more or less.

\$6,600.00

Settlement Amount: **\$6,600.00**

Property Tax Identification No. 65.0180500

Parcel Number: 303

Fee Owner(s): Suzanne Tschida and Peter Blanchette

Property Address: 7828 Bavaria Rd, Victoria, MN 55386

Subject property being acquired for temporary construction easement contains **1,324** sq. ft., more or less.

\$9,300.00

Settlement Amount: **\$9,300.00**



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agreement for Materials Testing on Highway 11 Project - Carver Park Reserve

RBA Number: 2025-386

Department: Public Works - Program Delivery

Contact: Derek Maine, Senior Engineering Technician, 952-466-5216

Presenter:

Contract Name & Number: 25-107

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County Public Works is moving forward with a major roadway improvement project aimed at enhancing infrastructure and safety. The Highway 11 Project - Carver Park Reserve involves widening the roadway, constructing wider shoulders and flatter slopes, implementing full-depth pavement rehabilitation, and upgrading stormwater facilities and ADA accessibility. To meet Minnesota Department of Transportation (MnDOT) specifications, construction materials testing services are necessary for both projects.

Carver County Public Works issued a request for proposals (RFP) for construction materials testing services, and proposals were received from WSB Engineering, American Engineering Testing (AET), and Braun Intertec Corporation. After a thorough evaluation of expertise, cost-effectiveness, and previous experience in the area, Braun Intertec Corporation was selected as the most qualified firm to provide these services. Braun Intertec has prior experience working on Carver County projects and demonstrated the best combination of technical expertise, responsiveness, and competitive pricing.

Braun Intertec Corporation will provide Quality Assurance (QA) field testing in accordance with MnDOT's 2024 State Aid for Local Transportation (SALT) Schedule of Materials Control. Their responsibilities will include compaction testing (soil and aggregate base), concrete and bituminous testing, pavement core analysis, geotechnical consulting services for the Highway 11 Project -

Carver Park Reserve, and reporting and project management.

The proposed contract includes an estimated fee of \$46,108 for the Highway 11 Project - Carver Park Reserve. Alternate minimum testing estimate is \$23,988. This contract is being funded with a portion of Transportation Sales Tax Funding, CSAH Regular Funds, and City of Victoria funding.

Action Requested:

Motion to approve the Professional Services Agreement with Braun Intertec Corporation for \$46,108.00 for construction materials testing services for the Highway 11 Project - Carver Park Reserve, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
City of Victoria (Hwy 11 Project)	\$368.86
CSAH Reg. Funds	\$45,739.14

Related Fiscal/FTE Comments:

The funding splits are approximate and will be split in accordance with two joint powers agreements with the City of Victoria.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Phased Retirement Option for Patrick Lambert in Public Works

RBA Number: 2025-435

Department: Public Works - Program Delivery

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

Presenter:

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

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

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

Under the proposed arrangement, the incumbent will convert from regular status to PRO status, anticipated to be effective approximately mid-April 2025. Mr. Lambert would transition to the PRO arrangement and Public Works would backfill the full-time Senior Right of Way Agent.

In accordance with the PRO MOA with AFSCME, Mr. Lambert will receive severance

compensation as outlined in the AFSCME Public Works collective bargaining agreement at the time of transition to the Phased Retirement Option. No further PERA contributions will be processed upon transition to PRO status.

The PRO requires a reduction from 40 hours per week to no more than 30 hours per week not exceed a maximum of 900 hours in a year. In this case, we are anticipating a 12-18 hour per week schedule for approximately one year however, work will be scheduled on an as needed basis and no hours are guaranteed through the PRO arrangement. The exact schedule and length of the PRO arrangement will be determined by business needs.

Action Requested:

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

Fiscal Impact:

Funding:	Amount Budgeted:
County Funding	\$49,227.00

Related Fiscal/FTE Comments:

Funding for the PRO will come from County budgeted Professional Services funds: 03-303-000-0000-6260

Attachments:

1. BudgetAmendmentForm_Phased Retirement

Carver County Board of Commissioners
Budget Amendment Request Form

Agenda Item: 2025-435 Phased Retirement Option for Patrick Lambert in Public Works

Department: Public Works - Program Delivery

Meeting Date: 3/18/2025

Requested By: FRANCIS KERBER

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	\$49,227.00
Description of Accounts	Acct #	Amount
SALARIES - PART TIME	03-303-000-0000-6112	\$49,227.00

CREDIT	TOTAL	\$49,227.00
Description of Accounts	Acct #	Amount
PROFESSIONAL SERVICES	03-303-000-0000-6260	\$49,227.00

Reason for Request: **Phased Retirement Option for Patrick Lambert in Public Works**



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: STOC Professional-Level staff for Health and Human Services Public Health Department

RBA Number: 2025-489

Department: Health & Human Services - Public Health

Contact: Richard Scott, Deputy Division Director, 952-361-1320

Presenter:

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County Health and Human Services Public Health Department (CCPH) requests approval to hire a Seasonal, Temporary, On-Call (STOC) professional-level staff member starting on April 7, 2025, to provide critical technical assistance to update and enhance the utilization of CCPH's Electronic Health Record and Data Management System (AKA PHDoc).

PHDoc is a robust, complex, and customizable electronic health record and data management system originally developed nearly 40 years ago to document, manage and report on public health activities. It is collectively owned by 37 public health agencies through a Maintenance and Support Agreement between Avenu Insights & Analytics, LLC and the Minnesota Counties Computer Cooperative (MnCCC) on behalf of the Community Health Services (CHS) User Group. Carver County's participation in this agreement was ratified by the Carver County Board of Commissioners on November 21, 2023 (RBA 23-9456).

Local Public Health agencies are required to adopt and demonstrate "meaningful use" of electronic health records (EHR) in compliance with the American Recovery and Reinvestment Act. PH-Doc functions in compliance with this mandate. Each local Public

Health agency is also required to maintain the functionality of its own version of the PHDoc software system.

The STOC Professional Level staff will assist CCPH with “clean up” and enhance PHDoc to improve internal operations and better serve clients. This will include, but not limited to: improving billing procedures; documentation of client records; collection and analysis of public health activity; and compliance with the Minnesota Department of Health and other grant reporting requirements. The STOC will also train CCPH staff on the upgraded uses of PHDoc; thereby, increasing their capacity to maintain and improve the system moving forward.

Action Requested:

Motion to approve hiring a STOC professional-level staff to provide technical assistance to update and enhance the utilization of Carver County Public Health’s Electronic Health Record and Data Management System (PHDoc).

Fiscal Impact:

Funding:	Amount Budgeted:
COVID Implementation Grant	\$40,615

Related Fiscal/FTE Comments:

Fiscal Impact: STOC - professional-level range - 13 hours per week for 50 weeks - \$40,615

HHS budgeted funds - COVID Implementation Grant: \$40,615

No county levy will be needed to fund this RBA.

FTE Impact: None since this is considered a temporary position.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consumption & Display Permit for Marsh Lake Hunting Preserve, Inc

RBA Number: 2025-442

Department: Property & Financial Services - Elections & Licensing

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

Presenter:

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Consent

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

Background/Justification:
Shawn Eastman, Manager of Marsh Lake Hunting Preserve, Inc., has applied for an annual renewal of their Consumption & Display Permit for 2025-2026. Marsh Lake Hunting Preserve, Inc is located at 5785 Hunters Rd, Chaska. There are no delinquent real estate taxes on this property.

Action Requested:
Motion to approve the annual renewal of the Consumption & Display Permit for Marsh Lake Hunting Preserve, Inc.

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Charitable Gambling Application for Exempt Permit-Home Again Furnishings

RBA Number: 2025-492

Department: Property & Financial Services - Elections & Licensing

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

Presenter:

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Consent

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

Background/Justification:
A Charitable Gambling application for an exempt permit was received from Home Again Furnishings. They plan to hold Bingo on March 22, 2025, at Schram Vineyards located at 8785 Airport Rd, Waconia MN, 55387. This applicant has not received this type of license previously.

Action Requested:
Approval to issue a Charitable Gambling License to Home Again Furnishings for Bingo to be held on March 22, 2025.

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Services Agreement for Materials Testing on Highway 14 and Highway 11 - Roundabout Project

RBA Number: 2025-495

Department: Public Works - Program Delivery

Contact: Derek Maine, Senior Engineering Technician, 952-466-5216

Presenter:

Contract Name & Number: 25-137

Meeting Date: March 18, 2025

Item Type: Consent

Strategic Initiative:

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

Background/Justification:

Carver County Public Works is moving forward with a major roadway improvement project aimed at enhancing infrastructure and safety. The Highway 11/14 Project focuses on constructing a new roundabout, reconstructing pavement, upgrading storm sewer systems, and ensuring compliance with ADA standards. To meet Minnesota Department of Transportation (MnDOT) specifications, construction materials testing services are necessary for this project.

Carver County Public Works issued a request for proposals (RFP) for construction materials testing services, and proposals were received from WSB Engineering, American Engineering Testing (AET), and Braun Intertec Corporation. After a thorough evaluation of expertise, cost-effectiveness, and previous experience in the area, Braun Intertec Corporation was selected as the most qualified firm to provide these services. Braun Intertec has prior experience working on Carver County projects and demonstrated the best combination of technical expertise, responsiveness, and competitive pricing.

Braun Intertec Corporation will provide Quality Assurance (QA) field testing in

accordance with MnDOT's 2024 State Aid for Local Transportation (SALT) Schedule of Materials Control. Their responsibilities will include compaction testing (soil and aggregate base), concrete and bituminous testing, pavement core analysis, and reporting and project management.

The proposed contract includes an estimated fee of \$54,286 for the Highway 11/14 Project under the most likely testing needs scenario and the alternate minimum testing estimate is \$28,849. This contract is being funded with a portion of Transportation Sales Tax Funding, CSAH Regular Funds, and City of Victoria funding.

Action Requested:

Motion to approve the Professional Services Agreement with Braun Intertec Corporation for \$54,286.00 for construction materials testing services for the Highway 14 and Highway 11 - Roundabout Project, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
CSAH Reg. Funds	\$40,768.79
City of Victoria	\$13,517.21

Related Fiscal/FTE Comments:

The cost splits are approximate and will be split in accordance with the joint powers agreement between Carver County and the City of Victoria for this project.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Professional Service Agreement (PSA) with the Carver County Community Development Agency (CDA) for Distribution of Local Affordable Housing Aid (LAHA)

RBA Number: 2025-434

Department: Health & Human Services

Contact: Richard Scott, Deputy Division Director, 952-361-1320

Presenter: Heather Goodwin, Health & Human Services Division Director
Jennifer Romero, Housing Unit Supervisor
Allison Streich

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

Meeting Date: March 18, 2025

Item Type: Regular Session

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services

Background/Justification:

Carver County Health and Human Services (HHS) requests approval to enter into a Professional Service Agreement (PSA) with the Carver County Community Development Agency (CDA) to distribute Local Affordable Housing Aid (LAHA) funds to the CDA, in accordance with the specifications set forth by Minnesota Statute, Section §477A.35, subd. 4 and the terms of this PSA (Contract #25-131).

The CDA will provide an overview to the County Board of their five-year plan which outlines their intended use(s) of LAHA funds on qualifying projects. The plan is based on the CDA receiving seventy percent (70%) of certified LAHA funds from the County as received by the Minnesota Department of Revenue (approved by the County Board on August 24, 2024 – RBA 10,014) to support qualifying projects as determined and agreed upon by both the County and the CDA.

The terms of this PSA shall be in effect from the date of execution by all parties and shall continue in effect until December 31, 2026. The estimated funds to be distributed to the CDA over the term of this PSA will be determined by Minnesota Statutes, section §473.121, subd. 4 and §477A.35, subd. 4. The estimated preliminary amount of LAHA funds available to the CDA in 2025 and 2026 is \$2.6M, plus \$750k from CY24, for an estimated total of \$3.35M.

No County levy will be used for this PSA.

Action Requested:

Motion to approve the Local Affordable Housing Aid Professional Service Agreement between Carver County and Carver County Community Development Agency (Contract #25-131) through December 31, 2026, pending approval through the internal contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
2024 LAHA Distribution for CDA	\$750,000
Estimated 2025 & 2026 LAHA Distribution for CDA	\$2,600,000

Related Fiscal/FTE Comments:

Fiscal Impact: The estimated funds to be distributed to the CDA over the term of this PSA will be determined by Minnesota Statutes, section §473.121, subd.4 and §477A.35, subd.4. The estimated preliminary amount of LAHA funds available to the CDA in 2025 and 2026 is \$2.6M, plus \$750k from CY24, for an estimated total of \$3.35M.

FTE Impact: None

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Approval of Revised Bylaws for the Mental Health Local Advisory Council

RBA Number: 2025-493

Department: Health & Human Services - Behavioral Health

Contact: Richard Scott, Deputy Division Director, 952-361-1320

Presenter: Kayla Pascoe

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Regular Session

Strategic Initiative:

Connections: Develop strong public partnerships and connect people to services

Background/Justification:

Carver County Mental Health Local Advisory Council (LAC) (AKA the Mental Health Advisory Committee) requests approval by the Carver County Board of Commissioners to adopt the revised Bylaws approved by the duly appointed LAC members at the February 11, 2025, LAC meeting. LAC Chair Kayla Pascoe will give a brief overview of the revised/proposed changes in the Bylaws, and provide an opportunity for questions and answers. A copy of the revised Bylaws is attached to this Request for Board Action.

A summary of proposed changes includes:

- Changing the composition of members from fourteen (14) to thirteen (13) to avoid a tie vote.
- Adding statutory specificity related to Minnesota Statutes 245.466, subd. 5 and 245.4875, subd. 5; more clearly identifying which members are required "mandated" members and noting that other members may join as "at large" members.
- Updated the allowance for meeting notices/information to be distributed via electronic transmission, not just via U.S. mail.

- Cleaned up the document formatting and corrected a few typographical errors.

Action Requested:

Motion to approve revised Bylaws for the Carver County Mental Health Local Advisory Council

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Fiscal Impact: None

FTE Impact: None

Attachments:

1. Carver County MH LAC Bylaws_2025_approved by LAC_02.11.2025

**BYLAWS OF THE CARVER COUNTY MENTAL HEALTH ADVISORY COMMITTEE
(OPERATING AS THE MENTAL HEALTH LOCAL ADVISORY COUNCIL UNDER MN
STATUTE 245.66 subd. 5)**

ARTICLE I

Name, in which the council shall exercise its powers.

1. Name – Carver County Mental Health Local Advisory Council
2. Location – The Council shall maintain its principal office in Waconia, Minnesota, with other offices in locations within the jurisdictional area as the Council may from time to time prescribe.
3. Jurisdictional Area – The area within the Council shall exercise its powers shall be within the boundaries of Carver County (and within such other areas as the Carver County Health and Human Services or equivalent determines pursuant to law).

ARTICLE II

Duties and Purposes:

1. The overall purpose of this Council is as follows:

Mission Statement

Our mission is to advise the Carver County Board of Commissioners regarding mental health policies, programs, and needs. We continually review and evaluate existing services and listen to people with lived experience of mental illness, providers, and organizations to determine unmet needs within the county. We hope to insure the availability of and access to mental health services for all Carver County residents. We believe that through education and family and community involvement, we will reduce the stigma of mental illness.

2. We shall fulfill all duties and powers as are directed by the Comprehensive Adult and Children's Mental Health Acts.

ARTICLE III

Membership:

1. Eligibility and Selection – Mental Health Advisory Council members representing the community shall be appointed by the Carver County Board of Commissioners as provided by Minnesota Statutes, Section 245.461, Subd.5. and by Minnesota Statute 245.488.

Composition of Members – The Council shall be composed of up to thirteen (13) members.

The membership per Minnesota Statutes:

Local Adult Mental Health Advisory Council (M.S. 245.466 Subd. 5):

The County Board, individually or in conjunction with other county boards, shall establish a local adult mental health advisory council or mental health subcommittee of an existing advisory council. The Council's members must reflect a broad range of community interested. They must include:

- At least one consumer (i.e. individuals with a lived experience of mental illness)
- One family member of an adult with mental illness
- One mental health professional
- One community support services program representative

Local Children's Mental Health Advisory Council (M.S. 245.4875 Subd 5.)

- At least one person who was in a mental health program as a child or adolescent
- At least one parent of a child or adolescent with severe emotional disturbance
- One children's mental health professional
- Representatives of minority populations of significant size residing in the county
- Representatives of the children's mental health local coordinating council
- One family community support services program representative

❖ Other members may be identified at large.

2. Vacancies and Disqualifications – A vacancy in the Council shall occur upon the death, resignation, disqualification, or expiration of term of a Council member. The length of a term is three (3) years, and a member may serve for three (3) consecutive terms. A member may serve additional consecutive terms upon the recommendation of the council and approval of the Carver County Board of Commissioners. Members having three (3) consecutive absences in a year without the formal consent of the Council shall be deemed to constitute a resignation of a member.
3. Per Diem and Expenses – Voting Council members shall receive such per diem and be reimbursed for such expenses as provided by law and resolution of the Carver County Board of Commissioners.

ARTICLE IV

1. Council Meetings – Meetings shall be scheduled not less than quarterly at its principal office, with the meeting date and time to be determined by the Council. A proposed written agenda shall be provided to each Council member at least two (2) working days before each regular meeting, except for emergency items. All Council meetings shall be open to the public.
2. Special Meetings – Special meetings may be called by the Chairperson or Vice Chairperson to consider any proper business of the Council upon two (2) working days advance notice to each Council member. Such notice shall state the time, place, and purpose of the meeting; no other business shall be transacted at such special meeting. Such notice, when deposited in the U.S. Mail and/or electronically submitted, shall be deemed completed.
3. Quorum – A quorum shall consist of a majority of voting members present at each meeting.

4. Voting – Each committee member shall have one vote. There shall be no voting by proxy. All business shall be conducted by majority vote unless otherwise provided by the Council or provided by law.
5. Records of Meetings – The Secretary shall prepare and certify minutes of the meeting. These minutes will be provided to committee members by the next scheduled meeting and will be submitted for approval at that time.
6. Rules – All meetings shall be conducted in accordance with Roberts Rules of Order unless otherwise provided in these Bylaws.

ARTICLE V

1. Officers and Terms – The officers of the Council shall be a Chairperson, a Vice Chairperson all of whom must be Council members elected by the Council. The recorder is appointed by the Council. The Council may establish additional Officers from time to time. Officers of Council are the Vice Chair and Chair and are elected for one (1) year and may serve additional terms. No two offices may be held by the same person at the same time.
2. Chairperson – The Chairperson shall be the presiding officer and chief executive officer of the Council and shall be responsible for carrying out the policy decisions of the Council.
3. Vice Chairperson – The Vice Chairperson shall assist the Chairperson in carrying out the duties and responsibilities of the office and shall perform such additional duties as may be established by the Council from time to time. In the absence of the Chairperson at any meeting of the Council, the Vice Chairperson shall preside. If both the Chairperson and the Vice Chairperson are not in attendance at a regular or special meeting, a temporary chairperson shall be chosen from among those present at the meeting.
4. Recorder – The Recorder shall issue notices of all meetings and will be responsible for keeping minutes of all meetings and maintaining a record of these minutes.
5. Secretary of Correspondence – The Secretary of Correspondence shall coordinate the Mailings for the Council and perform other duties as deemed necessary by the Council.

ARTICLE VI

Amendments to Bylaws

The Bylaws of the Council shall remain in effect until amended as provided herein. The Bylaws may be amended only upon written notice setting forth in proposed amendment, said notice to be filed with the Recorder and read at the regular meeting or duly convened special meeting. The Council will then vote on whether or not to send the proposed amendment on to the Board of County Commissioners for final approval.

Approved by the Carver County Local Mental Health Advisory Council: 09/09/2008, 02/08/2022
Revised and approved by the Carver County Mental Health Local Advisory Council: 02/11/2025
Approved by the Carver County Board of Commissioners on 03/18/2025



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consider Adoption of Special Assessment for Redetermination of Benefits for County Ditch #6

RBA Number: 2025-436

Department: Property & Financial Services

Contact:

Presenter: David Frischmon Ditch Administrator

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:

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

Background/Justification:

CD#6 approved the Viewers Report for the Redetermination of Benefits after a Public Hearing on February 18th, 2025.

The Ditch Administrator has determined that buffer strip payments were made as part a Redetermination of Benefits in 1978 and the total cost for the CD6 Redetermination of Benefits was \$63,176. (see details below).

The Ditch Administrator recommends that a Special Assessment of \$63,176 be approved with the following terms:

Special assessments over \$250 are spread over 5 years at an interest rate of 4%.

Action Requested:

Consider Adoption of a Recommended \$63,176 Special Assessment with any individual assessment over \$250 spread over 5 years with an interest rate of 4%.

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

H2O Viewers = \$55,866, Houston Engineering \$3,723, Rinke Noonan Legal Services \$3,047, Newspaper public hearing notice \$540 Total ROB Costs = \$63,176.

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consider Adoption of Special Assessment for Redetermination of Benefits for County Ditch #9

RBA Number: 2025-437

Department: Property & Financial Services

Contact:

Presenter: David Frischmon
Ditch Administrator

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Ditch/Rail Authority

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

Background/Justification:
CD9 approved the Viewers Report for the Redetermination of Benefits which included buffer strip payments of \$67,600 after a Public Hearing on February 18, 2025. The Ditch Administrator has determined that the total cost for the CD9 Redetermination of Benefits was \$23,629. (see details below)
The Ditch Administrator recommends that a Special Assessment of \$91,229 be approved with the following terms:
Special assessments over \$250 are spread over 5 years at an interest rate of 4%.

Action Requested:
Consider Adoption of a Recommended \$91,229 Special Assessment with any individual assessment over \$250 spread over 5 years at an interest rate of 4%.

Fiscal Impact:	
Funding:	Amount Budgeted:

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Related Fiscal/FTE Comments:

H2O Viewers = \$16,790, Houston Engineering \$3,220, Rinke Noonan Legal Services \$3,312, Newspaper public hearing notice \$307 Total ROB Costs = \$23,629.

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Consider Adoption of Special Assessment for Redetermination of Benefits for County Ditch #10

RBA Number: 2025-438

Department: Property & Financial Services

Contact:

Presenter: David Frischmon
Ditch Administrator

Contract Name & Number:

Meeting Date: March 18, 2025

Item Type: Ditch/Rail Authority

Strategic Initiative:

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

Background/Justification:

CD10 approved the recommended Viewers Report for the Redetermination of Benefits after a Public Hearing on February 18, 2025.

The Ditch Administrator has determined that buffer strip payments were previously paid as part of a Redetermination of Benefits in 1982 and the total cost for the CD10 Redetermination of Benefits was \$19,177. (see details below)

The Ditch Administrator recommends that a Special Assessment of \$19,177 be approved with the following terms:

Special assessments over \$250 are spread over 5 years at an interest rate of 4%.

Action Requested:

Consider Adoption of a Recommended \$18,431 Special Assessment with any individual assessment over \$250 spread over a 5-year period with an interest rate of 5%.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

H20 Viewers = \$12,638, Houston Engineering \$3,220, Rinke Noonan Legal Services \$3,042, Newspaper public hearing notice \$277 Total RoB Costs = \$19,177.

All ditch-related costs are paid for by the ditch benefiting property owners. No county levy dollars are used on ditch-related projects.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Environmental Center Planning Update
RBA Number: 2025-285
Department: Public Services - Environmental Services
Contact: Brad Hanzel, Environmental Services Manager -
Government Center, 952-361-1805
Presenter: Brad Hanzel, Environmental Services Manager -
Government Center
Contract Name & Number:
Meeting Date: March 18, 2025
Item Type: Work Session

Strategic Initiative:

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

Background/Justification:

The Environmental Center (EC) has seen a steady rise in participation and waste volumes, a trend that has been further accelerated by the County's rapid growth and shifts in material composition. As this trend is expected to continue, it is essential for the County to explore operational strategies to ensure safe and efficient handling of patrons and materials at the EC.

Staff will provide an overview of the current operational challenges, outline potential solutions considered to address these challenges, and present recommended next steps. Additionally, an update on the County Solid Waste Fee will be shared.

Action Requested:

Discussion on options considered and recommended next steps.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

None