



# CARVER COUNTY

# minnesota

## Carver County Board of Commissioners November 21, 2023 Board Meeting

The County Board Room is open to the public

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

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

Individuals unable to attend in person can provide public comments by email at [admin-contact@co.carver.mn.us](mailto:admin-contact@co.carver.mn.us).

- 2. Agenda review and adoption
- 3. Approve minutes of November 14, 2023 Regular Session ..... 1-4
- 4. Community Announcements

9:20 a.m. 5. **CONSENT AGENDA**

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

- 5.1 MN Counties Computer Cooperative ("MnCCC") Contract Ratification for Public Health Documentation System (PH-Doc) ..... 5-6

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

- 5.2 Authorization to Preorder a Wheel Loader for 2024 ..... 7

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

- 5.3 Jeff Siegle - Parcel of less than 40 acres into the Ag Preserve Program..... 8-12

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

- 5.4 Environmental Center - Fluorescent Lamp Reimbursement..... 13
- 5.5 Organization monetary donation (\$1000) to the Carver County Sheriff's Office K9 Program ..... 14
- 5.6 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 87-2024 (Carver County Fee Schedule) and  
 Adoption of Ordinance 87-2024 and Fee Schedule ..... 15-65
- 9:35 a.m. **ADJOURN REGULAR SESSION AND CONVENE AS CARVER COUNTY  
 COMMUNITY HEALTH BOARD**
- 9:35 a.m. 7. **COMMUNITIES: Create and maintain safe, healthy, and livable communities**  
 7.1 Semi-Annual Report to the County Health Board..... 66
- 9:55 a.m. **ADJOURN CARVER COUNTY COMMUNITY HEALTH BOARD**
- 9:55 a.m. **COUNTY ADMINISTRATOR REPORT**

**WORK SESSION**

- 10:00 a.m. A. **COMMUNITIES: Create and maintain safe, healthy, and livable communities**  
 1. Cannabis Legislation -- Public Use and Parks Ordinance(s) Update..... 67

David Hemze  
 County Administrator

**UPCOMING MEETINGS**

- November 28, 2023 9:00 a.m. Work Session
- November 28, 2023 6:00 p.m. 2024 Budget Public Hearing
- November 30, 2023 6:00 p.m. Carver County Mental Wellness Roundtable  
 Ridgeview Medical Center Auditorium, Waconia
- December 5, 2023 AMC Conference, No Meeting
- December 12, 2023 9:00 a.m. Board Meeting
- December 12, 2023 12:30 p.m. Paradise Commons Ribbon Cutting
- December 19, 2023 9:00 a.m. Board Meeting
- December 26, 2023 No Meeting
- January 2, 2024 9:00 a.m. 2024 Organizational Session

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on November 14, 2023. Chair John P. Fahey convened the session at 9:00 a.m.

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

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

Workman moved, Lynch seconded, to approve the minutes of the October 17, 2023, Regular Session. Motion carried unanimously.

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

Contract with Anoka County for medical examiner contractual services pending finalization of the contract review process.

Resolution #75-23, Support to Sponsor the City of Cologne's Local Road Improvement Program Project Application for Village Parkway.

Resolution #76-23, Support to Sponsor the City of Watertown's Local Road Improvement Program Project Application for Lewis Avenue

Resolution #77-23, Support to Sponsor the Waconia Township's Local Road Improvement Program Project Application for North Shore Road.

Resolution #78-23, Support to Sponsor the City of Norwood Young America's Local Road Improvement Program Project Application for Railroad Street Improvement Project.

Resolution #79-23 Support to Submit Local Road Improvement Project Application for County Highway 27 Safety and Reconstruction Project.

Resolution #80-23, Support to Submit Local Road Improvement Project Application for County Highway 11 Safety and Reconstruction Project.

Professional services agreement with Erickson Engineering Co., LLC for design services for the Maplewood Road Bridge Project for \$60,570 pending finalization of the contract review process.

Authorized hiring of a new Park Maintenance Technician position and related Parks budget amendment.

Approved the 2024-2025 County Feedlot Program Delegation Agreement Work Plan.

Resolution #81-23, Detour Agreement No. 1054656 between Carver County and the State of Minnesota.

Contract with Bluuum of Minnesota LLC pending finalization of the contract review process.

Authorized HH&S acceptance of approximately 1,000 pair of socks, with the estimated donation value of \$1,000 from Cologne Academy for distribution by the Carver County Health and Human Services.

Authorized Sheriff's Office acceptance of donation of an estimated value of \$6,700 in training equipment.

Resolution #82-23, Defining 2024 Non-Bargaining Compensation.

Approved increasing the 2023 salary ranges by three percent (3.00%) for non-bargaining employees and for bargaining units participating in pay for performance in 2024, to be effective January 1, 2024.

Approved Memorandum of Understanding with the Carver County Community Development Agency for the purchase and conveyance of PID 650071000, pending finalization of the contract review process.

Joint Powers Agreement with Dahlgren Township for the Maplewood Road Bridge project, pending finalization of the contract review process.

Resolution #83-23, Carver County Right of Way Plat No. 35.

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

Approved one full time 1.0 and one part-time 0.5 FTE limited term position for the Property Tax software conversion project from January 1, 2024, through no later than October 31, 2025 and related budget amendment.

Resolution #84-23, Authorizing Entry of Property for the CSAH 18 Project.

Adopted the Findings of Fact and issued Order #PZ20230039 for the issuance of a Conditional Use Permit, Laura Zimmermann, Waconia Township.

Contract with CliftonLarsonAllen LLP pending finalization of the contract review process.

Resolution #85-23, Authorize Submittal and Support of Transportation Project Applications to the Metropolitan Council's Regional Solicitation.

Reviewed October 24, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$849,474.24; reviewed October 31, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$290,636.74; reviewed November 7, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$209,852.02 and reviewed November 14, 2023, Community Social Services' actions/Commissioners' warrants in the amount of \$225,588.49.

Motion carried unanimously.

Mia Johnson, Employee Relations, requested Board approval of contract with Gallagher Benefit Services to continue serving as the County's health insurance broker. She highlighted the services provided by Gallagher noting their robust support in the past. Johnson explained the timeline for the County's 2024 health insurance request for proposal for health and dental benefits with the County making the final selection in August.

Udermann noted the County's family health insurance premiums were higher than our peers and suggested competitors could deliver better outcomes.

Workman moved, Degler seconded, to approve professional services agreement with Gallagher Benefit Services, pending completion of the contract review process. Degler, Fahey, Lynch, Workman voted aye. Udermann voted nay. Motion carried.

Jodi Edstrom, Library Director, requested the Board approval of a Charles Dahlke grant proposal for 2024. She highlighted Dahlke's life story, his dedication to lifelong learning and his donation to the Library. Edstrom pointed out four areas of focus for the grants and explained each year staff comes forward with grant applications. She reviewed the grant review process and the grant projects completed to date. She explained today she was asking for approval for the Spanish language collection and youth program grant in the amount of \$13,106.

Udermann moved, Degler seconded, to approve the Charles Dahlke Libros Y Mas: Spanish Language Collection and Programs for Youth grant proposal. Motion carried unanimously.

Lynch moved, Udermann seconded, to adjourn the Regular Session and convene as the Carver County Regional Rail Authority. Motion carried unanimously.

Martin Walsh, Parks Director, requested the Rail Authority approve an agreement for design and construction management services for the Crane Creek Bridge on the rail corridor. He pointed out the location of the bridge and condition of the bridge. Walsh also noted the difficult access due to the narrow corridor, surrounding wetlands, and the need for an easement.

Walsh clarified they did not have an estimate to repair at this time.

Lynch moved, Degler seconded, to approve the professional services agreement with Stonebrooke Engineering pending finalization of the contract review process. Motion carried unanimously.

Walsh requested the Rail Authority approve Southwest Trail Association's request to use a portion of the rail corridor. He noted the gap in the snowmobile trail system and the explained the request to use the corridor from the west County line to near County Road 32. He explained this was presented to the Park Commission and reviewed the conditions for the permit. Walsh added both Camden Township and New Germany provided Resolutions of support.

Fahey moved, Lynch seconded, to approve a special use permit with the Southwest Trail Association upon completion of the review by Risk Management and County Attorney. Motion carried unanimously.

Degler moved, Lynch seconded, to adjourn as the Carver County Regional Rail Authority and convene as the Carver County Ditch Board. Motion carried unanimously.

Dave Frischmon, Finance, requested the Ditch Board approve 2024 special assessments. He explained ditches are inspected, cleaned out and associated clean out costs are assessed to individual property owners. For 2024, he was recommending one year ditch special assessments with 0% interest for Joint Ditch 5 and Joint Ditch 21.

Degler moved, Lynch seconded, to approve the following 2024 assessments:

Carver/Mcleod Joint Ditch 5: \$4,434 for the Carver County ditch owner's pro-rata share of a ditch maintenance project that was completed by McLeod County in 2022.

Carver/Sibley Joint Ditch 21: \$3,608 for the Carver County ditch owner's pro-rata share of ditch maintenance project that was completed by Sibley County in 2022.

Motion carried unanimously.

Degler moved, Udermann seconded, to adjourn as the Carver County Ditch Authority. Motion carried unanimously.

The Board followed with a work session to receive an update from the Riley Purgatory Bluff Creek Watershed District and to review their 2024 legislative priorities.

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:**

**MN Counties Computer Cooperative ("MnCCC") Contract Ratification for Public Health Documentation System (PH-Doc)**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:  
Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Carver County Health & Human Services - Public Health Department is requesting the Carver County Board of Commissioners ratify the 2024-2026 Maintenance and Support Agreement for the Public Health Documentation System (PH-Doc). This Agreement is between the Minnesota Counties Computer Cooperative (MnCCC), of which Carver County Public Health is one of 37 members, and Avenu Insights & Analytics, LLC. MnCCC and Avenu Insights & Analytics, LLC approved this agreement for services and request that each MnCCC member sign a ratification statement committing the participating members for the term of the contract and the associated financial obligations.

County Public Health agencies are required to comply with the 2015 Electronic Health Records mandate for interoperability and electronic exchange of health information. PH-Doc functions in compliance with this mandate. Avenu Insights & Analytics, LLC provides support and maintenance of PH-Doc and training for MnCCC Community Health Services users. Carver County Public Health has been using PH-Doc since 1983.

The total expenditure over the three year agreement cycle will not exceed \$126,000. Grant funding from Minnesota Department of Health will be used to cover associated costs. No County Levy will be required.

**ACTION REQUESTED:**

Motion to ratify the 2024-2026 Maintenance and Support Agreement for the Public Health Documentation System between Avenue Insights & Analytics, LLC and the Minnesota Counties Computer Cooperative.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

<b>County Dollars =</b>	<b>\$0.00</b>
MDH Grant Funding	\$126,000.00
<b>Total</b>	<b>\$126,000.00</b>

**FTE IMPACT:**

Insert additional funding source

**Related Financial/FTE Comments:**

Total fiscal amount not to exceed \$126,000 for the 3 year cycle. 2024 Maintenance and Support Fee \$35,189.57; MnCCC Annual Membership fee \$2,500; HIE Fund fee \$1,500; Other fees estimated at \$2,500/yr. Fees subject to change each year. MDH Grant funding will be used to cover costs. No levy funding required.

Office use only:

RBA 2023 - 9456

## BOARD RATIFICATION STATEMENT

The Board of Carver County has ratified the PH-DOC MAINTENANCE AND SUPPORT AGREEMENT between Avenu Insights & Analytics, LLC and the Minnesota Counties Computer Cooperative (MnCCC) on behalf of the Community Health Services (CHS) User Group for the maintenance and support of the PH-Doc Software. The Agreement will be effective January 1, 2024 through December 31, 2026 with up to two automatic additional one-year extensions unless the CHS User Group votes not to extend the contract and requires MnCCC to provide at least one-year notice to Avenu. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this project.

Signed: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Authorization to Preorder a Wheel Loader for 2024**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:  
Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**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 2024 is \$755,000 for fleet replacement.

The 2024 budget request includes the replacement of a wheel loader. Public Works is requesting to pre-order the wheel loader to lock in the current state contract pricing which expires November 30th, 2023, and the pricing is expected to increase in 2024.

The cost of the wheel loader from Nuss Truck & Equipment is \$318,318.25 less an option to trade value of \$40,000 for a total cost of \$278,318.25. The wheel loader and its accessories are priced in accordance with the State Contract. If the County orders the wheel loader via a purchase order before November 30th, the pricing will be locked in, but payment would not be made until delivery in 2024.

**ACTION REQUESTED:**

Motion to authorize the preorder of a wheel loader to hold 2023 state contract pricing with Nuss Truck & Equipment of Burnsville, MN.

**FISCAL IMPACT:**    
If "Other", specify:

**FUNDING**  
County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2023 - 9467

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Jeff Siegle - Parcel of less than 40 acres into the Ag Preserve Program**

Primary Originating Division/Dept: <u>Public Services - Land Mgmt.</u>	Meeting Date: <u>11/21/2023</u>
Contact: <u>Jason Mielke</u> Title: <u>Land Use Manager</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Kenneth & Irene Siegle family (including 3 sons) owned a 160-acre farm (prior to 2010) located in Section 15, Hancock Township. In 2010, the agricultural "tillable" acreage was subdivided into 3 parcels.. On February 2, 2010, the County Board granted a renewal of the Agricultural Preserve Covenant(s) for the three newly created parcels that were less than 40 acres in size, pursuant to County Board Resolution #07-10. Jeff Siegle, one of the sons, is now requesting to reconfigure his 38.27-acre "agricultural production" parcel of land by subdividing approx. 5.3 acres (w/existing accessory structure) and combining it with his adjacent 2.10-acre homesteaded parcel. The remnant parcel would consist of approximately 32.97 acres of land and continue to be utilized for agricultural production. Mr. Siegle is requesting the continued designation of the proposed 32.97 acres as an Agricultural Preserve; however, the minimum requirement for administrative approval is 40 acres.

State Statute includes provisions for the entry of parcels of 20-39 acres into the ag preserve program if the parcel(s) meet certain criteria. Some of the criteria are stated in the law (Minnesota Statutes 473H), the other criteria "that the land be an important part of the agricultural area" is left to the County to determine. In 1994, the Board adopted a resolution (#16-94) establishing additional criteria on which to make that determination. In general, the land must be at least 75% ag production and at least 60% prime or good farmland. Any applications are judged against both the state and county criteria and can only be entered into the program through County Board approval. This parcel meets and exceeds the standards the Board has set for entry into the program.

The property is 100% actively farmed and consists of approximately 83% prime/good soils. Hancock Township is considered an essential part of the agricultural region in the County. Therefore, upon Board approval, the subject parcel would qualify for continued enrollment in the Ag Preserve Program. A resolution is attached for the County Board's consideration.

**ACTION REQUESTED:**

Motion adopting a resolution to designate the referenced parcel for entry into the Agricultural Preserve Program.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =

<input type="text"/>	<input type="text"/>
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**Total**

**\$0.00**

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 9465

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

Date: November 14, 2023

Resolution #:

Motion by Commissioner:

Seconded by Commissioner:

**A RESOLUTION APPROVING THE DESIGNATION OF A PARCEL AS AN AGRICULTURAL PRESERVE**

**WHEREAS**, Minnesota Statutes section 473H.03 provides for the entry of parcels of at least 20 acres and less than 40 acres into the Agricultural Preserve Program provided: the land is predominately SCS Class 1, 2, 3, or irrigated Class 4; the land was at least 20 acres of record on 1 January 1980 or was part of an Agricultural Preserve; the land is considered by the County Board to be an essential part of the agricultural region; the County Board approves by resolution the entry of the parcel into the program, and;

**WHEREAS**, the County Board has adopted by Resolution #16-94 certain standards for determining whether a parcel is an “essential part of the agricultural region,” and;

**WHEREAS**, Jeff Siegle has requested that the following individual parcel be declared eligible for designation as Agricultural Preserve:

TOWNSHIP	PID#	OWNER	# of Acres	% Tillable	Feedlot	% Class 1-3 Soils
Hancock, Section 15	050150750 (PID to change)	Siegle, Jeff	32.97±	100% (ag. production)	N/A	83% (prime/good)

**WHEREAS**, the above referenced parcel meets the requirements for entry into the Agricultural Preserve Program;

**THEREFORE, BE IT RESOLVED THAT THE** above referenced parcel is hereby approved for entry into the Agricultural Preserve program pursuant to Minnesota Statutes section 473H.03.

=====

**YES** **NO** **ABSENT**

=====

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 14<sup>th</sup> day of November 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 14<sup>th</sup> day of November, 2023.

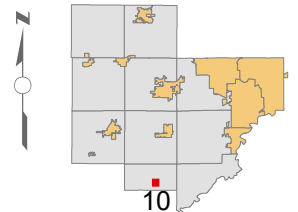
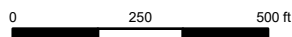
\_\_\_\_\_  
Dave Hemze, County Administrator

# JEFF SIEGLE PROPERTY



Date: 11/8/2023

This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



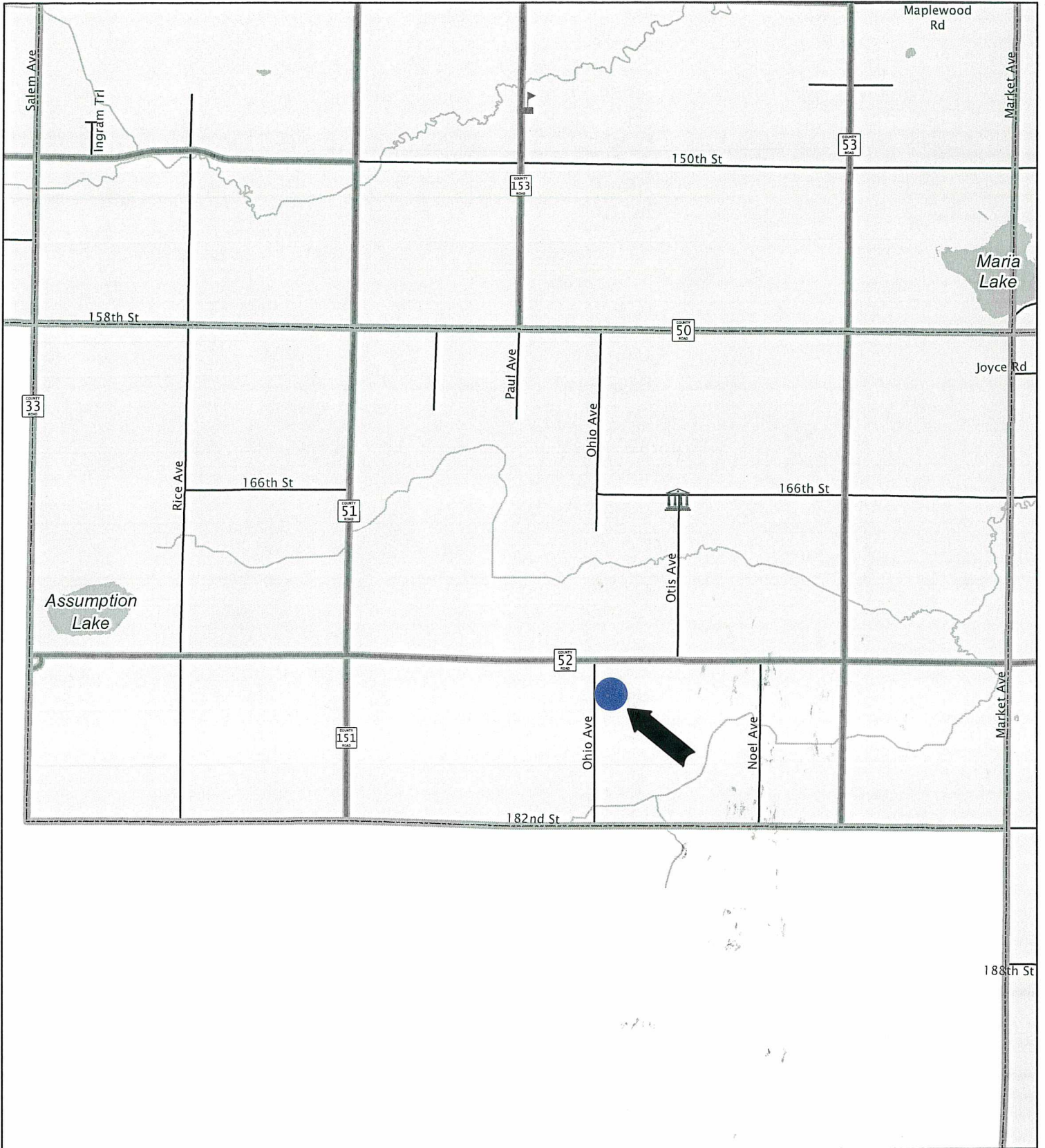
11/9/23

The 40 acres of land I purchased from my parents, PIN # 05.190750 has 32.9 acres currently in Ag Preserve, which I would like to keep this way. The only change needed is to create a new property line combining the shed on this parcel and my homestead PIN # 05.0190720.

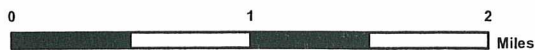
Thank you for your time and consideration,

Jerry R. [Signature]

# HANCOCK TOWNSHIP



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## Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Environmental Center - Fluorescent Lamp Reimbursement**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:  
Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Minnesota State Statutes require Xcel Energy to reimburse Household Hazardous Waste collection programs for a portion of their costs incurred for collecting and recycling used fluorescent lamps. Slipstream performs this reimbursement task for Xcel. They will pay Carver County to provide no-cost recycling opportunities for Xcel residential utility customers, according to the terms of this agreement. Costs covered include disposal, transportation, overhead, labor and supplies related to fluorescent lamp collection and recycling.

**ACTION REQUESTED:**

Motion to accept reimbursement funds from Xcel Energy for costs to collect and recycle used fluorescent lamps.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

<b>County Dollars =</b>	<input type="text" value=""/>
Anticipated Revenue	\$60,000.00
<b>Total</b>	<b>\$60,000.00</b>

**FTE IMPACT:**

Insert additional funding source

**Related Financial/FTE Comments:**

\$20,000 of revenue is anticipated for each year of this three-year agreement. Slipstream will reimburse Carver County for 78% of total expenses related to management of fluorescent lamps collected from residents, on behalf of Xcel Energy.

*Office use only:*

RBA 2023 - 9450

## Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Organization monetary donation (\$1000) to the Carver County Sheriff's Office K9 Program**

Primary Originating Division/Dept: Sheriff

Meeting Date: 11/21/2023

Contact: George Pufahl Title: Lieutenant Patrol Services

Item Type:  
Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Carver County Sheriff's Office has received a donation from the Watertown Lions Club to be used for the Carver County Sheriff's Office K9 program.

**ACTION REQUESTED:**

Accept the donation from the Watertown Lions Club.  
Please use the following account: 01-201-236-1691-5756 – Gifts – Restricted

**FISCAL IMPACT:** Other   
If "Other", specify: \$1000 revenue

FUNDING	
County Dollars =	<input type="text"/>
Donation	\$1,000.00
<b>Total</b>	<b>\$1,000.00</b>

**FTE IMPACT:** None

Insert additional funding source

**Related Financial/FTE Comments:**

\$1000 to be deposited into 01-201-236-1691-5756

*Office use only:*

RBA 2023 - 9457



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Public Hearing of Ordinance 87-2024 (Carver County Fee Schedule) and Adoption of Ordinance 87-2024 and Fee Schedule**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:  
Regular Session

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

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 2024 fee for service schedule, which includes fees charged by the Carver County Regional Rail Authority ("CCRRA"). 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 2024 Fee Schedule, and a listing of the 2024 Fee Schedule recommended changes.

**ACTION REQUESTED:**

1. Motion to open public hearing to consider changes to the County 2024 Fee Schedule.
2. Motion to close public hearing.
3. Motion to adopt the resolution approving the County 2024 Fee Schedule and Ordinance.

**FISCAL IMPACT:**

**FUNDING**

*If "Other", specify:*

**County Dollars =**

County fee revenue	\$227,130.00
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**FTE IMPACT:**

<b>Total</b>	<b>\$227,130.00</b>
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Insert additional funding source

**Related Financial/FTE Comments:**

\$227,130 is the estimated net increase in 2024 fee revenue from the recommended changes. The most significant changes are highlighted below:

\$325,000 increase in revenues from Legislative fee increases

(\$162,700) decrease in revenues from the elimination of Probation Supervision fees which are offset by an ongoing increase in Probation State grants,

\$27,500 increase in fees from the new Paradise Common facility

Please see the attached document, 2024 Fee Schedule Recommended Changes, for the justification and comments related to the recommended 2024 fee changes.

*Office use only:*

RBA 2023 - 9411

## 2024 Fee Schedule Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
PS/PWM	Combined Permit: Administrative Permit for excavating/filling or a driveway and Wetland Permit and/or Erosion Control Permit	\$250 Permit Fee + CCWMO Surety, or other requirements, if applicable. <ul style="list-style-type: none"> <li>• A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection.</li> <li>• The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections.</li> </ul>	\$350 Permit Fee + CCWMO Surety, or other requirements, if applicable. <ul style="list-style-type: none"> <li>• A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection.</li> <li>• The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO)</li> </ul> Work started without obtaining a permit shall be subject to a	\$500	Better reflects the average time involved in processing these sometimes complex combined permits.

		(Pursuant to the CCWMO) Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.	\$350 penalty in addition to the \$350 fee.		
<b>PS/PWM</b>	Combined Permit: Administrative permit for excavating/filling or a driveway and 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.	Eliminate	\$0	Rarely used and if these two permit types are needed, they will be collected separately under current fee schedule
<b>PS/PWM</b>	Conservation Signs	new	\$5 per sign	\$0	Costs are budget neutral as fee is a cost recovery for sign shop expense
<b>PS/PWM</b>	CDs	\$5	eliminate	\$0	Service no longer offered
<b>PS/Land Management</b>	Boundary Adjustment	\$150 + Public Works' Fee (Surveyor's description review/GIS Impact	\$150 + Public Works' Fee (Surveyor's description review/GIS Impact Fee) + SSTS Fee	\$0	Language addition to reference SSTS Fee required (Environmental Services Department) for septic review

		Fee)			
<b>PS/Land Management</b>	Minor Subdivision	\$350 + Public Works' Fee (I.e. Surveyor's description review/GIS Impact Fee)	\$350 + Public Works' Fee (Surveyor's description review/GIS Impact Fee) + SSTS Fee	\$0	Language addition to reference SSTS Fee required (Environmental Services Department) for septic review
<b>PS/Land Management</b>	Land Use Document Recording Fee	NA	Recording Fees based on Property and Financial Services Division Land Records Section of the Fee Schedule	\$0	Language addition to reference recording fee for all land use documents required to be recorded with Land Records Department.
<b>PS/Land Management</b>	<b>Combined Permit: Administrative Permit for excavating/filling or a driveway that includes wetlands and/or erosion control permit and/or stormwater permit with no treatment required</b>	<p>\$250 Permit Fee + CCWMO Fees, or other requirements, if applicable.</p> <ul style="list-style-type: none"> <li>A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection.</li> <li>The applicant shall reimburse the County</li> </ul>	<p>\$350 Permit Fee + CCWMO Fees, or other requirements, if applicable.</p> <ul style="list-style-type: none"> <li>\$350 Permit fee split CCWMO &amp; Land Mgmt</li> <li>A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection.</li> <li>The applicant shall reimburse the County for</li> </ul>	\$500	<p>Past fee schedule has been underestimated based on actual staff time spent and project research. Permit fee is split between CCWMO Review &amp; Land Mgmt Adm review. (Approx 10 permits per year)</p> <p>Change service language description to match Planning &amp; Water Dept Fee Schedule language. Add wording: <b>Combined Permit:</b></p>

		<p>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 engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO).</p> <ul style="list-style-type: none"> <li>• Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.</li> </ul>		
<b>PS/Land Management</b>	<b>Administrative Permit for excavating/filling or a driveway that includes stormwater permit pursuant to County water rules</b>	<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.  If actual engineering costs are less than \$1,000 the applicant will be refunded for</p>	\$500 Permit Fee + CCWMO Fee	\$0	<p>Fee amount being reduced as this amount pertained to cost recovery for the CCWMO side of the permit. Land Mgmt Fee amount is being calculated separately from CCWMO permitting process.</p> <p>Language modification to reference process already taking place. Being done to clarify language.</p>

		the excess amount collected.			
<b>PS/Env Services</b>	SSTS: Other Types  Minor Subdivision Inspection Fee	\$60/hr	\$60 fee (If the review takes more than one hour to complete, an additional \$60/hr fee shall apply)	\$0	Change “Minor Subdivision Inspection Fee” to “Minor Subdivision and/or Boundary Adjustment Review” and clarify the fee structure.
<b>PS/Env Services</b>	SSTS: Other Types  Origination Fee for Revolving SSTS Loan	\$150	\$150	\$0	Changes “ISTS” to “SSTS” to match current state rule terminology.
<b>PS/Env Services</b>	SSTS: Other Types  Tracking Fee for SSTS Safety Net – Low Income Loan	--	\$10/year	\$10	No interest will accrue, and no payments will be required, while the Special Assessment is deferred during the first 10 years of an SSTS Safety Net loan for qualified low-income families. However, a once-per-year payment of \$10 will be required, which will allow the county to identify a parcel that is participating in the Safety Net loan program during that initial 10-year period of inactivity (before payments and interest are collected during years 11-20 of the loan).  The SSTS Safety Net will seldom be used, so budget impact from this fee will be minimal to non-existent.

<b>PS/Env Services</b>	Environmental Center Collection Fees  Fluorescent Bulbs  Super High Pressure Mercury	\$12/bulb	\$12/bulb	---	Change “Super High Pressure Mercury” to “High Pressure Mercury” (remove the term “Super” from the title)
<b>PS/Env Services</b>	Environmental Center Collection Fees  Fluorescent Bulbs	There are many fees listed for various types/sizes of bulbs	There are many fees for various types and sizes of bulbs – none will change. Only add “- Business” to <b>Fluorescent Bulbs</b>	---	Change the “Fluorescent Bulbs” heading to <b>“Fluorescent Bulbs – Business”</b>
<b>PS/Env Services</b>	Environmental Center Collection Fees  Carpeting (12’ x 12’)	\$15	Eliminate this item and fee	...	Remove “Carpeting (12’x12’)” because we no longer accept Carpeting for Recycling
<b>PS/Env Services</b>	Environmental Center Collection Fees  Electronics – Residential  Large TVs	\$20 per item	\$20/item	---	Change wording to be consistent with other listings (change to \$20/item rather than \$20 per item)
<b>PS/Env Services</b>	Environmental Center Products for Sale  Biodegradable Bags	\$4.00/bundle \$3.50/box \$5.50/box \$6.50/box	<i>Change all fees to: “Set by Manufacturer Pricing”</i>	No impact to ES budget since fees mirror current costs.	Pricing from vendors for these biodegradable bags is volatile lately. This flexibility allows EC to charge at our current costs.
<b>PS/Env Services</b>	Environmental Center Products for Sale  Compost Bags	\$2/bag	Eliminate this item and fee	No impact to ES budget - we no longer sell these items.	Remove “Compost Bags” from EC Products for Sale, because we no longer sell bags of compost

<b>PS/Library</b>	Processing Fee	\$2	\$3	\$3000	Rising vendor costs for processing fees.
<b>PS/Countywide Services</b>	Postage	Federal rates *\$15 flat fee for mailing any item more than 11"x17"	\$2.00 or actual cost, whichever is greater	Minimal	Align with actual cost to cover postage/mailing.
<b>HHS/ Encore</b>	Encore- Attachment A			N/A	Delete all Encore Info & Attachment
<b>HHS/Mental Health Services/ Outpatient Therapy</b>	Change Chemical Dependency to Substance Use Disorder Comprehensive Assessment	\$160	\$170	Minimal	To cover cost and stay in line with insurance reimbursement
<b>HHS- Court Services/Probation</b>	Program fee	\$150 and \$250	Remove	(\$1,000)	Fee not utilized anymore/ barrier to the program
<b>HHS- Court Services/Probation</b>	STS fee	\$5/day	Remove	(\$2,300)	Costs more trying to collect, usually goes unpaid
<b>HHS- Court Services/Probation</b>	Probation Supervision Fees	Varies depending on level of offense	Remove	(\$162,700)	By MN Statute 244.18, probation fees must be phased out by Aug. 1, 2027. A written report from each probation agency on how these fees will be phased out will be due Aug 1, 2025. Court Services is recommending removing this fee in 2024
<b>PW/Parks &amp; Recreation</b>	Utility Campsite	\$30/Night/Site	\$32/Night/Site	\$5,750	Market rate adjustment.
<b>PW/Parks &amp; Recreation</b>	Primitive Campsite	\$22/Night/Site	\$24/Night/Site	\$800	Market rate adjustment.
<b>PW/Parks &amp; Recreation</b>	Full Hookup Campsite	\$40/Night/Site	\$42/Night/Site	\$0	Market rate adjustment.



PW/Parks & Recreation	Late Check Out Fee	NA	50% of the Nightly Rate for Site	\$500	Operational Enhancement.
PW/Parks & Recreation	Mid-Week (Sun-Th) Camping Special	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.	Buy 3 nights and get 4th night free.  Promotion must be referenced at time of reservation.	N/A	Clean up and update promotion
PW/Parks & Recreation	Community Room-Reservation Modification Fee	N/A	\$8	Minimal	To match Campsite reservation modification fee
PW/Parks & Recreation	Campground Commodities Ice: block 10lb bag Dump Station	\$2 \$15/use	\$4 \$15/Use (non-campers)	\$0	Align with cost and clarify dump station charge
PW/Parks & Recreation	<del>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)</del>	<del>\$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)</del>	Remove	\$0	Event Center is being removed/demolished. See Paradise Commons.

	<del>Additional Trash/Recycling</del>	<del>\$80/Four Hours (4 Hour Minimum) Cost of Service + 10% Administration Fee</del>			
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Specialty Event Reservation	\$375	\$800/Date	\$27,500	New facility, new fee. Estimated total revenue as it pertains to reservation of the Paradise Commons day-use facilities.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Standard Event Reservation (Weekend)	NA	\$600/Date	Rolls up to \$27,500	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Standard Event Reservation Off Season (Weekend)	NA	\$500/Date	Rolls up to \$27,500	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Standard Event Reservation (Weekday)	NA	\$400/Date	Rolls up to \$27,500	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Standard Event Reservation Off Season (Weekday)	NA	\$300/Date	Rolls up to \$27,500	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Business Event Reservation	NA	\$150/Date	Rolls up to \$27,500	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Nonprofit Event Reservation	NA	\$150/Date	Rolls up to \$27,500	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Use/Reservation of Outdoor	NA	\$100/Date	Rolls up to \$27,500	New facility, new fee.

	Fire Feature				
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Additional Hour above base	NA	\$40/hour	Rolls up to \$27,500	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Damage Deposit	NA	\$300/Date	Rolls up to \$27,500	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Modification Fee	NA	9+ Months: 0% 6-9 Months: 25% 3-6 Months: 50% 1-3 Months: 75% <30 Days: 100%	Rolls up to \$27,500	New facility, new fee. Charge % of rental fee according to how far in advance.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons- Sun Room Cancellation Fee	NA	9+ Months: 100% 6-9 Months: 75% 3-6 Months: 50% 1-3 Months: 25% <30 Days: 0%	Rolls up to \$27,500	New facility, new fee. Refund a % of the rental fee according to how far in advance.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons Water's Edge Picnic Shelter	NA	\$75/Date Weekday and \$125/Date Weekend	\$250	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Paradise Commons Beachside Picnic Shelter	NA	\$75/Date Weekday and \$125/Date Weekend	\$250	New facility, new fee.
<b>PW/Parks &amp; Recreation</b>	Group Camping	Rates shown are per day & night combo 1-25 People: \$37 26-50 People: \$75 51-100 People: \$150	Rates shown are per day & night combo 1-50 People: \$60+ RF	\$0	Market/use adjustment
<b>PW/Parks &amp; Recreation</b>	Group Rate for Picnic Shelters	\$20/Date Weekday and \$40/Date	\$30/Date Weekday and \$50/Date	\$250	Market rate adjustment

	Flights B & C	Weekend	Weekend		
<b>PW/Parks &amp; Recreation</b>	<del>Concession/Vending Fee</del> Food Truck/Concessioner/Vendor Operators Fee	As Negotiated	\$150/Date or As Negotiated By Reservation Terms	\$500	To accommodate service demand.
<b>PW/Parks &amp; Recreation</b>	Contracted Outdoor Recreation Program Services	\$16/Hr/Seasonal Instructor	\$17/Hr/Seasonal Instructor	\$1,000	Direct cost.
<b>PW/Parks &amp; Recreation</b>	Personal Watercraft Storage	\$70/season	\$80/season	\$250	Market rate adjustment
<b>PW/Parks &amp; Recreation</b>	GPS Units	\$5/Hour	Remove	\$0	No longer used.
<b>PW/Parks &amp; Recreation</b>	Cross Country Ski Equipment Rental	\$6/Adult, \$5/Child / 2 hrs	\$5/2 Hrs/Renter	\$0	Operational efficiency.
<b>PW/Parks &amp; Recreation</b>	Snowshoe Equipment Rental	\$6/Adult, \$5/Child / Day	\$5/2 Hrs/Renter	\$0	Operational efficiency.
<b>PW/Parks &amp; Recreation</b>	Additional Park Maintenance Service Request	\$35/Hr/Employee	\$40/Hr/Employee	\$250	Direct cost.
<b>PW/Parks &amp; Recreation</b>	Special Event & Public Event Services <del>Concession/Vending Fee</del> Event Related Concessioners/Vendors Fee *Basic Financial Reporting Will Be Required of the Event Coordinator	As Negotiated/By Agreement	As Negotiated by Permit (Min. 10%)	N/A	Clarification.
<b>PW/Operations</b>	Special Event Traffic Control/Street Sweeping	New	Time & Materials Actual Cost	\$7,200 estimate based on prior events	Historically to date, the County has been providing this service at no cost.
<b>PW/Operations</b>	Special Event Equipment Rental	New	Time & Materials Actual Cost	\$2,700 estimate	Historically to date, the County has been providing this service

				based on prior events	at no cost.
<b>PW/Operations</b>	Sale of Highway Materials	New	Time & Materials Actual Cost	\$0	Costs are budget neutral as fee is cost recovery for operations expense. To include sale of highway materials.
<b>PFS/Property Tax</b>	Tax Increment Financing (TIF) Yearly Maintenance Base Fee	\$250	\$300	\$1,400	Increased costs related to the process
<b>PFS/Property Tax</b>	Special tax data research or requests	\$50 per hr (15-minute increments) plus any material costs	\$75/ hr minimum	\$200	Increase to match charge in Assessor's Office
<b>PFS/Property Tax</b>	<del>Expiration of Redemption Fee</del> Tax Forfeited Land- Expiration of Redemption fee ( <i>move next to Tax Forfeited Land- Repurchase Fee</i> )	\$75	\$100	\$300	Increased costs related to the process (paper, envelopes, postage, certified mailing, publication, etc.)
<b>PFS/ Land Records &amp; Vitals</b>	<del>Ordination Credentials:</del> Credentials of Ordination filing Marriage Officiant Registration Fee	\$20	\$30	\$2,000	Increased costs related to the process, plus increased volume
<b>PFS/ Land Records &amp; Vitals</b>	Bulk document transfer	\$0.50/per document	\$0.55/per document	\$3,000	Offset increased costs associated with service.
<b>PFS/Property Tax</b>	Written Tax Estimate (any form)	\$20 per parcel	\$25 per parcel per year	\$20	Increased costs for consistency of fees. We currently charge more for other written

					estimates.
<b>PFS/Property Tax</b>	Confession of Judgment: Written Estimate Set-up fee (Remove) Confession of Judgment Satisfaction Fee (Remove) Set-up and Satisfaction Fee (Add)	\$25 \$100 \$25	\$25 \$125	\$0	No fee changes. Clarifying the charges to make it easier for taxpayers as the two fees are charged together.
<b>PFS/License Centers</b>	<b>Driver's Licenses:</b> Class A*	\$51	\$65	\$9,750	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class A, renewal*	\$51	\$60	\$9,750	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class A, Under 21*	\$31	\$45	\$2,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class A, Under 21, renewal*	\$31	\$40	\$2,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class B*	\$43	\$57	\$9,750	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class B, renewal*	\$43	\$52	\$9,750	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class C*	\$36	\$50	\$2,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class C, renewal*	\$36	\$45	\$2,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class D*	\$32	\$46	\$29,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class D, renewal*	\$32	\$41	\$29,250	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Provisional driver's license*	\$19.25	\$32.50	\$29,250	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class D Provisional Upgrade to Under 21 Driver's License No violations on record	\$19.25	\$37.50	\$29,250	Deputy Registrar filing fee increased 10/1/2023

	(\$3.50 credit), renewal*				
<b>PFS/License Centers</b>	Enhanced Driver's License/Identification Card/Instruction Permit (in addition to regular card fee)*	\$15	\$15	N/A-State fee	Additional fee item not listed on 2023 fee schedule
<b>PFS/License Centers</b>	<b>Duplicate License:</b> All classes*	\$17	\$26	\$0	Deputy Registrar filing fees did not increase for duplicate licenses
<b>PFS/License Centers</b>	<b>School bus processing fee – original and renewal applications**</b>	\$4	\$4	N/A State fee	No fee increase, verbiage changed for service only
<b>PFS/License Centers</b>	<b>Driver's License Permits:</b> CDL Class A, B, or C instruction permit*	\$10.50	\$26.75	N/A State fee increase	
<b>PFS/License Centers</b>	Class D Instruction Permit (valid for 2 years) *	\$15.50	\$29.50	\$29,250	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Class D Instruction Permit (valid for 2 years), renewal *	\$15.50	\$24.50	\$29,250	Deputy Registrar filing fees increased 10/1/2023
<b>PFS/License Centers</b>	<b>CDL Endorsement examination fees*</b>	\$2.50	\$2.50	N/A State fee	No fee increase, verbiage changed for service only
<b>PFS/License Centers</b>	Motorcycle Instruction Permit/ <b>first time</b> Endorsement fee*	\$29	\$29	\$0	No fee increase, verbiage changed for service only
<b>PFS/License Centers</b>	<b>Identification Cards:</b> Under age 65	\$21.50	\$35.50	\$2,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Under age 65, renewal	\$21.50	\$30.50	\$2,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Age 65 and older	\$20.75	\$32	\$2,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Age 65 and older, renewal (Enhanced ID)	\$20.75	\$30.50	\$2,275	Deputy Registrar filing fee increased 10/1/2023
<b>PFS/License Centers</b>	Age 65 and older, renewal (REAL ID)	\$20.75	\$27	\$2,275	Deputy Registrar filing fee increased 10/1/2023

<b>PFS/License Centers</b>	Homeless Youth (no application fee is charged – documentation required)		FREE	\$0	New service effective 7/1/2023
<b>PFS/License Centers</b>	<b>Motor Vehicle Transactions Title and Registration Fees:</b> *Filing Fee/Registration	\$7	\$8	\$65,000	Deputy Registrar filing fees increased 10/1/2023
<b>PFS/License Centers</b>	*Filing Fee/Long Application	\$11	\$12	\$25,000	Deputy Registrar filing fees increased 10/1/2023
<b>PFS/License Centers</b>	<b>Passports</b> Passport Photo	\$15	\$17	\$10,000	Offset increased sales tax rate
<b>Sheriff's Office</b>	Administrative Forfeiture Fee	\$250	\$275	Minimal	To capture the increased labor cost
<b>Sheriff's Office</b>	Detox Transport Fee	\$250 per trip	\$300 per trip	Minimal	To capture the increased labor and vehicle costs
<b>Sheriff's Office 911/Radio Programming</b>	Radio programming for outside county entities	\$68/hr	\$75/hr	Minimal	To capture the increased labor costs



Carver County, Minnesota

# Schedule of County Fees

2024

Adopted by the Carver County Board of Commissioners November 21<sup>st</sup>, 2023



**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**  
**2024 Fee Schedule**  
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## Countywide Services/County Publications

<b>Budget Book</b>	\$40
<b>Comprehensive Plan</b> Full document Individual Plan Elements or Township Chapters	\$50 \$15 with colored maps. No charge for copies in black & white.
<b>Electronic Documents</b> Requests for 10 or more electronic documents	\$0.50/document, \$10 fee for portable transfer tool (CD, Jump Drive, etc.)
<b>Electronic Image</b>	\$0.25/page
<b>Fax Machine Usage</b>	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
<b>Financial Statement for Carver County</b>	\$30
<b>Laminating</b>	\$20 for documents less than or equal to 24" x 36" \$30 for documents greater than 24" x 36"
<b>Long-Term Financial Plan</b> Five-Year Plan	\$40
<b>Non-Sufficient Fund (NSF) Check Or Other Returned Check</b>	\$30/check
<b>Photocopying: Black and white</b>	Letter or legal size: \$0.25/page 11" x 17" size: \$.050/page Larger than 11" x 17": refer to Photocopying: Color rates
<b>Photocopying: Color</b>	\$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"*
<b>Postage</b>	\$2.00 or actual cost, whichever is greater
<b>Public Data Information Gathering and Research</b>	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.
- Where applicable, state and local sales tax is included in the fee reflected.
- An asterisk (\*) by any fee listed in this fee schedule indicates the fee is set by the Federal or State government and is subject to change at any time during the year by either the Federal or State government without Board action. The amount listed in the fee schedule reflects the fee amount set by the Federal or State government as of the date the County Board adopted the fee schedule.

**Attorney’s Office**

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

**Carver County Extension /University of Minnesota Extension**

<b>University of Minnesota Extension Educational Programs</b> 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**

<b>Case Transfer Out Fee – Adult</b>	\$125
<b>Drug Testing UA (Urinalysis testing)</b> Adult or Juvenile	\$35
<b>Electronic Monitoring Services</b> 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).
<b>GC/MS</b>	

<b>(Gas Chromatography/Mass Spectrometry)</b> Confirmation of lab tests for drugs, synthetics, ETG, etc.	\$40
<b>Juvenile Delinquency Diversion</b>	\$100
<b>Juvenile Out-of-Home Placements and Treatment Services</b> 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.
<b>Pre-Trial Services Fee - Adult cases only</b> (PBT testing, etc.)	\$100

## Environmental Services Department

<b>Environmental Center Collection Fees</b>	
<b>Appliances-Households</b> Refrigerators, stoves, dishwashers, washers, dryers, microwaves, water softeners, dehumidifiers, water heaters, and air conditioners	\$10/item
<b>Appliances – Business (Commercial)</b>	\$2.00/cubic ft.
<b>Appliances - Gas/Ammonia</b> Ammonia Refrigerator <4' Ammonia Refrigerator >4' Ammonia Air Conditioner	\$150 each \$300 each \$800 each
<b>Batteries - Businesses</b>	\$0.38/lb
<b>Bicycles</b>	\$3/bicycle
<b>Cylinders:</b> 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.
<b>Electronics - Business</b>	\$0.50/lb.
<b>Electronics - Residential</b> TVs and Monitors Large TVs (30" or larger screen size, measured diagonally, and all console sets)	\$10/item \$20/item
<b>Fluorescent Bulbs- Business</b> 4 ft & under Greater than 4 ft CFLs Irregular HID Broken Ballasts High Pressure Mercury	\$0.40/bulb \$0.75/bulb \$0.60/bulb \$1.00/bulb \$2.30/bulb \$2.14/lb \$0.99/lb \$12/bulb
<b>Lawnmowers &amp; Other Small Engine Devices</b>	\$5 per item
<b>Mattresses/Boxsprings</b>	\$35/piece

<b>Tires:</b> Car, Truck, SUV Tires, etc. Semi Tractor/Trailer and Skid-Steer Tires Large Tires (Tractor, etc.), >44" diameter	\$5.00/tire \$15.00/tire \$50.00/tire
<b>One-Day Special Waste Collection Fees – Residential Rates</b>	
<b>Tires:</b> Car, Truck, SUV Tires, etc. Semi Truck/Trailer and Skid-Steer Tires Large Tires (Tractor, etc.) >44" diameter	\$3.00 each \$8 each \$25.00 each
<b>Appliances:</b> Appliances, standard residential Ammonia Refrigerator (<4' tall) Ammonia Refrigerator (>4' tall) Ammonia Air Conditioner	\$10.00 each \$150.00 each \$300.00 each \$800.00 each
<b>Other:</b> TVs and Computer Monitors Lawnmower/Small Engine Device Bicycles	\$10.00 each \$5.00 each \$3.00 each
<b>One-Day Special Waste Collection Fees – Business Rates</b>	
<b>Business Bulbs:</b> 4ft and Under Greater than 4 ft Compact (CFLs) Irregular Shape HID High Pressure Mercury Broken Lamps Ballasts	\$0.40 each \$0.75 each \$0.60 each \$1.00 each \$2.30 each \$12.00 each \$2.14/lb \$0.99/lb
<b>Environmental Center Products for Sale</b>	
<b>Biodegradable Bags</b> Kraft Lawn & Leaf Bags Bags (3 gal) Bags (15 gal) Bags (30 gal)	Set by Manufacturer Pricing
<b>Compost Bins, Worm Bins, Rain Barrels</b>	Set by Manufacturer Pricing
<b>Organics Kitchen Pail</b>	\$5
<b>Radon Kits:</b> Short-Term Radon Kit Long-Term Radon Kit	\$8 \$30
<b>Feedlot Permits</b>	
<b>Construction Short Form Permit/ Interim Permit:</b> Less than 300 animal units	\$200
<b>Construction Short Form Permit/ Interim Permit:</b> 300 animal units or more	\$400

<b>Variance to Feedlot Ordinance</b>	\$500										
<b>File and Archive Search- Environmental Information</b>											
<b>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</b>	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										
<b>Hazardous Waste Generator Fees</b>											
<b>Minimal Generators:</b> 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.	<b>Application Fee</b> \$50										
<b>Very Small Quantity Generators (VSQG):</b> Under 10 gallons/year 11-55 gallons/year 56-100 gallons/year Over 100 gallons/year	<table border="1"> <thead> <tr> <th>License Fee</th> <th>Application Fee</th> </tr> </thead> <tbody> <tr> <td>\$35</td> <td>\$50</td> </tr> <tr> <td>\$125</td> <td>\$100</td> </tr> <tr> <td>\$195</td> <td>\$125</td> </tr> <tr> <td>\$250</td> <td>\$150</td> </tr> </tbody> </table>	License Fee	Application Fee	\$35	\$50	\$125	\$100	\$195	\$125	\$250	\$150
License Fee	Application Fee										
\$35	\$50										
\$125	\$100										
\$195	\$125										
\$250	\$150										
<b>Small Quantity Generators:</b> Under 500 gallons/year 500-1000 gallons/year Over 1000 gallons/year	<table border="1"> <thead> <tr> <th>License Fee</th> <th>Application Fee</th> </tr> </thead> <tbody> <tr> <td>\$420</td> <td>\$250</td> </tr> <tr> <td>\$560</td> <td>\$275</td> </tr> <tr> <td>\$700</td> <td>\$300</td> </tr> </tbody> </table>	License Fee	Application Fee	\$420	\$250	\$560	\$275	\$700	\$300		
License Fee	Application Fee										
\$420	\$250										
\$560	\$275										
\$700	\$300										
<b>Large Quantity Generators:</b> Under 10,000 gallons/year 10,000 – 50,000 gallons/year Over 50,000 gallons/year	<table border="1"> <thead> <tr> <th>License Fee</th> <th>Application Fee</th> </tr> </thead> <tbody> <tr> <td>\$1,400</td> <td>\$450</td> </tr> <tr> <td>\$2,800</td> <td>\$550</td> </tr> <tr> <td>\$5,580</td> <td>\$650</td> </tr> </tbody> </table>	License Fee	Application Fee	\$1,400	\$450	\$2,800	\$550	\$5,580	\$650		
License Fee	Application Fee										
\$1,400	\$450										
\$2,800	\$550										
\$5,580	\$650										
<b>Hazardous Waste Generator Fees Related to Licenses and Reports</b>											
<b>Hazardous Waste Generator File Search Requests</b>	\$10/copy (No charge to regulatory agencies.)										
<b>List of Hazardous Waste Generator Licensees</b>	\$50/copy										
<b>File Search Access</b>	\$25/hour										
<b>Late Generator Report</b> 1-14 Days Late 15-30 Days Late > 30 Days Late	\$25 \$50 \$100										
<b>Late License Fee Payment</b> 1-14 Days Late 15-30 Days Late > 30 Days Late	\$25 \$50 \$100										
<b>Hazardous Waste VSQG Collection Program</b>											
<b>Appointment Fee (Administrative Fee)</b>	\$0 (includes up to one hour of administrative time.)										

Additional staff time for application review	\$12.50 per quarter hour
<b>VSQG Collection Program Fees for Various Materials</b>	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.
<b>Open Burning Permits</b>	
<b>Burning Permit for Building Demolition</b>	\$25
<b>Burning Permit for Residential Burning</b>	\$5
<b>Solid Waste Haulers</b>	
<b>Mixed Municipal Solid Waste Hauler License</b>	Fees set by Regional Joint Powers Agreement: \$100/truck for 2-year license
<b>Solid Waste Permit Fees</b>	
<b>Permit to bury concrete and reinforcing bar</b>	\$100
<b>Solid Waste Program</b>	
<b>Master Composter/Recycler Certification Class</b>	\$30/person
<b>Solid Waste Service Fees (Haz. &amp; Solid Waste Fee)</b>	
<b>Developed parcels will be charged on a basis of \$33 per service fee unit as follows:</b>	
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
<b>Solid Waste Transfer Stations</b>	
<b>30 cubic yard/day:</b>	
One-Time Application Fee	\$75
Annual license fee	\$350
<b>Less than 100 tons/day:</b>	
One-Time Application fee	\$250
Annual license fee	\$1,000
<b>101-250 tons/day:</b>	
One-Time Application Fee	\$500
Annual license fee	\$2,000
<b>More than 250 tons/day:</b>	
One-Time Application fee	\$500
Annual license fee	\$2,500
<b>Late Payment Penalty</b>	25% of fee
<b>SSTS (Subsurface Sewage Treatment System) Construction Permits</b>	



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

## Health and Human Services Division

<b>Child and Family Services</b>	
Adult Foster Care License/Corporate Licensing Inspection	\$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 preparation, wait time and court testimony)
Adoption Home Study	\$100/hr. (2 hr. minimum) not to exceed \$3,000.
Adoption- cost for searching for birth parents for Adult Adoptees	\$100/hr. not to exceed \$3,000
Adoption- Step-Parent	\$250 per family charge
Adoption- Step-Parent: search MN Father's Adoption Registry (MFAR)	\$50
USB Flash Drive	8 GB: \$10 16GB: \$20 32GB: \$30

	64GB: \$40
<b>Day Care Licensing</b>	
<b>Day Care Licensing</b> Licensing Inspection*	\$50 for the first-year license for new providers, \$100 for relicensing existing providers
<b>Mental Health Services/Outpatient Therapy</b>	
<b>Substance Use Disorder Comprehensive Assessment</b> Assessment (Rule 25)	<b>\$170</b> 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.
<b>Copies of Charts</b>	\$10 for 1 <sup>st</sup> 20 pages, \$5 for each additional 20 pages
<b>Crisis Services</b> Assessment & Intervention Community Intervention Stabilization	\$600/contact \$300 \$500
<b>Family Therapy</b>	\$150
<b>Group Psychotherapy</b>	\$100
<b>Medication Management</b>	\$200
<b>Psychiatric Evaluation/Intake</b>	\$330
<b>Psychological Evaluation/Forensic</b>	\$500
<b>Psychological Evaluation/Intake</b>	\$225
<b>Psychological Testing</b>	\$150/hour
<b>Psychotherapy (16-37 minutes)</b>	\$100
<b>Psychotherapy (38-52 minutes)</b>	\$150
<b>Psychotherapy (53+ minutes)</b>	\$225
<b>School-Linked Services</b> Diagnostic Assessment: Standard Extended for Children Birth to Age 5 Explanation of Findings	\$225 \$300 \$165
Day Treatment	\$150/hour and \$450 per 3 hours of service
<b>Public Health Home Visits</b>	
<b>Public Health Nurse/Registered Nurse (PHN/RN) intermittent home visit</b>	\$180/visit
<b>Public Health Immunization Services</b>	
Vaccine Administration per dose of Minnesota Vaccines for Children (MnVFC) and	

Uninsured/Underinsured Adult Vaccines (UUAV)	\$21/dose
<b>Vaccine and Administration for Private Pay Immunization Services:</b>	
Hepatitis B – adult	\$75
Influenza – injectable	\$35
TB Skin Test	\$20
<b>Public Health Care Seat Services</b>	
Individual Education	\$80
Group Education	\$50
Equipment	\$50
CARS Class, non-Carver County Resident	\$20
<b>Public Health- ASQ Screening</b>	
Both Screening Tools	\$25

### Information Technology Department

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

### Land Management Department

<b>Agriculture Building/Preserves</b>	
<b>Ag Building</b>	\$50
<b>Ag Preserves</b>	\$50 (maximum)***
<b>Ag Preserve Renewal</b>	\$10 (maximum)***
<b>Application Review and Board/Commission Determination Professional Services</b>	
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.
<b>Building Permits</b>	

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.**

<b>Demolition Permit</b>	\$95 No fee if demolition is for an agricultural structure that is exempt from the building code. Fee includes state surcharge.
<b>Demolition Permit for Projects Supervised by Fire Departments</b>	\$65 (includes state surcharge)
<b>Drain Tile System (Basement/interior systems only)</b>	\$65 (includes state surcharge)
<b>Erosion Control</b>	0.0004 of value – where building permit involves significant earthmoving e.g. New homes, large buildings
<b>Mechanical/Air Conditioning</b>	\$80 (includes state surcharge)
<b>Mechanical/Air Exchanger</b>	\$80 (includes state surcharge)
<b>Mechanical/Gas Line</b>	\$80 (includes state surcharge)
<b>Mechanical/Heating</b>	\$80 (includes state surcharge)
<b>Mechanical/Non-Single Family (Commercial)</b>	Based on valuation of project or \$80, whichever is
<b>Non-Residential Plumbing (Commercial)</b>	Based on valuation of project or \$65, whichever is
<b>Permit for Move-In Home</b>	Based on 80% of Value (according to Uniform Building
<b>Plumbing Permit</b>	\$65 minimum or \$5/fixture, whichever is greatest (Includes state surcharge)
<b>Recovery of Plan Review Cost on Cancelled</b>	

<b>Renewal of Expired Permit if No Plan Changes</b>	50% of permit fee
<b>Replacement of Lost Inspection Card</b>	\$30
<b>Re-Side, Re-Roof, Re-Window</b>	\$80 (includes state surcharge)
<b>Temporary Farm-Related or Elderly Parent Manufactured Home</b>	\$250 (includes state surcharge)

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<b>Conditional Use Permits (CUP)</b>	
<b>Agriculture: Feedlot, 152.076</b> 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)
<b>Residential Related: 152.077</b> Examples: Permanent Farm-Related Homes	\$400
<b>Additional Density Options: 152.078</b> 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
<b>Home-Based Business: 152.079</b> 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.
<b>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.</b>	\$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.
<b>Airports – Personal Use Airstrip CUP</b>	\$600 + \$60/hour up to \$1,000
<b>Airports – Other than Personal Use Strip CUP</b>	\$600 + \$60/hour up to \$2,000
<b>EAW/EIS/AUAR Process</b>	\$600 fee + \$2,000 escrow to reimburse staff costs
<b>Golf Course CUP</b>	\$600 + \$60/hour up to \$2,000
<b>Screening Standards - Financial Surety: (152.041), if applicable</b>	Up to \$20,000 per/acre
<b>Wireless Communication Facilities, Towers &amp; Antennas – Escrow Account: (152.056)</b>	\$75,000
<b>Interim Use Permits (IUP)</b>	
<b>Interim Use Permit (IUP): 152.082</b> 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
<b>Recurring Special Events, Temporary Homes for Elderly Parent and Farm-Related</b>	\$400

<b>Interim Use Permit (IUP) - Performance Surety: (152.082)</b> Example: Mining/Reclamation	\$10,000 per/acre of open mining activities (i.e. mining, staging and restoration)
<b>Other Types of Land Management Permits</b>	
<b>Combined Permit:</b> Administrative Permit for excavating/filling or a driveway that includes wetlands and/or erosion control permit and/or stormwater permit with no treatment required	\$350 Permit Fee + CCWMO Fees, or other requirements, if applicable. <ul style="list-style-type: none"> <li>• \$350 Permit fee split CCWMO &amp; Land Mgmt</li> <li>• A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection.</li> <li>• The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO).</li> <li>• Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.</li> </ul>
Administrative Permit for excavating/filling or a driveway that includes stormwater permit pursuant to County water rules	\$500 Permit Fee + CCWMO Fee
Administrative Special Use Permits	\$250 <ul style="list-style-type: none"> <li>• Includes Temporary Family Health Care Dwellings</li> <li>• A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection.</li> <li>• Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.</li> </ul>

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<b>Other Types of Land Management Services</b>	
<b>Adult Use Business License Application and Renewal Fee</b>	\$600 + 60/hour up to \$3,000
<b>Boundary Adjustment</b>	\$150 + Public Works' fee (Surveyor's description review/GIS impact fee) + SSTS Fee
<b>Building Eligibility Transfer</b>	\$500
<b>Land Use Document Recording Fee</b>	Recording Fees based on Property and Finance Division Land Records Section of the Fee Schedule
<b>Minor Subdivision</b>	\$350 + Public Works' fee (Surveyor's description review/ GIS impact fee) + SSTS Fee
<b>Political Signs</b>	\$0
<b>Platting Process – Preliminary Plat through Final Plat Process including developer's contract and legal reviews</b>	\$600 for one lot + \$150 for each additional lot + \$60/hour + Attorney's Office fee
<b>Comprehensive Plan Amendment</b>	\$600 + \$60/hour up to \$2,000
<b>Rezoning/Ordinance Amendment</b>	\$600 + \$60/hour up to \$2,000
<b>Signs</b>	\$40 if not included in a Building Permit or Conditional Use Permit
<b>Site Inspection Fee</b>	\$50 per site inspection
<b>Special Meeting of Planning Commission or Board of Adjustment</b>	\$600 + appropriate application fee
<b>Variances and Appeals</b>	\$500
<b>Publications and Information</b>	
<b>County Code</b>	\$50
<b>Maps</b> 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
<b>Research of Property, Demographic, or Similar Information Requested by Anyone Other Than the Landowner or Agent</b>	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.
<b>Zoning &amp; Subdivision Sections of the Code</b>	\$15

## Library

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



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

## Parks

### (RF- Reservation Fee)

<b>Baylor Park Fees (Specific)</b>	
<b>Campsite</b> Utility Campsite (30amp & Water) Primitive (Tent) Campsite Full Hook-Up Campsite (50amp, Water, Sewer) Cancellation Fee Reservation Modification Fee Early Arrival Fee Late Check Out Fee (up to 5:00 pm)	\$32/Night/Site + RF \$24/Night/Site + RF \$42/Night/Site + RF \$5 Per Site/Night (7 day notice) \$8 50% of the Nightly Rate 50% of the Nightly Rate
<b>Mid-Week Camping Special (Sun-Th)</b>	Buy 3 nights and get 4th night free. Promotion must be referenced at time of reservation.
<b>Community Room</b> Facility Rental Only Organized Group Rate Damage Deposit Reservation Modification Fee Cancellation Fee	\$175/Day + RF \$100/Day + RF \$50 \$8 See Cancellation Structure Below
<b>Campground Commodities</b> Ice: 10lb bag Firewood Bundle Wi-Fi Connection Dump Station	\$4 \$6 \$5/Day \$15/Use (non-campers)
<b>Lake Waconia Regional Park Fees (Specific)</b>	
<b>Paradise Commons- Sun Room</b> Specialty Event Standard Event – Weekend Standard Event – Weekend – Off Season  Standard Event – Weekday Standard Event – Weekday – Off Season  Business Event Nonprofit Event *Events like wedding receptions, special/community events, etc. will include special event use permitting process and related fees (see related section). **Divided Room Reservations Are Not Available in 2024	\$800/Reservation (6 Hrs) \$600/Reservation Fri-Sun & Holidays (6 Hrs) \$500/Reservation Fri-Sun & Holidays (6 Hrs) Off Season November - March \$400/Reservation Mon – Thur. (6 Hrs) \$300/Reservation Mon – Thur. (6 Hrs) Off Season November - March \$150/Reservation Mon – Thur. 9am-4pm \$150/Reservation Mon – Thur. 9am-6pm \$100/Reservation Outdoor Firepit w/ Wood \$40/Hr. Additional Fee Beyond Base \$8 Reservation Fee \$300 Damage Deposit Per Reservation *See Special Event Use Permitting fees below
<b>Paradise Commons Picnic Area</b> <b>Water's Edge Shelter</b> <b>Beachside Shelter</b> Designates private use of the beach side covered seating area.	Follows flight B in shelter rental section.

<b>Park System Fees (General)</b>	
The following rates are available to groups meeting requirements outlined in Ordinance No. 30:	
<b>Group Camping</b> (Organized groups of Scouts, Churches, Edu./Athletic Teams, etc.)	Rates shown are per day & night combo <b>1-50 People: \$60 + RF</b>
<b>Picnic Shelter(s)</b> in Flights B & C (See below)	Weekday: <b>\$30 + RF</b> , Weekend: <b>\$50 + RF</b>
<b>Ordinance Violations</b>	
<b>Violation Fees</b> Violation of Chapter 91 of Ordinance 72 of the Carver County Code of Ordinances	\$20 + \$10 Court Filing Fee (plus state fees)
<b>Photography &amp; Videography Permits</b>	
<b>Annual Professional Photography Permit</b>	\$225/Year
<b>Commercial Business Permit</b>	\$400/Day
<b>Graduation/Wedding</b>	
Monday - Thursday	\$25/Hour
Friday - Sunday	\$50/Hour
<b>Video Shoot</b>	\$200/Day
<b>Atypical Video Shoot</b>	\$500/Day (Minimum)
<b>Park Shelter Rentals:</b>	
<b>Park Shelter "Flights"</b>	
<b>A:</b> Lakeview	<b>A:</b> Weekday: \$150 + RF, Weekend: \$225 + RF
<b>B:</b> Beach	<b>B:</b> Weekday: \$75 + RF, Weekend: \$125 + RF
<b>C:</b> Hilltop, Big Oak, Trailside, Prairie	<b>C:</b> Weekday: \$40 + RF, Weekend: \$80 + RF
<b>Group Reservations w/Overnight Use of Shelter Lakeview</b>	(Only Monday-Sunday & Holidays) \$50
<b>Shelter Cancellation Fee</b>	See Cancellation Structure Below
<b>Damage Deposit</b>	\$50/for Damage and/or Excessive Clean-Up
<b>Reservation Fee (RF)</b>	\$8
<b>Reservation Modification Fee</b>	\$8 Per Modification Request
<b>Food Truck/Concessioner/Vendor Operators Fee</b>	<b>\$150/Occurrence</b> OR As Negotiated by <b>Reservation Terms</b>
<b>Reservation Cancellation for Park Shelters &amp; the Community Room</b>	
<p>Cancellation based on customer request for: All Park Picnic Shelters and the Community Room.</p> <p>Outdoor Recreation Programs/Services utilize this cancellation structure as well.</p> <p>Campsite Cancellations follow as outlined above.</p>	<ul style="list-style-type: none"> <li>• 31+ Days Prior to Reservation/Event <ul style="list-style-type: none"> <li>○ 100% Refund Issued</li> </ul> </li> <li>• 15-30 Days Prior to Reservation/Event <ul style="list-style-type: none"> <li>○ 75% of Refund Issued</li> </ul> </li> <li>• 8-14 Days Prior to Reservation/Event <ul style="list-style-type: none"> <li>○ 50% Refund Issued</li> </ul> </li> <li>• 0-7 Days Prior to Reservation/Event 0% Refund Issued</li> </ul> <p><i>\$8 RF is non-refundable</i></p>
<b>Reservation Modification/Cancellation for Paradise Commons</b>	
<b>Modification</b>	<b>Cancellation</b>
<ul style="list-style-type: none"> <li>• 9+ Months Prior to Reservation/Event</li> <li>○ 0% Charge</li> </ul>	<ul style="list-style-type: none"> <li>• 9+ Months Prior to Reservation/Event</li> <li>○ 100% Refund Issued</li> </ul>

<ul style="list-style-type: none"> <li>• 6-9 Months Prior to Reservation/Event</li> <li>o 25% Charge</li> <li>• 3-6 Months Prior to Reservation/Event</li> <li>o 50% Charge</li> <li>• 1-3 Months Prior to Reservation/Event</li> <li>o 75% Charge</li> <li>• 30 or fewer Days Prior</li> <li>o 100% Charge</li> </ul>	<ul style="list-style-type: none"> <li>• 6-9 Months Prior to Reservation/Event</li> <li>o 75% of Refund Issued</li> <li>• 3-6 Months Prior to Reservation/Event</li> <li>o 50% Refund Issued</li> <li>• 1-3 Months Prior to Reservation/Event</li> <li>o 25% Refund Issued</li> <li>• 30 or fewer Days Prior</li> <li>o 0% Refund Issued</li> </ul>
<b>Recreation and Educational Programming</b>	
<b>Contracted Recreation Service</b>	\$17/seasonal instructor scheduled <i>For recreation program fees for private groups, contracted activities, and partnership programs, see Attachment A.</i>
<b>Rental Equipment</b>	
<b>Canoe</b>	\$10/Hour
<b>Kayak</b>	\$15/Hour
<b>Paddle Boat</b>	\$10/Hour
<b>Personal Watercraft Storage</b>	\$80/Season
<b>Standup Paddle Boards</b>	\$15/Hour
<b>Yard Game Equipment (various types)</b>	\$10/Hour
<b>Kicksled Rental</b>	\$10/Hour
<b>Disc Golf</b>	\$5/ (+\$5.00 replacement cost if applicable)
<b>Portable Fire Ring</b>	\$15/Group Reservation Required
<b>Cross Country Ski Equipment Rental</b> *Equipment includes skis, boots, poles.	\$5/ 2 Hours/ Renter
<b>Snow Shoes Equipment Rental</b> *Equipment includes snowshoe & poles.	\$5/ 2 Hours/ Renter
<b>Special Event Permits and Event Services</b>	
<b>Application &amp; Permit Processing</b> Tier 1 (Admin Process) Tier 2 (Formal Process)	\$108/Application \$208/Application
Requirement of Facility Rental	See shelter rental rates above
Additional Services Requests	\$40/Hour/employee
Public Fireworks Displays	Exempt
<b>Edu. Agency Endurance Events - Summer</b>	\$25/team
<b>Edu. Agency Endurance Events - Winter</b> Monday-Thursday Friday-Sunday	\$25/Team \$30/Team
<b>Outside Vendor Services</b> 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.
<b>Event Related Concessioners/Vendors Fee</b>	As Negotiated by Permit (Min. 10%)

\*Basic Financial Reporting Will Be Required of the Event Coordinator

## Planning and Water Management Department

Publications and Information	
<b>Color Maps 8.5" x 11"</b> Comprehensive Plan, Water Plan, reports	\$5/map
<b>Comprehensive Plan</b> Full document Individual Comprehensive Plan Elements or Township Chapters	\$50 \$15 with colored maps; free if printed in black & white
<b>Water Management Plan</b>	\$50
<b>Water Quality Report</b>	\$50
<b>Conservation Signs</b>	\$5/sign
Review of Project for Compliance with Water Management Rules	
<b>Combined Permit: Administrative Permit for excavating/filling or a driveway and Wetland Permit and/or Erosion Control Permit</b>	<p>\$350 Permit Fee + CCWMO Surety, or other requirements, if applicable.</p> <ul style="list-style-type: none"> <li>A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection.</li> <li>The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the CCWMO)</li> </ul> <p>Work started without obtaining a permit shall be subject to a \$350 penalty in addition to the \$350 fee.</p>
<b>Erosion control permit and/or stormwater permit with no treatment required</b>	<p>\$250 plus engineering costs incurred during application review and final inspections.</p> <ul style="list-style-type: none"> <li>Work started without obtaining a permit shall be subject to a \$250 penalty in addition to the \$250 fee.</li> </ul>
<b>Stormwater permit</b>	<p><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.</p> <ul style="list-style-type: none"> <li>If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount collected.</li> </ul> <p><u>20 acres or more of disturbed area:</u> \$2,000 (\$500 permit fee + \$1,500 for initial estimate of engineering costs) plus reimbursement of engineering costs above \$1,500 incurred during application review and final inspections.</p> <ul style="list-style-type: none"> <li>If actual engineering costs are less than \$1,500 the applicant will be refunded for the excess amount collected.</li> </ul>

<b>Wetland Boundary/Type Determination</b>	\$100 plus engineering costs incurred during application review and final inspections.
<b>Wetlands Exemption Permit</b>	\$100 <ul style="list-style-type: none"> <li>Work started without obtaining a permit shall be subject to a \$100 penalty in addition to the \$100 fee.</li> </ul>
<b>Wetland Replacement/ Bank Application</b>	\$350 plus engineering costs incurred during application review and final inspections.
<b>WMO Permits- Financial Security for CARVER COUNTY WATER MANAGEMENT ORGANIZATION RULES</b>	
Erosion and Sediment Control Permit	Applicant shall provide security of \$1,000 per acre disturbed <ul style="list-style-type: none"> <li>The minimum security required is \$1,000</li> <li>For projects disturbing up to 40 acres, the maximum security required of the responsible party is \$25,000.</li> <li>For projects disturbing 40 or more acres, the maximum security required of the responsible party is \$50,000.</li> </ul>
Stormwater Permit	Applicant shall provide security of \$5,000 per acre disturbed <ul style="list-style-type: none"> <li>The minimum security required is \$5,000</li> <li>For projects disturbing up to 40 acres, the maximum security required of the responsible party is \$25,000.</li> <li>For projects disturbing 40 or more acres, the maximum security required of the responsible party is \$50,000.</li> </ul>

### Property and Finance Division

<b>Customer Service – Property Tax and Elections &amp; Licensing Offices</b>	
<b>Certification by Hand and Seal (R/P/M) Auditor</b>	\$20 plus \$0.25 per page
<b>Certified Letter</b>	Subject to postal rate
<b>Claim Against Bond Set-up fee</b>	\$25 plus \$0.25 per copy/page
<b>Computer-Generated Reports Set-up fee</b>	\$40 Tax \$25 Election
<b>Current/Prior Year Tax Statements &amp; Proposed Property Tax Notices</b>	\$5
<b>Name/Address Labels</b>	\$3 per sheet
<b>Screen Prints</b>	\$2
<b>Written Tax Estimate (any form)</b>	\$25 per parcel
<b>Written Tax Search</b>	\$10 per parcel per year
<b>Elections- Elections &amp; Licensing Office</b>	
<b>Precinct Finder (Countywide)</b>	\$75
<b>Precinct Finder (Individual Entity)</b>	\$25
<b>Registered Voter Certificate</b>	\$15

<b>Certified Copy of County Ordinance</b>	\$15 plus \$0.25 per page
<b>Licenses and Permits – Chaska License Center and/or Chanhasen Service Center</b>	
<b><u>Driver’s Licenses:</u></b>	
Class A: Regular*	\$65
Renewal	\$60
Class A: Under 21*	\$45
Renewal	\$40
Class B: Regular or Under 21*	\$57
Renewal	\$52
Class C: Regular or Under 21*	\$50
Renewal	\$45
Class D: Regular or Under 21*	\$46
Renewal	\$41
Class D Provisional License Upgrade to Under 21 Driver’s License No violations on record (\$3.50 credit)*	\$37.50
Provisional Driver’s License*	\$32.50
<b><u>Duplicate License:</u></b>	
All classes*	\$26
<b><u>Motorcycle Renewal*</u></b>	\$17
<b><u>School Bus Processing fee- original and renewal applications*</u></b>	\$4
<b><u>Driver’s License Permits:</u></b>	
Class A, B, or C Instruction Permit*	\$26.75
Class D Instruction Permit*	\$29.50
<u>Renewal</u>	\$24.50
<b><u>CDL Endorsement examination fees*</u></b>	\$2.50
Motorcycle Instruction Permit/ first time Endorsement Fee*	\$29
Motorcycle Endorsement Renewal (2-wheel only)*	\$17
<b><u>Identification (ID) Cards:</u></b>	
Age 65 and older	\$32
Renewal (Enhanced ID)	\$30.50
Renewal (REAL ID)	\$27
Under age 65	\$35.50
Renewal	\$30.50
ID Card for person with physical or developmental disability or qualified mental illness*	\$0.50
Standby or Temporary Custodian Designation ID Card*	\$4.25
Enhanced Driver’s License/Identification Card/Instruction Permit (in addition to regular card fee)*	\$15
<b><u>Homeless Youth (no application fee is charged- documentation required)</u></b>	Free

<b>Licenses and Permits – Elections &amp; Licensing Office</b>	
<b>Auctioneer License*</b>	\$20
<b>Fireworks Permit</b>	\$50
<b>Liquor Licenses:</b>	
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
<b>Precious Metals</b>	\$150
<b>Tobacco</b>	\$240
<b>Transient Merchant License</b>	\$150*
<b>Motor Vehicle Transactions – Chaska License Center and Chanhassen Service Center</b>	
<b>Title and Registration Fees:</b>	
*Filing Fee/Registration	\$8
*Filing Fee/Long Application	\$12
Department of Natural Resources title and registration	Per Minnesota Statute
Wheelage Tax	\$20
<b>Passports – Chanhassen Service Center and Elections &amp; Licensing Office</b>	
<b>Passports:</b>	
Age 16 and over*	\$130
Under age 16*	\$100
Passport Card over 16*	\$30
Passport Card under 16*	\$15
Execution Fee*	\$35
Renewal*	\$130
Expedited Service*	\$60
Passport Photo	\$17
<b>Property Assessment</b>	
<b>CAMA or Tax Extracts</b>	
Setup & research	\$75/hr
Research	\$75/hr. minimum
Screen Prints/Field Cards	\$3/page
Complete a Property Tax Refund letter for the property owner.	\$25
Process a new eCRV request	\$38
Copy of Certificate of Real Estate Value (CRV)	\$10 per copy
<b>Land Records</b>	
Certified Copy of County Ordinance	\$15 plus \$0.25 per page



Plat Parcel Certification Fee	\$50
Screen Prints	\$2
Certified Copies	\$10 per document (flat fee)
Attested Copy	\$2
Copy of Document	\$1 / Per page
Copy of Floor Plan (515), Condominium (515A), CIC Plat(515B)	\$1/page \$10 minimum
Copy of an official plat	\$10
Additional certification	\$5
Certified Copy of Registered Land survey	\$15
Recording Plats	\$56
ABSTRACT: Amended: Floor Plan (515), Condominium (515A), CIC Plat (515B)	\$56 \$0.50 per apartment or unit
TORRENS: Section 515B CIC affecting 2 or more units	\$46/first 10 affected certificate \$10/each additional affected certificate
TORRENS: Amendment to Declaration, CIC Declaration, and/or Plat	\$46
Recording Documents	\$46
ABSTRACT: Satisfactions, Partial Releases, Certificates of Release, and Assignments	\$46 with up to 4 document citations \$10 additional for each document cited over 4
Condition of Register	\$50
Residue OR new additional certificate	\$40
Documents affecting multiple certificates	\$46 PLUS \$20 / Per additional certificate
Exchange Certificate	\$20/ each cancelled certificate \$20/new certificate
CECT	\$40
Federal Tax Liens	\$46
State Tax Lien	No charge
State Tax Lien Release	\$30
Well Disclosure Certificate	\$50
<b>Land Records Non-Statutory Fees</b>	
Access to Online Images	\$2/ document
Copy of Document	\$1/page
Plat, Registered Land Survey, CIC copies (small)	\$1/page
Historical Tract Records- Tract Index Fee	\$20
Refund Processing Fee	\$30
Bulk document transfer	\$0.55/per document
<b>Property Taxation</b>	
<b>Property Taxation – Finance Office</b>	
Manufactured Home Collection Fee for Delinquent Taxes (Revenue Recapture)	\$30
<b>Property Taxation – Property Tax and Elections &amp; Licensing Office</b>	
<b>Special Assessments:</b>	
Special Assessment Entry Fee	\$5 per parcel/per entry
Special Assessment Code Set-up Fee	\$15 per new code
<b>Taxation:</b>	

Abatements requested by entity	\$100 per parcel/per payable year
Auditor's Certificate	\$300
Updating existing Auditor Certificate	\$150
Audit Verification of Tax District	\$175
Certification of Ten Largest Taxpayers	\$75
Confession of Judgment: Written Estimate	\$25
Set-up and Satisfaction Fee	\$125
Green Acres/ Rural Preserves / Open Space Payback Calculation Fee	\$150/parcel
Escrow Processing Fee	Automated \$400/year Manual \$10/parcel per request
Escrow Processing Additional Escrow Files	\$100 each request
1 <sup>st</sup> Time Delinquency Fee	\$30 per parcel
<b>Tax Forfeited Land:</b>	
Repurchase Fee	\$250
Expiration of Redemption Fee	\$100
Special tax data research or requests	\$75/hr minimum
<b>Tax Increment Financing (TIF):</b>	
New TIF District Set-Up Base Fee	\$450
New TIF District Set-Up Per Parcel Charge	\$50 per parcel
Yearly Maintenance Base Fee	\$300
Yearly Maintenance Per Parcel Charge	\$50 per parcel
Plan Modification	\$300
Modification Per Parcel Charge	\$50 per parcel
TIF Base Adjustment Fee	\$200
Decertification	\$300
TIF Knockdown Fee Per Parcel	\$50 per parcel
<b>Vital Statistics – Land Records</b>	
<b>Vitals Report Request*</b>	\$15
<b>Copy/Reprint of Vital Record</b>	\$5 per record
<b>Expedite Fee for Vital Records</b>	\$10 (County only)
<b>Birth Certificates:</b>	
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)
<b>Death Certificates:</b>	
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)
<b>Genealogy:</b>	

Genealogy Research	\$50 per hour
Genealogy Copies	\$5 per copy of records
<b>Marriage Licenses:</b>	
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)
<b>Notary Public:</b>	
Notary Public Commission Recording Fee*	\$20 (County only)
Notary Verification (per document) *	\$5 (County only)
<b>Marriage Officiant Registration Fee</b>	<b>\$30</b> (County only)
* Fee set by Minnesota statute.	

## Public Works

<b>Operations</b>	
<b>Special Event Traffic Control/Street Sweeping</b>	Time & Materials Actual Cost
<b>Special Event Equipment Rental</b>	Time & Materials Actual Cost
<b>Sale of Highway Materials</b>	Time & Materials Actual Cost
<b>Program Delivery Department - Planning</b>	
<b>Development Review Fee</b>	\$75/hour for internal staff plus actual consulting fees to review development and land use changes impacting the County Highway transportation system
<b>Program Delivery Department - Transportation</b>	
<b>Access Permit</b> New residential or field access New subdivision street or commercial driveway	\$300 + engineering plan review and inspection actual cost \$500 + engineering plan review and inspection actual cost
<b>Access Permit</b> 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
<b>Annual Permit</b> Allows 14’ high, 14.5’ wide, 95’ long under posted weight	\$220
<b>Delay Penalty</b> Penalty for not meeting completion date	\$75
<b>Departure Request</b>	\$200
<b>Departure Request Appeal</b>	\$300
<b>Obstruction Permits</b>	\$100
<b>Single Trip Permit</b> Oversize Load	\$20

Overweight Load	\$20 + \$6 per ESAL/mile
Overweight Load (Eng. Review)	\$105 + \$6 per ESAL/mile
Overweight Load (Bridge Load Rating)	\$1,000 + \$6 per ESAL/mile
<b>Special Event Permit</b> For streets closures for city celebrations and other events: Permit engineering review and issuance – for all or any size event	
Under 100 attendees/contestants/ entries or 1-2 highways	\$0
100-400 Attendees /Contestants/Entries or 3-4 highways	\$100
Over 400 Attendees /Contestants/Entries or 5-plus highways	\$400
<b>Utility Permit</b> Private Utility Companies	\$200 base/mile + \$200/each additional mile
<b>Work within county ROW</b> General excavation, grading, sewer and water	\$300 base/mile + engineering plan review and inspection actual cost
<b>Property Surveying</b>	
<b>Boundary Adjustment Description Review/GIS Impact Fee</b> <i>Note: Collected as part of Land Management application</i>	\$75
<b>Minor Subdivision Description Review/GIS Impact Fee</b> <i>Note: Collected as part of Land Management application</i>	\$100
<b>Plat Checking and Mapping Fee</b>	\$300 plat + \$30/lot or CIC unit + \$5/ detached garage CIC unit
<b>Torrens Application Survey/Description Review</b>	\$300

## Regional Rail Authority

<b>Dakota Rail Line Fees</b> <i>See Attachment D: Carver County Regional Rail Authority Fee Schedule.</i>
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## Sheriff's Office

<b>Administrative Forfeiture Fee</b>	<b>\$275</b>
<b>Approving Bond</b>	\$50
<b>Detox Transport Fee</b>	<b>\$300</b> per trip


<b>False Alarm Fee</b>	\$50 beginning with the fourth false alarm. Each following false alarm increases by \$50 (i.e., fifth alarm = \$100; sixth alarm = \$150).
<b>Filing Fees</b>	\$49.59
<b>Patrol Videos</b>	\$10/CD plus \$30 research fee
<b>Body Worn Camera Audio/Video</b>	\$20/flashdrive plus staff time for compiling data
<b>Storage of Impounded Vehicles</b>	\$15/day
<b>Background Checks</b>	
<b>Adult Use New Establishment/New Owner</b>	\$250
<b>Adult Use Renewal</b>	\$100
<b>Liquor License New Establishment/New Owner</b>	\$250
<b>Liquor License Renewal</b>	\$100
<b>Civil</b>	
<b>Duplicate or Replacement Certificate</b>	\$20
<b>Abandoned Property</b>	\$110 per hour per deputy, minimum one hour per deputy
<b>Civil Stand-by</b>	\$110 per hour per deputy, minimum two hour per
<b>Filing of Notice of Intent to Redeem</b>	\$100* (State Statute driven fee)
<b>Filing of Redemption and Post-Redemption Documents</b>	\$20
<b>Judgment and Degree</b>	\$110 per hour per deputy, minimum one hour per deputy
<b>Legal Not Finds</b>	\$80
<b>Lien Sales (Mechanical or Warehouseman)</b>	\$110 per hour per deputy, minimum one hour per deputy
<b>Mileage (round trip)</b>	Current IRS rate
<b>Minnesota Domestic Protection Orders</b>	No Charge
<b>Minnesota Harassment Orders</b>	No Charge
<b>Mortgage Foreclosure Sales</b>	\$110 per hour per deputy, minimum one hour per deputy
<b>Posting of Notices</b>	\$110 includes two people + \$25 for additional person, same address
<b>Postponement of Scheduled Mortgage Foreclosure Sales</b>	\$20
<b>Redemption of Property</b> (Recorded Fee Holder & all others)	\$250* due at time of request (State Statute driven fee)
<b>Request of Process Returned</b>	\$110 includes two people + \$25 for additional person, same address
<b>Replevin</b> <ul style="list-style-type: none"> <li>• Writs of Attachment</li> <li>• Securing properties on Seizures</li> </ul>	\$400 deposit + deputy @\$110 per hour per deputy, minimum one hour per deputy
<b>Service of Process Fee</b>	\$110 includes two people + \$25 for additional person, same address
<b>Storage of Levied Property</b>	\$10/day per storage stall (20' x 9')

<b>Writ of Execution Commission</b>	5% of amount collected
<b>Writ of Execution (Seizure or Sale)</b>	\$400 deposit + deputy @\$100 per hour per deputy, minimum one hour per deputy
<b>Writ of Recovery (Inventory)</b>	\$110 per hour per deputy, minimum one hour per deputy
<b>Dangerous Dog</b>	
<b>Dangerous Dog Registration</b>	\$100
<b>Dangerous Dog Designation Review Hearing</b>	\$100
<b>Potentially Dangerous Dog Designation Review Hearing</b>	\$100
<b>Gun Conceal/Carry Permits</b>	
<b>Additional fee for renewal of permit after 30 days expiration</b>	\$10
<b>Change of Address or Replacements</b>	\$10
<b>Emergency Permit</b>	No charge
<b>New Conceal/Carry Permit</b>	\$75
<b>Renewal of Permit</b>	\$50
<b>Jail/Inmate Fees</b>	
<b>Adult Inmate Boarding Fee</b>	\$55/day (Except by Contract)
<b>Booking Fee</b>	\$20
<b>Cell Upgrade</b>	\$10
<b>Electronic Home Monitoring</b>	\$20/day
<b>Fingerprint Cards (Carver County Resident)</b>	No charge
<b>Fingerprint Cards (Non-Carver County resident)</b>	\$15/card
<b>Inmate Medical*</b>	Inmate billed per MS 641.12; 641.15
<b>Inmate Mantoux – other agency</b>	\$15
<b>Inmate Prescription refill</b>	\$5
<b>Jail Record Copies (public)</b>	\$0.25/page
<b>Jail Record Copies (request from inmate)</b>	\$0.25/page
<b>Juvenile Detention Center Boarding</b>	\$145/day
<b>Medical Co-pay</b>	\$5
<b>Pay for Stay</b>	\$20/day
<b>Work Release (WR) Inmates In-County</b>	\$20/day
<b>Work Release (WR) Inmates Out-of-County</b>	\$55/day
<b>WR – Mantoux</b>	\$20
<b>WR – UA Screen</b>	\$20
<b>911/Radio Programming</b>	
<b>911 Call Recordings</b>	\$10/CD plus \$30 research fee
<b>911 Call Recordings – Transcribed</b>	\$25 for first half-hour plus \$25 each additional hour (in addition to \$10 CD plus \$30 research fee)
<b>Radio Programming for outside county entities</b>	\$75/hr
<b>Off-Duty Deputy</b>	
<b>Off-Duty Deputy Services</b>	\$110 per hour per deputy
<b>Off-Duty Deputy Services - Holiday Rate</b>	\$130 per hour per deputy

<b>Reports/Photos</b>	
<b>Accident Reports</b>	\$0.25/page
<b>Additional Pages</b>	\$0.25/page over 100 pages actual cost
<b>Digital Photos/ Electronic Media</b>	\$10/CD plus \$30 research fee, \$15/USB (up to 4GB) plus \$30 research fee, USB over 4GB- call for fee amount
<b>Initial Complaint Report</b>	\$0.25
<b>Miscellaneous Documents</b>	\$0.25/page \$0.50/2-sided document
<b>Offense/Incident Report</b>	\$0.25/page \$0.50/2-sided document
<b>Photos</b>	3x5 - \$1.50 4x6 - \$1.75 5x7 - \$5 8x10 - \$10
<b>Record Transcriptions</b>	\$25 for first half-hour plus \$25 each additional hour (in addition to \$10 CD plus \$30 research fee)

DRAFT

## Carver County Parks Outdoor Recreation Programming Fee Matrix 2024

Contracted	Partnership																		
<p><b>Examples:</b> Private birthday parties, scout/non-profit group(s), childcare programs, City events, corporate groups, other.</p> <p><b>Program Fee:</b> Equals Instructor time (\$17/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><b>Examples:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 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; text-align: right;">\$119</td> </tr> <tr> <td style="padding: 5px;">2 Hour</td> <td style="padding: 5px;">2</td> <td style="padding: 5px; text-align: right;">\$238</td> </tr> <tr> <td style="padding: 5px;">4 Hour</td> <td style="padding: 5px;">1</td> <td style="padding: 5px; text-align: right;">\$187</td> </tr> <tr> <td style="padding: 5px;">4 Hour</td> <td style="padding: 5px;">2</td> <td style="padding: 5px; text-align: right;">\$374</td> </tr> </tbody> </table> <div style="margin-top: 10px; border: 1px solid black; padding: 5px;"> <p style="background-color: #4F81BD; color: white; padding: 2px;"><b>Environmental Education for School Groups**</b></p> <p style="background-color: #4F81BD; color: white; padding: 2px;"><b>\$17 Per Hour/Instructor Needed</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 2px;"> <tr><td style="padding: 2px;">Pond Study</td></tr> <tr><td style="padding: 2px;">Maple Syrup Tours</td></tr> <tr><td style="padding: 2px;">Nature/Night Hike</td></tr> </table> </div>	Program Length:	Number of Instructors:	Cost:	2 Hour	1	\$119	2 Hour	2	\$238	4 Hour	1	\$187	4 Hour	2	\$374	Pond Study	Maple Syrup Tours	Nature/Night Hike	<p><b>Examples:</b> Public programming offered with local City Park and Recreation Departments, Community Education &amp; 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><b>Previously Arranged Agreements:</b>  <b>Waconia Community Education:</b> split is 80/20% but there is no reimbursement for purchased supplies  <b>ISD 112 Community Education:</b> split is 72/28%, but costs are still reimbursed.</p> <div style="text-align: center; margin-top: 20px;">  </div> <p><b>Parks Department Contact</b>            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	\$119																	
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4 Hour	1	\$187																	
4 Hour	2	\$374																	
Pond Study																			
Maple Syrup Tours																			
Nature/Night Hike																			



## Attachment B

# 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.*

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

DATE November 21<sup>st</sup>, 2023

RESOLUTION NO. \_\_\_\_\_

MOTION BY COMMISSIONER \_\_\_\_\_ SECONDED BY COMMISSIONER \_\_\_\_\_

**A RESOLUTION ADOPTING ORDINANCE 87-2024,  
THE 2024 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 87-2024 and the fees contained in this schedule, effective January 1, 2024.

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 21<sup>st</sup> day of November, 2023, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_

David Hemze, County Administrator

**CARVER COUNTY, MINNESOTA  
ORDINANCE 87-2024**

**THE 2024 CARVER COUNTY FEE SCHEDULE**

The Carver County Board of Commissioners Hereby Ordains:

**Section 1.** The 2024 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 2024 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, 2024.

Adopted by the Carver County Board, Resolution # \_\_\_\_\_, at its meeting of November 21<sup>st</sup>, 2023.

\_\_\_\_\_  
John P. Fahey, Carver County Board Chair

\_\_\_\_\_  
David Hemze, Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Semi-Annual Report to the County Health Board**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Dr. Richard Scott, Carver County Community Health Services Administrator and Deputy Division Director for Health Services, will provide the Carver County Board of Health with a Semi-Annual Update as required by MS 145A. The update will include discussion of public health activities supporting the recovery from the COVID-19 pandemic, current Community Health Services Assessment (CHA) and Improvement Plan (CHIP), Opioid Settlement Agreement, and action plan for 2024.

**ACTION REQUESTED:**

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

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 9435

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Cannabis Legislation -- Public Use and Parks Ordinance(s) Update**

Primary Originating Division/Dept: Attorney

Meeting Date: 11/21/2023

Contact: Mark Metz  Title: County Attorney

Item Type:  
Work Session

Amount of Time Requested: 30  minutes

Presenter: Jennifer Tichey  Title: Assistant County Attorney

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

On August 22, 2023, County Staff appeared before this Board in a Work Session to discuss various aspects of the new cannabis legislation. The new law legalizes adult-use cannabis in Minnesota and establishes a regulatory framework over the cannabis industry. Possession, use, and home growth under this new law became legal on August 1, 2023. Legal sales are expected to begin in January of 2025. At the August 22, 2023, work session, staff presented three topics related to the new law: 1) County Zoning Code; 2) Business Registration; and 3) Use in Public Spaces (including parks). Ordinance amendments to address Zoning and Business Registration are not expected to be needed until 2024. During the August 22, 2023 work session, however, the Board directed County Staff to focus on the higher-priority need surrounding the adoption of an ordinance(s) relating to the use of cannabis products in public spaces, including but not limited to parks and trails.

Staff will present proposed ordinances for discussion.

**ACTION REQUESTED:**

Provide input and guidance to staff on next steps related to regulating cannabis use in public spaces.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** Increase budgeted staff

**Total**  \$0.00

Insert additional funding source

Related Financial/FTE Comments:

*Office use only:*

RBA 2023 - 9419