



Carver County Board of Commissioners
 November 15, 2016
 Regular Session
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

- 4:00 p.m. 1. a) **CONVENE**
 b) **Pledge of allegiance**
 c) **Public comments (limited to five minutes)** *Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.*
2. Agenda review and adoption
3. Community Announcements
- 4:05 p.m. 4. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 4.1 Request to hire temporary Child Protection Social Worker II to fill three month maternity leave of absence 1-2
- 4.2 CSAH 101 Speed Zone Study Request 3-4
- Connections: Develop strong public partnerships and connect people to services and information*
- 4.3 Amendment and renewal of Metropolitan Emergency Services Board Joint Powers Agreement..... 5-7
- 4.4 Request Approval of Donations 8
- 4.5 Contract with Alliance Courier..... 9
- 4.6 Contract to Implement RFID at Library 10-11
- 4.7 Resolution Recognizing Mary Kvitek for State Award 12-13
- Growth: Manage the challenges and opportunities resulting from growth and development*
- 4.8 Contract with Videotronix Inc 14
- Culture: Provide an organizational culture which fosters individual accountability to achieve goals*
- 4.9 Request for IT Lead Support Analyst 1.00 FTE 15-16
- Finances: Improve the County's financial health and economic profile*
- 4.10 Request to accept computer monitor donation from Scott County 17
- 4.11 Abatements/additions 18-19
- 4.12 Review Social Services/Commissioners Warrants. NO ATT
- 4:05 p.m. 5. **CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**
- 5.1 **Closed Session** for Labor Negotiation Strategy..... 20

5:05 p.m.	6. FINANCES: Improve the County's financial health and economic profile 6.1 Public Hearing and Adoption of Ordinance 48-2017 and the 2017 Carver County Fee Schedule..... 21-71
5:20 p.m.	RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY 6.2 Public Hearing and Adoption of the Carver County Regional Rail Authority 2017 Fee Schedule 72-75
5:25 p.m.	ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS COUNTY BOARD
5:25 p.m.	7. COMMUNITIES: Create and maintain safe, healthy and livable communities 7.1 Carver County Community Development Agency ("CDA") Oak Grove Senior Residence Bond Refunding 76-81
5:40 p.m.	RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY DITCH AUTHORITY
5:35 p.m.	8. FINANCES: Improve the County's financial health and economic profile 8.1 2017 Ditch Assessments 82 ADJOURN AS CARVER COUNTY DITCH AUTHORITY AND RECONVENE AS COUNTY BOARD
5:40 p.m.	9. GROWTH: Manage the challenges and opportunities resulting from growth and development 9.1 Closed Session for Land Acquisition for CSAH 10 Construction Project # 138711 83
6:15 p.m.	ADJOURN REGULAR SESSION
6:15 p.m.	BOARD REPORTS 1. Chair 2. Board Members 3. Administrator 4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

November 22, 2016	9:00 a.m. Special Meeting DG Minnesota CSG 2, LLC (Nextera & TruNorth) – Community Solar Garden Request to be immediately followed by Board Work Session
November 29, 2016	No Board Meeting
December 1, 2016	6:00 p.m. 2017 Budget Public Meeting
December 6, 2016	AMC Conference-No Board Meeting
December 13, 2016	9:00 a.m. Board Meeting
December 20, 2016	4:00 p.m. Board Meeting
December 27, 2016	No Board Work Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request to hire temporary Child Protection Social Worker II to fill three month maternity leave of absence.

Primary Originating Division/Dept: <input type="text" value="Health & Human Services - Child & Family"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Rod Franks"/> Title: <input type="text" value="HHS Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

The Child and Family Department will have a full time Child Protection Social Worker II taking family leave beginning approximately January 4, 2017. The granted leave is for approximately a three (3) month period. This period of time can be covered by a temporary employee. The temporary employee needed to cover the leave of absence can be identified upon approval of this requisition. We will attempt to identify temporary staff with prior experience with our agency, and be able to effectively assume the duties of the staff on leave. Filling the positions on a temporary basis is critical to maintaining safety and progress on the affected caseloads. Current caseload size prohibits distributing cases to existing workers during the leave. The cost of the temporary positions will be funded through utilizing excess vacancy and turnover savings. No additional levy dollars will be used to fund these temporary positions.

ACTION REQUESTED:

Motion to approve utilizing vacancy and turnover savings to fund a temporary Social Worker II position to fill a 3 month maternity leave of absence.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/>	FUNDING				
<i>If "Other", specify:</i> <input type="text"/>	County Dollars = <input type="text"/>				
FTE IMPACT: <input type="text" value="None"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">Vacancy Savings</td> <td style="width: 30%; text-align: right;">\$15,562.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$15,562.00</td> </tr> </table>	Vacancy Savings	\$15,562.00	Total	\$15,562.00
Vacancy Savings	\$15,562.00				
Total	\$15,562.00				
<input checked="" type="checkbox"/> Insert additional funding source					

Related Financial/FTE Comments:

No additional County levy dollars required, utilization of county-wide vacancy savings.

Office use only:

RBA 2016 - 4351

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Request to hire temporary Child Protection Social Worker II to fill three month maternity leave of absence.

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Salaries	11-422-700-0000-6111	\$14,453.00
Medicare	11-422-700-0000-6155	\$211.20
FICA	11-422-700-0000-6172	\$898.00
TOTAL		\$15,562.20

CREDIT		
Description of Accounts	Acct #	Amount
Vacancy Savings	01-820-6828	\$15,562.00
TOTAL		\$15,562.00

Reason for Request:

Request to hire a temporary Social Worker II to fill family leave for 12 weeks.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

CSAH 101 Speed Zone Study Request

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Dan McCormick"/> Title: <input type="text" value="Transportation Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

The Minnesota Commissioner of Transportation is responsible for the establishment of speed limits on county roads throughout the state. Speed zoning studies by the Minnesota Department of Transportation are initiated by counties. Study requests are usually submitted to the Commissioner for newly constructed county roads, for road segments along which expanded development and more intense land use are occurring, and for road segments where there is concern about the existing speed limit. CSAH 101, from the Carver County / Scott County line to the roundabout at CSAH 61, was recently reconstructed and contains 50 mph speed limits signs (one each in each direction).

ACTION REQUESTED:

Adopt a resolution requesting the State of Minnesota Commissioner of Transportation to conduct a speed zone study on CSAH 101, from the Carver County / Scott County line to the roundabout at CSAH 61.

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

Office use only:

RBA 2016- 4367

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

Date: November 15, 2016

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

BE IT RESOLVED, that the Carver County Board of Commissioners hereby requests the State of Minnesota Commissioner of Transportation to conduct a speed zoning study on County State Aid Highway (CSAH) 101 from the Carver County / Scott County line to the roundabout at CSAH 61, to determine the appropriate speed limits along the corridor.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 15th day of November, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 15 day of November, 2016.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment and renewal of Metropolitan Emergency Services Board Joint Powers Agreement

Primary Originating Division/Dept: <input type="text" value="Administration (County)"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Dave Hemze"/> Title: <input type="text" value="County Administrator"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

The Metropolitan Emergency Services Board (MESB) is a regional organization that jointly plans, coordinates and administers a regional 911 system, emergency medical services and a regional radio system in the metropolitan area. MESB members include Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Washington Counties and the City of Minneapolis. The MESB approved the renewal and amendment and both the County Attorney and Risk have approved the agreement.

A summary of the amendments are attached.

The County's 2017 assessment will be \$40,448 and is based on an assessment formula contained in the agreement.

ACTION REQUESTED:

Approve amendment and renewal of Metropolitan Emergency Services Board joint powers agreement.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING						
If "Other", specify: <input type="text"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">\$40,448.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$40,448.00</td> </tr> </table>	County Dollars =	\$40,448.00			Total	\$40,448.00
County Dollars =	\$40,448.00						
Total	\$40,448.00						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						
Related Financial/FTE Comments:							

Office use only:

RBA 2016 - 4353



**METROPOLITAN
EMERGENCY SERVICES BOARD**

2099 UNIVERSITY AVENUE WEST
SUITE 201
SAINT PAUL, MINNESOTA
55104-3431

PHONE 651-643-8395
FAX 651-603-0101
WWW.MN-MESB.ORG

MEMO

To: MESB Members
From: Jay Arneson, Board Counsel
Date: August 23, 2016
RE: Amendments to the Joint Powers Agreement

1. Subsequent to the last amendment and renewal of the JPA in 2012, Chisago County and Isanti County became part of the metropolitan EMS regional system and became voting members when the Board acts in its capacity as a regional emergency medical services board. The current JPA contains language that is no longer applicable given the change in status of those two counties. Language which distinguished Chisago County and Isanti County in regards to EMS matters is being deleted, and outdated references to a “seven-county metropolitan area” are being replaced with a “nine-county metropolitan area.” [See the edits to the last recital on page 1, the second recital on page 2, Article 1.C, and similar changes throughout the JPA.]
2. Minnesota Laws 2013, Chapter 32, Section 8, enacted Minn. Stat. § 403.392, which provides that a regional radio board may elect to become a regional emergency communications board and exercise the powers authorized under Minn. Stat. § 403.392. The JPA is being amended to make this election. [See the edits to Article IV, Section 1.D.]
3. The current JPA does not expressly state that the Board may delegate authority to the Executive Director beyond contracting authority. The proposed amendment is intended to make explicit that the Board may delegate “such other powers as the Board deems appropriate for the efficient and effective management of the joint powers organization.” [See the edits to Article IV, Section 2.A.6.]
4. Minnesota Laws 2013, Chapter 32, Section 6, enacted Minn. Stat. § 403.382, which authorized the Statewide Radio Board to elect to become a Statewide Emergency Communication Board (SECB). The JPA is being amended to replace all outdated references to the “Statewide Radio Board” and the “SRB” with “Statewide Emergency Communication Board” and “SECB.” [See the edits to Article IV, Section 2.B.2, and similar changes throughout the JPA.]

5. Minnesota Laws 2013, Chapter 32, Section 8, enacted Minn. Stat. § 403.392, subd. 2, which requires a regional radio board that has elected to become a regional emergency communication board to amend its JPA to include the powers authorized under Minn. Stat. § 403.392. [See the edits to Article V, Section 4.]
6. The need for a Radio Cost Allocation Committee ended when all members joined the ARMER system. The proposed amendment deletes the description of a Radio Cost Allocation Committee. [See the edits to Article V, Section 4.]
7. Costs for the regional radio system are no longer allocated on a per radio basis. Language referencing the allocation of costs on a per radio basis in accordance with a Cost Allocation Plan is now deleted. [See the edits to Article VI, Section 7.]
8. The current JPA expires at the end of 2016. The proposed amendment provides that the revised JPA is effective January 1, 2017 and runs through December 31, 2021. [See the edits to Article IX, Section 1.]
9. Exhibit A, Radio Cost Allocation Plan, is deleted.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request Approval of Donations

Primary Originating Division/Dept: Sheriff

Meeting Date: 11/15/2016

Contact: Leslie Michel Title: Admn Svcs Manager

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Sheriff's Office has received the following donations:

\$500.00 donation to the Carver County Sheriff's Office K9 Unit from Corene Hartung.

100 Personal Alarms to distribute to citizens of Carver County from Dave Happe, Vigilant Alarms.

ACTION REQUESTED:

Request the Board to approve acceptance of all donations.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

02-201-000-0000-5756 Gifts Restricted - K9 Unit

Office use only:

RBA 2016- 4369

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract with ALLIANCE COURIER

Primary Originating Division/Dept: <input type="text" value="Public Services - Library"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Heidi Hoks"/> Title: <input type="text" value="Library Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

Alliance Courier provides library delivery service to branch and express libraries 2-3 times per week. Alliance has been moving library materials between branches and materials borrowed from other library systems to Carver County Libraries since 2010.

Under the proposed contract, the bi-weekly charge is \$1,369.50, which represents no increase from the current contract. The agreement would extend our service for two years. The County did receive a second quote for the service from Fleet Street. Fleet Street was slightly higher in cost and also included a fuel surcharge if the price of gasoline was more than \$2.50. Based on costs and solid performance, the library is recommending that we contract once again with Alliance Courier.

ACTION REQUESTED:

Motion to contract with ALLIANCE COURIER INC pending completion of the contract review process.

FISCAL IMPACT:

Budget for this contract has been included in the 2017 Administrator's Budget Recommendation.

If "Other", specify:

FUNDING	
County Dollars =	\$71,214.00
Total	\$71,214.00

FTE IMPACT: Insert additional funding source

Related Financial/FTE Comments:

The total cost for the two-year agreement is \$71,214.

Office use only:

RBA 2016 - 4379

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract to Implement RFID at Library

Primary Originating Division/Dept: Public Services - Library

Meeting Date: 11/15/2016

Contact: Heidi Hoks Title: Library Director

Item Type:
Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Project Background:

The library radio frequency identification (RFID) project involves replacing the current barcodes on library items with RFID tags. RFID will provide benefits to the public with an improved customer experience at the library by making check-out easier and faster. For library staff members, it will decrease the number of repetitive motions required to complete routine circulation transactions as a stack of books can be checked in at one time (vs. each individual item needing to be scanned). Security gates at the Chanhassen Library will allow the library to better secure items at our busiest branch, which houses 40% of the collection and also determine if security gates are warranted at any other library building or as part of new building projects.

Bibliotheca Contract:

Earlier this year, the library posted a Request For Proposal (RFP) for an RFID vendor, and four vendors responded. A group made up of library and IT staff reviewed the proposals and invited the two qualified vendors to make presentations. Bibliotheca had an overall lower cost than Tech Logic and, after the review, was the committee's preferred vendor. The proposed contract with Bibliotheca includes hardware and software for staff workstations and self-checkout stations, security gates at the Chanhassen Library, RFID tags to tag the current collection and items acquired in 2017, one inventory device to be shared by all locations, and ongoing support, upgrades, and maintenance for five years. The total cost for the contract with Bibliotheca is \$117,086 compared to Tech Logic's proposal of \$126,838.

AMH Reconfiguration:

The library has an Automated Material Handling (AMH) system in Chanhassen. As part of the project, the library plans on having its AMH vendor, Library Solutions, reconfigure the AHM to read RFID. The reconfiguration will cost \$10,000. Ongoing maintenance costs will increase by \$500 each year with RFID Library Solutions.

Library Software Upgrade:

The library's computer system (Innovative Interfaces) electronically manages many tasks, including material check-out and check-in. As part of the project, the system will need an upgrade and additional licenses. The Innovation upgrade will cost \$21,600.

Staff to Tag Items:

About 260,000 existing library items (books, DVDs, etc.) need to be tagged. As part of the project, the library asked the RFID vendors to quote a price to have the vendor tag the items. The bid from Bibliotheca to tag the current library collection was \$67,650. The library is able to achieve costs saving by performing this work in-house. This would include authorizing current part-time staff to put in additional hours, hiring temporary staff to assist with the project, and using library volunteers. The library is requesting approval to spend up to \$16,147 to pay library staff members and/or temporary staff members to assist in the tagging project.

ACTION REQUESTED:

Motion to approve the RFID project budget, contract with Bibliotheca pending contract review, and staffing to tag items.

FISCAL IMPACT: Included in current budget <input type="button" value="v"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$184,833.00"/>
FTE IMPACT: Other staffing change (grade, classification, hours, etc.) <input type="button" value="v"/>	Total <input type="text" value="\$184,833.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:
 The project is funded and included in the current capital projects budget. The total project budget of \$184,833 includes:
 Bibliotheca Contract - \$117,086
 RFID Library Solutions Reconfiguration of the AMH - \$10,000
 Innovative Interfaces Software Upgrades - \$21,600
 Staffing Costs for Tagging Items - \$16,147
 Project Contingency Funds - \$20,000

The library is requesting approval to use library staff members and/or temporary staff members to assist in the tagging project not to exceed the above budget amount of \$16,147.

Office use only:

RBA 2016 - 4388

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Recognizing Mary Kvitek for State Award

Primary Originating Division/Dept: <input type="text" value="Public Services - Library"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Heidi Hoks"/> Title: <input type="text" value="Library Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

The Minnesota Association of Library Friends (MALF) recently recognized Mary Kvitek for her dedication, creativity and energy in volunteering with the Chaska Friends of the Library. Mary has been a member of the Chaska Friends for over a dozen years and counting, including the last six as treasurer. In addition, for the past eight years, Mary has served as chairperson for the Friends' semi-annual book sales.

Mary is one of sixteen "Stand Up" honorees that received a commendation by MALF at this year's Minnesota Library Association conference in Duluth. The attached resolution will be presented to Mary at an upcoming Library Board Meeting.

ACTION REQUESTED:

Motion to approve a resolution recognizing Mary Kvitek's efforts with the Friends of the Chaska Library and her recent recognition as a "Stand Up" honoree through the Minnesota Association of Library Friends.

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

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4394



In Recognition of Library Volunteer Mary Kvitek

Whereas, the Carver County Board of Commissioners recognizes the dedicated service of all Friends of the Library volunteers;

Whereas, Mary Kvitek has been an active member of the Friends of the Chaska Library since 2002 and has served as the treasurer of the Friends of the Chaska Library since 2010;

Whereas, Mary Kvitek has chaired the Friends of the Chaska Library semi-annual book sales since 2008 adding her own creative touches to improve the event and personalize it for volunteers; and

Whereas, Mary Kvitek received a commendation as a “Stand Up” honoree through “Stand Up for Standout Friends” Minnesota Association of Library Friends Initiative at the 2016 Minnesota Library Association conference.

Now, therefore, the Carver County Board of Commissioners recognizes Mary Kvitek’s dedication to the Library and expresses gratitude in appreciation for her leadership, hard work, and commitment to the Carver County Library system.

BOARD OF COMMISSIONERS

James Ische, Chair
Gayle Degler, Vice Chair
Randy Maluchnik
Tim Lynch
Tom Workman

Carver County Board Chair

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract with VIDEOTRONIX INC

Primary Originating Division/Dept: <input type="text" value="Public Services - Facilities"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Jim Kuchelmeister"/> Title: <input type="text" value="Facilities Manager"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

Carver County is committed to maintaining safe and secure facilities. The Facilities department recently received quotes to make security improvements at two County facilities - the First Street Center in Waconia and the Hollywood Public Works Facility. This work would involve adding additional access card readers at the First Street Center, recommended following a security assessment. Also, access card readers and security cameras would be added to the Hollywood Township Public Works Facility.

The County received quotes for this project. VIDEOTRONIX INC (VTI) was the low quote at \$32,405. ECSI System Integrators quoted \$32,972.

ACTION REQUESTED:

Motion to contract with VIDEOTRONIX INC pending completion of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$32,405.00"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$32,405.00"/>
<input checked="" type="checkbox"/> Insert additional funding source	

Related Financial/FTE Comments:

Funds for the First Street Center improvements (\$5,799) will be provided through the security budget. The Hollywood Facility improvements (\$26,606) will be funded by the Facility Department's project budget.

Office use only:

RBA 2016 - 4383

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request for IT Lead Support Analyst 1.00 FTE

Primary Originating Division/Dept: <input type="text" value="Public Services - IT"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Peter Henschel"/> Title: <input type="text" value="Interim IT Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

As discussed at the 10/25/16 Board work session, the County Administrator's Recommended 2017 Budget includes the creation of a 1.0 FTE (full-time equivalent) Lead Support Analyst position. This is a new and critical position. The Information Technology (IT) Department and the Assistant County Administrator would like to request that the County Board approve the position in 2016 using county-wide vacancy savings.

This is an urgent hiring request for several reasons. IT is implementing a new Information Technology Service Management system (ITSM) to replace the HelpStar system, which manages all County requests for IT and Facility assistance. The Lead Support Analyst will play a crucial role in managing this new system by creating ticket workflows, ticket form design, a "knowledge center," and reports on ticket trends. Having this person on staff during the implementation of the new ITSM would be very beneficial to her/his understanding of the system. Moreover, s/he would be able to learn how to create and modify forms, develop workflows, and build reports and dashboards. Dashboards will allow the Lead Support Analyst to spot issues across the County and ascertain their location quickly. The LSA will also coordinate and provide informal work direction to the support analysts and IT helpdesk dispatcher and relay trends and cross-cutting issues to the Infrastructure team leader and system engineers. As the complexity and volume of IT's system grows along with demands from across the County, the staff believes that a Lead Support Analyst would help provide critical analytic and coordination assistance to the entire IT Department which, in turn, would improve service to the County's entire workforce, yielding greater productivity.

ACTION REQUESTED:

A motion to approve the use of 2016 county-wide vacancy savings to support the hiring of a Lead Support Analyst in December 2016.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/>	FUNDING						
If "Other", specify: <input type="text" value=""/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input type="text" value=""/></td> </tr> <tr> <td>Vacancy Savings</td> <td style="text-align: right;">\$3,876.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$3,876.00</td> </tr> </table>	County Dollars =	<input type="text" value=""/>	Vacancy Savings	\$3,876.00	Total	\$3,876.00
County Dollars =	<input type="text" value=""/>						
Vacancy Savings	\$3,876.00						
Total	\$3,876.00						
FTE IMPACT: <input type="text" value="Increase budgeted staff"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

The minimal incremental cost of hiring the Lead Support Analyst in December 2016 would be covered by county-wide vacancy savings.

Office use only:

RBA 2016 - 4348

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Request for Information Technology Lead Support Analyst 1.00 FTE

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Salaries	01-049-046.6111	\$3,348.00
Medicare	01-049-046.6155	\$48.00
LTD	01-049-046.6175	\$6.00
FICA	01-049-046.6172	\$208.00
PERA	01-049-046.6162	\$251.00
Worker's Comp	01-049-046.6173	\$6.00
Compensated Abs	01-049-046.6151	\$9.00
TOTAL		\$3,876.00

CREDIT		
Description of Accounts	Acct #	Amount
Vacancy Savings (salary contingency)	01-820.6828	\$3,876.00
TOTAL		\$3,876.00

Reason for Request:

Request to hire in 2016 the 1.0 FTE Lead Support Analyst position that is currently part of the 2017 Administrator's Recommended Budget. Above reflects the budgeted cost based on 12/12 hire.

Carver County Board of Commissioners Request for Board Action

**Agenda Item:****Request to accept computer monitor donation from Scott County**

Primary Originating Division/Dept: Sheriff - Communication Services

Meeting Date: 11/15/2016

Contact: Shane Sheets Title: PSAP Supervisor

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:

Request to accept (8) large HDTV Monitors from Scott County to be utilized as computer monitors in the Public Safety Answering Point. Carver County I.T. has agreed to support the monitors if the donation is accepted.

ACTION REQUESTED:

Motion to authorize acceptance of the Scott County donation items.

FISCAL IMPACT: None*If "Other", specify:***FUNDING**

County Dollars =

FTE IMPACT: None**Total** \$0.00 Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4344

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Abatements/Additions

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services - Property Taxation"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Teri Spencer"/> Title: <input type="text" value="Settlement Tech"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:

Motion to approve.

FISCAL IMPACT: <input type="text" value="Other"/> <p><i>If "Other", specify:</i> <input type="text" value="None"/></p>	FUNDING <table style="width: 100%;"> <tr> <td>County Dollars =</td> <td style="text-align: right;">(\$730.53)</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">(\$1,563.47)</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">(\$2,294.00)</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	(\$730.53)	Other	(\$1,563.47)	Total	(\$2,294.00)
County Dollars =	(\$730.53)						
Other	(\$1,563.47)						
Total	(\$2,294.00)						
FTE IMPACT: <input type="text" value="None"/>							

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4374



**CARVER
COUNTY**

Property & Financial Services
Government Center - Administration
Building
600 East 4th Street
Chaska, MN 55318-2102

Laurie Davies, Taxpayer Services Manager
Phone: (952) 361-1907
Email: ldavies@co.carver.mn.us

Angela Johnson, Carver County Assessor
Phone: (952) 361-1961
Email: ajohnson@co.carver.mn.us

**Abatements presented to the
Carver County Board of Commissioners
November 15, 2016**

Abatement approval is recommended by the Carver County Assessor & Taxpayer Services Manager on the following properties for the reasons listed.

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	Total Amount of Tax Adjustment	Reduction in Penalties and/or Interest Paid	Total Amount of Adjustment	County Dollars Abated
2016	25.1290140	Trent & Kimberly David	Homestead	\$ 4,830.00	\$ 4,770.00	\$ (60.00)	\$ -	\$ (60.00)	\$ (22.21)
2016	25.4820060	Amy Lloyd	Homestead	\$ 2,088.00	\$ 1,882.00	\$ (206.00)	\$ -	\$ (206.00)	\$ (87.02)
2016	30.1820020	Duane Bagdons	Reduction in Value	\$ 5,398.00	\$ 4,188.00	\$ (1,210.00)	\$ -	\$ (1,210.00)	\$ (349.48)
2016	30.0504050	Jacob Leitch	Homestead	\$ 3,186.00	\$ 2,950.00	\$ (236.00)	\$ -	\$ (236.00)	\$ (82.94)
2016	75.0520400	Craig Timmerman	Homestead	\$ 1,628.00	\$ 1,292.00	\$ (336.00)	\$ -	\$ (336.00)	\$ (103.90)
2016	30.2310090	Shelley Barrer & Micah Hansen	Homestead	\$ 3,050.00	\$ 2,804.00	\$ (246.00)	\$ -	\$ (246.00)	\$ (84.98)
			TOTALS	\$ 20,180.00	\$ 17,886.00	\$ (2,294.00)	\$ -	\$ (2,294.00)	\$ (730.53)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Closed Session for Labor Negotiation Strategy

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="ER Director"/>	Item Type: <input type="text" value="Closed Session"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

All eleven Collective Bargaining Agreements (CBAs) in the County will expire on 12/31/2016. Minn Statute 13D.03 subd 2 allows a public entity to enter into a closed session to plan and discuss labor negotiation strategy. Employee Relations requests to enter into a closed session with the Board to discuss the strategy for 2017 and forward, with regard to labor agreements with AFSCME, LELS, MNPEA, SMACC and Teamsters bargaining units.

ACTION REQUESTED:

Motion to go into closed session to discuss labor negotiation strategy.
 Upon conclusion of the closed session, a motion to return to regular session.

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

Office use only:

RBA 2016 - 4332

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Public Hearing and Adoption of Ordinance 48-2017 and the 2017 Carver County Fee Schedule

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Dire"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="15"/> minutes Presenter: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Direc"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

A public hearing has been scheduled for recommended changes to the County's 2017 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, a County Resolution adopting the 2017 Fee Schedule, the 2017 Fee Schedule, and a listing of the 2017 Fee Schedule recommended changes. The CCRRA will meet separately to consider adopting a separate CCRRA Resolution adopting the 2017 CCRRA Fee Schedule.

None of the 2017 Fee Schedule recommended changes are considered significant but rather usual, customary changes that reflect the expected ongoing cost of conducting the County's business in 2017.

ACTION REQUESTED:

1. Motion to open public hearing to consider changes to the County 2017 Fee Schedule.
2. Motion to close public hearing.
3. Motion to adopt the resolution approving the County 2017 Fee Schedule.

FISCAL IMPACT: <input type="text" value="Other"/>	FUNDING						
If "Other", specify: <input type="text" value="Fiscal impact included in Administrator's Recommended 2017 Budget"/>	County Dollars =						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County- fees increase</td> <td style="width: 30%; text-align: right;">\$94,120.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$94,120.00</td> </tr> </table>	County- fees increase	\$94,120.00			Total	\$94,120.00
County- fees increase	\$94,120.00						
Total	\$94,120.00						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

It is estimated that there will be an increase of \$94,120 in fees collected with the recommended changes. Please see the attached document, 2017 Fee Schedule Recommended Changes, for the reasons/ comments around the fee changes.

Office use only:

RBA 2016 - 4364

**CARVER COUNTY, MINNESOTA
ORDINANCE 48-2017**

**THE 2017 CARVER COUNTY FEE SCHEDULE AND CARVER COUNTY
REGIONAL RAIL AUTHORITY FEE SCHEDULE**

The Carver County Board of Commissioners Hereby Ordains:

Section 1. The 2017 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 2017 Carver County Regional Rail Authority Fee Schedule includes fees for services provided by the County Regional Rail Authority offices, officials, and employees, and is hereby adopted pursuant to Minnesota Statutes.

Section 3. The 2017 Carver County Fee Schedule and Carver County Regional Rail Authority Fee Schedule is hereby established as an official control for Carver County and is kept in the Office of the Carver County Auditor.

Section 4. This ordinance shall become effective on January 1, 2017.

Adopted by the Carver County Board, Resolution # _____, at its meeting of November 15th, 2016.

James Ische, Carver County Board Chair

David Hemze, Administrator

Adopted by the Carver County Regional Rail Authority Board of Commissioners, Resolution # _____, at its meeting of November 15th, 2016.

James Ische
Carver County Regional Rail Authority Board Chair

David Hemze, Administrator

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

DATE November 15th, 2016

RESOLUTION NO. _____

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

**A RESOLUTION ADOPTING ORDINANCE 48-2017,
THE 2017 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 48-2017 and the fees contained in this schedule, effective January 1, 2017.

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 15th day of November, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____, 2016

David Hemze, County Administrator

Countywide Services Change Form

Division/Dept. Type of Service	Notation	Current Language	Proposed New Language	Notes/Comments
Countywide Services	Explains fees that have an asterisk by them.	<i>Note: An asterisk (*) by any fee listed in this fee schedule indicates that the fee has been set by Minnesota statute.</i>	<i>Note: 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.</i>	Language change needed to reference fees in which all or part of the fee is set by the federal government. The federal or state government can change these fees during the course of the year without Board action.

Court Services Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Court Services	Drug Testing UA (Urinalysis testing)	\$25.00	\$20.00	\$2,000	We anticipate increased revenue even though the fee is decreased. We will be collecting at the point of service as opposed to billing the client later.

Environmental Services Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Public Services/ Environmental Services	Electronics - Businesses	\$0.20/lb.	\$0.50/lb.	\$20,000 needed to cover costs	The demand for recyclables has dropped significantly while our costs have risen dramatically for electronics disposal and we have subsidized recycling. Most metro counties do not accept business electronics; this increase puts us in line with those who take business electronics.
Public Services/Enviro nmental Services	Electronics-Residential TV's and Monitors	\$5/item	\$10/item	\$32,000 needed to cover costs	The market for recyclables has dropped significantly and our costs have risen greatly for electronics disposal. This increase puts us in line with other metro counties' fees. Two counties do not accept electronics at all.

Health & Human Services Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Health and Human Services/ Child & Family Dept.	Adult Foster Care License/Corporate Licensing Inspections	\$65/hour not to exceed \$500 per full inspection. Background Study: \$16.25 per every 15 min.	\$100/hour not to exceed \$500 annually. Delete Background Study Fee.	\$10,000	State now doing background studies.
	Social Work Witness	\$65/hour	\$100/hour (includes wait time)	\$400	
	Step-parent Adoption Home Study	Background Study: \$120 \$65/hr. (2 hr. minimum) / maximum cost of \$1,625	Delete. \$100/hour (2 hour minimum) not to exceed \$3,000.	 \$1,000	State now doing background studies.
	Videotaped Interview Copy of CD/DVD	\$25	\$35	\$350	
Behavioral Health Dept.	School-Linked Services: Diagnostic Assessment Day Treatment		Standard: \$250 Extended for children birth to age 5: \$300 Explanation of Findings: \$165 \$140 per hour and \$220 per 3 hours of service.	Presently do not bill clients for this service. Unable to predict revenue amount until service is implemented, which should be in 2017.	School-Linked services previously provided by Child & Family Dept. Beginning on 1-9- 17, these services will be provided by Behavioral Health Dept.

	Group Psychotherapy	\$100	\$125	Unable to predict until contracts are renegotiated with insurance providers per FSC.	
Public Health	Public Health Nuisance	Per MN Statute	Remove	\$0	
	Immunizations	\$21.22/dose	\$21/dose	\$0	

Land Management Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Land Management	Demolition Permit for Projects Supervised by Fire Departments	\$65	No change	None	Add language: (includes state surcharge)
	Administrative Special Use Permits	\$100	No change	None	Add language: Includes Temporary Family Health Care Dwellings

Parks Department Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Parks Vehicle Permits	Annual Park Permit for Persons Receiving Financial Assistance from the County Permit	\$10	\$12	\$500	Costs have risen, this increase helps offset those costs
	2 nd Annual Park Assistance Permit	\$12	Delete from Schedule	n/a	Delete from Schedule
	Veterans Annual Vehicle Permit	\$8	\$10	\$150	Costs have risen, this increase helps offset those costs
	2 nd Veterans Annual Vehicle Permit	\$8	Delete from Schedule	n/a	Delete from Schedule
	Reservation Fee	\$7	\$8	\$1,000	Costs have risen, this increase helps offset those costs
Rental Equipment	Canoe/PWC Storage	\$35	\$45	\$120	Costs have risen, this increase helps offset those costs
Contracted Recreation Services/ Attachment B	Recreation Service – Partnership Arrangements	n/a	As negotiated with Partnering Agencies	\$1,000	Administrative Cost Recovery for program delivery
Fireworks Permit	Public Fireworks Display Fee	\$225	Exempt	(\$450)	Fee Reduction
Concession/ Vending Sales	Authorization to sell items from County owned property	\$0 or Negotiated	Negotiated	TBD	

Planning & Water Management Department Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Planning & Water Management Department Review of Project for Compliance with Water Management Rules	Combined Permit: Administrative Permit for excavating/filling or a driveway and Wetland Permit and/or Erosion Control Permit	\$500 (\$150 Permit Fee + \$350 Refundable Surety of any unused fee) * A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. * The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the Planning & Water Management Dept.) * Work started without obtaining a permit shall be subject to a \$300 Double Fee.	\$500 (\$150 Permit Fee + \$350 Refundable Surety of any unused fee) * A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. * The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the Planning & Water Management Dept.) * Work started without obtaining a permit shall be subject to a \$150 penalty in addition to the \$150 fee.	None	No change to fee amounts; language regarding “double fee” for work started without a permit was changed so that it is consistent for all permit types.
	Combined Permit: Administrative permit for excavating/filling or a driveway and Stormwater Permit	\$1,250 (\$250 permit fee + \$1,000 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: * Engineering Costs. Applicant shall reimburse the County for engineering review costs above \$1,000. * Staff Costs. The permit fee	\$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.	None	Change made based on 1) a Kaizen event held to address issues with the Water Rules invoicing process and 2) comments by the Finance Department staff. The permit fee portion was

		includes 5 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.			increased to account for the average amount of staff time spent on permit review. Collecting the fee up front simplifies the process for invoicing applicants and should not change the overall amount of revenue collected.
	Erosion control permit and/or stormwater permit with no treatment required	\$100: Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. * Staff Costs. The permit fee includes 2 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour. * Work started without obtaining a permit shall be subject to a \$200 Double Fee.	\$100 plus engineering costs incurred during application review and final inspections * Work started without obtaining a permit shall be subject to a \$100 penalty in addition to the \$100 fee	None	See above
	Stormwater permit	\$1,250 (\$250 permit fee + \$1,000 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: * Engineering Costs. The	\$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	None	See above

		<p>applicant shall reimburse the County for engineering review costs above \$1,000.</p> <p>* Staff Costs. The permit fee includes 5 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.</p>	<p>* If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount collected</p>		
<p>Planning & Water Management Department</p>	<p>Wetland Boundary/Type Determination</p>	<p>\$100</p> <p>* Engineering Costs. Applicant shall reimburse the County for engineering costs incurred during application review and final inspections.</p> <p>* Staff Costs. The permit fee includes 2 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.</p>	<p>\$100 plus engineering costs incurred during application review and final inspections</p>	<p>None</p>	<p>See above; change made so that invoicing process is consistent across the department</p>
<p>Planning & Water Management Department</p>	<p>Wetland Exemption Permit</p>	<p>\$100</p> <p>* Work started without obtaining a permit shall be subject to a \$200 Double Fee.</p>	<p>\$100</p> <p>* Work started without obtaining a permit shall be subject to a \$100 penalty in addition to the \$100 fee.</p>	<p>None</p>	<p>No change to fee amounts; language regarding “double fee” for work started without a permit was changed so that it is consistent for all permit types.</p>

<p>Planning & Water Management Department</p>	<p>Wetland Replacement/ Bank Application</p>	<p>\$350 * Engineering Costs: Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. * Staff Costs. The permit fee includes 2 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.</p>	<p>\$350 plus engineering costs incurred during application review and final inspections</p>	<p>None</p>	<p>See above; change made so invoicing process is consistent across the department</p>
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Property and Financial Services Division Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Property & Financial Services Customer Service - TSD	Certification by Hand and Seal – (R/P/M) Auditor Change to: Certified Copy of County Ordinance	\$15	\$15 for Certification plus \$0.25 per page	None	Language change needed for clarification in fee schedule.
Licenses – Chaska License Center	<p><u>Driver's Licenses:</u> Class A: Regular* \$45.25 \$44.25 Class A: Under 21* \$25.25 \$24.25 Class B: Regular or Under 21* \$37.25 \$36.25 Class C: Regular or Under 21* \$30.25 \$29.25 Class D: Regular or Under 21* \$26.25 \$25.25 Class D Provisional License Upgrade to Under 21 Driver's License No violations on record (\$3.50 credit)* \$22.75 \$21.75 Provisional Driver's License* \$17.25 \$16.25 Duplicate License \$15.75 \$14.75 Class D Instruction Permit \$14.25 \$13.25</p> <p><u>ID Cards:</u> Under 65 ID \$20.25 \$19.25 Standby or Temporary Custodian \$3.50 \$4.25 Designation ID Card</p>			None	The fee changes for licenses represent a \$1/license decrease from the State portion that began 7-1-16. These changes have no impact on the County portion of the fee.
Passports- Chanhassen SC	Passport Execution Fee*	\$25	\$25	None	The Federal passport agency has proposed a fee change to \$35 that could become effective in 2017 that would increase County revenue if it is approved at the federal level.

Recorder Non-Statutory Fees	Tax Lien search/ Tract Index search	\$20 per name/ \$20 per parcel	\$20/Min per legal / \$20/Min per legal	Minimal change	To clarify search and allow for additional charge if search requires more work
	Microfiche Duplicates	\$5 per page	Remove	None	Obsolete.
	Lot Size Request	\$20 per parcel	Remove	None	Not handled in Recorder's office.
	Deposit of papers	\$100 per person/year	Remove	None	Obsolete.
Property Records	Recorder Statutory Fees		No changes to fees.	None	The heading and nearly all of the services have been moved and updated to increase clarity and to delete duplicate entries that were listed separately for Abstract Property and Torrens Property.
Property Surveying	Minor Subdivision Description Review; Plat Checking and Mapping Fee; Torrens Application Survey/Description		No changes to fees.	None	Moved to Public Works section as part of the reorganization.
Property Taxation -TSD	New Special Assessment Code Set-up Fee	\$15	No change to fee.	None	This was a new fee in 2014 – remove the word “New” from the description.

Public Works Change Form

Division/Dept • Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
PW Permit	Single Trip (Oversize Load)	\$20.00 for all	\$20.00 for all	\$0.00	Approx. 10 / year
PW Permit	Annual for Fleet (Oversize Load)	\$220.00 for all	\$220.00 for all	\$0.00	Approx. 50 / year
PW Permit	Single Trip (Overweight Load) If exceeds legal weight	\$20.00 for all -----	----- \$20.00	\$0.00	Approx. 10 / year
	Route ESAL Fee (average load 188,000 lbs) (average trip 8 miles) (average new Route ESAL fee: \$365)	-----	Route Fee \$6.00 per ESAL / mile traveled	\$18,250.00	Approx. 50 / year
PW Permit	Single Trip (Overweight Load) Bridge Engineering Review— If over 140,000 lbs—then Bridge Engineering Review required	\$20.00 for all -----	----- \$105.00	\$5,100.00	Approx. 60 / year
PW Permit	Single Trip (Extra Overweight Load) Bridge Load Rating— As required for route , then Bridge Load Rating required	\$20.00 for all -----	----- \$1,000.00	\$1,000.00	Approx. 1 / year

PW Permit	Utility	\$170 straight fee ----- -----	----- \$170.00 base / 1-mile \$170.00 / each addtl mile	\$0.00 \$1,700.00	Approx. 10 extra miles / year
PW Permit	Net Subtotals			\$26,050.00	

Rationale for changes:

- Consistency with most neighboring counties, both metro and southwest
- Capture revenue / damages for wear and tear
- Longer length linear utility projects and coordination involved

CCRRA Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
CCRRA	Commercial, Private, Municipal Utility Crossing	\$750 one-time fee	\$0	None.	Delete this fee: Cannot charge a crossing fee in a Public Right-of-Way (Chapter 180, SF No. 877).
	Agriculture Land Permit	\$103.40	\$214	None	Average Rate For Carver County, U of M Extension, Cropland Rental Rates Minnesota, Updated 6/2015
	<i>*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. It also applies to private requests for use of railroad premises and would include, but is not necessarily limited to, such things as farmers markets, thrift sales, and other uses as may be permitted for one- and two-day private activities.</i>	\$100	\$100	None.	Change in language. <i>*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.</i>
	Authorization to sell items from County owned property	\$0 or Negotiated	Negotiated	TBD	

Sheriff's Office Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Sheriff's Office Civil	Writ of Recovery (Inventory)	\$70 per hour per deputy, minimum one hour per deputy plus mileage.	\$79 per hour per deputy, minimum one hour per deputy.		
Sheriff's Office Emergency Management	HazMat Call-Outs: Hourly Wage Vehicle Cost Trailer Cost	\$40.10 per hour \$300/each flat fee \$225/each flat fee, county owned.	None None None	N/A	HazMat call-out service no longer exists.
Off-Duty Deputy	Off-Duty Deputy Services	\$70 per hour per deputy	\$80 per hour per deputy		
	Off-Duty Deputy Services – Holiday Rate	\$90 per hour per deputy	\$102 per hour per deputy		

Countywide Services/County Publications

Budget Book	\$40
Comprehensive Plan Full document Individual Plan Elements or Township Chapters	\$50 \$15 with colored maps. No charge for copies in black & white.
Electronic Documents Requests for 10 or more electronic documents	\$0.50/document, plus \$10 for CD and service
Electronic Image	\$0.25/page
Fax Machine Usage General public or County employee	Local: \$1 /first page + \$0.30/each additional page Long Distance: \$4/first page + \$1.50/ea. additional page International: \$10/first page + \$3/ea. additional page
Financial Statement for Carver County	\$30
Laminating of general documents	\$5 for documents less than or equal to 24" x 36" \$10 for documents greater than 24" x 36"
Long-Term Financial Plan Five-Year Plan	\$40
Non-Sufficient Fund (NSF) Check Or Other Returned Check	\$30/check
Photocopying: Black and white	Letter or legal size: \$0.25/page 11" x 17" size: \$.050/page Larger than 11" x 17": \$5/page
Photocopying: Color	\$1.50/page
Postage	Federal rates
Public Data Information Gathering and Research	If it takes more than a half-hour: \$50/hour pro-rated to the nearest half-hour + any material costs. <i>Note: No charge for other government agencies. No charge for separating public data from non-public data.</i>
Public Meeting DVD/CD	\$10. No charge for other government agencies.

Note:

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

Attorney's Office

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

Carver County Extension /University of Minnesota Extension

Parents Forever Divorce Education Program	\$80/person
University of Minnesota Extension Educational Programs Including, but not limited to, 4-H, Extension Master Gardener, Agriculture Production Systems, Family Resource Management	\$0-\$300/Program Scholarships are available by request.

Court Services/Probation

Adult Supervision Fee* (Per MN Stat. 244.18)	\$250/yr.
Case Transfer Out Fee – Adult	\$125
Conditions Fee – No Probation Cases* In lieu of Supervision Fee for cases <u>not</u> placed on probation but Court Ordered, conditions are initiated and/or tracked by Court Services/Probation. Includes: Restitution investigations, CWS or STS set-up, other special assessments or services.	\$50
Drug Testing UA (Urinalysis testing) Adult or Juvenile	\$20
DWI Local Assessment	\$125 (Includes both County and State fees)
Electronic Monitoring Services Including EHM, GPS, Mems, Scram and Scram X and other testing devices and services.	Daily fees and administrative costs apply as established by contracts or agreements with vendors, ranging from \$15-\$20/per day (adults) and \$5-\$10/per day (juveniles).

GC/MS (Gas Chromatography/Mass Spectrometry) Confirmation of lab tests for drugs, synthetics, ETG, etc.	\$40
Juvenile Delinquency Diversion	\$85/appointment
Juvenile Out-of-Home Placements and Treatment Services Detention, correctional programming, educational and treatment programs, and other services with outside providers.	Reimbursements for County costs are assessed based on use of the Court Services Income Eligibility and Fee Schedule and the Carver County Asset Assessment.
Pre-Trial Services Fee - Adult cases only (PBT testing, etc.)	\$75 (or \$100 with pre-court evaluation)
Program Fee* - Adult & Juvenile EMG, DWC, T4C, other cognitive skills classes or special in-house probation programs	\$150 for in-house clients. \$250 for referrals from other probation or correctional agencies.
Safe Streets, DWI and Enhanced Probation Programming	\$650 program fee
STS Program Fee For adult probationers who are participating on local STS crew.	\$5/per each STS day ordered
Veteran's Court Program Supervision Fee	\$300

Environmental Services Department

Environmental Center Collection Fees	
Appliances Refrigerators, stoves, dishwashers, washers, dryers, microwaves, water softeners, dehumidifiers, water heaters, and air conditioners	\$10/item
Appliances - Business	\$1.25/cubic ft.
Appliances - Gas/Ammonia	Vendor contract pricing. Varies with size and type of appliance from \$75 to \$500.
Batteries - Businesses	\$0.25 per pound
Bicycles	\$3/bicycle
Carpeting (12' x 12')	\$10
Cylinders: Two-Part Foam Cylinders, Non-Gas Cylinders, Toxics	State Contract/Vendor pricing. Varies with size and type of cylinder from \$280 to \$975 per cylinder.
Electronics - Business	\$0.50/lb.
Electronics - Residential TVs and Monitors	\$10/item

Fluorescent Bulbs	
4 ft & under	\$0.40/bulb
Greater than 4 ft	\$0.75/bulb
CFLs	\$0.60/bulb
Irregular	\$1.00/bulb
HID	\$2.30/bulb
Broken	\$2.14/lb
Ballasts	\$0.89/lb
Super High Pressure Mercury	\$12/bulb
Lawnmowers & Other Small Engine Devices	\$5 per item
Mattresses/Boxsprings	\$20/piece
Tires:	
Car, Truck, SUV Tires	\$2.00/tire
Semi Tractor/Trailer Tires	\$7.50/tire
Farm Tractor (Small) Front Tires	\$4.00/tire
Farm Tractor (Large) Rear Tires	\$25.00/tire
Yard Waste	\$1/bag or \$8/cubic yard
Environmental Center Products for Sale	
Biodegradable Bags	
Kraft Lawn & Leaf Bags	\$4.00/bundle
Bags (3 gal)	\$3.50/box
Bags (15 gal)	\$5.50/box
Bags (30 gal)	\$6.50/box
Compost Bins, Worm Bins, Rain Barrels	Set by Manufacturer Pricing
Organics Kitchen Pail	\$5
Radon Kits:	
Short-Term Radon Kit	\$8
Long-Term Radon Kit	\$20
Feedlot Permits	
Construction Short Form Permit/ Interim Permit:	
Less than 300 animal units	\$200
Construction Short Form Permit/ Interim Permit:	
300 animal units or more	\$400
Variance to Feedlot Ordinance	\$500
Hazardous Waste Generator Fees	
Minimal Generators:	Application Fee
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.	\$50

Very Small Quantity Generators (VSQG):	License Fee	Application Fee
Under 10 gallons/year	\$35	\$50
11-55 gallons/year	\$125	\$100
56-100 gallons/year	\$195	\$125
Over 100 gallons/year	\$250	\$150
Small Quantity Generators:	License Fee	Application Fee
Under 500 gallons/year	\$420	\$250
500-1000 gallons/year	\$560	\$275
Over 1000 gallons/year	\$700	\$300
Large Quantity Generators:	License Fee	Application Fee
Under 10,000 gallons/year	\$1,400	\$450
10,000 – 50,000 gallons/year	\$2,800	\$550
Over 50,000 gallons/year	\$5,580	\$650
Hazardous Waste Generator Fees Related to Licenses and Reports		
Hazardous Waste Generator File Search Requests	\$10/copy (No charge to regulatory agencies.)	
List of Hazardous Waste Generator Licensees	\$50/copy	
File Search Access	\$25/hour	
Late Generator Report		
1-14 Days Late	\$25	
15-30 Days Late	\$50	
> 30 Days Late	\$100	
Late License Fee Payment		
1-14 Days Late	\$25	
15-30 Days Late	\$50	
> 30 Days Late	\$100	
Hazardous Waste VSQG Collection Program		
Appointment fee	\$100 (Includes one hour of administrative time.)	
Additional staff time for application review	\$50/hour	
VSQG Collection Program Fees:		
Acids	\$1.28/lb.	
Adhesives	\$1.28/lb.	
Aerosols	\$1.20/lb.	
Antifreeze	\$0.22/lb.	
Ballasts (Including PCB containing)	\$1.25/lb.	
Bases	\$1.28/lb.	
Batteries (Lead Acid)	Free	
Batteries (Li-ion, NiCd, Alkaline, Mixed)	\$0.25/lb.	
Carburetor Cleaner	\$1.28/lb.	
Cleaning Agents	\$1.28/lb.	
Cylinders (Most)	\$12.00/each	
Corrosives	\$1.28/lb.	
Degreasers	\$1.28/lb.	

Fuels	\$0.35/lb.
Gasoline	\$0.35/lb.
Latex	\$0.37/lb.
Mercury	\$4.00/lb.
Other Misc. Chemicals	\$1.28/lb.
Oil	Free
Oil Filters	\$0.28/lb.
Oil Paint	\$0.40/lb.
Paint Thinner	\$0.35/lb.
Paint Stripper	\$1.28/lb.
Pesticides	\$1.28/lb.
Open Burning Permits	
Burning Permit for Building Demolition	\$25
Burning Permit for Residential Burning	\$5
Solid Waste Haulers	
Solid Waste/Construction Demolition Haulers	Fees set regionally by Solid Waste Management Coordinating Board: \$50/truck
Solid Waste Program	
Master Composter/Recycler Certification Class	\$30/person
Solid Waste Service Fees	
Developed parcels will be charged on a basis of \$25 per service fee unit as follows:	
Commercial parcels with an assessed evaluation of \$100,000 or less	Two \$25 service fee units for a total charge of \$50
Commercial parcels with an assessed value of more than \$100,000	Four \$25 service fee units for a total charge of \$100
Industrial parcels with an assessed evaluation \$100,000 or less	Three \$25 service fee units for a total charge of \$75
Industrial units with an assessed evaluation of more than \$100,000	Six \$25 service fee units for a total charge of \$150
Multi-family housing with more than three dwelling units per parcel	80% of the \$25 service fee per dwelling (\$20 per dwelling unit)
Single family residences, including mobile homes, duplexes, and triplexes	One service fee unit of \$25 per parcel
Solid Waste Transfer Stations	
30 cubic yard/day:	
One-Time Application Fee	\$75
Annual license fee	\$350
Less than 100 tons/day:	
One-Time Application fee	\$250
Annual license fee	\$1,000
101-250 tons/day:	
One-Time Application Fee	\$500
Annual license fee	\$2,000

More than 250 tons/day:	
One-Time Application fee	\$500
Annual license fee	\$2,500
Late Payment Penalty	25% of fee
SSTS (Subsurface Sewage Treatment System) Construction Permits	
Connection from House/Structure to Existing Tank	\$100
Repair of Tank and/or Soil Treatment Area (includes adding a new tank); Holding Tank	\$250
Standard System (Type I & II with soil treatment area)	\$400
Non-Standard Systems (Type III & IV)	\$500
SSTS Permits: Food, Beverage, Lodging and Commercial	
1-500 gallons	\$700
501-1000 gallons	\$950
1001-5000 gallons	\$1,350
5001-10,000 gallons	\$1,950
SSTS: Other Types	
Curtain Drain Septic System Monitoring	\$400 (\$50 soil review + \$50 monitoring + \$300 installation)
Plan Review	\$50
Soils Review	\$100
Re-inspection	\$50
Failure to cancel a prearranged inspection at least 1 hour prior to scheduled inspection	\$50
Origination Fee for Revolving ISTS Loan Program	\$150
Escrow for Installation of Subsurface Treatment System (SSTS) (Also known as ISTS or septic system.)	\$15,000 or 125% of the estimated cost; whichever is greater.

Health and Human Services Division

Adult Day Services	
Encore Adult Day Services	Private Pay Rate: \$81/day + SmartLink bus fees <i>For Encore Adult Day Services Sliding Fee Scale see Attachment A.</i>
Child and Family Services	
Adult Foster Care License/Corporate Licensing Inspection	\$100/hour not to exceed \$500 per full inspection.
Out-of-Home Placement Fees	Vendor contracted rate, not to exceed actual cost. Fee will be determined based on Minnesota statute and Fee Application.
Social Worker Court Testimony	\$250/hour

Social Worker - Other Contracted Services	Rate is established in vendor contract. Certain client service fees based on ability to pay using Income Eligibility Fee Schedule and Asset Test.
Social Worker Witness Fee	\$100/hour (includes wait time)
Step-Parent Adoption Home Study	\$100/hr. (2 hr. minimum) not to exceed \$3,000.
Videotaped Interview/Copy of CD	\$35
Child Support Services	
Child Support Payment Record	\$20 per payment record. If over a half-hour, additional \$10 per half-hour not to exceed \$100
Mental Health Services/Outpatient Therapy	
Chemical Dependency Assessment (Rule 25)	\$160 per assessment (<i>Fee is applicable when clients are not eligible for the Chemical Dependency Treatment Fund and are uninsured.</i>)
Detoxification Fees	Vendor contracted rates, not to exceed actual cost. Fees will be determined based on Minnesota statute and Fee Application.
Detoxification Transportation	Vendor contracted rates, not to exceed actual cost. Fees will be determined based on Minnesota statute and Fee Application.
Copies of Charts	\$35
Crisis Services	
Assessment & Intervention	\$600/contact
Community Intervention	\$300
Stabilization	\$500
Family Therapy	\$150
Group Psychotherapy	\$125
Medication Management	\$25
Missed Appointment	\$25
Psychiatric Evaluation/Intake	\$330
Psychological Evaluation/Forensic	\$500
Psychological Evaluation/Intake	\$225
Psychological Testing	\$150/hour
Psychotherapy (16-37 minutes)	\$100
Psychotherapy (38-52 minutes)	\$150
Psychotherapy (53+ minutes)	\$225
School-Linked Services	
Diagnostic Assessment:	
Standard	\$250
Extended for Children Birth to Age 5	\$300
Explanation of Findings	\$165
Day Treatment	\$140/hour and \$220 per 3 hours of service

Public Health Home Visits	
Public Health Nurse/Registered Nurse (PHN/RN) intermittent home visit	\$175/visit
Public Health Immunization Services	
Vaccine Administration per dose of Minnesota Vaccines for Children (MnVFC) and Uninsured/Underinsured Adult Vaccines (UUAV)	\$21/dose
Vaccine and Administration for Private Pay Immunization Services:	
Hepatitis B – adult	\$60
Influenza – injectable	\$25
Mantoux	\$15

Information Technology Department

Computer Reports	\$0.50/page
Computer Screen Print	\$5/page
Computer Technician	\$75/hour (measured in 15-minute increments)
Lead Analyst	\$150/hour (measured in 15-minute increments)
GIS Staff Resources	
GIS Service Requests Custom maps, special data requests or GIS-related work	\$100/hour (15 minute increments)
Laminating	
Documents less than or equal to 24" x 36"	\$20/map
Documents greater than 24" x 36"	\$30/map
Pictometry	
Pictometry Services	Half of the County's cost for sectors around/within jurisdiction boundary
Printing	
8.5" x 11" Maps	\$5/map
11" x 17" Maps	\$7/map
Large-Scale Maps:	
Less than or equal to 36" x 24"	\$30/map**
Greater than 36" x 24" and less than or equal to 36" x 50"	\$40/map**
Greater than 36" x 50" and less than or equal to 36" x 72"	\$50/map**
**Handling charge of \$5/map if the map is mailed.	

Land Management Department

Agriculture Building/Preserves	
Ag Building	\$50
Ag Preserves	\$50 (maximum)***
Ag Preserve Renewal	\$10 (maximum)***
Application Review and Board/Commission Determination Professional Services	
Professional Services required for review of an application or board/commission determination(s)	Applicant shall reimburse the County for any expenditure for professional services for review of variance, permit, plat, minor sub-division, EAW-EIS-AUAR, Water Management, WCA applications. Staff is authorized to consolidate fees if multiple permits are required.
Building Permits	
Building Permit fees are based on the 1997 Uniform Building Code (UBC) + 10%. (See Table 1A.)	

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

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

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

**Actual costs include administrative and overhead costs.

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

Demolition Permit	\$95 No fee if demolition is for an agricultural structure that is exempt from the building code. Fee includes state surcharge.
Demolition Permit for Projects Supervised by Fire Departments	\$65 (includes state surcharge)
Drain Tile System (Basement/interior systems only)	\$65 (includes state surcharge)
Erosion Control	0.0004 of value – where building permit involves significant earthmoving e.g. New homes, large buildings
Mechanical/Air Conditioning	\$75 (includes state surcharge)
Mechanical/Air Exchanger	\$75 (includes state surcharge)
Mechanical/Gas Line	\$75 (includes state surcharge)
Mechanical/Heating	\$75 (includes state surcharge)
Mechanical/Non-Single Family (Commercial)	Based on valuation of project or \$75, whichever is greater
Non-Residential Plumbing (Commercial)	Based on valuation of project or \$65, whichever is greater
Permit for Move-In Home	Based on 80% of Value (according to Uniform Building Code)
Plumbing Permit	\$65 minimum or \$5/fixture, whichever is greatest (Includes state surcharge)
Recovery of Plan Review Cost on Cancelled Building Permits	80% of plan review fee
Renewal of Expired Permit if No Plan Changes	50% of permit fee
Replacement of Lost Inspection Card	\$30
Re-Side, Re-Roof, Re-Window	\$75 (includes state surcharge)
Temporary Farm-Related or Elderly Parent Manufactured Home	\$250 (includes state surcharge)
Conditional Use Permits (CUP)	
Agriculture: Feedlot, 152.076 A Conditional Use Permit required solely for bringing an uncertified liquid manure storage area, which was designed and/or installed with guidance from Carver SWCD, into compliance and not associated with an expansion or substantial change in operation is exempt from these fees. This exemption does not include feedlot permit fees.	\$250 (less than 300 animal units) \$350 (300 to 599 animal units) \$500 + \$50/hour up to \$1,000 (600+ animal units)
Residential Related: 152.077 Examples: Residential Accessory Structures, Permanent Farm-Related Homes, Day Nurseries	\$400

Additional Density Options: 152.078 Examples: High amenity; Wooded/Lakeshore Lot, or Conservation Incentive CUP	\$500 for first residential lot + \$100 for each additional residential lot + \$50/hour up to \$1,000
Home-Based Business: 152.079 Examples: Recycling/Solid Waste, Farm-Related Business, Home Extended Business, Commercial Kennels, Stables, Aquaculture, Retail Nurseries, School Bus Service, Bed and Breakfast, Contractor's Yard, Commercial Radio Station, Utility/Essential Service.	\$500 + \$50/hour up to \$1,000 Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.
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.	\$500 + \$50/hour up to \$1,000 Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.
Airports – Personal Use Airstrip CUP	\$450
Airports – Other than Personal Use Strip CUP	\$500 + \$50/hour up to \$1,000
EAW/EIS/AUAR Process	\$500 fee plus escrow of \$1,000 to reimburse staff costs at \$50/hour. Escrow shall be increased if staff costs exceed \$1,000. The County shall have the right to contract for services to prepare the documents. Applicant shall escrow the estimated cost of such contract and shall pay the full cost of completing the study if the estimate is exceeded.
Golf Course CUP	\$500 + \$50/hour up to \$2,000
Interim Use Permits (IUP)	
Interim Use Permit (IUP): 152.082 Example: Mining/Reclamation, Home Occupation in Detached Structure, Recreational, Educational, Institutional Activities	\$500 + \$50/hour up to \$1,000, up to \$2000 for mining/reclamation
Recurring Special Events, Temporary Homes for Elderly Parent and Farm-Related	\$400
Other Types of Land Management Permits	
Administrative Permit for excavating/filling or a driveway that includes wetlands and/or erosion control permit and/or stormwater permit with no treatment required	\$500 (\$150 Permit Fee + \$350 Refundable Surety of any unused fee) <ul style="list-style-type: none"> • A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. • The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the Planning & Water Mgmt Dept.) • Work started without obtaining a permit shall be subject to a \$300 Double Fee.

Administrative Permit for excavating/filling or a driveway that includes stormwater permit pursuant to County water rules	\$1,250 (\$250 permit fee + \$1,000 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: <ul style="list-style-type: none"> • Engineering Costs. The applicant shall reimburse the County for engineering review costs above \$1,000. • Staff Costs. The permit fee includes 5 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.
Administrative Special Use Permits	\$100 <ul style="list-style-type: none"> • Includes Temporary Family Health Care Dwellings • A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. • Work started without obtaining a permit shall be subject to a \$200 Double Fee.
Other Types of Land Management Services	
Adult Use Business License Application and Renewal Fee	\$500
Boundary Adjustment	\$50 + surveyor fee + GIS impact fee
Building Eligibility Transfer	\$100
Minor Subdivision	\$300 + surveyor fee + GIS impact fee
Political Signs	\$0
Platting Process – Preliminary Plat through Final Plat Process including developer’s contract and legal reviews	\$600 for one lot + \$100 for each additional lot + \$50/hour plus Attorney’s Office fee
Comprehensive Plan Amendment	\$500
Rezoning/Ordinance Amendment	\$500
Signs	\$40 if not included in a Building Permit or Conditional Use Permit
Site Inspection Fee	\$50 per site inspection
Special Meeting of Planning Commission or Board of Adjustment	\$300 + appropriate application fee
Variances and Appeals	\$500
Publications and Information	
County Code	\$50
Maps 8.5” x 11” 11” x 17” Zoning Map	\$5/Map (1 free map to landowner/agent. No fee for maps prepared for applicants and/or for public hearings.) \$7/Map

Research of Property, Demographic, or Similar Information Requested by Anyone Other Than the Landowner or Agent	Countywide Fees: Information Gathering/Research (Public Data Only) If it takes more than a half-hour: \$50/hour + any material costs; pro-rated to the nearest half-hour.
Zoning & Subdivision Sections of the Code	\$15

Library

Library Meeting Room Fees for Profit-Making Organizations	
Chanhassen Lewis Room (Capacity: 12)	\$15/hr. (split with city)
Chanhassen Longfellow Room (Capacity: 20)	\$15/hr. (split with city)
Chanhassen Lovelace Room (Capacity: 6-10)	\$10/hr. (split with city)
Chanhassen Wilder Room (Capacity: 125)	\$25/hr (split with city)
Library Supplies and Services	
Fax Machine	\$0.50/page
Flash Drive	\$7
Lost Library Card Replacement	\$1
Non-Minnesota Resident /Non-Minnesota Regional Library System Resident Library User Fee	\$60
Photocopies and Computer Print-outs Black and White	\$0.15/page
Photocopies and Computer Print-outs Color	\$0.50/page
Recordable CD or DVD	\$1
Overdue Fines	
All Adult materials	\$0.30/day
All Juvenile/Teen materials	\$0.10/day
Overdue Library Materials Maximum Fines	
Adult fiction and non-fiction	\$6
Adult paperbacks	\$6
Juvenile fiction and non-fiction	\$2
Juvenile paperbacks	\$2
Compact Discs	\$6
DVDs (1 Week)	\$6 (adult) \$2 (juvenile)
Law Library Fee	\$10 (no fee for counties and municipalities.)
Unreturned or Damaged Materials	
The following standard charges apply to unreturned or damaged materials when the actual replacement cost is unknown. <i>Note: Library fees apply to the Law Library and Community Libraries.</i>	
Adult Non-Fiction Hardback	\$25
Adult Fiction Hardback	\$25
Compact Disc	\$25
DVDs	\$25
Juvenile fiction and Non-fiction	\$15

Magazines	\$3
Missing DVD or CD From a Set	\$15
Missing Book from a Book Club in a Bag Kit	\$10
Paperback	\$8 (adult) \$5 (juvenile)
Processing Fee	\$2
Replacement A/V case or liner	\$2

Parks

Baylor Park Fees	
Baylor Historic House	
Damage Deposit	\$200
Monday- Thursday Group Rental	\$125/night + vehicle permits
Friday-Saturday and Holidays Group Rental	\$175/night + vehicle permits
Baylor Park Camping Fees <i>(Vehicle permit fees not included.)</i>	
Site/night cancellation	\$5
Per night utility site camping permit	\$25
Per night primitive site camping permit	\$18
Long-Term Camping	
Utility Site	\$19/night
Primitive Sites	\$14/night
6 or more consecutive days	15% discount on rates for 6 or more consecutive days
Per-night full hook-up (Utility & Sewer)	\$25
Community Room	
All Inclusive (includes parking permits)	\$275 all day use + Reservation Fee
Facility Rental (parking permits not included)	\$175 all day use + Reservation Fee
Non-profit Group Rate	\$100/day plus entrance fees
Damage Deposit	\$50
Cancellation Fee	50% of use Fee
Open Play Space/Field Facilities	\$7.50/game or practice
Firewood Bundles	\$5
Ice	
Bag of ice	\$2
Block of ice	\$3
WiFi Connection in Campground	\$5/day
Group Rates	
The following rates are available to groups meeting requirements outlined in Ordinance No. 30:	
Admittance Fees for Groups (For Baylor, Lake Minnewashta, Lake Waconia)	
Weekdays	\$1.25/person/day
Weekends	\$1.50/person/day

Group Camping Site	\$2.25/participant/night <i>Group rate not applicable on weekends for primitive camping sites.</i>
Picnic Shelter/Weekdays Up to 100 persons More than 100 persons	\$20 + reservation fee and \$50 damage deposit \$30 + reservation fee and \$50 damage deposit
Picnic Shelter/Weekends Up to 100 persons More than 100 persons	\$40 + reservation fee and \$50 damage deposit \$50 + reservation fee and \$50 damage deposit
Lake Minnewashta Park	
Park Beach	Daily and annual parking permits apply
Lake Waconia Park	
Park Beach	Daily and annual parking permits apply
Ordinance Violations	
Violation Fees Violation of Chapter 91 of Ordinance 72 of the Carver County Code of Ordinances	\$20 + \$10 Court Filing Fee (plus state fees)
Photography Permits	
Annual Professional Photography Permit	\$225/year
Commercial	\$400/day
Graduation/Wedding: Monday - Thursday Friday - Sunday	\$25/hr. \$50/hr.
Video Shoot	\$200/day
Unusual Video Shoot	\$500/minimum
Recreation and Educational Programming	
Contracted Recreation Service	\$12.50/seasonal labor hour + \$2/youth and \$5/adult equipment usage. Discounted equipment rentals available as appropriate. <i>For recreation program fees for private groups, contracted activities, and partnership programs, see Attachment B.</i>
Educational Programs	\$2/participant for short programs \$4/participant for long programs
Rental Equipment	
Archery Equipment	\$75/day + replacement if lost or damaged
Canoe	\$8 per hour
Canoe Storage	\$45
Cross Country Ski Gear Rentals Adults Children (under 15 years old)	Fee for skis, poles, boots \$6 \$5
Disc Golf	\$5/ set plus \$5 deposit
GPS Units	\$5 per 2 hours
Paddle Boat	\$7 per hour
Portable Fire Ring	\$15/reservation request

Snow Shoes	
Adults	\$6
Children (under 15 years old)	\$5
Standup Paddle Boards	\$14 per hour
Shelter Rentals	
All-Inclusive Shelter Rental Rate for Vehicle Permits during Graduation Season Applies to second weekend in May through the second weekend in June at all park shelters.	\$100 /day All-inclusive rate for vehicle permits + standard shelter rental rates
General Shelter Rentals Fees apply to all shelters except Shelter #5	
Weekends: Up to 100 persons	\$55 Plus Reservation Fee
Weekends: More than 100 persons	\$80 Plus Reservation Fee
Weekday: Up to 50 persons	\$40 Plus Reservation Fee, parking permits
Weekday: 50 to 100 persons	\$60 Plus Reservation Fee, parking permits
Weekday: More than 100 persons	\$45 Plus Reservation Fee
Lake Minnewashta Shelter # 5 Rental	
Weekdays Only (Group Rate)	\$80/Plus Reservation Fee
Weekdays (Non-Group Rate)	\$105 Plus Reservation Fee
Weekends (Non-Group rate)	\$150 Plus Reservation Fee
Reservations that Include Overnight Stays (Monday-Sunday and Holidays)	\$50 + Group Entrance Fee
Shelter Cancellation Fee	50% of user fee (Plus Reservation Fee)
Group Damage Deposit	\$100
Special Event Permits and Services	
Special Event Permits (Large Group Events)	Monday-Thursday and Off Season (Day after Labor Day to the day before Memorial Day): \$225 (up to 250 people) \$450 (up to 500 participants) \$675 (up to 750 participants) \$900 (750+ participants) \$1,150 (1,000+ participants) Friday, Saturday, Sunday and Holidays: \$312.50 (up to 250 participants) \$625.00 (up to 500 participants) \$937.50 (up to 750 participants) \$1,000 (750+ participants) \$1,250 (1,000+ participants)
Public Fireworks Displays	Exempt
Cross-Country Running Meets	\$25/team
Cross-Country Ski Meets Monday-Thursday	\$25/Team

Friday-Sunday	\$30/Team
Meets - Additional Trash Services	Actual cost plus 10% coordination fee
Meets – Extraordinary Clean-up Services	\$30/hr
Picnic Table Moving	\$50/hr
Portable Toilets for Meets Number required based on group size	Actual cost/portable toilet x number required plus 10% coordination fee
Trail Grooming – Extraordinary for Meets	\$35/hr
Vehicle Permits	
Annual Vehicle Permit Parks Pass	\$25
Annual Vehicle Permit Replacement Fee	\$5
Annual Vehicle Permit – Second Vehicle	\$14
Annual Park Permit for Persons Receiving Financial Assistance from the County	\$12
Annual Permit - Veterans	\$10
Daily Entrance Fee Baylor, Lake Minnewashta, Lake Waconia	\$5
Daily Bus Permit/Announced Visit	\$25
Daily Bus Permit/Unannounced Visit	\$50
Reservation Fee	\$8
Concession/Vending Fee	Negotiated

Planning and Water Management Department

Publications and Information	
Color Maps 8.5" x 11" Comprehensive Plan, Water Plan, reports	\$5/map
Comprehensive Plan Full document Individual Comprehensive Plan Elements or Township Chapters	\$50 \$15 with colored maps; free if printed in black & white
Water Management Plan	\$50
Water Quality Report	\$50
CDs	\$5
Review of Project for Compliance with Water Management Rules	
Combined Permit: Administrative Permit for excavating/filling or a driveway and Wetland Permit and/or Erosion Control Permit	<p>\$500 (\$150 Permit Fee + \$350 Refundable Surety of any unused fee)</p> <ul style="list-style-type: none"> • A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. • The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the Planning & Water Management Dept.) • Work started without obtaining a permit shall be

	subject to a \$150 penalty in addition to the \$150 fee.
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. <ul style="list-style-type: none"> • If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount collected.
Erosion control permit and/or stormwater permit with no treatment required	\$100 plus engineering costs incurred during application review and final inspections. <ul style="list-style-type: none"> • Work started without obtaining a permit shall be subject to a \$100 penalty in addition to the \$100 fee.
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. <ul style="list-style-type: none"> • If actual engineering costs are less than \$1,000 the applicant will be refunded for the excess amount collected.
Wetland Boundary/Type Determination	\$100 plus engineering costs incurred during application review and final inspections.
Wetlands Exemption Permit	\$100 <ul style="list-style-type: none"> • Work started without obtaining a permit shall be subject to a \$100 penalty in addition to the \$100 fee.
Wetland Replacement/ Bank Application	\$350 plus engineering costs incurred during application review and final inspections.

Property and Financial Services Division

Customer Service – Taxpayer Services Office	
Certified Copy of County Ordinance	\$15 plus \$0.25 per page
Certified Letter	\$5.54 minimum Subject to postal rate
Copy of Certificate of Real Estate Value (CRV)	\$10 per copy
Claim Against Bond Set-up fee	\$25 plus \$0.25 per copy/page
Computer-Generated Reports Set- up fee	\$35 Tax \$25 Election
Current/Prior Year Tax Statements & Proposed Property Tax Notices	\$5
Name/Address Labels	\$3 per sheet
Plat Parcel Certification Fee	\$50
Screen Prints	\$2
Written Tax Estimate (any form)	\$20 per parcel

Written Tax Search	\$10 per parcel per year
Elections – Taxpayer Services Office	
Precinct Finder (Countywide)	\$75
Precinct Finder (Individual Entity)	\$25
Registered Voter Certificate	\$15
Licenses and Permits – Chaska License Center	
Driver’s Licenses:	
Class A: Regular*	\$44.25
Class A: Under 21*	\$24.25
Class B: Regular or Under 21*	\$36.25
Class C: Regular or Under 21*	\$29.25
Class D: Regular or Under 21*	\$25.25
Class D Provisional License Upgrade to Under 21 Driver’s License No violations on record (\$3.50 credit)*	\$21.75
Provisional Driver’s License*	\$16.25
Duplicate License:	
All classes*	\$14.75
Motorcycle Renewal*	\$13
School Bus Driver Physical*	\$4
Driver’s License Permits:	
Class A, B, or C Instruction Permit*	No fee
Class D Instruction Permit*	\$13.25
Endorsement examination fees*	\$2.50
Motorcycle Instruction Permit/ Endorsement Fee*	\$21
Motorcycle Endorsement Renewal (2-wheel only)*	\$13
Identification (ID) Cards:	
Age 65 and older	\$16.50
Under age 65	\$19.25
ID Card for person with physical or developmental disability or qualified mental illness*	\$0.50
Standby or Temporary Custodian Designation ID Card*	\$4.25
Licenses and Permits – Taxpayer Services Office	
Auctioneer License*	\$20
Fireworks Permit	\$50
Liquor Licenses:	
Brewer Off-Sale Liquor License	\$150
Brewer Sunday Off-Sale Liquor License	\$200
Consumption & Display (Set-up) License	\$150
Off-Sale Liquor License	\$150
Off-Sale 3.2 Beer & Wine Cooler License	\$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 Beer & Wine Cooler License	\$150
On-Sale Temporary 3.2 Beer & Wine Cooler Liquor License	\$50
Precious Metals	\$150
Tobacco	\$200
Transient Merchant License	\$150*
Motor Vehicle Transactions – Chaska License Center and Chanhassen Service Center	
<u>Title and Registration Fees:</u>	
*Filing Fee/Registration	\$6
*Filing Fee/Long Application	\$10
Department of Natural Resources title and registration	Per Minnesota Statute
Wheelage Tax	\$10
Passports – Chanhassen Service Center	
<u>Passports:</u>	
Age 16 and over*	\$110
Under age 16*	\$80
Passport Card over 16*	\$30
Passport Card under 16*	\$15
Execution Fee*	\$25
Renewal*	\$110
Expedited Service*	\$60
Passport Photo	\$15
Property Assessment	
CAMA Extract Programs Set-up (Includes e-mailing information or 500 pages/labels in hardcopy.)	\$250 Min.
Mailing	\$10 for initial mailing \$25 for each additional 500 hardcopy pages/labels
Research	\$40/hr. minimum
Screen Prints/Appraisal Cards	\$2/page
Property Records	
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
Add 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
Bulk document transfer	Call 952-361-1930 for fee information
Property Taxation – Financial Services Office	
Manufactured Home Collection Fee for Delinquent Taxes (Revenue Recapture)	\$30
Property Taxation – Taxpayer Services Office	
Special Assessments:	
Special Assessment Entry Fee	\$5 per parcel/per entry
Special Assessment Code Set-up Fee	\$15 per new code
Taxation:	
Abatements requested by entity	\$100 per parcel/per payable year
Auditor's Certificate	\$300
Updating existing Auditor Certificate	\$150
Audit Verification of Tax District	\$150
Certification of Ten Largest Taxpayers	\$75
Confession of Judgment:	
Written Estimate	\$25
Set-up Fee	\$100
Court Costs	\$10
Confession of Judgment Satisfaction Fee	\$25
Green Acres/ Rural Preserves / Open Space Payback Calculation Fee	\$150/parcel
Escrow Processing Fee	Automated \$300/year Manual \$10/parcel per request
Escrow Processing Additional Escrow Files	\$50 each request
1 st Time Delinquency Fee	\$30 per parcel

Tax Forfeited Land – Repurchase Fee	\$250
Tax Increment Financing (TIF):	
New TIF District Set-Up Base Fee	\$450
New TIF District Set-Up Per Parcel Charge	\$40 per parcel
Yearly Maintenance Base Fee	\$250
Yearly Maintenance Per Parcel Charge	\$40 per parcel
Plan Modification	\$300
Modification Per Parcel Charge	\$40 per parcel
TIF Base Adjustment Fee	\$200
Decertification	\$250
TIF Knockdown Fee Per Parcel	\$40 per parcel
Recorder Non-Statutory Fees – Property Records Office	
Access to Online Images	\$2/ document
Computer Reports	\$1/page
Copy of Document	\$1/page
Plat, Registered Land Survey, CIC copies (small)	\$1/page
Tax Lien Search	\$20 minimum per legal description
Tract Index Search	\$20 minimum per legal description
Vital Statistics – Taxpayer Services Office	
Vitals Report Request*	\$15
Birth Certificates:	
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)
Death Certificates:	
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)
Genealogy:	
Genealogy Research	\$50 per hour
Genealogy Copies	\$5 per copy of records
Marriage Licenses:	
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	\$15 (County only)
Notary Public:	
Notary Public Commission Recording Fee*	\$20 (County only)
Notary Verification (per document) *	\$5 (County only)
Ordination Credentials:	
Credentials of Ordination filing	\$20 (County only)
* Fee set by Minnesota statute.	

Public Works

Program Delivery Department - Transportation	
Access Permit	
New residential or field	\$105
New subdivision street or commercial driveway	\$220
Annual Permit	
Allows 14' high, 14.5' wide, 95' long under posted weight	\$220
Delay Penalty	
Penalty for not meeting completion date	\$75
New Mailbox Support Installation.	
Labor only.	\$75
New Mailbox Support Materials	
Support materials only. Does not include mailbox.	\$75
Obstruction Permits	\$80
Registration Fees	\$35
Residential Maintenance	
Low level landscaping, driveway extensions, replacement	\$65
Right-of-Way Permit	\$105
Single Trip Permit	
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
Special Event Permit	
For streets closures for city celebrations and other events	\$0
Utility Permit	
Private Utility Companies	\$170 base/mile + \$170/each additional mile
Work within county ROW	
General excavation, grading, sewer and water	\$250
Property Surveying	
Minor Subdivision Description Review	\$50

Plat Checking and Mapping Fee	\$300 plat + \$25/parcel or CIC unit + \$5/ detached garage CIC unit
Torrens Application Survey/Description Review	\$300

Regional Rail Authority

Dakota Rail Line Fees

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

Sheriff's Office

Approving Bond	\$50
Detox Transport Fee	\$110 per trip
False Alarm Fee	\$50 beginning with the fourth false alarm. Each following false alarm increases by \$50 (i.e., fifth alarm = \$100; sixth alarm = \$150).
Filing Fees	\$49.59
Restorative Conferencing	\$50 per participant
Squad Videos	\$10/CD plus \$30 research fee
Storage of Impounded Vehicles	\$10/day
Background Checks	
Adult Use New Establishment/New Owner	\$250
Adult Use Renewal	\$100
Liquor License New Establishment/New Owner	\$250
Liquor License Renewal	\$100
Civil	
Abandoned Property	\$79 per hour per deputy, minimum one hour per deputy
Filing of Notice of Intent to Redeem	\$100
Filing of Redemption and Post-Redemption Documents	\$20
Judgment and Degree	\$79 per hour per deputy, minimum one hour per deputy
Legal Not Finds	\$79
Lien Sales (Mechanical or Warehouseman)	\$79 per hour per deputy, minimum one hour per deputy
Mileage (round trip)	Current IRS rate
Minnesota Domestic Protection Orders	No Charge
Minnesota Harassment Orders	No Charge
Mortgage Foreclosure Sales	\$79 per hour per deputy, minimum one hour per deputy

Posting of Notices	\$79 includes two people + \$25 for additional person, same address
Postponement of Scheduled Mortgage Foreclosure Sales	\$20
Redemption of Property (Recorded Fee Holder & all others)	\$250***
Request of Process Returned	\$79 includes two people + \$25 for additional person, same address
Replevin <ul style="list-style-type: none"> • Writs of Attachment • Securing properties on Seizures 	\$400 deposit + deputy @\$79 per hour per deputy, minimum one hour per deputy
Report of Sale or Certificate	\$35
Service of Process Fee	\$79 includes two people + \$25 for additional person, same address
Storage of Levied Property	\$10/day per storage stall (20' x 9')
Writ of Execution Commission	5% of amount collected
Writ of Execution (Seizure)	\$400 deposit + deputy @\$79 per hour per deputy, minimum one hour per deputy
Writ of Recovery (Inventory)	\$79 per hour per deputy, minimum one hour per deputy
Dangerous Dog	
Dangerous Dog Registration	\$100
Dangerous Dog Designation Review Hearing	\$100
Potentially Dangerous Dog Designation Review Hearing	\$100
Gun Conceal/Carry Permits	
Additional fee for renewal of permit after 30 days expiration	\$10
Change of Address or Replacements	\$10
Emergency Permit	No charge
New Conceal/Carry Permit	\$75
Renewal of Permit	\$50
Jail/Inmate Fees	
Adult Inmate Boarding Fee	\$55/day (Except by Contract)
Booking Fee	\$20
Cell Upgrade	\$10
Electronic Home Monitoring	\$20/day
Fingerprint Cards (Carver County Resident)	No charge
Fingerprint Cards (Non-Carver County resident)	\$15/card
Inmate Medical*	Inmate billed per MS 641.12; 641.15
Inmate Mantoux – other agency	\$15
Inmate Prescription refill	\$5
Jail Record Copies (public)	\$0.25/page
Jail Record Copies (request from inmate)	\$0.25/page

Juvenile Detention Center Boarding	\$145/day
Medical Co-pay	\$5
Pay for Stay	\$20/day
Work Release (WR) Inmates In-County	\$20/day
Work Release (WR) Inmates Out-of-County	\$55/day
WR – Mantoux	\$20
WR – UA Screen	\$20
911/Radio Programming	
911 Call Recordings	\$10/CD plus \$30 research fee
911 Call Recordings – Transcribed	\$25 for first half-hour plus \$25 each additional hour (in addition to \$10 CD plus \$30 research fee)
Radio Programming for outside county entities	\$49.59/hr.
Off-Duty Deputy	
Off-Duty Deputy Services	\$80 per hour per deputy
Off-Duty Deputy Services - Holiday Rate	\$102 per hour per deputy
Reports/Photos	
Accident Reports	\$0.25/page
Additional Pages	\$0.25/page over 100 pages actual cost
Digital Photos	\$10/CD plus \$30 research fee
Initial Complaint Report	\$0.25
Miscellaneous Documents	\$0.25/page \$0.50/2-sided document
Offense/Incident Report	\$0.25/page \$0.50/2-sided document
Photos	3x5 - \$1.50 4x6 - \$1.75 5x7 - \$5 8x10 - \$10

Attachment A

**Encore Adult Day Services Program
2016 Sliding Fee Schedule**

Regular Daily Rate = \$81.00

Rates Based on 2015 Federal Poverty Guidelines


Family of 1	
Annual Gross Income:	Daily Fee
At or below the Current Federal Poverty Guideline figure* \$11,770	\$0
\$11,771-\$15,889.50	\$28.35
\$15,889.51-\$21,774.50	\$40.50
\$21,774.51-\$29,425	\$60.75
Over \$29,425	\$81.00
<i>Hourly rate: For those who attend less than or more than a regular full day - 6 hours</i>	\$16.00/hour
<i>Shower Rate</i>	\$16.50/shower

Family of 2	
Annual Gross Income:	Daily Fee
At or below the Current Federal Poverty Guideline figure* \$15,930	\$0
\$15,931-\$21,505.50	\$28.35
\$21,505.51-\$29,470.50	\$40.50
\$29,470.51-\$39,825	\$60.75
Over \$39,825	\$81.00
<i>Hourly rate: For those who attend less than or more than a regular full day - 6 hours</i>	\$16.00/hour
<i>Shower Rate</i>	\$16.50/shower

**Fluctuates with the current Federal Poverty Guidelines*

Attachment B

Carver County Parks 2017 Recreation Program Fee Matrix

Private	Contracted	Partnership																																																									
<p><u>Program & Equipment Fees</u></p> <ul style="list-style-type: none"> ▫ \$25 for each added activity within base time-frame. ▫ \$25 for each added hour of same or new activities above base time-frame. ▫ \$60/Group SUP rental. ▫ \$30/Group Canoe, Cross Country Ski, Snowshoe rental. ▫ Groups of 31+ = staff time at \$22/hr. including pre/post prep time. 	<p><u>Staff, Processing & Equipment Rental</u></p> <p>Staff Time: \$12.50/hr. x Necessary Staff</p> <p>Processing & Equipment Rental Fees:</p> <ul style="list-style-type: none"> ▫ \$2/youth participant. ▫ \$5/adult participant. ▫ \$60/Group SUP rental. ▫ \$30/Group Canoe, Cross Country Ski, Snowshoe rental. 	<p><u>Carver County Expenses</u></p> <p>Staff Time: \$12.50/hr. x Necessary Staff + negotiated administration charge</p> <ul style="list-style-type: none"> ▫ If the partner provides staff/volunteer it offsets Carver County staff time at an equal rate per hour. <p>50/50 Split in Cost after Expenses:</p> <ul style="list-style-type: none"> ▫ Exact amount varies per program. <p>No Equipment Rental Fees.</p>																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="2">Base Tier: 1 Single Activity</th> <th>Cost*</th> </tr> </thead> <tbody> <tr style="background-color: #4F81BD; color: white;"> <td colspan="3">1.5-2 Hour Program</td> </tr> <tr> <td>1-10 people</td> <td></td> <td>\$70</td> </tr> <tr> <td>11-20 people</td> <td></td> <td>\$90</td> </tr> <tr> <td>21-30 people</td> <td></td> <td>\$110</td> </tr> <tr style="background-color: #4F81BD; color: white;"> <td colspan="3">2-3 Hour Program</td> </tr> <tr> <td>1-10 people</td> <td></td> <td>\$95</td> </tr> <tr> <td>11-20 people</td> <td></td> <td>\$115</td> </tr> <tr> <td>21-30 people</td> <td></td> <td>\$135</td> </tr> </tbody> </table>	Base Tier: 1 Single Activity		Cost*	1.5-2 Hour Program			1-10 people		\$70	11-20 people		\$90	21-30 people		\$110	2-3 Hour Program			1-10 people		\$95	11-20 people		\$115	21-30 people		\$135	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>1.5-2hr Program</th> <th>Number of Hours Per Staff</th> <th>Cost*</th> </tr> </thead> <tbody> <tr> <td>Paddle Program</td> <td>4hrs. with 1 staff & 1 volunteer</td> <td>\$50</td> </tr> <tr> <td>Paddle Program</td> <td>4hrs. with 2 staff</td> <td>\$100</td> </tr> <tr> <td>All other Programs</td> <td>3hrs. with 1 staff</td> <td>\$37.50</td> </tr> <tr> <td>All other Programs</td> <td>3hrs. with 2 staff</td> <td>\$75</td> </tr> </tbody> </table>	1.5-2hr Program	Number of Hours Per Staff	Cost*	Paddle Program	4hrs. with 1 staff & 1 volunteer	\$50	Paddle Program	4hrs. with 2 staff	\$100	All other Programs	3hrs. with 1 staff	\$37.50	All other Programs	3hrs. with 2 staff	\$75	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th>1.5-2hr Program</th> <th># Hours per staff</th> <th>Cost for Partner</th> </tr> </thead> <tbody> <tr> <td>Paddle Program</td> <td>4hrs. with 1 staff & 1 volunteer</td> <td>\$50</td> </tr> <tr> <td>Paddle Program</td> <td>4hrs. with 2 staff</td> <td>\$100</td> </tr> <tr> <td>All other Program</td> <td>3hrs. with 1 staff</td> <td>\$37.5</td> </tr> <tr> <td>All other Program</td> <td>3hrs. with 2 staff</td> <td>\$75</td> </tr> </tbody> </table>	1.5-2hr Program	# Hours per staff	Cost for Partner	Paddle Program	4hrs. with 1 staff & 1 volunteer	\$50	Paddle Program	4hrs. with 2 staff	\$100	All other Program	3hrs. with 1 staff	\$37.5	All other Program	3hrs. with 2 staff	\$75
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Paddle Program	4hrs. with 2 staff	\$100																																																									
All other Programs	3hrs. with 1 staff	\$37.50																																																									
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<p><i>* Cost does not include equipment fee.</i></p>		<div style="display: flex; align-items: center;">  <div> <p>Parks Department Public Works Building 11360 Hwy 212, Suite 2 Cologne, MN 55322</p> <p>(952) 466-5250 Parks@co.carver.mn.us</p> </div> </div>																																																									

Attachment C

Carver County Regional Rail Authority Fee Schedule

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

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Public Hearing and Adoption of the Carver County Regional Rail Authority 2017 Fee Schedule

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Dire"/>	Item Type: <input type="text" value="Ditch/Rail Authority"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Direc"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

A public hearing has been scheduled for recommended changes to the County's fee for service schedule, which includes the Carver County Regional Rail Authority ("CCRRA"). MN statute allows the CCRRA 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 CCRRA Resolution adopting the 2017 Fee Schedule, the CCRRA Fee Schedule (included within the County's 2017 Fee Schedule), and a listing of the 2017 CCRRA Fee Schedule recommended changes.

None of the CCRRA Fee Schedule recommended changes are considered significant but rather usual, customary changes that reflect the expected ongoing cost of conducting business in 2017.

ACTION REQUESTED:

- 1.) Motion to open public hearing to consider changes to the CCRRA Fee Schedule
- 2.) Motion to close public hearing
- 3.) Motion to adopt the resolution approving the CCRRA 2017 Fee Schedule.

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

Office use only:

RBA 2016 - 4390

**BOARD OF COMMISSIONERS
CARVER COUNTY REGIONAL RAIL AUTHORITY**

DATE November 15th, 2016 RESOLUTION NO. _____

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

**A RESOLUTION ADOPTING SECTIONS 2, 3, AND 4 OF ORDINANCE
48-2017, THE 2017 CARVER COUNTY REGIONAL RAIL AUTHORITY
FEE SCHEDULE**

WHEREAS, the Carver County Regional Rail Authority may charge fees for services provided by the County Regional Rail Authority offices, officials, or employees; 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 may be established by ordinance.

NOW, THEREFORE BE IT RESOLVED, that the Carver County Regional Rail Authority hereby ordains adoption of Sections 2, 3, and 4 of Ordinance 48-2017 and the fees contained in this schedule, effective January 1, 2017.

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 Carver County Regional Rail Authority Board of Commissioners, Carver County, Minnesota, at its session held on the 15th day of November, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____, 2016

David Hemze, County Administrator

Attachment C

Carver County Regional Rail Authority Fee Schedule

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

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

CCRRA Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
CCRRA	Commercial, Private, Municipal Utility Crossing	\$750 one-time fee	\$0	None.	Delete this fee: Cannot charge a crossing fee in a Public Right-of-Way (Chapter 180, SF No. 877).
	Agriculture Land Permit	\$103.40	\$214	None	Average Rate For Carver County, U of M Extension, Cropland Rental Rates Minnesota, Updated 6/2015
	<i>*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. It also applies to private requests for use of railroad premises and would include, but is not necessarily limited to, such things as farmers markets, thrift sales, and other uses as may be permitted for one- and two-day private activities.</i>	\$100	\$100	None.	Change in language. <i>*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.</i>
	Authorization to sell items from County owned property	\$0 or Negotiated	Negotiated	TBD	

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Carver County Community Development Agency ("CDA") Oak Grove Senior Residence Bond Refunding

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Property & Financial Services Di"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

State Statutes allow the County Board to pledge its general obligation ("G.O.") to back CDA bonds which lowers the interest rate for the CDA's debt. As explained in the attached letter from the CDA's financial consultant and as discussed at the 11/1/16 County Board workshop, the CDA plans to refinance its Oak Grove project debt to lower their interest rate while eliminating the City's portion of the debt service via a land sale. Since the debt service on the CDA's debt will be repaid by the revenues already being generated from the CDA's housing project, the County's G.O. backing of the CDA's debt has no impact on the County's "AAA" bond rating.

ACTION REQUESTED:

Motion to adopt the attached Resolution "Approving the issuance by the Carver County Community Development Agency of its Carver County, Minnesota, Unlimited Tax General Obligation Refunding Bonds, Series 2016 backed by the full faith and credit of Carver County"

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

Related Financial/FTE Comments:
 Similar to previous arrangements between the CDA and the County, the CDA will pay for the County's out-of-pocket costs related to this project.

Office use only:

RBA 2016 - 4381

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

Meeting Date: November 15, 2016
Motion by Commissioner

Resolution No. _____
Seconded by Commissioner

Approving the issuance by the Carver County Community Development Agency of its Carver County, Minnesota, Unlimited Tax General Obligation Refunding Bonds, Series 2016 backed by the full faith and credit of Carver County

WHEREAS, pursuant to Minnesota Statutes, Section 469.034, Subd. 2, the Carver County Community Development Agency (the “**CDA**”) has previously issued its Carver County, Minnesota Unlimited Tax General Obligation Bonds, \$4,895,000 Taxable Series 2009A (Build America Bonds) (the “**Prior Bonds**”), to construct a multifamily rental housing facility for seniors (the “**Project**”) known as Oak Grove Senior Residence in the City of Norwood Young America (the “**City**”); and

WHEREAS, the Prior Bonds are secured by a pledge of net operating revenues of the Project, certain other amounts pledged thereto and, pursuant to an approving resolution of the County, by a pledge the full faith and credit of the County; and

WHEREAS, in order to achieve debt service savings, the CDA proposes to issue its Carver County, Minnesota, Unlimited Tax General Obligation Refunding Bonds, Series 2016 (the “**Bonds**”) to refund the outstanding principal amount of the Prior Bonds; and

WHEREAS, the CDA has requested that the County approve the pledge by the CDA of the County’s full faith and credit to the Bonds;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CARVER COUNTY, MINNESOTA as follows:

1. That the County hereby approves (a) the issuance by the CDA of the Bonds in an aggregate principal amount not to exceed \$5,000,000, to refund the outstanding principal amount of the Prior Bonds and (b) the pledge by the CDA of the full faith and credit of the County to the Bonds.
2. That the maximum principal amount of the Bonds, plus the outstanding principal amount of bonds previously issued pursuant to Section 469.034, Subd. 2 (not including the Prior Bonds to the extent refunded), shall not exceed one-half of one percent of the taxable market value of the County.
3. That the Commissioners, officers and staff of the County are authorized and directed to cooperate with the CDA in the preparation of a preliminary official statement and a final official

statement with respect to the Bonds and to execute and deliver such documents and certificates, including without limitation, a continuing disclosure agreement, as are necessary or convenient to provide for the issuance of the Bonds.

Its _____



Springsted Incorporated
380 Jackson Street, Suite 300
St. Paul, MN 55101-3002

Tel: 651.223.3000
Fax: 651.223.3002
www.springsted.com

November 3, 2016

Mr. David Hemze, County Administrator
Mr. David Frischmon, Financial Services Director
Carver County
600 East 4th Street
Chaska, MN 55318

Re: Carver County Community Development Agency Oak Grove Senior Residence Bond Refunding

Dear Mr. Hemze and Mr. Frischmon:

The Agency is requesting the Board's approval for the use of its general obligation pledge for the issuance of up to \$5,000,000 of refunding bonds to refund the callable maturities of the \$4,895,000 Taxable Series 2009A (Build America Bonds). The County assisted with the original financing by providing its general obligation pledge to help secure the 2009A Bonds which were issued to construct a senior rental facility (Oak Grove) in Norwood Young America (the "Oak Grove Project"). By refunding the 2009A Bonds, the Agency anticipates reducing debt service costs by approximately \$1.0 million future value savings and approximately \$700,000 present value benefit, for a 10% present value savings. A tax-exempt companion issue that also funded the Oak Grove Project, the 2009B Bonds, will remain outstanding as savings do not justify refunding the 2008B Bonds at this time.

The City of Norwood Young America was also a joint partner in the Oak Grove Project, which is co-located with the City Hall, a County library, and sheriff's office space. Under the terms of the original transaction, the City pledged an annual contribution to the housing project. Coincidental with the refunding of the 2009A Bonds, the City will be purchasing the Agency's portion of some jointly owned adjacent property and making one final annual contribution toward the housing project in 2017. The final contribution and the property purchase price will both be used to reduce the size of the refunding issue. The savings resulting from the refunding will be used in part to relieve the City of future annual contributions.

The refunding bonds will be structured over the same term as the original issue with a final maturity date of February 1, 2044, and principal maturities scheduled to result in approximately level annual savings when combined with the 2009B Bonds. A summary savings schedule has been attached. Some final adjustments may be made prior to sale and as a result of bids received, but it is representative of the structure that is being proposed. For the Oak Grove Project and other Agency projects for which the County has provided its general obligation support, no request on the County's general obligation pledge has ever been made.

Carver County Community Development Agency
November 3, 2016
Page 2

The Agency appreciates the County's consideration of this request. A companion resolution prepared by bond counsel has been provided under separate cover.

Respectfully,



Kathleen A. Aho, President

Cc: Julie Frick, Executive Director, Carver County CDA

\$4,735,000 Carver County Community Development Agency, Minnesota

Carver County, Minnesota

Unlimited Tax General Obligation Refunding Bonds, Series 2016

Current Refunding of Series 2009A BABs

Debt Service Comparison

Date	Total P+I	Existing D/S	Net New D/S	Old Net D/S	Savings
02/01/2017	-	300,542.08	300,542.08	300,542.08	-
02/01/2018	175,461.94	167,006.26	342,468.20	376,213.82	33,745.62
02/01/2019	163,302.50	167,943.76	331,246.26	377,151.32	45,905.06
02/01/2020	163,002.50	168,556.26	331,558.76	377,763.82	46,205.06
02/01/2021	162,672.50	168,831.26	331,503.76	378,038.82	46,535.06
02/01/2022	162,312.50	168,212.50	330,525.00	377,420.06	46,895.06
02/01/2023	161,922.50	167,400.00	329,322.50	376,607.56	47,285.06
02/01/2024	161,502.50	171,393.76	332,896.26	380,601.32	47,705.06
02/01/2025	306,037.50	-	306,037.50	379,207.56	73,170.06
02/01/2026	308,062.50	-	308,062.50	377,271.64	69,209.14
02/01/2027	304,822.50	-	304,822.50	375,131.72	70,309.22
02/01/2028	306,222.50	-	306,222.50	377,787.80	71,565.30
02/01/2029	307,152.50	-	307,152.50	375,035.88	67,883.38
02/01/2030	307,592.50	-	307,592.50	377,079.96	69,487.46
02/01/2031	307,522.50	-	307,522.50	378,577.86	71,055.36
02/01/2032	306,922.50	-	306,922.50	374,661.00	67,738.50
02/01/2033	305,977.50	-	305,977.50	370,536.80	64,559.30
02/01/2034	304,677.50	-	304,677.50	371,205.20	66,527.70
02/01/2035	308,120.00	-	308,120.00	371,458.88	63,338.88
02/01/2036	306,145.00	-	306,145.00	370,719.74	64,574.74
02/01/2037	308,900.00	-	308,900.00	369,542.28	60,642.28
02/01/2038	306,220.00	-	306,220.00	367,926.46	61,706.46
02/01/2039	308,380.00	-	308,380.00	365,872.32	57,492.32
02/01/2040	305,220.00	-	305,220.00	363,379.86	58,159.86
02/01/2041	306,900.00	-	306,900.00	360,449.04	53,549.04
02/01/2042	308,260.00	-	308,260.00	357,079.92	48,819.92
02/01/2043	309,160.00	-	309,160.00	348,272.44	39,112.44
02/01/2044	304,735.00	-	304,735.00	339,245.82	34,510.82
Total	\$7,287,206.94	\$1,479,885.88	\$8,767,092.82	\$10,314,780.98	\$1,547,688.16

PV Analysis Summary (Net to Net)

Net FV Cashflow Savings.....	1,547,688.16
Gross PV Debt Service Savings.....	2,464,659.78
Effects of changes in Direct Payments.....	(1,417,664.39)
 Net PV Cashflow Savings @ 2.983%(Bond Yield).....	 1,046,995.38
 Total Cash contribution.....	 (305,000.00)
Contingency or Rounding Amount.....	2,240.00
Net Future Value Benefit.....	\$1,244,928.16
Net Present Value Benefit.....	\$744,235.38
 Net PV Benefit / \$4,350,666.09 PV Refunded Interest.....	 17.106%
Net PV Benefit / \$7,199,659.78 PV Refunded Debt Service.....	10.337%
Net PV Benefit / \$4,895,000 Refunded Principal.....	15.204%
Net PV Benefit / \$4,735,000 Refunding Principal.....	15.718%

Refunding Bond Information

Refunding Dated Date.....	12/29/2016
Refunding Delivery Date.....	12/29/2016

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2017 Ditch Assessments

Primary Originating Division/Dept: <u>Property & Financial Services</u>	Meeting Date: <u>11/15/2016</u>
Contact: <u>David Frischmon</u> Title: <u></u>	Item Type: <u>Ditch/Rail Authority</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>David Frischmon & Mike W...</u> Title: <u>Property and Financial Service...</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

County and Joint Ditches are periodically cleaned out and services performed. 100% of the out-of pocket/direct cost for the work is assessed to the individual ditches by the Ditch Authority.

The following payable 2017 one year assessments with 0% interest are requested:

	<u>Payable 2017 Assessment</u>	<u>Payable 2016 Assessment (FYI)</u>
County Ditch 5	15,000	0
County Ditch 6	10,000	10,000
County Ditch 10	10,000	5,000
Joint Ditch 1	10,000	0
Joint Ditch 2	2,000	0
Joint Ditch 4	15,000	10,000
Joint Ditch 5	5,000	0
Joint Ditch 22	10,000	0

The redetermination of benefits and damages were previously approved by the County Ditch Board in 2011. Following the 11/15/2016 Board meeting, landowners will be notified of the upcoming assessment caused by the redetermination & damages of CD4A and be given an opportunity to pay the full assessment in advance. The majority of the cost is to acquire and plant a 1 rod (16.5 feet) buffer strip on both sides of the ditch, this is required under MN Statute 103E.021. The assessment amount is indicated below and will be assessed with pay 2017 taxes.

	<u>Payable 2017 One Year Assessment</u>	<u>Payable 2016 One Year Assessment (FYI)</u>
County Ditch 4A	\$150,000	\$20,000

ACTION REQUESTED:

Motion to approve the assessments to the respective ditches as presented.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =

--	--

Total

\$0.00

Related Financial/FTE Comments:

The ditches are responsible for their individual expenses. No county dollars are affected.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Closed Session for Land Acquisition for CSAH 10 Construction Project # 138711

Primary Originating Division/Dept: <input type="text" value="Attorney"/>	Meeting Date: <input type="text" value="11/15/2016"/>
Contact: <input type="text" value="Jennifer Tichey"/> Title: <input type="text" value="Assistant County Attorney"/>	Item Type: <input type="text" value="Closed Session"/>
Amount of Time Requested: <input type="text" value="20"/> minutes Presenter: <input type="text" value="Mary Shimshak and Patrick La"/> Title: <input type="text" value="Assistant County Attorney and Ri"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

In 2015, the county reconstructed CSAH 10 from CSAH 30 to TH 7. As a consequence of the reconstruction, the county obtained right-of-way from numerous property owners along the CSAH 10 corridor. In order to complete the road construction in a timely manner, condemnation proceedings against several property owners was initiated by the county. A hearing was held before a condemnation commission and damages have been awarded by the condemnation commissioners for one of the properties, located at 6530 County Road 10 N, Waconia, MN 55387 (PID 09.0030100). The parties have 40 days from the date the award was issued to file an appeal. The County Attorney is requesting that the County Board enter into a closed session to discuss attorney-client privileged information, including confidential litigation strategy, regarding this case.

ACTION REQUESTED:

Motion to enter into closed session according to Minnesota Statute Section 13D.05 in order to discuss attorney-client privileged information regarding the Land Commissioners' award for the parcel located at 6530 County Road 10 N, Waconia, MN 55387 (PID 09.0030100).

FISCAL IMPACT: <input type="text" value="None"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$0.00"/>
<input checked="" type="checkbox"/> Insert additional funding source	
Related Financial/FTE Comments: <input style="width: 100%; height: 20px;" type="text"/>	

Office use only:

RBA 2016 - 4375