



Carver County Board of Commissioners
November 23, 2021
Special Meeting/Work Session

The County Board Room is open to the public. However, Board Room audience capacity is limited to twelve (12) due to COVID-19 concerns.

Individuals who are not able to attend in person and wish to provide public comments can do so by email at admin-contact@co.carver.mn.us or by leaving a voicemail at (952) 361-1516. Public comments received in writing such as those received by e-mail will be summarized during the meeting and posted on the County website at <https://www.co.carver.mn.us/government/county-board-of-commissioners/county-board-meetings-and-agendas> following the meeting. Voicemail public comments will be played during the meeting. If you would like to join the Regular Session videoconference please send an e-mail, no later than noon on the Monday prior to the scheduled meeting date, to Carver County Administration at admin-contact@co.carver.mn.us to receive a WebEx invitation.

Public comments that relate to an item on the agenda will be heard when that agenda item is discussed. Please limit your public comments to five minutes or less.

The Regular Session portion of the meeting will be webcast live at: <https://www.youtube.com/user/CarverCountyMN/live>

- 9:00 a.m. 1. a) **CONVENE**
 - b) Pledge of allegiance
 - c) Public comments submitted via email/voice mail
- 2. Agenda review and adoption
- 3. Approve minutes of November 16, 2021 Regular Session 1-5
- 4. Community Announcements
- 9:20 a.m. 5. **CONSENT AGENDA**
 - Culture: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government*
 - 5.1 Approval of the Teamsters Detention Deputy, 911 Dispatcher, and TAC Officer Unit 2021-2022 Collective Bargaining Agreement 6-8
 - 5.2 Resolution Defining 2022 Non-Bargaining Compensation 9-11

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

5.3 Request for approval to amend contract with Advanced Imaging Solutions..... 12

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

5.4 Authorization to preorder of equipment for 2022 13

5.5 Review Health & Human Services and Commissioner Warrants..... NO ATT

9:20 a.m. **6 FINANCES: Improve the County's financial health and economic profile**
6.1 **Public Hearing** of Ordinance 87-2022 (Carver County Fee Schedule) and Adoption of Ordinance 87-2022 and Fee Schedule 14-62

9:30 a.m. **7. County Administrator Report**

9:35 a.m. **ADJOURN REGULAR SESSION AND CONVENE AS CARVER COUNTY DITCH BOARD**

9:35 a.m. **8. COMMUNITIES: Create and maintain safe, healthy, and livable communities**
8.1 2022 Payable Ditch Assessments..... 63

9:45 a.m. **ADJOURN AS CARVER COUNTY DITCH BOARD AND CONVENE AS CARVER COUNTY BOARD OF HEALTH**

9:45 a.m. **9. COMMUNITIES: Create and maintain safe, healthy, and livable communities**
9.1 Semi-Annual Report to the County Health Board 64

10:25 a.m. **ADJOURN AS CARVER COUNTY BOARD OF HEALTH**

WORK SESSION

10:25 a.m. **A. GROWTH: Manage the challenges and opportunities resulting from growth and development**
1. CCWMO Water Rules Update 65-66

David Hemze
County Administrator

UPCOMING MEETINGS

November 30, 2021 No Meeting
December 2, 2021 6:00 p.m. 2022 Budget Public Meeting
December 7, 2021 No Meeting - AMC Conference
December 14, 2021 9:00 a.m. Board Meeting
December 21, 2021 9:00 a.m. Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on November 16, 2021. Chair Tim Lynch convened the session at 9:00 a.m.

Members present: Tim Lynch, Chair, Gayle Degler, Vice Chair, John P. Fahey, Matt Udermann and Tom Workman.

Members absent: None.

No public comments were received.

The following amendment was made to the agenda:

Add: 8.1 County Employee Gratitude Proclamation

Degler moved, Udermann seconded, to approve the agenda as amended. Motion carried unanimously.

Fahey moved, Workman seconded, to approve the minutes of the November 2, 2021, Regular Session. Motion carried unanimously.

Workman moved, Degler seconded, to approve the following consent agenda items:

Contract with the Carver County Community Development Agency for administration of the Housing Assistance program in the amount of \$200,000 for the period November 16, 2021, through December 31, 2023.

Professional services agreement with T-Mobile to purchase 40 hotspots for four years in the amount of \$56,788 utilizing ARPA funds for the term of 11/02/2021-12/31/2025.

Resolution #93-21, 2021 Carver County 5 Year Bridge Resolution.

Resolution #94-21 Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for Highway 24 Project.

Approved Everbridge contract.

Resolution #95-21, OJP Crime Victim Services 2022 Grant.

Approved increasing Court Services Agent 1 FTE from .8 to 1.0 and Jail Reentry Specialist decrease in FTE from 1.0 to .8.

Approved the Memorandum of Understanding to include serving Dakota County veterans in the newly named Carver Dakota Veterans Treatment Court.

Approved contract amendment with MN Department of Health for the MN Special Supplemental Nutrition Program for Women, Infants and Children (WIC program) and the Peer Breastfeeding Support Program in the amount of \$117,712.00.

Approved eliminating one 0.55 existing Library Assistant position; eliminate a vacant 0.5 Library Assistant position and eliminate a 0.375 Library Shelver position and approved creating a 1.0 FTE Library Assistant position and related budget amendment.

Eliminated an Assessor Representative 1.0 FTE, created an Administrative Assistant 1.0 FTE and related budget amendment.

Contract with Board of Water & Soil Resources pending finalization of the contract review process.

Authorized Chair to sign contract with Midwest Wetland Improvements, LLC to complete engineering services for the Bevens Dam Removal project pending contract review.

Approve the joint powers agreement with the City of Victoria for the Highway 11 Rolling Hills Area project pending contract review.

Approved the purchase of a new water heater unit from R.M. Cotton.

Reviewed November 9, 2021, Community Social Services' actions/Commissioners' warrants in the amount of \$330,828.37 and reviewed November 16, 2021, Community Social Services' actions/Commissioners' warrants in the amount of \$368,587.26.

Motion carried unanimously.

David Frischmon, Property and Financial Services, requested the Board approve the appointment of Mark Meili as the County Assessor to fill the remainder of a four-year term. He noted this was a statutory position that needs to be appointed by the County Board.

Mark Meili reviewed his background and experience. He stated he was looking forward to continuing to work with the professionals in the Assessor's office and build a strong foundation.

Workman moved, Udermann seconded, to appoint Mark Meili as County Assessor to fill the remainder of the four-year term through December 31, 2024. Motion carried unanimously.

Nick Koktavy, Assistant County Administrator, requested the Board consider Community Development Agency America Rescue Plan Act housing requests. He highlighted the \$5,000,000 request of ARPA funds for affordable housing for Trail's Edge Senior, Carver Oaks Senior, Carver Place and the Watertown/Mayer and Bluff Creek rehab projects. In addition, Humanity Alliance was requesting \$300,000 for their Unite Lodge project and \$600,000 was being requested for the West Creek Apartment project. He stated Carver County would enter into an agreement with the CDA and reviewed the key agreement terms.

David Frischmon, Finance, reviewed the CoVID 19 federal allocations received, where the funds have been spent to date and proposed use of funds in the future. He recognized the recent passing of

the infrastructure bill also included funds for broadband and they would be keeping an eye on that bill moving ahead. Frischmon highlighted the guidelines they would be using when spending the federal funds.

Allison Streich, CDA, stated the CDA strives to provide quality affordable housing for County residents and these projects meet that need. She explained the CDA was requesting ARPA funds for three new construction projects and funds to assist with rehab projects. She indicated with the additional leverage of the ARPA funds for the new construction projects they would score higher in the Minnesota Housing project selection process as well as lower the debt for the projects. She indicated CDA would manage the relationships and sign contracts with the Humanity Alliance and Community Asset Foundation for those projects.

She pointed out the age group they would be targeting for each project, the cost per unit and ARPA requests within cities where they would be able to make an impact. Streich reviewed each of the new construction projects and proposed rehab projects. She clarified they would continue to move forward with projects if they did not receive Minnesota Housing grant funding. Dave Hemze, County Administrator, recognized if the projects did not get funded through Minnesota Housing, the money comes back to the County per the agreement with CDA.

Streich stated they would leverage their partnerships with organizations to make sure County residents are aware of these projects when they take waiting lists.

Udermann moved, Workman seconded, to consider the \$3 million new construction project requests and \$2 million rehab projects separately. Udermann, Workman voted aye. Degler, Fahey, Lynch vote nay. Motion failed.

Workman moved, Degler seconded, to approve the allocation of \$5,000,000 of ARPA funds for affordable housing through an agreement with the Carver County Community Development Agency for Trail's Edge Senior, Carver Oaks Senior, Carver Place, Watertown/Mayer Rehab of Rural Development Properties and Bluff Creek Rehab, pending approval through the contract review process. Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay. Motion carried.

Greg Pavett, Humanity Alliance, explained their approach to address unmet needs in the County that included affordable housing, nutrition and a job component. He indicated they were on track to receive residents the first week in December and hoped to fulfill needs within the local community.

Fahey moved, Udermann seconded, to approve the allocation of \$300,000 of ARPA funds for affordable housing through an agreement with the Carver County Community Development Agency for the Humanity Alliance Unite Lodge project, pending approval through the contract review process. Motion carried unanimously.

Dave Pokorney, representing the Community Asset Foundation, shared the vision to develop a 19-unit building to provide homes for young adults. He pointed out the three million in construction costs and three million operating subsidies. He identified the location and stated the City had approve the concept plan and they are now preparing detailed plans. An image of the building was shared.

He stated the challenge has been the increase in construction costs that incurred but was confident with the County's grant the project would proceed. He indicated they would partner with CAP Agency to manage the facility and Launch Ministries to provide onsite case management services. He recognized the operating losses and indicated they have secured over three million in operating subsidies.

Udermann suggested the vote on this request be tabled until January to allow time to gather support from residents and the City of Chaska.

Udermann moved, Workman seconded, to table the request for ARPA funds for the West Creek Apartment project.

Pokorney stated they did not anticipate any issues with the City as the City has already approved the concept plan. He indicated their schedule is tight and they need to show the State they are fully funded.

Julie Frick, CDA, stated there was a benefit to have funding in place and they need a commitment to move forward with the financing package.

Workman recognized this was a good project but seconded the vote to table considering this was in Commissioner Udermann's District who had concerns.

On vote taken to table, Udermann, Workman voted aye. Degler, Fahey, Lynch voted nay. Motion to table failed.

Fahey moved, Degler seconded, to approve the allocation of \$600,000 of ARPA funds for affordable housing through an agreement with the Carver County Community Development Agency for the West Creek Apartment project, pending approval through the contract review process. Degler, Fahey, Lynch voted aye. Workman voted nay. Udermann abstained. Motion carried.

David Hemze, County Administrator, requested the Board approve their 2022 Legislative Platform. He noted the Board's ongoing support for local decision-making authority. He stated the priorities put forward were based upon their direction at a previous work session. Hemze outlined the eleven legislative priorities and indicated they were not in any priority order. He clarified at the current time they don't have a lobbyist but at some point, they may need to find additional support for both local and federal issues.

Degler moved, Fahey seconded, to approve Carver County's 2022 Legislative Platform. Motion carried unanimously.

Udermann requested the Board adopt a Resolution to express their gratitude and thanks to County employees. The Proclamation was read into the record and the Board expressed their appreciation for the work done by County employees.

Udermann offered the following Resolution, Fahey seconded:

Resolution #96-21
County Employee Gratitude Proclamation

On vote taken, all voted aye.

Workman moved, Degler seconded, to adjourn the Regular Session at 10:48 a.m. and go into a work session with Parks and Finance.

David Hemze
County Administrator

(These proceedings contain summaries of resolutions/claims reviewed. The full text of the resolutions and claims reviewed are available for public inspection in the office of the county administrator.)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of the Teamsters Detention Deputy, 911 Dispatcher, and TAC Officer Unit 2021-2022 Collective Bargaining Agreement

Primary Originating Division/Dept: Employee Relations

Meeting Date: 11/23/2021

Contact: Kerie Anderka

Title: Employee Relations Director

Item Type:

Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter:

Title:

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

The Teamsters Detention Deputy, 911 Dispatcher, and TAC Officer Bargaining Unit and the County have completed negotiations for the successor collective bargaining agreement (CBA) and the membership has ratified the 2021-2022 CBA.

Following is a summary of the highlights of the tentative agreement reached with the Teamsters Detention Deputy, 911 Dispatcher, and TAC Unit:

- Two year agreement (2021 – 2022)
- 2021 General Adjustment: 1.00% (applied to base rate)
- 2022 General Adjustment: 2.00% (applied to base rate)
- 2021 Pay-for-Performance Matrix: 0%, 1%, 3%, 4.25% effective first full pay period in March paid as lump sums
- 2022 Pay-for-Performance Matrix: 0%, 1%, 2%, 3% effective first full pay period in March with base/lump sum split (same as the 2020 PFP matrix)
- Implement salary ranges as established by County Board effective first full pay period in January 2021
- Implement salary ranges as established by County Board effective first full pay period in January 2022
- 2021 Insurance: Increase County contributions and maintain percentages defined in current contract language
 - Employee: \$755.48 (+ \$20.48)
 - Employee + Child(ren): \$948.70 (+ \$53.70)
 - Employee + Spouse: \$1,293.20 (+\$73.20)
 - Family: \$1,584.70 (+ \$89.70)
- 2022 Insurance: Increase County contribution by \$100 per month, across all plan levels and options. Maintain percentages defined in current contract language.
 - Employee: \$855.48
 - Employee + Child(ren): \$1,048.70
 - Employee + Spouse: \$1,393.20
 - Family: \$1,684.70 (+\$100)
- Field Training Officer (FTO) / Communications Training Officer (CTO) Premium Pay: Employees serving in the capacity of FTO or CTO for the employee's regular shift will receive two hours of pay per day (increased from one and one-half hours of pay per day) for this service.
- 2021 Uniform Allowance for Detention Deputies: Increase by \$95 (from \$700 to \$795)
- 2022 Uniform Allowance for Detention Deputies: Increase by \$45 (from \$795 to \$840)
- 2021 Uniform Allowance for 911 Dispatchers/TAC Officer: Increase by \$95 (from \$275 to \$370)
- 2022 Uniform Allowance for 911 Dispatchers/TAC Officer: Increase by \$45 (from \$370 to \$415)
- Addition of probationary period language to CBA.

ACTION REQUESTED:

Motion to approve the 2021–2022 Teamsters Detention Deputy, 911 Dispatcher, and TAC Officer Unit Collective Bargaining Agreement.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

FUNDING

County Dollars =

Total

FTE IMPACT: None

Related Financial/FTE Comments:

The incremental cost for the 2021 Teamsters Detention Deputy, 911 Dispatcher, and TAC Officer Unit Collective Bargaining Agreement total compensation is \$169,940. A budget amendment is necessary to reallocate funds to the respective Department wage accounts since the 2021 Adopted Budget assumed a 0% wage increase. The total compensation 2021 Budget for the Teamsters Detention Sergeants and Emergency Communications Supervisors Unit Collective Bargaining Agreement is \$4,500,561.

Office use only:

RBA 2021 - 8011

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Approval of the Teamsters Detention Deputy, 911 Dispatcher, and TAC Officer Unit 2021-2022 Collective

Agenda Item: Bargaining Agreement

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Cafeteria Contributions	01-201-xxx.6121	\$20,815.00
Wages & Benefits- Teamsters Detention, 911, TAC	01-201-xxx.61xx	\$149,125.00
TOTAL		\$169,940.00

CREDIT		
Description of Accounts	Acct #	Amount
Health & Life Insurance	01-820.6152	\$20,815.00
2021 debt service levy	35.6701	\$111,901.00
COVID related budget uncertainties- State Aid, Property Taxes, financial support, etc.	01-820.5391	\$37,224.00
TOTAL		\$169,940.00

Reason for Request:

The incremental cost for the 2021 Teamsters Detention Deputy, 911 Dispatcher, and TAC General Unit collective bargaining agreement total compensation is \$169,940. A budget amendment is necessary to reallocate funds to the respective Department wage accounts since the 2021 Adopted Budget assumed a 0% wage increase.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Resolution Defining 2022 Non-Bargaining Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="11/23/2021"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

Carver County follows a pay-for-performance compensation system, which provides employees with differential salary actions based on their specific contributions to organizational success. Objectives of the pay-for-performance system include attracting and retaining top talent and rewarding excellence.

The attached resolution includes the following:

For 2022, the percentage amount of the performance-based compensation is determined by each employee's overall rating on their performance evaluation as outlined: zero percent (0.00%) for needs improvement, one percent (1.00%) for successful, two percent (2.00%) for exceeds expectations, and three percent (3.00%) for outstanding. The pay-for-performance matrix incorporates base and lump sum payments above the target rate for 2022.

Eligibility for general adjustment at two percent (2.00%) in 2022 is defined.

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

The action requested is adoption of the Resolution defining the 2022 compensation for non-bargaining employees.

ACTION REQUESTED:

Motion to adopt the Resolution defining 2022 non-bargaining employee compensation.

FISCAL IMPACT:

If "Other", specify:

FUNDING	
County Dollars =	\$5,257,264.00
Total	\$5,257,264.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

The above reflects 2022 budgeted total compensation for non-bargaining.

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

Resolution Defining 2022 Non-Bargaining Compensation

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

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

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

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

THEREFORE, BE IT RESOLVED, Carver County shall set forth a pay-for-performance system effective in 2022 for non-bargaining employees, indicating salary payment methods, percentage salary actions based on employee performance evaluation overall ratings, and timing of salary actions:

- A. In 2022, regular non-bargaining employees and probationary employees shall receive a two percent (2.00%) general increase, not to exceed the 2022 range maximum, effective the first full pay period of January 2022.
- B. In 2022, the percentages used to compute pay-for-performance salary actions based on the overall rating on each employee's performance evaluation shall be: zero percent (0.00%) for needs improvement, one percent (1.00%) for successful, two percent (2.00%) for exceeds expectations, and three percent (3.00%) for outstanding.
- C. In 2022, pay-for-performance salary actions shall be calculated and applied as follows:
 - 1. For employees whose base pay is at or below the target rate, their pay-for-performance salary actions shall be base pay adjustments, computed on the target rate of the salary range, not to exceed the salary range maximum.
 - 2. For employees whose base pay is above the target rate and below the maximum of the salary range, their pay-for-performance salary actions shall be a combination of base and lump sum payment, as outlined in the 2022 pay-for-performance matrix; and the salary action percentage shall be calculated on the employee's base rate not to exceed the salary range maximum.
 - 3. Pay-for-performance salary actions shall be lump sums for any amount of the compensation that exceeds the salary range maximum.
 - 4. For any employee whose current salary is at or above the range maximum, the pay-for-performance salary action shall be calculated based on the salary range maximum.
- D. Effective with the first full pay period following successful completion of a new hire probationary period or a trial period resulting from a promotion, non-bargaining employees shall receive a performance compensation salary action that correlates to the overall rating on the probationary or trial period evaluation, and as outlined in the 2022 pay-for-performance matrix.
- E. Employees shall only receive pay-for-performance compensation based on the months they are actively employed by the County in a position eligible for pay-for-performance, or on an eligible leave of absence, during the calendar year under review.

- F. Non-bargaining employees shall be evaluated for all months worked in an eligible position; and there shall be no compounding of pay-for-performance compensation; and employees shall only receive pay-for-performance compensation based on the months they are actively employed in the eligible group.
- G. The pay-for-performance annual salary adjustments shall be effective for the first full pay period in March 2022, based on the overall performance evaluation rating for 2021 work, with the evaluation completed and signed by all parties, no later than February 15, 2022; and

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

YES

ABSENT

NO

STATE OF MINNESOTA
 COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the ___ day of November 2021, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of November 2021

 County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request for approval to amend contract with Advanced Imaging Solutions

Primary Originating Division/Dept: <u>Public Services - IT</u>	Meeting Date: <u>11/23/2021</u>
Contact: <u>Peter Henschel</u> Title: <u>Chief Information Officer</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County has been using managed print services since March 2012. In October of 2017 the County did an RFP and awarded Advanced Imaging Solutions the new contract. Recently Advanced Imaging Solutions provided the County a proposal to amend our current contract extending it out 60 months at a reduced cost to continue to use the same leased equipment that is in the current contract. Based on maintenance records from Advanced Imaging Solutions and the life expectancy of the equipment, economically it makes sense for them and the County to continue servicing the existing equipment versus leasing new equipment. Cost savings to the County would be around \$2,400 per month or a total of \$28,800 per year.

Working with a vendor to manage print services enhances productivity, reliability, and security, while reducing printing costs. Consolidation of these services provides an annual cost savings to the County, which includes the soft costs experienced by minimizing internal staff resources. All leased (49 Sharp and 41 Lexmark devices) and County owned printers (156 devices) within the agreement will be maintenance by Advanced Imaging Solutions.

Advanced Imaging Solutions has been a service provider to the County over the past 4 years. They have been a great partner in managing the County printer's fleet. In 2022 the IT Department plans to do a full analysis of printers across the organization to determine business needs for leased and County owned printers. Over the past 18 months printer needs within the organization have changed. Through this study the County should be able to reduce our fleet. Cost savings will be used to replace some of the older printers and help pay for a new security data backup solution. The starting cost of the amendment would be \$9,388 per month or \$112,656 per year over the next 60-month term. Advanced Imaging Solutions will allow printers to be removed from this agreement, which would reduce the County's monthly managed print services cost.

ACTION REQUESTED:

Motion to amend contract with Advanced Imaging Solutions pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	\$563,280.00
<input style="width: 100%; height: 20px;" type="text"/>	
Total	\$563,280.00

Related Financial/FTE Comments:

60-month term at \$9,388 per month or \$112,656 annually.

Office use only:

RBA 2021- 8003

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Authorization to preorder of equipment for 2022

Primary Originating Division/Dept: <input type="text" value="Public Works - Operations"/>	Meeting Date: <input type="text" value="11/23/2021"/>
Contact: <input type="text" value="Michael Legg"/> Title: <input type="text" value="Operations Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

Carver County has a large fleet of vehicles and equipment that are used in various departments. The County annual budget and Long-Term Financial Plan includes recommendations from the Public Works fleet replacement program. The Public Works equipment budget request for 2022 is \$730,000 for fleet replacement and \$703,000 for new equipment.

The 2022 budget request includes a replacement of a rubber tire loader. Public Works is requesting to pre-order the loader to lock in the current pricing contract which expires November 30th, 2021 and pricing is expected to increase by 15% after that.

The cost of the loader from RDO Equipment is \$288,685.46 less a trade value of \$42,000 for a total cost of \$246,430.82. The loader and its accessories are priced off the State Contract. If the County orders the loader via a purchase order before November 30th, the pricing will be locked in and payments would not be made until delivery, early 2 quarter in 2022. The build date for the loader chasis on the factory line is not until March of 2022.

ACTION REQUESTED:

Motion to authorize the preorder of a rubber tire loader to hold 2021 state contract pricing with RDO Equipment of Burnsville, MN

FISCAL IMPACT: <input type="text" value="Other"/>	FUNDING
If "Other", specify: <input type="text" value="2022 Budget Request"/>	County Dollars = <input type="text" value="\$246,430.82"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$246,430.82"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 8005

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Public Hearing of Ordinance 87-2022 (Carver County Fee Schedule) and Adoption of Ordinance 87-2022 and Fee Schedule

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="11/23/2021"/>
Contact: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Finance Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Finance Director"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

A public hearing has been scheduled for recommended changes to the County's 2022 fee for service schedule, which includes fees charged by the Carver County Regional Rail Authority ("CCRRRA"). MN statute allows the County to charge fees to cover its costs associated with providing various services. Notice of this public hearing has been placed in the County's legal newspaper.

Attachments for the board packet include the Fee Schedule Ordinance, Resolution, the 2022 Fee Schedule, and a listing of the 2022 Fee Schedule recommended changes.

ACTION REQUESTED:

1. Motion to open public hearing to consider changes to the County 2022 Fee Schedule.
2. Motion to close public hearing.
3. Motion to adopt the resolution approving the County 2022 Fee Schedule and Ordinance.

FISCAL IMPACT: <input type="text" value="Other"/> <p style="font-size: small;">If "Other", specify: <input type="text" value="Fiscal impact included in Administrator's Recommended 2022 Budget"/></p>	FUNDING <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"></td> </tr> <tr> <td>County fee revenue</td> <td style="text-align: right;">\$21,042.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$21,042.00</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =		County fee revenue	\$21,042.00			Total	\$21,042.00
County Dollars =									
County fee revenue	\$21,042.00								
Total	\$21,042.00								
FTE IMPACT: <input type="text" value="None"/>									

Related Financial/FTE Comments:

It is estimated that there will be about a \$21k increase in 2022 fee revenue from the recommended changes with some of these increases state driven. Please see the attached document, 2022 Fee Schedule Recommended Changes, for the justification and comments related to the recommended 2022 fee changes.

Office use only:

RBA 2021 - 7982

Carver County, Minnesota

Schedule of County Fees

2022

Adopted by the Carver County Board of Commissioners November 23rd, 2021



Property and Finance Division

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

Carver County, Minnesota
2022 Fee Schedule
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Countywide Services/County Publications

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

Note:

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

Attorney’s Office

Compact Discs (Disclosure)	\$10
Photocopying (Disclosure)	\$0.25/page
Photographs (Disclosure)	3x5: \$1.50/photo 4x6: \$1.75/photo 5x7: \$5/photo 8x10: \$10/photo
USB Flash Drive	8 GB: \$10 16GB: \$20 32GB: \$30 64GB: \$40
External Hard Drive	1TB: \$60 5TB: \$110

Carver County Extension /University of Minnesota Extension

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

Adult Supervision Fee* (Per MN Stat. 244.18)	\$300/yr- Gross Misdemeanor \$200/yr- Misdemeanor \$100/yr- no conditions/ any charge level
Case Transfer Out Fee – Adult	\$125
Drug Testing UA (Urinalysis testing) Adult or Juvenile	\$35
Electronic Monitoring Services Including EHM, GPS, Mems, Scram and Scram X and other testing devices and services.	Daily fees and administrative costs apply as established by contracts or agreements with vendors, ranging from \$16.50-\$23/per day (adults) and \$5-\$10/per day (juveniles).

GC/MS (Gas Chromatography/Mass Spectrometry) Confirmation of lab tests for drugs, synthetics, ETG, etc.	\$40
Juvenile Delinquency Diversion	\$100
Juvenile Out-of-Home Placements and Treatment Services Detention, correctional programming, educational and treatment programs, and other services with outside providers.	Reimbursements for County costs are assessed based on use of the Court Services Income Eligibility and Fee Schedule and the Carver County Asset Assessment.
Pre-Trial Services Fee - Adult cases only (PBT testing, etc.)	\$100
Program Fee* - Adult & Juvenile EMG, DWC, T4C, other cognitive skills classes or special in-house probation programs	\$150 for in-house clients. \$250 for referrals from other probation or correctional agencies.
STS Program Fee For adult probationers who are participating on local STS crew.	\$5/per each STS day ordered

Environmental Services Department

Environmental Center Collection Fees	
Appliances-Households Refrigerators, stoves, dishwashers, washers, dryers, microwaves, water softeners, dehumidifiers, water heaters, and air conditioners	\$10/item
Appliances – Business (Commercial)	\$2.00/cubic ft.
Appliances - Gas/Ammonia Ammonia Refrigerator <4' Ammonia Refrigerator >4' Ammonia Air Conditioner	\$150 each \$300 each \$800 each
Batteries - Businesses	\$0.38/lb
Bicycles	\$3/bicycle
Carpeting (12' x 12')	\$15
Cylinders: Two-Part Foam Cylinders, Non-Gas Cylinders, Toxics	State Contract/Vendor pricing. Varies with size and type of cylinder from \$280 to \$975 per cylinder.
Electronics - Business	\$0.50/lb.
Electronics - Residential TVs and Monitors Large TVs (30" or larger screen size, measured diagonally, and all console sets)	\$10/item \$20 per item
Fluorescent Bulbs	

4 ft & under	\$0.40/bulb
Greater than 4 ft	\$0.75/bulb
CFLs	\$0.60/bulb
Irregular	\$1.00/bulb
HID	\$2.30/bulb
Broken	\$2.14/lb
Ballasts	\$0.99/lb
Super High Pressure Mercury	\$12/bulb
Lawnmowers & Other Small Engine Devices	\$5 per item
Mattresses/Boxsprings	\$35/piece
Tires:	
Car, Truck, SUV Tires, etc.	\$5.00/tire
Semi Tractor/Trailer and Skid-Steer Tires	\$15.00/tire
Large Tires (Tractor, etc.), >44" diameter	\$50.00/tire
One-Day Special Waste Collection Fees – Residential Rates	
Tires:	
Car, Truck, SUV Tires, etc.	\$3.00 each
Semi Truck/Trailer and Skid-Steer Tires	\$8 each
Large Tires (Tractor, etc.) >44" diameter	\$25.00 each
Appliances:	
Appliances, standard residential	\$10.00 each
Ammonia Refrigerator (<4' tall)	\$150.00 each
Ammonia Refrigerator (>4' tall)	\$300.00 each
Ammonia Air Conditioner	\$800.00 each
Other:	
TVs and Computer Monitors	\$10.00 each
Lawnmower/Small Engine Device	\$5.00 each
Bicycles	\$3.00 each
One-Day Special Waste Collection Fees – Business Rates	
Business Bulbs:	
4ft and Under	\$0.40 each
Greater than 4 ft	\$0.75 each
Compact (CFLs)	\$0.60 each
Irregular Shape	\$1.00 each
HID	\$2.30 each
High Pressure Mercury	\$12.00 each
Broken Lamps	\$2.14/lb
Ballasts	\$0.99/lb
Environmental Center Products for Sale	
Biodegradable Bags	
Kraft Lawn & Leaf Bags	\$4.00/bundle
Bags (3 gal)	\$3.50/box
Bags (15 gal)	\$5.50/box
Bags (30 gal)	\$6.50/box
Compost Bags	
Bags (20 lb)	\$2/bag
Compost Bins, Worm Bins, Rain Barrels	Set by Manufacturer Pricing

Organics Kitchen Pail	\$5
Radon Kits: Short-Term Radon Kit	\$8
Long-Term Radon Kit	\$30
Feedlot Permits	
Construction Short Form Permit/ Interim Permit: Less than 300 animal units	\$200
Construction Short Form Permit/ Interim Permit: 300 animal units or more	\$400
Variance to Feedlot Ordinance	\$500
File and Archive Search- Environmental Information	
Searching Carver County files, and/or historic archives from other sources, for information related to the environmental and land-use history of a parcel (or parcels) within Carver County	If it takes more than one-half hour to complete the task, a fee of \$50/hour pro-rated to the nearest half-hour will apply, along with any related material costs
Hazardous Waste Generator Fees	
Minimal Generators: A generator that has hazardous wastes identified in Section 51.03 definitions of Carver County Hazardous Waste Management Code Chapter 52 is subject only to an Application Fee.	Application Fee \$50
<u>Very Small Quantity Generators (VSQG):</u> Under 10 gallons/year 11-55 gallons/year 56-100 gallons/year Over 100 gallons/year	License Fee Application Fee \$35 \$50 \$125 \$100 \$195 \$125 \$250 \$150
Small Quantity Generators: Under 500 gallons/year 500-1000 gallons/year Over 1000 gallons/year	License Fee Application Fee \$420 \$250 \$560 \$275 \$700 \$300
Large Quantity Generators: Under 10,000 gallons/year 10,000 – 50,000 gallons/year Over 50,000 gallons/year	License Fee Application Fee \$1,400 \$450 \$2,800 \$550 \$5,580 \$650
Hazardous Waste Generator Fees Related to Licenses and Reports	
Hazardous Waste Generator File Search Requests	\$10/copy (No charge to regulatory agencies.)
List of Hazardous Waste Generator Licensees	\$50/copy

File Search Access	\$25/hour
Late Generator Report	
1-14 Days Late	\$25
15-30 Days Late	\$50
> 30 Days Late	\$100
Late License Fee Payment	
1-14 Days Late	\$25
15-30 Days Late	\$50
> 30 Days Late	\$100
Hazardous Waste VSQG Collection Program	
Appointment Fee (Administrative Fee)	\$0 (includes up to one hour of administrative time.)
Additional staff time for application review	\$12.50 per quarter hour
VSQG Collection Program Fees for Various Materials	All approved VSQG material disposal fees reflect 1.45 x actual disposal cost, with no appointment or administrative fees charged to customer. Information and current VSQG prices are listed on our website.
Open Burning Permits	
Burning Permit for Building Demolition	\$25
Burning Permit for Residential Burning	\$5
Solid Waste Haulers	
Mixed Municipal Solid Waste Hauler License	Fees set by Regional Joint Powers Agreement: \$100/truck for 2-year license
Solid Waste Permit Fees	
Permit to bury concrete and reinforcing bar	\$100
Solid Waste Program	
Master Composter/Recycler Certification Class	\$30/person
Solid Waste Service Fees (Haz. & Solid Waste Fee)	
Developed parcels will be charged on a basis of \$33 per service fee unit as follows:	
Commercial parcels with an assessed evaluation of \$100,000 or less	Two \$33 service fee units for a total charge of \$66
Commercial parcels with an assessed value of more than \$100,000	Four \$33 service fee units for a total charge of \$132
Industrial parcels with an assessed evaluation \$100,000 or less	Three \$33 service fee units for a total charge of \$99
Industrial units with an assessed evaluation of more than \$100,000	Six \$33 service fee units for a total charge of \$198
Multi-family housing with more than three dwelling units per parcel	80% of the \$33 service fee per dwelling, (\$26.40 per dwelling unit)
Single family residences (with one to three dwelling units per parcel), including mobile homes, duplexes, and triplexes	One service fee unit of \$33 per dwelling unit
Solid Waste Transfer Stations	
30 cubic yard/day:	
One-Time Application Fee	\$75

Annual license fee	\$350
Less than 100 tons/day:	
One-Time Application fee	\$250
Annual license fee	\$1,000
101-250 tons/day:	
One-Time Application Fee	\$500
Annual license fee	\$2,000
More than 250 tons/day:	
One-Time Application fee	\$500
Annual license fee	\$2,500
Late Payment Penalty	25% of fee
SSTS (Subsurface Sewage Treatment System) Construction Permits	
Connection from House/Structure to Existing Tank	\$100
Repair/replace Tank and/or Soil Treatment Area	\$300
Type II, Holding Tank	\$300
Standard System (Type I or II with soil treatment area)	\$400
Non-Standard Systems (Type III & IV)	\$500
SSTS Permits: Food, Beverage, Lodging and Commercial	
1-500 gallons	\$700
501-1000 gallons	\$950
1001-5000 gallons	\$1,350
5001-10,000 gallons	\$1,950
SSTS: Other Types	
Minor Subdivision Inspection Fee	\$60/hr
Soils Review	\$100
Re-inspection	\$100
Origination Fee for Revolving ISTS Loan Program	\$150
Escrow for SSTS compliance trigger, per chapter 52: 52.199 A(3) or 52.197B	\$20,000 or 125% of the estimated cost; per department review/approval

Health and Human Services Division

Adult Day Services	
Encore Adult Day Services	Private Pay Rate: \$86/day* + SmartLink bus fees For Encore Adult Day Services Sliding Fee Scale see Attachment A. <i>*By law the Encore private pay rate cannot be lower than the medical assistance rate established the State Legislature. In the event of a state increase to the medical assistance rate the private pay rate will be increased to match the medical assistance rate.</i>
Child and Family Services	
Adult Foster Care License/Corporate Licensing Inspection	\$100/hour not to exceed \$500 per full inspection.

Out-of-Home Placement Fees	Vendor contracted rate, not to exceed actual cost. Fee will be determined based on Minnesota statute and Fee Application.
Other Contracted Child & Family Service Fees	Vendor contracted rate, not to exceed actual cost. Fee will be determined based on Minnesota statute and Fee Application.
Court Appearance for Child and Family Department Employees	\$250/hour (includes court testimony and wait time)
Adoption Home Study	\$100/hr. (2 hr. minimum) not to exceed \$3,000.
Copy of Records on CD	\$35
USB Flash Drive	8 GB: \$10 16GB: \$20 32GB: \$30 64GB: \$40
Day Care Licensing	
Day Care Licensing Licensing Inspection*	\$50 for the first-year license for new providers, \$100 for relicensing existing providers
Mental Health Services/Outpatient Therapy	
Chemical Dependency Assessment (Rule 25)	\$160 per assessment (<i>Fee is applicable when clients are not eligible for the Chemical Dependency Treatment Fund and are uninsured.</i>)
Detoxification Fees	Vendor contracted rates, not to exceed actual cost. Fees will be determined based on Minnesota statute and Fee Application.
Detoxification Transportation	Vendor contracted rates, not to exceed actual cost. Fees will be determined based on Minnesota statute and Fee Application.
Copies of Charts	\$10 for 1 st 20 pages, \$5 for each additional 20 pages
Crisis Services Assessment & Intervention Community Intervention Stabilization	\$600/contact \$300 \$500
Family Therapy	\$150
Group Psychotherapy	\$100
Medication Management	\$200
Psychiatric Evaluation/Intake	\$330
Psychological Evaluation/Forensic	\$500
Psychological Evaluation/Intake	\$225
Psychological Testing	\$150/hour
Psychotherapy (16-37 minutes)	\$100
Psychotherapy (38-52 minutes)	\$150
Psychotherapy (53+ minutes)	\$225
School-Linked Services	

Diagnostic Assessment: Standard	\$225
Extended for Children Birth to Age 5	\$300
Explanation of Findings	\$165
Day Treatment	\$150/hour and \$450 per 3 hours of service
Public Health Home Visits	
Public Health Nurse/Registered Nurse (PHN/RN) intermittent home visit	\$175/visit
Public Health Immunization Services	
Vaccine Administration per dose of Minnesota Vaccines for Children (MnVFC) and Uninsured/Underinsured Adult Vaccines (UUAV)	\$21/dose
Vaccine and Administration for Private Pay Immunization Services:	
Hepatitis B – adult	\$75
Influenza – injectable	\$35
Mantoux/TB Skin Test	\$15
Public Health Care Seat Services	
Individual Education	\$80
Group Education	\$50
Equipment	\$50
CARS Class, non-Carver County Resident	\$20
Public Health- ASQ Screening	
Both Screening Tools	\$25

Information Technology Department

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

Land Management Department

Agriculture Building/Preserves	
Ag Building	\$50
Ag Preserves	\$50 (maximum)***
Ag Preserve Renewal	\$10 (maximum)***

Application Review and Board/Commission Determination Professional Services	
Professional Services required for review of an application or board/commission determination(s)	Applicant shall reimburse the County for any expenditure for professional services for review of variance, permit, plat, minor sub-division, EAW-EIS-AUAR, Water Management, WCA applications. Staff is authorized to consolidate fees if multiple permits are required.
Building Permits	

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

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

Total Valuation	Fee
\$1.00 to \$500.00	\$25.85
\$501.00 to \$2,000.00	\$25.85 for the first \$500.00 plus \$3.36 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.25 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$430.45 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$708.20 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,093.20 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,557.20 for the first \$500,000.00 plus \$5.23 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,169.70 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00, or fraction thereof
Other Inspections and Fees:	Hourly Charge
1. Inspections outside of normal business hours	\$51.70 per hour* (minimum charge – two hours)
2. Re-inspection fees assessed under provisions of Section 108.8	\$51.70 per hour*
3. Inspections for which no fee is specifically indicated	\$51.70 per hour* (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans.....	\$51.70 per hour*
5. Use of outside consultants for plan checking, inspections, or both	Actual costs**

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

**Actual costs include administrative and overhead costs.

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

Demolition Permit	\$95 No fee if demolition is for an agricultural structure that is exempt from the building code. Fee includes state surcharge.
Demolition Permit for Projects Supervised by Fire Departments	\$65 (includes state surcharge)
Drain Tile System (Basement/interior systems only)	\$65 (includes state surcharge)

Erosion Control	0.0004 of value – where building permit involves significant earthmoving e.g. New homes, large buildings
Mechanical/Air Conditioning	\$80 (includes state surcharge)
Mechanical/Air Exchanger	\$80 (includes state surcharge)
Mechanical/Gas Line	\$80 (includes state surcharge)
Mechanical/Heating	\$80 (includes state surcharge)
Mechanical/Non-Single Family (Commercial)	Based on valuation of project or \$80, whichever is
Non-Residential Plumbing (Commercial)	Based on valuation of project or \$65, whichever is
Permit for Move-In Home	Based on 80% of Value (according to Uniform Building
Plumbing Permit	\$65 minimum or \$5/fixture, whichever is greatest (Includes state surcharge)
Recovery of Plan Review Cost on Cancelled	
Renewal of Expired Permit if No Plan Changes	50% of permit fee
Replacement of Lost Inspection Card	\$30
Re-Side, Re-Roof, Re-Window	\$80 (includes state surcharge)
Temporary Farm-Related or Elderly Parent Manufactured Home	\$250 (includes state surcharge)

DRAFT

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

Interim Use Permit (IUP) - Performance Surety: (152.082) Example: Mining/Reclamation	\$10,000 per/acre of open mining activities (i.e. mining, staging and restoration)
Other Types of Land Management Permits	
Administrative Permit for excavating/filling or a driveway that includes wetlands and/or erosion control permit and/or stormwater permit with no treatment required	<p>\$250 Permit Fee + CCWMO Fees, or other requirements, if applicable.</p> <ul style="list-style-type: none"> • A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. • The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO). • Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.
Administrative Permit for excavating/filling or a driveway that includes stormwater permit pursuant to County water rules	<p>\$1,500 (\$500 permit fee + \$1,000 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,000 incurred during application review and final inspections.</p> <ul style="list-style-type: none"> • If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount collected.
Administrative Special Use Permits	<p>\$250</p> <ul style="list-style-type: none"> • Includes Temporary Family Health Care Dwellings • A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. • Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.

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

Library

Library Meeting Room Fees for Profit-Making Organizations	
Chanhassen Lewis Room (Capacity: 12)	\$15/hr. (split with city)
Chanhassen Longfellow Room(Capacity: 20)	\$15/hr. (split with city)
Chanhassen Lovelace Room (Capacity: 6-10)	\$10/hr. (split with city)
Chanhassen Wilder Room (Capacity: 125)	\$25/hr (split with city)
NYA Conference Room (Capacity: 12)	\$15/hr
Library Supplies and Services	
County Maps	\$1
Fax Machine	\$0.50/page

Flash Drive- 16 GB	\$7
Flash Drive – 1GB	\$3
Ear Buds	\$2
Lost Library Card Replacement	\$1
Non-Minnesota Resident /Non-Minnesota Regional Library System Resident Library User Fee	\$60
Photocopies and Computer Print-outs Black and White	\$0.15/page
Photocopies and Computer Print-outs Color	\$0.50/page
Overdue Fines	
All Adult materials	\$0.30/day
All Juvenile/Teen materials	\$0.10/day
Overdue Library Materials Maximum Fines	
Adult fiction and non-fiction	\$6
Adult paperbacks	\$6
Juvenile fiction and non-fiction	\$2
Juvenile paperbacks	\$2
Compact Discs	\$6
DVDs (1 Week)	\$6 (adult) \$2 (juvenile)
Law Library Fee	\$10 (no fee for counties and municipalities.)
Unreturned or Damaged Materials	
The following standard charges apply to unreturned or damaged materials when the actual replacement cost is unknown. <i>Note: Library fees apply to the Law Library and Community Libraries.</i>	
Adult Non-Fiction Hardback	\$30
Adult Fiction Hardback	\$25
Audiobook set	\$50
Compact Disc	\$25
DVDs	\$25
DVD set	\$50
Juvenile fiction	\$15
Juvenile Non-Fiction	\$20
Magazines	\$3
Missing DVD, Audiobook, or Music CD from a Set	\$15
Missing Item from a Set or Kit	\$15
Missing Set or Kit	\$100
Mobile Hotspot	\$84
Paperback	\$8 (adult) \$5 (juvenile)
Processing Fee	\$2

Parks

(RF- Reservation Fee)

Baylor Park Fees (Specific)	
Camp Site Fees Utility Campsite (30amp & Water) Primitive (Tent) Campsite Full Hook-Up Campsite (50amp, Water, Sewer) Cancellation Fee Reservation Modification Fee Early Arrival Fee	\$28/Night/Site \$20/Night/Site \$38/Night/Site \$5 Per Site/Night \$8 Per Modification Request 50% of the Nightly Rate
Mid-Week Camping Special Rates Utility Campsite (30amp & Water) Primitive (Tent) Campsite (Applied @ 6 or more consecutive days)	Buy 2 nights and get night 3 free OR buy 3 nights and get night 4 free. *Promotion eligible Sunday – Thursday, excluding holidays. Promotion must be referenced at the initial time of reservation.
Community Room Facility Rental Only Organized Group Rate Damage Deposit Cancellation Fee	\$175/Day + RF \$100/Day + RF \$50 See Cancellation Structure Below
Campground Commodities Ice: Block Firewood WiFi Connection @ Campsite Campground Dump Station	\$2 \$6/Ea. \$5/Day \$15/Use
Lake Waconia Regional Park Fees (Specific)	
Lake Waconia Event Center (WEC) Damage Deposit Down Payment for Reservation Confirmation Facility Access Prior to Event Facility Rental Building Attendant Sheriff/Security Personnel Early Set-Up Fee (Day of Event) Additional Trash/Recycling	\$500/Reservation \$500/Reservation \$150/Day + \$20/Hour for Required Staffing Time \$1,000/Day \$20/Hour/Staff Current Sheriff Off Duty Service Fee (see “Sheriff Off Duty Services” for current rate) \$80/Four Hours (4 Hour Minimum) Cost of Service + 10% Administration Fee
Park System Fees (General)	
The following rates are available to groups meeting requirements outlined in Ordinance No. 30:	
Group Camping (Organized groups of Scouts, Churches, Edu./Athletic Teams, etc.)	Rates shown are per day & night combo 1-25 People: \$37 26-50 People: \$75 51-100 People: \$150
Picnic Shelter(s) in Flights B & C (See below)	Weekday: \$20 + RF, Weekend: \$40 + RF
Ordinance Violations	
Violation Fees Violation of Chapter 91 of Ordinance 72 of the Carver County Code of Ordinances	\$20 + \$10 Court Filing Fee (plus state fees)

Photography & Videography Permits	
Annual Professional Photography Permit	\$225/Year
Commercial Business Permit	\$400/Day
Graduation/Wedding	\$400/Day
Monday - Thursday	\$25/Hour
Friday - Sunday	\$50/Hour
Video Shoot	\$200/Day
Atypical Video Shoot	\$500/Day (Minimum)
Park Shelter Rentals:	
Park Shelter "Flights"	
A: Lakeview	A: Weekday: \$150 + RF, Weekend: \$225 + RF
B: Beach	B: Weekday: \$75 + RF, Weekend: \$125 + RF
C: Hilltop, Big Oak, Trailside, Prairie	C: Weekday: \$40 + RF, Weekend: \$80 + RF
Group Reservations w/Overnight Use of Shelter Lakeview	(Only Monday-Sunday & Holidays) \$50
Shelter Cancellation Fee	See Table Below for Cancellation Procedure & Fees
Damage Deposit	\$100/for Damage and/or Excessive Clean-Up
Reservation Fee (RF)	\$8
Reservation Modification Fee	\$8 Per Modification Request
Concession/Vending Fee	As Negotiated
Recreation and Educational Programming	
Contracted Recreation Service	\$14/seasonal labor hour <i>For recreation program fees for private groups, contracted activities, and partnership programs, see Attachment B.</i>
Educational Programs	
2 Program Hours	\$3/participant for short programs
4 Program Hours	\$5/participant for long programs
Rental Equipment	
Canoe	\$10/Hour
Personal Watercraft Storage	\$70/Season
Cross Country Ski Equipment Rental	(Fee for package of skis, poles & boots)
Adults	\$6/Hour
Children (under 15 years old)	\$5/Hour
Disc Golf	\$5/ (+\$5.00 replacement cost if applicable)
GPS Units	\$5/Two Hour(s)
Kayak	\$15/Hour
Paddle Boat	\$10/Hour
Portable Fire Ring	\$15/Reservation Request
Snow Shoes Equipment Rental	(Fee for package of snowshoe & pole)
Adults	\$6/Hour
Children (under 15 years old)	\$5/Hour
Standup Paddle Boards	\$15/Hour
Special Event Permits and Event Services	
Application Fee for Special Use Event Permits	\$200 per application
Requirement of Facility Rental	See shelter rental rates above
Additional Services Requests	\$35/hr/employee

Public Fireworks Displays	Exempt
Edu. Agency Endurance Events - Summer	\$25/team
Edu. Agency Endurance Events - Winter Monday-Thursday Friday-Sunday	\$25/Team \$30/Team
Outside Vendor Services Portable Toilets Portable Sinks Additional Trash *Number required based on event size	Each item is actual cost/unit "X" number required, + 10% administration fee. *If the County has a service provider under contract for these services, Permittee is required to use the County's provider.
Concession/Vending Fee	As Negotiated/By Agreement
Reservation Cancellation for Park Facilities:	
Cancellation based on Customer request for Facilities of: All Park Picnic Pavilions, Community Room and Lake Waconia Event Center. *Outdoor Recreation Programs/Services utilize this cancellation structure as well. **Camp Site Cancellations follow as outlined above.	<ul style="list-style-type: none"> • 31+ Days Prior to Reservation/Event: 100% Refund Issued • 15-30 Days Prior to Reservation/Event: 75% of Refund Issued • 8-14 Days Prior to Reservation/Event: 50% Refund Issued • 0-7 Days Prior to Reservation/Event: 0% Refund Issued

Planning and Water Management Department

Publications and Information	
Color Maps 8.5" x 11" Comprehensive Plan, Water Plan, reports	\$5/map
Comprehensive Plan Full document Individual Comprehensive Plan Elements or Township Chapters	\$50 \$15 with colored maps; free if printed in black & white
Water Management Plan	\$50
Water Quality Report	\$50
CDs	\$5
Review of Project for Compliance with Water Management Rules	
Combined Permit: Administrative Permit for excavating/filling or a driveway and Wetland Permit and/or Erosion Control Permit	<p>\$250 Permit Fee + CCWMO Surety, or other requirements, if applicable.</p> <ul style="list-style-type: none"> • A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. • The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO) • Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.

Combined Permit: Administrative permit for excavating/filling or a driveway and Stormwater Permit	<p>\$1,500 (\$500 permit fee + \$1,000 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,000 incurred during application review and final inspections.</p> <ul style="list-style-type: none"> • If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount collected.
Erosion control permit and/or stormwater permit with no treatment required	<p>\$250 plus engineering costs incurred during application review and final inspections.</p> <ul style="list-style-type: none"> • Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.
Stormwater permit	<p>Less than 20 acres of disturbed area: \$1,500 (\$500 permit fee + \$1,000 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,000 incurred during application review and final inspections.</p> <ul style="list-style-type: none"> • If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount collected. <p>20 acres or more of disturbed area: \$2,000 (\$500 permit fee + \$1,500 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,500 incurred during application review and final inspections.</p> <ul style="list-style-type: none"> • If actual engineering costs are less than \$1,500 the applicant will be refunded for the excess amount collected.
Wetland Boundary/Type Determination	<p>\$100 plus engineering costs incurred during application review and final inspections.</p>
Wetlands Exemption Permit	<p>\$100</p> <ul style="list-style-type: none"> • Work started without obtaining a permit shall be subject to a \$100 penalty in addition to the \$100 fee.
Wetland Replacement/ Bank Application	<p>\$350 plus engineering costs incurred during application review and final inspections.</p>
WMO Permits- Financial Security for CARVER COUNTY WATER MANAGEMENT ORGANIZATION RULES	
Erosion and Sediment Control Permit	<p>Applicant shall provide security of \$1,000 per acre disturbed</p> <ul style="list-style-type: none"> • The minimum security required is \$1,000 • For projects disturbing up to 40 acres, the maximum security required of the responsible party is \$25,000. • For projects disturbing 40 or more acres, the maximum security required of the responsible party is \$50,000.

Stormwater Permit	<p>Applicant shall provide security of \$5,000 per acre disturbed</p> <ul style="list-style-type: none"> The minimum security required is \$5,000 For projects disturbing up to 40 acres, the maximum security required of the responsible party is \$25,000. For projects disturbing 40 or more acres, the maximum security required of the responsible party is \$50,000.
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Property and Financial Services Division

Customer Service – Property Tax and Elections & Licensing Offices	
Certification by Hand and Seal (R/P/M) Auditor	\$15 plus \$0.25 per page
Certified Letter	Subject to postal rate
Claim Against Bond Set-up fee	\$25 plus \$0.25 per copy/page
Computer-Generated Reports Set- up fee	\$40 Tax \$25 Election
Current/Prior Year Tax Statements & Proposed Property Tax Notices	\$5
Name/Address Labels	\$3 per sheet
Screen Prints	\$2
Written Tax Estimate (any form)	\$20 per parcel
Written Tax Search	\$10 per parcel per year
Elections- Elections & Licensing Office	
Precinct Finder (Countywide)	\$75
Precinct Finder (Individual Entity)	\$25
Registered Voter Certificate	\$15
Certified Copy of County Ordinance	\$15 plus \$0.25 per page
Licenses and Permits – Chaska License Center	
Driver's Licenses:	
Class A: Regular*	\$51
Class A: Under 21*	\$31
Class B: Regular or Under 21*	\$43
Class C: Regular or Under 21*	\$36
Class D: Regular or Under 21*	\$32
Class D Provisional License Upgrade to Under 21 Driver's License No violations on record (\$3.50 credit)*	\$28.50
Provisional Driver's License*	\$19.25
Duplicate License:	
All classes*	\$17
Motorcycle Renewal*	\$17
School Bus Driver Physical*	\$4
Driver's License Permits:	
Class A, B, or C Instruction Permit*	No fee

Class D Instruction Permit*	\$15.50
Endorsement examination fees*	\$2.50
Motorcycle Instruction Permit/ Endorsement Fee*	\$29
Motorcycle Endorsement Renewal (2-wheel only)*	\$17
Identification (ID) Cards:	
Age 65 and older	\$20.75
Under age 65	\$21.50
ID Card for person with physical or developmental disability or qualified mental illness*	\$0.50
Standby or Temporary Custodian Designation ID Card*	\$4.25
Licenses and Permits – Elections & Licensing Office	
Auctioneer License*	\$20
Fireworks Permit	\$50
Liquor Licenses:	
Brewer Off-Sale License Including Sunday	\$250
Consumption & Display (Set-up) License	\$150
Off-Sale Liquor License	\$250
Off-Sale 3.2 Malt Beverage License (Beer and Wine Coolers)	\$75
On-Sale Liquor Licenses	\$2,000
On-Sale Sunday Liquor License	\$200
On-Sale Temporary Liquor License	\$100 per event
On-Sale 3.2 Malt Beverage License (Beer and Wine Coolers)	\$150
On-Sale Temporary 3.2 Malt Beverage License (Beer and Wine Coolers)	\$50
Precious Metals	\$150
Tobacco	\$240
Transient Merchant License	\$150*
Motor Vehicle Transactions – Chaska License Center and Chanhassen Service Center	
Title and Registration Fees:	
*Filing Fee/Registration	\$7
*Filing Fee/Long Application	\$11
Department of Natural Resources title and registration	Per Minnesota Statute
Wheelage Tax	\$20
Passports – Chanhassen Service Center and Elections & Licensing Office	
Passports:	
Age 16 and over*	\$110
Under age 16*	\$80
Passport Card over 16*	\$30
Passport Card under 16*	\$15
Execution Fee*	\$35

Renewal*	\$110
Expedited Service*	\$60
Passport Photo	\$15
Property Assessment	
CAMA or Tax Extracts	
Setup & research	\$52/hr
Research	\$52/hr. minimum
Screen Prints/Appraisal Cards	\$2/page
Complete a Property Tax Refund letter for the property owner.	\$25
Process a new eCRV request	\$38
Land Records	
Certified Copy of County Ordinance	\$15 plus \$0.25 per page
Copy of Certificate of Real Estate Value (CRV)	\$10 per copy
Plat Parcel Certification Fee	\$50
Screen Prints	\$2
Certified Copies	\$10 per document (flat fee)
Attested Copy	\$2
Copy of Document	\$1 / Per page
Copy of Floor Plan (515), Condominium (515A), CIC Plat(515B)	\$1/page \$10 minimum
Copy of an official plat	\$10
Additional certification	\$5
Certified Copy of Registered Land survey	\$15
Recording Plats	\$56
ABSTRACT: Amended: Floor Plan (515), Condominium (515A), CIC Plat (515B)	\$56 \$0.50 per apartment or unit
TORRENS: Section 515B CIC affecting 2 or more units	\$46/first 10 affected certificate \$10/each additional affected certificate
TORRENS: Amendment to Declaration, CIC Declaration, and/or Plat	\$46
Recording Documents	\$46
ABSTRACT: Satisfactions, Partial Releases, Certificates of Release, and Assignments	\$46 with up to 4 document citations \$10 additional for each document cited over 4
Condition of Register	\$50
Residue OR new additional certificate	\$40
Documents affecting multiple certificates	\$46 PLUS \$20 / Per additional certificate
Exchange Certificate	\$20/ each cancelled certificate \$20/new certificate
CECT	\$40
Federal Tax Liens	\$46
State Tax Lien	No charge
State Tax Lien Release	\$30
Well Disclosure Certificate	\$50
Land Records Non-Statutory Fees	
Access to Online Images	\$2/ document
Copy of Document	\$1/page

Plat, Registered Land Survey, CIC copies (small)	\$1/page
Historical Tract Records- Tract Index Fee	\$20
Refund Processing Fee	\$30
Bulk document transfer	\$0.50/per document
Property Taxation	
Property Taxation – Financial Services Office	
Manufactured Home Collection Fee for Delinquent Taxes (Revenue Recapture)	\$30
Property Taxation – Property Tax and Elections & Licensing Office	
Special Assessments:	
Special Assessment Entry Fee	\$5 per parcel/per entry
Special Assessment Code Set-up Fee	\$15 per new code
Taxation:	
Abatements requested by entity	\$100 per parcel/per payable year
Auditor’s Certificate	\$300
Updating existing Auditor Certificate	\$150
Audit Verification of Tax District	\$150
Certification of Ten Largest Taxpayers	\$75
Confession of Judgment:	
Written Estimate	\$25
Set-up Fee	\$100
Confession of Judgment Satisfaction Fee	\$25
Green Acres/ Rural Preserves / Open Space Payback Calculation Fee	\$150/parcel
Escrow Processing Fee	Automated \$300/year Manual \$10/parcel per request
Escrow Processing Additional Escrow Files	\$50 each request
1 st Time Delinquency Fee	\$30 per parcel
Tax Forfeited Land – Repurchase Fee	\$250
Special tax data research or requests	\$50 per hr (15 minute increments) plus any material costs
Tax Increment Financing (TIF):	
New TIF District Set-Up Base Fee	\$450
New TIF District Set-Up Per Parcel Charge	\$50 per parcel
Yearly Maintenance Base Fee	\$250
Yearly Maintenance Per Parcel Charge	\$50 per parcel
Plan Modification	\$300
Modification Per Parcel Charge	\$50 per parcel
TIF Base Adjustment Fee	\$200
Decertification	\$300
TIF Knockdown Fee Per Parcel	\$50 per parcel
Expiration of Redemption Fee	\$75
Vital Statistics – Land Records	
Vitals Report Request*	\$15
Copy/Reprint of Vital Record	\$5 per record

Expedite Fee for Vital Records	\$10 (County only)
<u>Birth Certificates:</u>	
Certified*	\$26 (State \$17 – County \$9)
Non-certified*	\$13 (State \$4 – County \$9)
Additional*	\$19 (State \$17 – County \$2)
Birth Verification*	\$9 (County only)
Statement of No Record Found*	\$16 (State \$7 – County \$9)
<u>Death Certificates:</u>	
Certified*	\$13 (State \$4 – County \$9)
Non-certified	\$13 (State \$4 – County \$9)
Additional	\$6 (State \$4 – County \$2)
Amendments to Certified Death Record	\$40 (County Only)
Fetal Death Report	\$9 (County Only)
Statement of No Record Found	\$13 (State \$4 – County \$9)
<u>Genealogy:</u>	
Genealogy Research	\$50 per hour
Genealogy Copies	\$5 per copy of records
<u>Marriage Licenses:</u>	
Marriage License (Full Fee) *	\$115 (State \$90 – County \$25)
Marriage License (Reduced Fee with Educator's Statement of 12-hour minimum)*	\$40 (State \$15 – County \$25)
Marriage Certificate (Certified) *	\$9 each (County only)
Statement of No Record Found	\$9 (County only)
Marriage License Amendment	\$40 (County only)
Marriage License Reissue	\$15 (County only)
<u>Notary Public:</u>	
Notary Public Commission Recording Fee*	\$20 (County only)
Notary Verification (per document) *	\$5 (County only)
<u>Ordination Credentials:</u>	
Credentials of Ordination filing	\$20 (County only)
* Fee set by Minnesota statute.	

Public Works

Program Delivery Department - Planning	
Development Review Fee	\$75/hour for internal staff plus actual consulting fees to review development and land use changes impacting the County Highway transportation system
Program Delivery Department - Transportation	
Access Permit	
New residential or field access	\$300 + engineering plan review and inspection actual cost
New subdivision street or commercial driveway	\$500 + engineering plan review and inspection actual cost
Access Permit	

Combined fee for New residential- <i>Permit review and issuance, with new mailbox and fire # plate</i>	\$425 + engineering plan review and inspection actual cost
Annual Permit Allows 14' high, 14.5' wide, 95' long under posted weight	\$220
Delay Penalty Penalty for not meeting completion date	\$75
Obstruction Permits	\$100
Single Trip Permit Oversize Load Overweight Load Overweight Load (Eng. Review) Overweight Load (Bridge Load Rating)	\$20 \$20 + \$6 per ESAL/mile \$105 + \$6 per ESAL/mile \$1,000 + \$6 per ESAL/mile
Special Event Permit For streets closures for city celebrations and other events: Permit review and issuance – for all or any size event	
Under 100 attendees/contestants/ entries or 1-2 highways	\$0
100-400 Attendees /Contestants/Entries or 3-4 highways	\$100
Over 400 Attendees /Contestants/Entries or 5-plus highways	\$400
Utility Permit Private Utility Companies	\$200 base/mile + \$200/each additional mile
Work within county ROW General excavation, grading, sewer and water	\$300 base/mile + engineering plan review and inspection actual cost
Property Surveying	
Boundary Adjustment Description Review/GIS Impact Fee <i>Note: Collected as part of Land Management application</i>	\$75
Minor Subdivision Description Review/GIS Impact Fee <i>Note: Collected as part of Land Management application</i>	\$100
Plat Checking and Mapping Fee	\$300 plat + \$30/lot or CIC unit + \$5/ detached garage CIC unit
Torrens Application Survey/Description Review	\$300

Regional Rail Authority

Dakota Rail Line Fees

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

Sheriff's Office

Administrative Forfeiture Fee	\$250
Approving Bond	\$50
Detox Transport Fee	\$250 per trip
False Alarm Fee	\$50 beginning with the fourth false alarm. Each following false alarm increases by \$50 (i.e., fifth alarm = \$100; sixth alarm = \$150).
Filing Fees	\$49.59
Patrol Videos	\$10/CD plus \$30 research fee
Body Worn Camera Audio/Video	\$20/flashdrive plus staff time for compiling data
Storage of Impounded Vehicles	\$15/day
Background Checks	
Adult Use New Establishment/New Owner	\$250
Adult Use Renewal	\$100
Liquor License New Establishment/New Owner	\$250
Liquor License Renewal	\$100
Civil	
Duplicate or Replacement Certificate	\$20
Abandoned Property	\$110 per hour per deputy, minimum one hour per deputy
Civil Stand-by	\$110 per hour per deputy, minimum two hour per
Filing of Notice of Intent to Redeem	\$100* (State Statue driven fee)
Filing of Redemption and Post-Redemption Documents	\$20
Judgment and Degree	\$110 per hour per deputy, minimum one hour per deputy
Legal Not Finds	\$80
Lien Sales (Mechanical or Warehouseman)	\$110 per hour per deputy, minimum one hour per deputy
Mileage (round trip)	Current IRS rate
Minnesota Domestic Protection Orders	No Charge
Minnesota Harassment Orders	No Charge
Mortgage Foreclosure Sales	\$110 per hour per deputy, minimum one hour per deputy
Posting of Notices	\$110 includes two people + \$25 for additional person, same address

Postponement of Scheduled Mortgage Foreclosure Sales	\$20
Redemption of Property (Recorded Fee Holder & all others)	\$250* due at time of request (State Statute driven fee)
Request of Process Returned	\$110 includes two people + \$25 for additional person, same address
Replevin <ul style="list-style-type: none"> • Writs of Attachment • Securing properties on Seizures 	\$400 deposit + deputy @\$110 per hour per deputy, minimum one hour per deputy
Service of Process Fee	\$110 includes two people + \$25 for additional person, same address
Storage of Levied Property	\$10/day per storage stall (20' x 9')
Writ of Execution Commission	5% of amount collected
Writ of Execution (Seizure or Sale)	\$400 deposit + deputy @\$100 per hour per deputy, minimum one hour per deputy
Writ of Recovery (Inventory)	\$110 per hour per deputy, minimum one hour per deputy
Dangerous Dog	
Dangerous Dog Registration	\$100
Dangerous Dog Designation Review Hearing	\$100
Potentially Dangerous Dog Designation Review Hearing	\$100
Gun Conceal/Carry Permits	
Additional fee for renewal of permit after 30 days expiration	\$10
Change of Address or Replacements	\$10
Emergency Permit	No charge
New Conceal/Carry Permit	\$75
Renewal of Permit	\$50
Jail/Inmate Fees	
Adult Inmate Boarding Fee	\$55/day (Except by Contract)
Booking Fee	\$20
Cell Upgrade	\$10
Electronic Home Monitoring	\$20/day
Fingerprint Cards (Carver County Resident)	No charge
Fingerprint Cards (Non-Carver County resident)	\$15/card
Inmate Medical*	Inmate billed per MS 641.12; 641.15
Inmate Mantoux – other agency	\$15
Inmate Prescription refill	\$5
Jail Record Copies (public)	\$0.25/page
Jail Record Copies (request from inmate)	\$0.25/page
Juvenile Detention Center Boarding	\$145/day
Medical Co-pay	\$5
Pay for Stay	\$20/day
Work Release (WR) Inmates In-County	\$20/day

Work Release (WR) Inmates Out-of-County	\$55/day
WR – Mantoux	\$20
WR – UA Screen	\$20
911/Radio Programming	
911 Call Recordings	\$10/CD plus \$30 research fee
911 Call Recordings – Transcribed	\$25 for first half-hour plus \$25 each additional hour (in addition to \$10 CD plus \$30 research fee)
Radio Programming for outside county entities	\$68/hr
Off-Duty Deputy	
Off-Duty Deputy Services	\$110 per hour per deputy
Off-Duty Deputy Services - Holiday Rate	\$130 per hour per deputy
Reports/Photos	
Accident Reports	\$0.25/page
Additional Pages	\$0.25/page over 100 pages actual cost
Digital Photos/ Electronic Media	\$10/CD plus \$30 research fee, \$15/USB (up to 4GB) plus \$30 research fee, USB over 4GB- call for fee amount
Initial Complaint Report	\$0.25
Miscellaneous Documents	\$0.25/page \$0.50/2-sided document
Offense/Incident Report	\$0.25/page \$0.50/2-sided document
Photos	3x5 - \$1.50 4x6 - \$1.75 5x7 - \$5 8x10 - \$10
Record Transcriptions	\$25 for first half-hour plus \$25 each additional hour (in addition to \$10 CD plus \$30 research fee)

Attachment A

**Encore Adult Day Services Program
2022 Sliding Fee Schedule**

Regular Daily Rate = \$86.00*

A full day is considered anything over 5 hours. In situations when a participant attends the program less than 5 hours they will be billed at a 15 minute unit of attendance based on the daily rate and a 6 hour program day.

**By law the Encore private pay rate cannot be lower than the medical assistance rate established the State Legislature. In the event of a state increase to the medical assistance rate the private pay rate will be increased to match the medical assistance rate.*


Rates Based on 2021 Federal Poverty Guidelines

Family of 1	
Annual Gross Income:	Daily Fee
At or below the Current Federal Poverty Guideline figure* \$12,880	\$0
\$12,881-\$17,388	\$29.05
\$17,389-\$23,828	\$41.50
\$23,829-\$32,199	\$62.25
Over \$32,200	\$83.00
<i>Hourly rate: For those who attend less than or more than a regular full day - 6 hours</i>	\$16.00/hour
Shower Rate	\$16.50/shower

Family of 2	
Annual Gross Income:	Daily Fee
At or below the Current Federal Poverty Guideline figure* \$17,420	\$0
\$17,421-\$23,517	\$29.05
\$23,516-\$32,227	\$41.50
\$32,228-\$43,449	\$62.25
Over \$43,550	\$83.00
<i>Hourly rate: For those who attend less than or more than a regular full day - 6 hours</i>	\$16.00/hour
Shower Rate	\$16.50/shower

**Fluctuates with the current Federal Poverty Guidelines*

Carver County Parks Outdoor Recreation Programming Fee Matrix 2021

Contracted	Partnership																			
<p>Examples: Private birthday parties, scout/non-profit group(s), childcare programs, City events, corporate groups, other.</p> <p>Program Fee: Equals Instructor time (\$14/Hour) x2. The x2 multiplier accounts for equipment replacement, administrative time and instructor drive time to/from the Parks Office.</p> <p>A total of 1.5 hours of time will be added to each program booking accounting for set-up and tear-down time.</p> <p>In general, 1 Instructor will be required for every 10-15 participants with a minimum of 2 Instructors for water-based programs.</p> <p>Examples:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th style="padding: 5px;">Program Length:</th> <th style="padding: 5px;">Number of Instructors:</th> <th style="padding: 5px;">Cost:</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">2 Hour</td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">\$98</td> </tr> <tr> <td style="padding: 5px;">2 Hour</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">\$196</td> </tr> <tr> <td style="padding: 5px;">4 Hour</td> <td style="padding: 5px;">1</td> <td style="padding: 5px;">\$154</td> </tr> <tr> <td style="padding: 5px;">4 Hour</td> <td style="padding: 5px;">2</td> <td style="padding: 5px;">\$308</td> </tr> </tbody> </table> <div style="background-color: #4F81BD; color: white; padding: 5px; text-align: center;"> Environmental Education for School Groups** </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr style="background-color: #4F81BD; color: white;"> <td style="padding: 5px;">\$14 Per Hour/Instructor Needed</td> </tr> <tr> <td style="padding: 5px;">Pond Study</td> </tr> <tr> <td style="padding: 5px;">Maple Syrup Tours</td> </tr> <tr> <td style="padding: 5px;">Nature/Night Hike</td> </tr> </table>	Program Length:	Number of Instructors:	Cost:	2 Hour	1	\$98	2 Hour	2	\$196	4 Hour	1	\$154	4 Hour	2	\$308	\$14 Per Hour/Instructor Needed	Pond Study	Maple Syrup Tours	Nature/Night Hike	<p>Examples: Public programming offered with local City Park and Recreation Departments, Community Education & School Districts and other County Organizations/Departments (example Carver County Historical Society).</p> <p>Gross revenue is split 75% for Carver County Parks and 25% for the Partner Agency, assuming that Carver County provides all Instructor staffing. (If not, Instructor time “cancels out” at a 1:1 ratio if partner provides staffing)</p> <p>If either partner must purchase more than \$50 worth of supplies/services, then that cost comes off the top of the revenue before the split and is added onto that partners total reimbursement.</p> <p>Previously Arranged Agreements: Waconia Community Education: split is 80/20% but there is no reimbursement for purchased supplies ISD 112 Community Education: split is 72/28%, but costs are still reimbursed.</p> <div style="text-align: center; margin-top: 20px;">  </div> <p>Parks Department Contact Public Works Building 11360 Hwy 212, Suite 2 Cologne, MN 55322 (P) (952)466-5250 (E) parks@co.carver.mn.us</p>
Program Length:	Number of Instructors:	Cost:																		
2 Hour	1	\$98																		
2 Hour	2	\$196																		
4 Hour	1	\$154																		
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Pond Study																				
Maple Syrup Tours																				
Nature/Night Hike																				

Attachment C

Carver County Regional Rail Authority Fee Schedule

<u>Activity</u>	<u>Rate</u>
Drive Way Lease	\$1, No Annual fee, No Maintenance
Agricultural Land Permit	\$214/Tillable Acre/Annual
Building or Structure Site	Ave. Tax Assessed Land Value
Occupation Lease (Market Rate)	5% + Taxes
Reissuance Fee for a Previous Lease Agreement	\$100 Municipal and Private Residence \$1,000 Commercial
Administrative Application Fee*	\$100
Concession/Vending Sales	Negotiated

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

2022 Fee Schedule Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
CAO	External Hard Drive 1 TB	n/a	\$60	-	Cover cost of hard drive
CAO	External Hard Drive 5 TB	n/a	\$110	-	Cover cost of hard drive
HHS/Court Services	Urinalysis Fee	\$30	\$35	\$1000	Keep the fee in line with vendor pricing
PS/Environmental Services- SSTS: Other Types	Curtain Drain Septic System Monitoring	\$400 (\$50 soil review + \$50 monitoring + \$300 installation)	--	\$0	Please remove this listing and fee. The Curtain Drain Monitoring Program is no longer in existence, so keeping it on the Fee Schedule might only create confusion.
PS/Environmental Services- SSTS: Other Types	Plan Review	\$50	-	\$0	Plan Review is covered as part of a Septic Permit. No additional fee is charged. Please remove from the Fee Schedule.
PS/Environmental Services- SSTS: Other Types	Re-Inspection	\$50	\$100	\$300/year	A Reinspection doesn't occur very often, but when it does they take a great deal of staff time. This fee increase, which will allow our fees to mirror neighboring county SSTS program fees, will also encourage property owners to be certain that their site is ready when scheduling an inspection.
PS/Environmental Services- SSTS: Other Types	Failure to cancel a prearranged inspection at least 1 hour prior to inspection	\$50	-	-	This would be covered under the "Reinspection Fee" which is listed above. Please remove from the Fee Schedule.
PS/Environmental Services- Environmental Center Products for	Compost Bags (20 lb.)	N/A	\$2/bag	-	We currently sell 20 lb bags of finished compost, but we recently discovered that this item is not listed in our Fee Schedule section. Thus no

Sale					additional revenue will be produced, but this house keeping effort makes our list more precise and complete.
HHS/HCBC	Encore Adult Day	N/C	N/C		Updated 2022 Sliding Fee Schedule with 2021 Federal Poverty Guidelines
PS/ Land Management Conditional Use Permits (CUP)	Agriculture: Feedlot: (152.076) A Conditional Use Permit required solely for bringing an uncertified liquid manure storage area, which was designed and/or installed with guidance from Carver SWCD, into compliance and not associated with an expansion or substantial change in operation is exempt from these fees. This exemption does not include feedlot permit fees.	\$250 (less than 300 animal units) \$350 (300 to 599 animal units) \$500 + \$50/hour up to \$1,000 (600+ animal units)	<ul style="list-style-type: none"> • \$250 + \$60/hour up to \$1,000 (less than 300 animal units) • \$350 + \$60/hour up to \$1,000 (300 to 599 animal units) • \$500 + \$60/hour up to \$1,000 (600+ animal units) 	-	Extremely minimal increase (if any) in revenue due to fewer large scale feedlot operations which require CUP's. Proposed change allows for an hourly fee rate like many other large scale CUP/IUP requests.
PS/ Land Management Conditional Use Permits (CUP)	Residential Related: (152.077) Examples: Residential Accessory Structures, Permanent Farm-Related Homes, Day Nurseries	\$400	No Change	-	Language change due to updates to Zoning Code. Removing Residential Accessory Structures and Day Nurseries from examples.
PS/ Land Management Conditional Use Permits (CUP)	Additional Density Options: (152.078) Examples: High Amenity; Wooded/Lakeshore, Conservation Incentive, CUP or <u>One building eligibility incentive</u>	\$500 for first residential lot + \$100 for each additional residential lot + \$50/hour up to \$1,000	\$600 for first residential lot + \$100 for each additional residential lot + \$60/hour up to \$2,000	\$450	Language change due to updates to Zoning Code. The increase in application fee and hourly rate would cover additional county staff time and potential public hearing costs. (Development activity depends on the economy, typically 1-2 per/yr.)

<p>PS/ Land Management</p> <p>Conditional Use Permits (CUP)</p>	<p>Home-Based Business: (152.079) Examples: Recycling/Solid Waste, Farm-Related Business, Home Extended Business, Commercial Kennels, stables <u>Equestrian Facility</u>, Aquaculture, Retail Nurseries, School Bus Service, Bed and Breakfast, Contractor's Yard, <u>Daycare</u>, Commercial Radio Station, <u>Utility/Essential Service</u>.</p>	<p>\$500 + \$50/hour up to \$1,000 Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.</p>	<p>\$500 + \$60/hour up to \$1,000 Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.</p>	<p>\$90</p>	<p>Language change due to updates to Zoning Code. Even though minimal, the increase in hourly rate and cost recovery rate would cover additional county staff time. (typically 8-10 per/yr.)</p>
<p>PS/ Land Management</p> <p>Conditional Use Permits (CUP)</p>	<p>Large-Scale Activities; Essential Services; RSDs; Renewable Energy; All Others: (152.080, 152.095, 152.147-.149, 152.052-.056, 152.039, 152.039, excepting those listed below.</p>	<p>\$500 + \$50/hour up to \$1,000 Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.</p>	<p>\$600 + \$60/hour up to \$2,000 Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.</p>	<p>\$550</p>	<p>Language change due to updates to Zoning Code. Increase application fee, hourly rate and cost recovery will help cover specialty type applications which take more staff time. (typically 8-10 per/yr.)</p>
<p>PS/ Land Management</p> <p>Conditional Use Permits (CUP)</p>	<p>Airports – Personal Use Airstrip CUP</p>	<p>\$450</p>	<p>\$600 + \$60/hour up to \$1,000</p>	<p>-</p>	<p>Extremely minimal increase (if any) in revenue due to very few airport type requests; however, the change allows for an hourly fee and cost recovery rate like many other large scale CUP/IUP requests.</p>
<p>PS/ Land Management</p>	<p>Airports – Other than Personal Use Strip CUP</p>	<p>\$500 + \$50/hour up to \$1,000</p>	<p>\$600 + \$60/hour up to \$2,000</p>	<p>-</p>	<p>Extremely minimal increase (if any) in revenue due to very few airport type</p>

Conditional Use Permits (CUP)					requests; however, the increase in application fee, hourly rate and cost recovery rate would cover additional county staff time.
PS/ Land Management Conditional Use Permits (CUP)	EAW/EIS/AUAR Process	\$500 fee plus escrow of \$1,000 to reimburse staff costs	\$600 fee + \$2,000 escrow to reimburse staff costs	-	Extremely minimal increase (if any) in revenue due to very few requests; however, the increase in application fee, hourly rate and cost recovery rate would cover additional county staff time.
PS/ Land Management Conditional Use Permits (CUP)	Golf Course CUP	\$500 + \$50/hour up to \$2,000	\$600 + \$60/hour up to \$2,000	-	Extremely minimal increase (if any) in revenue due to very few golf course requests; however, the increase in application fee, hourly rate and cost recovery rate would cover additional county staff time.
PS/ Land Management Interim Use Permits (IUP)	Interim Use Permit (IUP): (152.082) Example: Mining/Reclamation, Home Occupation in Detached Structure, Recreational, Educational, Agri-tourism, Institutional Activities	\$500 + \$50/hour up to \$1,000, up to \$2000 for mining/reclamation	\$600 + \$60/hour up to \$1,000, up to \$3,000 for mining/reclamation	\$360	Increase application fee and hourly rate will help cover specialty type applications which take more staff time. (approximately 3-5 IUP's issued per/yr.)
PS/ Land Management Other Types of Land Management Permits	Administrative Permit for excavating/filling or a driveway that includes wetlands and/or erosion control permit and/or stormwater permit with no treatment required	\$250 Permit Fee + CCWMO Surety, or other requirements, if applicable. * A Carver County Site Inspection Fee shall be applied to any additional	\$250 Permit Fee + CCWMO Fees, or other requirements, if applicable. • A Carver County Site Inspection Fee shall be applied to	\$1,000	Past fee schedule has been under estimated based on actual staff time spent and project research. In the past, this type of permit has been done as a combination permit w/the CCWMO. CCWMO will collect their own permit fee pursuant to the water rules. (on average, 7-8 Adm Permits issues

		<p>inspection completed after the first inspection. *The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO). *Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.</p>	<p>any additional inspection completed after the first inspection.</p> <ul style="list-style-type: none"> The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO). Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee. 		per/yr.)
<p>PS/ Land Management</p> <p>Other Types of</p>	<p>Administrative Special Use Permits</p>	<p>\$100 * Includes Temporary Family Health</p>	<p>\$250</p> <ul style="list-style-type: none"> Includes Temporary Family 	\$250	<p>Past fee schedule has been under estimated based on staff time. Current fee doesn't cover staff time and project research.</p>

Land Management Permits		<p>Care Dwellings *A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. *Work started without obtaining a permit shall be subject to a \$200 Double Fee.</p>	<p>Health Care Dwellings</p> <ul style="list-style-type: none"> A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee. 		
<p>PS/ Land Management</p> <p>Other Types of Land Management Permits</p>	Adult Use Business License Application and Renewal Fee	\$500	\$600 + 60/hour up to \$3,000	-	Extremely minimal increase (if any) in revenue due to limited locations (i.e. RSD's only). Proposed change allows for an hourly fee and cost recovery rate like many other largescale CUP/IUP requests.
<p>PS/ Land Management</p> <p>Other Types of Land Management Permits</p>	Boundary Adjustment	\$50 + Public Works' fee (Surveyor's description review/GIS impact fee)	\$150 + Public Works' fee (Surveyor's description review/GIS impact fee)	\$200	The application fee increase would cover additional county staff time with application research and review. (typically, 1-2 per/yr.)
PS/	Building Eligibility Transfer	\$200	\$500	\$2,100	***Based on 2040 Comprehensive

Land Management Other Types of Land Management Permits					Plan change allowing Townships to transfer building eligibilities to non-adjacent properties in the same taxing district, more time would be spent on the administrative permitting (e.g. building eligibility research and drafting recordable documents pursuant to the Recorder's Office policies), revenue would cover additional county staff time. (approx. 7 transfers per year and increasing.)
PS/ Land Management Other Types of Land Management Permits	Minor Subdivision	\$300 + Public Works' fee (I.e. Surveyor's description review fee & GIS impact fee)	\$350 + Public Works' fee (I.e. Surveyor's description review fee & GIS impact fee)	\$2,250	Based on extra property review, legal description review, and legal document review (I.e. trusts docs/deeds) with the Recorder's Office. (approx. 45-50 minor subdivisions per year.)
PS/ Land Management Other Types of Land Management Permits	Platting Process – Preliminary Plat through Final Plat Process including developer's contract and legal reviews	\$600 for one lot + \$100 for each additional lot + \$50/hour plus Attorney's Office fee	\$600 for one lot + \$150 for each additional lot + \$60/hour + Attorney's Office fee	\$400	The increase per lot, hourly rate and cost recovery rate would cover additional county staff time. (development activity depends on the economy. 1-2 per/yr.)
PS/ Land Management Other Types of Land Management Permits	Comprehensive Plan Amendment	\$500	\$600 + \$60/hour up to \$2,000	-	Extremely minimal increase (if any) in revenue due to very few requests; however, the increase in application fee, hourly rate and cost recovery rate would cover additional county staff time.
PS/ Land Management Other Types of	Rezoning/Ordinance Amendment	\$500	\$600 + \$60/hour up to \$2,000	-	Extremely minimal increase (if any) in revenue due to very few requests; however, the increase in application fee, hourly rate and cost recovery

Land Management Permits					rate would cover additional county staff time.
PS/ Land Management Other Types of Land Management Permits	Special Meeting of Planning Commission or Board of Adjustment	\$300 + appropriate application fee	\$600 + appropriate application fee	-	Extremely minimal increase (if any) in revenue due to very few requests; however, the increase would cover special meeting public hearing notifications and coordination with Advisory Board members, etc.
PS/ Land Management Conditional Use Permits (CUP)	Screening Standards - Financial Surety: (152.041), if applicable		Up to \$20,000 per/acre	-	2021 Zoning Code Updates has referenced a surety amount pursuant to the County Fee Schedule. Not a revenue generating item.
PS/ Land Management Conditional Use Permits (CUP)	Wireless Communication Facilities, Towers & Antennas – Escrow Account: (152.056)		\$75,000	-	2021 Zoning Code language has been modified to reference a surety amount pursuant to the County Fee Schedule. The current surety amount is under calculated and is not a revenue generating item.
PS/ Land Management Interim Use Permits (IUP)	Interim Use Permit (IUP) - Performance Surety: (152.082) Example: <u>Mining/Reclamation</u>		\$10,000 per/acre of open mining activities (i.e. mining, staging and restoration)	-	2021 Zoning Code Updates has referenced a surety amount pursuant to the County Fee Schedule. The current language and/or fee schedule does not address specific amounts. Not a revenue generating item.
PW/Parks	Camping Reservation Modification Fee	N/A	\$8.00 Per Modification Request	\$6,000	25% (750) of the average annual camping reservations incurred.
PW/Parks	Picnic Shelter Reservation Modification Fee	N/A	\$8.00 Per Modification Request	\$320	25% (40) of the average annual picnic shelter reservations incurred.
PW/Parks	Early Arrival Camping Fee	N/A	50% of Current Site Rate	\$1,917	5% (147) of the average annual camping reservations incurred.

PW/Parks	Special Event Use Permit Application Fee	\$150 per application	\$200 per application	\$500	Based on the average (12) special event use permit(s) issued within a calendar year.
PW/Parks	Paddle Boat	\$7/hour	\$10/hour	minimal	Existing equipment is due for replacement, uncertain at this time if additional investment is going to be made into this recreation activity
PW/Parks	Standup Paddle Boards	\$20/hour	\$15/hour	minimal	This could increase revenue in the fact that the opportunity might be more attractive to users, but hard to determine at this juncture.
PS/ Planning and Water Mgmt.	Stormwater permit	\$1,500 (\$500 permit fee + \$1,000 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,000 incurred during application review and final inspections. *If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount collected.	<u>Less than 20 acres of disturbed area:</u> \$1,500 (\$500 permit fee + \$1,000 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,000 incurred during application review and final inspections. ☐ If actual engineering costs are less than \$1,000 the applicant will be refunded for the	-	The cost of engineering review for large developments typically exceeds the \$1,000 of the permit fee allocated for engineering reimbursement. Additional fees will reduce additional billing to the applicant saving staff time and more clearly setting expectations for the applicant. No addn. revenue is expected as the fees are either used to pay engineering invoices or returned to the applicant.

			<p>excess amount collected.</p> <p><u>20 acres or more of disturbed area:</u> <u>\$2,000</u> (\$500 permit fee + <u>\$1,500</u> for initial estimate of engineering costs) plus reimbursement of engineering costs above <u>\$1,500</u> incurred during application review and final inspections. ☐ If actual engineering costs are less than <u>\$1,500</u> the applicant will be refunded for the excess amount collected.</p>		
PFS/ Property Assessment	Setup & Report Extract	\$50.00/hr	\$52.00/hr	\$200	Minimal increase to cover cost
PFS/ Property Assessment	Research	\$50.00/hr. minimum	\$52.00/hr. minimum	\$200	Minimal increase to cover cost
PFS/ Property Assessment	Process new eCRV	\$35.00	\$38.00	\$100	Minimal increase to cover cost

PFS/Property Tax	Computer Generated Reports Report Setup Fee for Tax	\$35.00	\$40.00	\$50	Minimal increase to cover cost
PFS/Property Tax	Special Tax Data Research or Reports	\$40.00	\$50.00	\$20	Varies if an Election year or not
PFS/E&L	Tobacco License	\$200.00	\$240.00	\$1600	Tobacco License fee has not been increased since 2014; Current Carver County tobacco license fee is lower than the fee charged by many other metro counties and municipalities
PFS/LC	Motorcycle renewal*	\$13.00	\$17.00		Effective 8/1/21, State driven
PFS/ LC	Motorcycle Instruction Permit/Endorsement fee*	\$21.00	\$29.00		Effective 8/1/21, State driven
PFS/ LC	Motorcycle Endorsement Renewal (2 wheel only)*	\$13.00	\$17.00		Effective 8/1/21, State driven
PFS/Land Records	Vital Records- Expedite Fee for Vital Records	New	\$10 County only	unknown	Align with other counties that offer this service.
PFS/Land Records	Historic Tract Records – Tract Index Fee	New	\$20 County only	unknown	Stitching Historic Tracts together will provide multiple pages for Researchers to download
PFS/Land Records	Refund Processing Fee	New	\$30	\$60	Other Counties charge a Refund Processing Fee as it takes time to research the request.
PW/ Survey	Minor Subdivision Description Review/GIS Impact Fee	\$75	\$100	\$1125	Based on 45 minor subdivision reviews per year.
PW/Program Delivery	Registration Fees	\$35	\$0	N/A	Remove fee, the intent of the fee has changed and no need to charge a fee anymore
Sheriff/ Admin	Body worn camera audio/video	New	\$20/flashdrive plus staff time for compiling data	Unknown	Cost to cover flashdrive and staff time for compiling data per Statute 13.025

Sheriff/ 911/Radio Programming	Radio Programming for outside county entities	\$65.00 per hour	\$68.00 per hour	Minimal	To capture the increased labor cost
Sheriff/ Off Duty Deputy	Off-Duty Deputy Services	\$100 per hour per deputy	\$110 per hour per deputy	Minimal	To capture the increased labor cost
Sheriff/ Off Duty Deputy	Off-Duty Deputy Services – Holiday Rate	\$120 per hour per deputy	\$130 per hour per deputy	Minimal	To capture the increased labor cost
Sheriff/ Civil	Abandoned Property	\$100 per hour per deputy	\$110 per hour per deputy, minimum one hour per deputy	Minimal	To capture the increased labor cost
Sheriff/ Civil	Civil Stand-by	\$100 per hour per deputy	\$110 per hour per deputy, minimum two hours per deputy	Minimal	To capture the increased labor cost
Sheriff/ Civil	Judgement and Decree	\$100 per hour per deputy	\$110 per hour per deputy, minimum one hour per deputy	Minimal	To capture the increased labor cost
Sheriff/ Civil	Lien Sales (Mechanical or Warehouseman)	\$100 per hour per deputy	\$110 per hour per deputy, minimum one hour per deputy	Minimal	To capture the increased labor cost
Sheriff/ Civil	Mortgage Foreclosure Sales	\$100 per hour per deputy	\$110 per hour per deputy, minimum one hour per deputy	Minimal	To capture the increased labor cost
Sheriff/ Civil	Posting of Notices	\$100	\$110 includes two people + \$25 for additional person, same address	Minimal	To capture the increased labor cost
Sheriff/ Civil	Request of Process Returned	\$100	\$110 includes two people + \$25 for additional	Minimal	To capture the increased labor cost

			person, same address		
Sheriff/ Civil	Replevin <ul style="list-style-type: none"> • Writs of Attachment • Securing properties on seizures 	\$400 deposit + deputy @ \$100 per hour per deputy, min one hour per deputy	\$400 deposit + deputy @ \$110 per hour per deputy, minimum one hour per deputy	Minimal	To capture the increased labor cost
Sheriff/ Civil	Service of Process Fee	\$100	\$110 includes two people + \$25 for additional person, same address	Minimal	To capture the increased labor cost
Sheriff/ Civil	Writ of Execution (Seizure or Sale)	\$400 deposit + deputy @ \$100 per hour per deputy, min one hour per deputy	\$400 deposit + deputy @ \$110 per hour per deputy, minimum one hour per deputy	Minimal	To capture the increased labor cost
Sheriff/ Civil	Writ of Recovery (Inventory)	\$100 per hour per deputy	\$110 per hour per deputy, minimum one hour per deputy	Minimal	To capture the increased labor cost

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

DATE November 23rd, 2021

RESOLUTION NO. _____

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

**A RESOLUTION ADOPTING ORDINANCE 87-2022,
THE 2022 CARVER COUNTY FEE SCHEDULE**

WHEREAS, the County Board of Commissioners may charge fees for services provided by any county office, official, department, court, or employee; and

WHEREAS, there is a reasonable relation between the fees contained in this schedule and the cost of providing the services; and

WHEREAS, Minnesota Statutes state that these service fees, charges, and rates must be established by ordinance.

NOW, THEREFORE BE IT RESOLVED, that the Carver County Board of Commissioners hereby ordains adoption Ordinance 87-2022 and the fees contained in this schedule, effective January 1, 2022.

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 23rd day of November, 2021, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____, 2021

David Hemze, County Administrator

CARVER COUNTY, MINNESOTA ORDINANCE 87-2022

THE 2022 CARVER COUNTY FEE SCHEDULE

The Carver County Board of Commissioners Hereby Ordains:

Section 1. The 2022 Carver County Fee Schedule, includes fees for services provided by county offices, officials, departments, courts, and employees, and is hereby adopted pursuant to Minnesota Statutes.

Section 2. The 2022 Carver County Fee Schedule is hereby established as an official control for Carver County and is kept in the Office of the Carver County Auditor.

Section 3. This ordinance shall become effective on January 1, 2022.

Adopted by the Carver County Board, Resolution # _____, at its meeting of November 23rd, 2021.

Tim Lynch, Carver County Board Chair

David Hemze, Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2022 Payable Ditch Assessments

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="11/23/2021"/>
Contact: <input type="text" value="Kathleen Smith"/> Title: <input type="text" value="Land Records & Vitals Manag..."/>	Item Type: <input type="text" value="Ditch/Rail Authority"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Property & Financial Services ..."/>	
Strategic Initiative: <input type="text" value="Communities: Create and maintains safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

County and Joint Ditches are periodically cleaned out and services performed. 100% of the out of pocket/direct cost for the work is assessed to the individual ditches by the Ditch Authority. Mike Wanous, Executive Director of the Carver County Soil and Water Conservation District along with Carver County Land Records and Finance staff developed the Ditch Special Assessment recommendations in the table below.

JD2 has a BRIDGE REPAIR - No physical ditch in Carver County but has drainage into Carver County. Carver County ditch owners are responsible for 3.13% of the total cost of the repair.

Joint Ditch 3A had additional expenses incurred by Sibley County that now need to be assessed to the benefitting Carver County ditch owners.

JD21 and JD24 both benefit from JD33, the 2022 assessment is to pay the benefits to JD33 and is needed prior to the redetermination of JD21 and JD24.

Joint Ditch 33 is a Sibley County redetermined ditch which now has new benefitted landowners in Carver County. After the redetermination, the JD33 had a 5 year assessment at 4% interest for those landowners who owe more than \$250.00. In June 2020, all JD33 landowners were given the option to prepay this assessment, no interest would be charged if they paid in full before 11/15/2020. Only 3 landowners opted for the 5 year assessment.

ACTION REQUESTED:

Motion to approve the recommended payable 2022 one-year assessments with 0% interest below:

Ditch	2022 Asmnt	2021 Asmnt	
Joint Ditch 2	\$1,000	\$0	
Joint Ditch 3A	\$10,000	\$25,000	
Joint Ditch 21	\$10,000	\$10,000	
Joint Ditch 24	\$4,000	\$3,000	
Joint Ditch 33	(1)	\$12,166.57	(1) JD 33 5-year assessment for 3 PIDs started in 2020, each year collects \$2,732.93
TOTAL	\$25,000	\$50,166.57	

FISCAL IMPACT: <input type="text" value="None"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Ditches are responsible for their individual expenses. No County levy dollars are used to maintain and repair ditches.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Semi-Annual Report to the County Health Board

Primary Originating Division/Dept: <input type="text" value="Health & Human Services - Public Health"/>	Meeting Date: <input type="text" value="11/23/2021"/>
Contact: <input type="text" value="Richard Scott"/> Title: <input type="text" value="Deputy Division Director"/>	Item Type: <input type="text" value="PH Board (CHB)"/>
Amount of Time Requested: <input type="text" value="20"/> minutes Presenter: <input type="text" value="Richard Scott"/> Title: <input type="text" value="Deputy Division Director of HH..."/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Dr. Richard Scott, Carver County Community Health Services Administrator and Deputy Division Director for Health Services, will provide Carver County Board of Health with a Semi-Annual Update as required by MS 145A. The update will include a brief report on the status of the COVID-19 pandemic and Carver County Public Health's response, Community Health Improvement Plan, WIC program, and other critical public health programs.

ACTION REQUESTED:

Motion to convene as the Carver County Board of Health, and receive the semi-annual report of the Community Health Services Administrator.

FISCAL IMPACT: <input type="text" value="None"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 7987

Carver County Board of Commissioners Request for Board Action



Agenda Item:
CCWMO Water Rules Update

Primary Originating Division/Dept: Public Services - Planning & Water Mgmt

Meeting Date: 11/23/2021

Contact: Paul Moline Title: PWM Manager

Item Type:
Work Session

Amount of Time Requested: 20 minutes
Presenter: Paul Moline Title: PWM Manager

Attachments: Yes No

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

BACKGROUND/JUSTIFICATION:

The Carver County Water Management Organization (CCWMO) first instituted Water Management Rules through County ordinance on 2001. There have been several updates to the rules since that time, most recently in 2016. Staff has been developing additional updates for several months and will provide background on the purpose of the CCWMO Rules, the input process to date, and the scope of the updates. Attached is a summary of the proposed rule changes.

ACTION REQUESTED:

Direction on the Water Rules updates and the upcoming public comment process

FISCAL IMPACT: None
If "Other", specify:

FUNDING
County Dollars =

Total \$0.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2021 - 7963



Summary of Proposed Amendments to Carver County Ordinance 153 Water Resource Management

ORDINANCE BACKGROUND

The Carver County Water Resource Management ordinance, known as water rules, regulate construction activity within the watershed boundaries. The water rules ordinance aims to ensure that runoff from development and redevelopment activities within the watershed do not harm water resources.

The current water rules were adopted by the county board on October 15th, 2016. There are two main permit types under the water rules: erosion and sediment control permit and stormwater permit.

The erosion and sediment control permit requires the protection of surface waters during construction through the use of erosion and sediment control practices, such as silt fence, erosion control blankets, and seeding. The stormwater permit requires erosion and sediment control, as well as installation of practices to treat storm water runoff after construction is complete. Projects requiring stormwater treatment need to meet standards for water quality, volume reduction, and rate control.

ORDINANCE REVISION PROCESS

To assist with the development and review of a revised ordinance, the CCWMO established a Technical Advisory Committee (TAC) consisting of technical representatives from municipalities in the watershed, state and local agencies, County PW staff and CCWMO staff. The TAC has provided review and comment throughout the ordinance revision process.

WHY ARE CHANGES NEEDED?

The County's Municipal Separate Storm Sewer System (MS4) permit, issued by the MPCA in 2020, requires the following specific updates to the Water Resource Management Ordinance (Water Rules):

- For construction projects, the water quality volume must be calculated as 1 inch of stormwater runoff times the sum of new and fully reconstructed impervious
- For linear construction projects, the water quality volume must be calculated as 1 inch of stormwater runoff times the new impervious or 0.5 inches times the new and fully reconstructed impervious, whichever is greater
- Provide additional flexibility on where treatment may be provided

In addition to the above changes, many of the proposed changes clarify the current standards, provide additional flexibility, and/or address gaps or specific problem areas that have become apparent since the last version of the ordinance was adopted.

WHAT TYPES OF CHANGES ARE PROPOSED?

The proposed revisions encompass the following:

- Updated stormwater runoff treatment requirements based on the above MS4 permit requirements
- Additional application requirements for each type of permit to clarify what needs to be submitted
- Additional standards and submittal requirements for bridge and culvert projects
- Expanded wetland protection standard to all surface water (lakes, rivers, streams, and wetlands)
- Updated Carver County Topsoil Standard based on on-site results collected over the last 5 years
- Updated alternative compliance process for constrained sites (where stormwater treatment is more challenging)
- Revised definitions and additional new terms