

**Carver County Board Legislative Breakfast Meeting
December 18, 2018 - 7:30 a.m.
American Legion, Chanhassen**



Carver County Board of Commissioners
December 18, 2018
Regular Session
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

PAGE

REGULAR SESSION

- | | | | |
|-----------|----|--|-------|
| 4:00 p.m. | 1. | <ul style="list-style-type: none"> a) CONVENE b) Pledge of allegiance c) Public comments - <i>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.</i> | |
| | 2. | Agenda review and adoption | |
| | 3. | Approve minutes of December 11, 2018, Regular Session | 1-2 |
| | 4. | Community Announcements | |
| 4:10 p.m. | 5. | CONSENT AGENDA | |
| | | <i>Connections: Develop strong public partnerships and connect people to services and information</i> | |
| | | 5.1 Special Event Use Permit - MVSS Vintage Snowmobile Event - Lake Waconia Regional Park | 3 |
| | | 5.2 Extension MOA | 4 |
| | | <i>Growth: Manage the challenges and opportunities resulting from growth and development</i> | |
| | | 5.3 Resolution Supporting a Grant Application for Coney Island of the West, Historical & Archeological Interpretive Plan..... | 5-6 |
| | | 5.4 Settlement Agreement for Right of Way Acquisition for the Highway 41/18 Project | 7-10 |
| | | 5.5 Professional Services Agreement with HDR Engineering, Inc. for the Highway 41/18 Project | 11 |
| | | <i>Communities: Create and maintain safe, healthy and livable communities</i> | |
| | | 5.6 Final Acceptance and Payment to Chard Tiling and Excavating for the Highway 30 Safety Improvement Project..... | 12-13 |
| | | 5.7 2019 Carver County 5 Year Bridge Resolution | 14-16 |
| | | 5.8 Resolution to Accept Wetland Conservation Act Administration in the City of Victoria | 17-19 |
| | | 5.9 Temporary change in FTE to facilitate active military deployment | 20-21 |
| | | 5.10 Adoption of Carver County Solid Waste Master Plan | 22-24 |

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

5.11	Reorganization in Public Works.....	25-29
5.12	Approval of Paid Time Off Severance Benefit.....	30
5.13	Out of State Travel.....	31
5.14	Personnel Policy Manual Updates and Creation of Health & Safety Policy Manual.....	32-37
5.15	2019 Pay-for-Performance Salary Range Increase	38-39

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

5.16	Abatements/Additions	40-41
5.17	Review Social/ Commissioners' Warrants.....	NO ATT

- 4:10 p.m. **6. COMMUNITIES: Create and maintain safe, healthy and livable communities**
- 6.1 **Public hearing** - Amendment to the Subsurface Sewage Treatment System and Water Well Loan Program Ordinance 42-49
 - 6.2 **Public hearing** - Amendment to the Subsurface Sewage Treatment System Ordinance..... 50-57
- 4:30 p.m. **7. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government**
- 7.1 Property & Financial Services Division Re-Org - Phase II 58-61
 - 7.2 Resolution Setting 2019 County Attorney and County Sheriff Compensation..... 62-64
 - 7.3 Resolution Setting 2019 County Commissioner Compensation 65-67
- 4:55 p.m. **8. FINANCES: IMPROVE THE COUNTY'S FINANCIAL HEALTH AND ECONOMIC PROFILE**
- 8.1 2019 Property Tax Levy and Budget 68-96
 - 8.2 2020 Long Term Financial Plan..... 97-103
- 5:20 p.m. **RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY**
- 5:20 p.m. 8.3 2019 Carver County Regional Rail Authority Levy and Budget..... 104-107
- 5:25 p.m. **ADJOURN AS RAIL AUTHORITY AND RECONVENE AS COUNTY BOARD**
- 5:25 p.m. **9. CONNECTIONS: Develop strong public partnerships and connect people to services and information**
- 9.1 2018 Year in Review..... 108
- 5:35 p.m. **ADJOURN REGULAR SESSION**
- 5:35 p.m. **BOARD REPORTS**
- 1. Chair
 - 2. Board Members
 - 3. Administrator
 - 4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

December 25, 2018	No Board Work Session
January 1, 2019	No Board Meeting
January 8, 2019	9:00 a.m. County Board Organizational Session

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 11, 2018. Chair Gayle Degler convened the session at 9:00 a.m.

Members present: Gayle Degler, Chair, James Ische, Tim Lynch and Tom Workman.

Members absent: Randy Maluchnik

Under public participation, Karen Johnson Leuthner, 15735 38th Street, Mayer, explained she was a relevant public watchdog and did not represent County staff or the Hollywood Township Board. She noted the rotation of the Board Chair in recent years and asked the Board to keep that in mind when deciding the new Chair. She pointed out she attended the December, 1999, Hollywood Township meeting bringing up her concerns and those issues have never been resolved. She stated the tower was built to sell and the County's emergency communications equipment was placed on it. She indicated an investigation was supposed to have occurred and believed the County did not care about the citizens' safety.

The following amendment was made to the agenda:

5.11 Revised Resolution OPEB Trust from Revocable to Irrevocable.

Ische moved, Lynch seconded, to approve the agenda as amended. Motion carried unanimously.

Workman moved, Lynch seconded, to approve the minutes of the November 20, 2018, Regular Session and November 29, 2018, Budget Public Hearing. Motion carried unanimously.

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

Authorized the Division to contract with the State of Minnesota, division of Homeland Security & Emergency Management, subject to contract review by County Attorney/Risk Management and related Sheriff's Office budget amendment.

Authorized the Chair and Administrator to sign and accept the grant agreement for the 2018 Emergency Management Performance Grant and related Sheriff's Office budget amendment.

Approved Veterans Court Grant Agreement with the 1st Judicial District.

Approved Amendment #1 to contract 17-454 for professional services with SRF Consulting Group, Inc., pending finalization of the contract review process and related Public Works budget amendment.

Approved utilizing Employee Relations temporary coverage budget to fund a temporary Social Worker II position to fill a three month approved leave of absence and related HH&S budget amendment.

Approved utilizing Employee Relations temporary coverage budget to fund a temporary Social Worker II position to fill an employee leave and absence and related HH&S budget amendment.

Resolution #94-18, Amended Resolution Authorizing Eminent Domain to Acquire Real Property Interests Needed for Lyman Boulevard (County State Aid Highway 18) Reconstruction-TH 41 to Galpin Boulevard (Amending Resolution No. 88-18, Passed November 20, 2018).

Resolution #95-18, Requesting a Time Extension to Complete the 2040 Carver County Comprehensive Plan.

Authorized HH&S acceptance of donation to Encore.

Approved the County Administrator's recommended funding for the \$628K capital projects listed on the 2019 Budget Attachment E with \$508K with the County Board's year end savings account and \$120K in additional State turnback reimbursement in 2018.

Resolution #96-18, OPEB Trust from Revocable to Irrevocable.

Reviewed November 27, 2018, Community Social Services' actions/Commissioners' warrants in the amount of \$351,118.80; reviewed December 4, 2018, Community Social Services' actions/Commissioners' warrants in the amount of \$133,396.44 and reviewed December 11, 2018, Community Social Services' actions/Commissioners' warrants in the amount of \$395,472.49.

Motion carried unanimously.

Ische moved, Workman seconded, to go into closed session to discuss right of way acquisition for the Highway 41/18 project. Motion carried unanimously.

Chair Degler clarified they would be going into closed session pursuant to Minn. Stat. Section 13D.05, subd. 3(c) to discuss confidential appraisal information and offers of settlement for parcel identification numbers: 300570050, 300550060, 300590020, 250210100, 300160420 and 305430010.

The Board adjourned the closed and Regular Session at 9:31 a.m.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Special Event Use Permit - MVSS Vintage Snowmobile Event - Lake Waconia Regional Park

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="Sam Pertz"/> Title: <input type="text" value="Parks & Recreation Supervisor"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

The annual Midwest Vintage Snowmobile Show (MVSS) is scheduled to take place Friday, January 25th – Sunday, January 27th, 2019 at Lake Waconia Regional Park. Preparation and vendor/exhibitors arrive Friday. The event takes place on both Saturday and Sunday. Event activities include: snowmobile show, swap meet, drag races, trail ride on local snowmobile trails, oval races, loud snowmobile contest, silent auction and more.

Authority to Permit

Ordinance Chapter 91: Use Permits shall be required for the exclusive or special use of all or portions of park areas and buildings or trails; for use of park areas and facilities when they are closed to the public; to conduct certain activities not normally permitted as per conditions of this chapter; for regulation of large group activities, as defined herein, or to reduce or eliminate certain user fees for groups, as defined herein.

The Special Event Use Permit recognizes:

- Each day of the event, 3,500+ spectators will visit the park.
- Use fees are charged consistent with the approved parks fee schedule.
- Insurance is obtained meeting insurance requirements.
- Concession items are sold at the event by the MVSS, City of Waconia Lions and other 3rd party businesses.
- A small number of individual's associated with event coordination camp and stay overnight in the park to provide security of equipment and operational items. Camping is not an activity otherwise offered, or authorized without permit, for Lake Waconia Regional Park.
- The MVSS Vintage group coordinates and acquires needed permits with the Carver County Sheriff Office, the Minnesota DNR and Waconia Township.
- The MVSS Vintage Event coordinators are anticipated to contract with a local service provider for food & drink (including alcohol) service throughout the event to be held in the Lake Waconia Event Center. Rental of the facility will be invoiced based on the approved fee structure. Insurance documents will be obtained for both general liability and liquor liability for all contractors and subcontractors of this nature.
- A traffic management plan arranged by the event group is required as part of the issuance of the Use Permit to mitigate safety impacts on TH5 as well as private property access to ParkSide Church.
- All portions of the park (including sledding hill) remain open to the general public.
- A general admission fee is charged just inside the park entrance by MVSS to attend the event activities. Park day users are not to be charged an event fee.
- A concession revenue return commission fee is not charged to MVSS or other associated concessionaires involved with the event.
- The event has operated successfully at Lake Waconia Regional Park for 11+ years.

The Park Commission reviewed this Special Event Use Permit request and made recommendation to the County Board to issue the Special Event Use Permit at their November 14th, 2018 meeting.

ACTION REQUESTED:

Motion to issue a Special Event Use Permit to the MVSS Snowmobile group for January 25th - 27th, 2019 upon receipt of needed certificates of insurance at required insurance limits and coverages.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING County Dollars = <input type="text" value="\$0.00"/>
If "Other", specify: <input type="text"/>	<input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$0.00"/>
— Insert additional funding source	

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Extension MOA

Primary Originating Division/Dept: <input type="text" value="Public Services"/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="Nick Koktavy"/> Title: <input type="text" value="Public Services Deputy Division"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

The current Memorandum of Agreement (MOA) with the University of Minnesota to provide Extension Services expires at the end of 2018. The staff recommends that the County enter into a three-year agreement with the University of Minnesota to provide local extension staff members, including: a 0.5FTE ("full-time equivalent") Agricultural Educator, a 0.5FTE Financial Educator, a 1.0FTE 4-H Coordinator, and a 0.4FTE Master Gardener Coordinator. This is the same staffing level that we currently have in Extension.

The University negotiated the terms of the agreement with the Association of Minnesota Counties. If Carver County in good faith determines that funding is no longer available to support the programs, the County can terminate the agreement with a 90-day notice.

ACTION REQUESTED:

Motion to contract with University of Minnesota for Extension services pending completion of the contract review process.

FISCAL IMPACT: <input type="text" value="Other"/> If "Other", specify: <input type="text" value="Included in the budget recommendation"/>	FUNDING <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">\$606,277.00</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$606,277.00</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	\$606,277.00			Total	\$606,277.00
County Dollars =	\$606,277.00						
Total	\$606,277.00						
FTE IMPACT: <input type="text" value="None"/>							

Related Financial/FTE Comments:

The annual costs are:
 2019 - \$198,104
 2020 - \$202,066
 2021 - \$206,107
 The total cost for three years is \$606,277. The 2019 cost is just over a 2% increase compared to the 2018 cost.

Office use only:

RBA 2018 - 5818

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Supporting a Grant Application for Coney Island of the West, Historical & Archeological Interpretive Plan

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Coney Island of the West has undergone a number of archeological and historical studies over the last 18 months. This work, while required by the State Historic Preservation Office, also provides opportunity to apply the this information towards future grant applications related to historical and archeological preservation and interpretation.

Staff is recommending that a planning grant application be submitted for Legacy Funds administered by the Minnesota Historical Society. The grant application would seek funding for the development of a historical & archeological interpretation plan for Coney Island of the West. A resolution in support of the grant application has been prepared to accompany the grant application requesting \$6,500 in funding. This grant program does not require additional local matching funds.

ACTION REQUESTED:

Motion to adopt a resolution supporting a grant application to the Minnesota Historic Society for \$6,500.

FISCAL IMPACT:
If "Other", specify:

FUNDING
County Dollars = **\$0.00**

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5833

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Settlement Agreement for Right of Way Acquisition for the Highway 41/18 Project

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The 2019-2020 construction seasons include the reconstruction of Highway 18 (Lyman Blvd) from 1/4 mile west of Highway 41 to Galpin Boulevard, and a portion of Highway 41 at the intersection with Highway 18. In order to complete the project, additional right of way is needed. The county obtained appraisals from a certified appraiser for permanent roadway, permanent drainage & utility, permanent wall and temporary construction easements within the project area. The County Board approved the making of offers to the property owners affected by the project at their August 7, 2018 board meeting. The County's right-of-way agent has negotiated a settlement with one of the property owners located at PID #30.0550060.

ACTION REQUESTED:

Motion to adopt a resolution authorizing entering into a settlement agreement for the right-of-way acquisition on PID #30.0550060.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	\$0.00
CSAH	\$99,000.00
City of Chaska	\$91,000.00
Total	\$190,000.00

Insert additional funding source

Related Financial/FTE Comments:

Funding splits are approximate and will be finalized with the joint powers agreement between the county and the City of Chanhassen and Chaska.

Office use only:

RBA 2018 - 5848

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

Date: December 18, 2018

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owner for Acquisition of Real Property Interests Needed for the Highway 41/18 Project

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

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

WHEREAS, the County proposes to construct highway and related improvements in Carver County for the Highway 41/18 Project (“Project”); and

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

WHEREAS, the County obtained appraisals from a qualified certified appraiser which estimates the full amount of damages which the County’s proposed acquisition of the property interests described in said Exhibit A will cause to Owners of said real property interests; and

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

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

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

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

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

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

(Acquisition)

P.I.D. No. 30.0550060

McLaughlin Gormley King Company

Taking of a permanent easement for roadway purposes over County Highway 18, (containing 29,526 sq. ft., more or less).

Taking of a temporary easement for construction purposes over County Highway 18, (containing 12,560 sq. ft., more or less).

Settlement Amount: \$190,000.00.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with HDR Engineering, Inc. for the Highway 41/18 Project

Primary Originating Division/Dept: <u>Public Works - Program Delivery</u>	Meeting Date: <u>12/18/2018</u>
Contact: <u>Scott Smith</u> Title: <u>Design Engineer</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u> </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u> </u> Title: <u> </u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County is the lead agency on the Highway 41/18 Project and is responsible for providing administration of the construction contract. Carver County Public Works is unable to provide sufficient staff to this project due to the scope of the project and other staffing needs. This professional services agreement is for construction communication services for construction work from just west of Highway 41 to Galpin Boulevard. The project also includes reconstruction of approximately 600 feet south and 600 feet north of the Highway 41/18 (Lyman Blvd.) intersection. To accommodate the various needs of the business community, private and public utilities and the traveling public, that will also allow construction to occur in the least impactful way, the project will take place over the 2019 and 2020 construction seasons.

HDR Engineering, Inc. has been found to be a valuable communications asset on a previous county project and due to that experience, it is staffs desire to retain their professional services again for this project. HDR Engineering, Inc. has provided a scope of work and a corresponding cost estimate for this project and after review of their communications proposal, the services to be provided and corresponding costs for those services are reasonable.

This work will include public outreach to the local businesses and residents through different methods such as: direct mailings, maintaining a project website, social media postings, detour graphic support for businesses and project informational products to display to the public.

Reimbursing Carver County for this service will be in accordance with the joint powers agreement between Carver County, the City of Chaska and the City of Chanhassen.

ACTION REQUESTED:

Motion to approve a professional services agreement with HDR Engineering, Inc. pending finalization of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	
County Sales Tax	\$28,208.00
CSAH	\$48,200.00
City of Chanhassen	\$28,200.00
City of Chaska	\$15,500.00
Total	\$120,108.00

Related Financial/FTE Comments:

Funding splits shown are approximate pending completion of the joint powers agreement between the county and the City of Chanhassen and Chaska

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Final Acceptance and Payment to Chard Tiling and Excavating for the Highway 30 Safety Improvement Project.

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="Scott Smith"/> Title: <input type="text" value="Design Engineer"/>	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="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

The scope for the Highway 30 Safety Improvement Project (SAP 010-630-032) included widening of the shoulders and resurfacing from the East side of the City of New Germany to Highway 25 in the City of Mayer.

All work was completed in 2018 and Chard Tiling & Excavating, Inc. is requesting to finalize the contract with Carver County and release all retainage. County staff agrees and is requesting that the contract be finalized and that the outstanding work items and remaining retainage be paid in the amount of \$155,033.78.

ACTION REQUESTED:

Motion to adopt a resolution accepting all work as complete and authorizing final payment in the amount of \$155,033.78 to Chard Tiling & Excavating, Inc. for the CSAH 30 Safety Improvement Project (SAP 010-630-032).

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING				
If "Other", specify: <input type="text"/>	County Dollars =				
FTE IMPACT: <input type="text" value="None"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">State Aid Reg. Const.</td> <td style="width: 30%; text-align: right;">\$155,038.78</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$155,038.78</td> </tr> </table>	State Aid Reg. Const.	\$155,038.78	Total	\$155,038.78
State Aid Reg. Const.	\$155,038.78				
Total	\$155,038.78				
<input checked="" type="checkbox"/> Insert additional funding source					
Related Financial/FTE Comments:					

Office use only:

RBA 2018 - 5836

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

Date: December 18, 2018

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ACKNOWLEDGMENT
CSAH 30 Safety Improvement Project
FINAL PAYMENT**

WHEREAS, the construction the CSAH 30 Safety Improvement Project has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and on behalf of the Carver County Public Works Division.

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 18th day of December, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2018.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2019 Carver County 5 Year Bridge Resolution

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

In order for Carver County to receive state bridge bond funds and town bridge funds (townships), the Minnesota Department of Transportation State Aid Office requires the county board of commissioners to adopt a 5 year bridge resolution that lists the bridge replacement priority. This resolution will be updated and submitted annually to reflect changes in our priorities and bridge conditions. The costs listed are approximate and based on engineering judgment in some instances, and only reflect the anticipated construction costs. This resolution will be used by MnDOT to provide information to the state legislature on future state bridge bond requests.

ACTION REQUESTED:

Motion to adopt the 2019 Carver County 5 Year Bridge Resolution

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5852

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: December 18, 2018

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

WHEREAS, Carver County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, utilizing bridge safety inspections and information provided by local citizenry and local units of government; and

WHEREAS, Carver County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years; and

WHEREAS, local roads play an essential role in the overall state transportation system and state support for the replacement and rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road system and is necessary for the County, Townships, and Cities to program bridge replacements of structures with sufficiency ratings less than 80; and

WHEREAS, Carver County has determined that the following bridges have sufficiency ratings less than 80 which are located on County State Aid Highways, County Highways, Township Roads and City Streets:

Program	Bridge	Route	Location	Structurally Deficient/ Sufficiency Rating	Local	Town Bridge	State Bridge Bond	State Aid	Total Cost
2019	N/A	CSAH 51	Benton TWP over Carver Creek				\$ 130,000	\$ 460,000	\$ 590,000
2019	L2795	CR 140	Benton TWP over Carver Creek	Y - 47.8	\$ 200,000		\$ 410,000		\$ 610,000
2019	10504	CR 140	Dahlgren TWP over Carver Creek	Y - 61.9	\$ 140,000		\$ 470,000		\$ 610,000
2019	L2797	CSAH 44	Dahlgren TWP over Stream	Y - 39.8			\$ 120,000	\$ 310,000	\$ 430,000
2019	L2812	16th St	Hollywood TWP over Joint Ditch #4	Y - 42.9	\$ 10,000	\$ 415,000			\$ 425,000
2019	3569	53rd Street	Hollywood Station over Joint Ditch #1	Y - 47.7	\$ 10,000	\$ 425,000			\$ 435,000
				Totals	\$ 360,000	\$ 840,000	\$ 1,130,000	\$ 770,000	\$ 3,100,000
2020	10503	CSAH 33	Benton TWP over Bevens Creek	Y - 60.7			\$ 165,000	\$ 290,000	\$ 455,000
2020	L2826	154th Street	Young America TWP over Bevens Creek	Y - 51.3	\$ 10,000	\$ 275,000			\$ 285,000
2020	10514	CSAH 32	Camden TWP over Crow River	Y - 67.6			\$ 750,000	\$ 1,000,000	\$ 1,750,000
2020	L2787	CSAH 50	Dahlgren TWP over Bevens Creek	Y - 52.0			\$ 250,000	\$ 750,000	\$ 1,000,000
				Totals	\$ 10,000	\$ 275,000	\$ 1,165,000	\$ 2,040,000	\$ 3,490,000
2021	10502	CSAH 41	San Francisco Twp over Silver Creek	Y - 65.9			\$ 450,000	\$ 650,000	\$ 1,100,000
				Totals	\$ -	\$ -	\$ 450,000	\$ 650,000	\$ 1,100,000
2022	L4967	3rd Street	City of Carver over Spring Creek	Y - 56.0	\$ 10,000		\$ 640,000		\$ 650,000
2022	L9196	42nd Street	Hollywood Twp over stream	Y - 72.0	\$ 10,000	\$ 340,000			\$ 350,000
2022	N/A	Rose Ave	Watertown TWP over JD #4		\$ 10,000	\$ 340,000			\$ 350,000
				Totals	\$ 30,000	\$ 680,000	\$ 640,000	\$ -	\$ 1,350,000
2023	L2798	CR 140	Dahlgren TWP under TC & W RR	NA - NA	\$ 2,300,000		\$ 1,700,000		\$ 4,000,000
2023	4766	CSAH 36	Dahlgren TWP under TC & W RR	NA - NA			\$ 1,700,000	\$ 2,300,000	\$ 4,000,000
				Totals	\$ 2,300,000	\$ -	\$ 3,400,000	\$ 2,300,000	\$ 8,000,000

NOW, THEREFORE BE IT RESOLVED that the above listed bridges are a high priority and Carver County

intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available; and

BE IT FURTHER RESOLVED that Carver County does hereby request financial assistance with eligible approach grading, bridge construction and engineering costs on the above listed bridges, as provided by law; and

BE IT FURTHER RESOLVED that Carver County commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to schedule construction.

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 5th day of June, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December 2018.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution to Accept Wetland Conservation Act Administration in the City of Victoria

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The City of Victoria does not have a qualified staff person to administer wetland applications and currently relies on the Minnehaha Creek Watershed District (MCWD) to implement the Wetland Conservation Action (WCA) within the portion of the city that is in the MCWD. The boundaries of the City of Victoria are expanding outside the MCWD and into the Carver County Water Management Organization (CCWMO). It would not be appropriate for the MCWD to implement the WCA outside its legal boundary. Minnesota Rules Chapter 8420 allows a city, county, or town to delegate implementation of the WCA to another governmental entity through the passage of resolutions by both parties.

Both the City and County staffs support the proposal to delegate authority to the County for the portion of the city within the CCWMO. At their November 13, 2018 meeting, the Victoria City Council adopted resolution 2018-53 delegating WCA authority to the County.

There are currently two county staff members who are qualified to review and approve WCA applications. Financial and staff time requirements are expected to be minimal as the County staff members typically already participate in the WCA review process for the City. Permit Fees associated with wetland applications will also offset any costs.

ACTION REQUESTED:

Motion to approve a resolution to accept administrative responsibility for Wetland Conservation Act (WCA) activities from the City of Victoria for the portion of the city within the Carver County Watershed Management Organization (CCWMO) boundary.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

There are currently two county staff members who are qualified to review and approval WCA applications. Financial and staff time requirements are expected to be minimal as County staff members typically already participate in the WCA review process for the City. Permit Fees associated with wetland applications will also offset any costs.

<p>COUNTY OF CARVER</p> <p>BOARD OF COMMISSIONERS</p>

DATE _____ RESOLUTION NO. _____

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

**A RESOLUTION ACCEPTING ADMINISTRATION
OF THE MINNESOTA WETLAND CONSERVATION ACT IN THE CITY OF VICTORIA**

WHEREAS the Minnesota Wetland Conservation Act of 1991 (WCA) requires local governmental units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling, and excavation; and

WHEREAS Minnesota Rules chapter 8420 has been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes Chapter 14 for the purpose of implementing the WCA; and

WHEREAS Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of Chapter 8420 and the Act to another governmental entity through the passage of resolutions by both parties; and

WHEREAS both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution; and

WHEREAS the City of Victoria has passed a resolution delegating the implementation of Minnesota Rules Chapter 8420 to Carver County for the portion of the city within the boundaries of the Carver County Watershed Management Organization (CCWMO).

THEREFORE, BE IT RESOLVED that Carver County hereby accepts the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of the City of Victoria that lie within the Carver County Watershed Management Organization CCWMO boundary as of December 18, 2018 in accordance with Minnesota Rules Chapter 8420.

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 18th day of December, 2018 now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____, 2018.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Temporary change in FTE to facilitate active military deployment

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
 ▼

BACKGROUND/JUSTIFICATION:

The military spouse of a 1.0 FTE School Linked Therapist has recently been deployed overseas. Due to the deployment, the employee has requested a reduction in FTE from 1.0 to .8 during the length of the deployment. While this reduction in hours could be facilitated under FMLA, the County is under a contractual obligation to the School District to provide a level of service which could not be covered by .8 FTE equivalent.

The School Linked Unit has one part time employee. This employee would agree to to a tempory increase in hours/FTE to insure the County's contractual obligation to the School District is fulfilled. The increase in hours for this part time employee would keep them below full time benefit earning status. it is not anticipated that that the part time employee will need to increase their hours to the full amount of the full time employees FTE reduction to fulfill the contractual obligations. This tempory change will revert back to the current FTE allocation at or possible before the conclusion of the deployment, anticipated by mid June 2019.

ACTION REQUESTED:

Motion to approve a temporary reduction in FTE for a 1.0 FTE School Linked Therapist, and a temporary increase in FTE for a part time School Linked Therapist to cover special circumstances necessitated by overseas millitary deployment. FTE will revert back for both employees at or before the conclusion of the deployment in mid june 2019.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
Fed & State MA	\$5,000.00
Total	\$5,000.00

Insert additional funding source

Related Financial/FTE Comments:

Additional funds needed will be covered by State and Federal Medical Assistance funds.

Office use only:

RBA 2018 - 5856

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Temporary change in FTE to facilitate active military deployment

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
PT wages & benefits	11-427-740-3580.6112	\$5,000.00
TOTAL		\$5,000.00

CREDIT		
Description of Accounts	Acct #	Amount
State MA	11-427-740-3670....	\$2,500.00
Federal MA	11-427-740-3670....	\$2,500.00
TOTAL		\$5,000.00

Reason for Request:

Increase a PT position to accommodate a temporary change to a 1.0 FTE.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Adoption of the County Solid Waste Master Plan

Primary Originating Division/Dept: <input type="text" value="Public Services - Environ. Svc."/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="Greg Boe"/> Title: <input type="text" value="Env Services 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="Environmental Services Manager"/>	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:

Per Minnesota Statute, all seven Metro Counties are required to revise and submit solid waste management master plans to the Minnesota Pollution Control Agency (MPCA) for approval. Our Master Plan has been approved by the MPCA and is ready for final adoption by Carver County.

SUMMARY: The Carver County Solid Waste Management Master Plan provides the structure for managing Carver County's solid waste over the next twenty years, with the primary objective of guiding waste management through the next six years (2018-2023), when the next major plan revision is expected. This plan replaces the 2012-2030 Carver County Solid Waste Management Master Plan.

Over the past year, the Carver County staff has updated the Solid Waste Master Plan, with public and industry comments received and incorporated throughout the process. The County convened a stakeholder group to engage the public and representatives from the solid waste industry and to aid the preparation of our Master Plan. The Stakeholder Group developed objectives and strategies that provide a framework for managing the County's solid waste. The staff provided a briefing on the draft Plan at a Board work session on November 28, 2017. The draft Master Plan was then made available on the County's website, and the staff emailed the Plan to Stakeholder Group participants, municipalities, licensed haulers, and Board members for review and comment. On February 6, 2018, the Carver County Board approved the submittal of the final draft of the 2018-2038 Carver County Solid Waste Management Master Plan to the Minnesota Pollution Control Agency for review and approval. The MPCA has now approved the Plan, and the staff is seeking final adoption of the Plan by the Carver County Board.

The 2018-2038 Solid Waste Master Plan provides a foundation for new initiatives to advance waste management in Carver County as well as ongoing programs and services. Successful strategies from previous plans are continued either in their current form or enhanced along with new strategies that have been developed to advance programs to the next level.

The overriding focus of the County's work in this revised Master Plan includes the continued commitment to reduce land disposal, prevent pollution, improve public environmental health, and advance programs that align with the upper tier of the waste management hierarchy.

For the full text of the Draft Solid Waste Master Plan, see the following link on the Environmental Services Department's web page: [Draft Solid Waste Master Plan Web Link \(https://www.co.carver.mn.us/home/showdocument?id=12494\)](https://www.co.carver.mn.us/home/showdocument?id=12494).

ACTION REQUESTED:

Motion to approve the attached resolution adopting the 2018-2038 Carver County Solid Waste Management Master Plan.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text"/>	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: <input type="text"/>	

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

**Resolution Adopting the Carver County 2018-2038 Solid Waste Management
Master Plan**

DATE December 18, 2018 RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

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

WHEREAS, the Metropolitan Solid Waste Management Policy Plan 2016-2036, adopted by the Minnesota Pollution Control Agency on April 6, 2017, provides the framework for county waste management planning in the metropolitan region; and

WHEREAS, Minn. Stat. § 473.803 requires metropolitan county solid waste master plans to be revised and contain specific, measurable strategies to implement the Policy Plan; and

WHEREAS, the 2018–2038 Master Plan incorporates comments, guidance, and recommendations from stakeholder engagement, public review, and the County Board; and

WHEREAS, revised metropolitan county master plans must be submitted to the MPCA Commissioner for review and approval; and

WHEREAS, by Resolution No. 12-18 (February 6, 2018), the County Board authorized submittal of the draft 2018–2038 Master Plan to the MPCA Commissioner for review and approval; and

WHEREAS, the MPCA Commissioner approved the 2018–2038 Master Plan on November 29, 2018; and

WHEREAS, staff recommends adoption of the 2018–2038 Master Plan; and

WHEREAS, this recommended 2018–2038 Master Plan replaces the 2012–2030 Master Plan adopted by the County Board on March 20, 2012 (Resolution No. 19-12).

NOW, THEREFORE, BE IT RESOLVED, That the Carver County Board of Commissioners hereby adopts the 2018–2038 Carver County Solid Waste Management Master Plan.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December 2018

David Hemze, Carver County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Reorganization in Public Works

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="Darin Mielke"/> Title: <input type="text" value="Deputy County Engineer"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

On December 19, 2017 the county board authorized Public Works to change the 1.0 FTE Program Delivery Manager (Grade C51) position to a 0.4 FTE Program Delivery Manager (Grade C51) position due to the difficulty in filling the position and to accommodate a potential candidate to fill this role at fewer hours. The board also approved keeping the 0.6 FTE budget savings (\$60,687) for a future reorganization in Public Works.

Since that time, Public Works staff have been vetting and working on related reorganizational changes, as this individual change to the Program Delivery Manager did not fully meet the long term needs of the department. In addition, we had a recent resignation of the staff member filling the Construction Coordinator position.

Public Works is recommending that the county board adopt the following organizational changes, which will better align with the long term needs of the department to efficiently and effectively deliver construction projects. The below changes are also depicted in the attached organizational chart for the Public Works Division. The current organizational chart is also attached for information.

Proposed changes are as follows:

- Change Program Delivery Manager (C51) to Engineering Program Manager (C52)
- Creation of the Assistant Engineering Program Manager/Engineering Supervisor (C51)
- Eliminate vacant Construction Coordinator (C42), Create a Construction Supervisor (C42)
- Eliminate a Right of Agent (B24), Create a Senior Right of Way Agent (C41)
- Change Engineering Technician positions (B22) to Civil Technician 2 (B22)
- Change Sr. Engineering Technician positions (B24) to Civil Technician 4 (B24)
- Change Asset Manager (C43) to a supervisory position of Asset Manager (C44)
- Eliminate GIS Technician position (B22), Create GIS Specialist position (B23)
- Eliminate a vacant Civil Engineer position (C41) that was included in the 2018 budget

All new and changed positions will be filled via internal postings with the exception of the Construction Supervisor.

ACTION REQUESTED:

Approve a reorganization in Public Works as shown on the organizational chart dated December 18, 2018

FISCAL IMPACT: Budget amendment request form

If "Other", specify: Part of PW Reorganization

FUNDING

County Dollars =

FTE IMPACT: Other staffing change (grade, classification, hours, etc.)

Total

Insert additional funding source

Related Financial/FTE Comments:

The proposed reorganization is estimated to cost between \$56,000 and \$61,000 which has zero impact on the existing budget because the additional cost will be offset by the \$61K in Re-Org savings that are being redirected from the .6 FTE in the 2017 Public Works Re-Org.

Office use only:

RBA 2018 - 5858

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Reorganization in Public Works

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

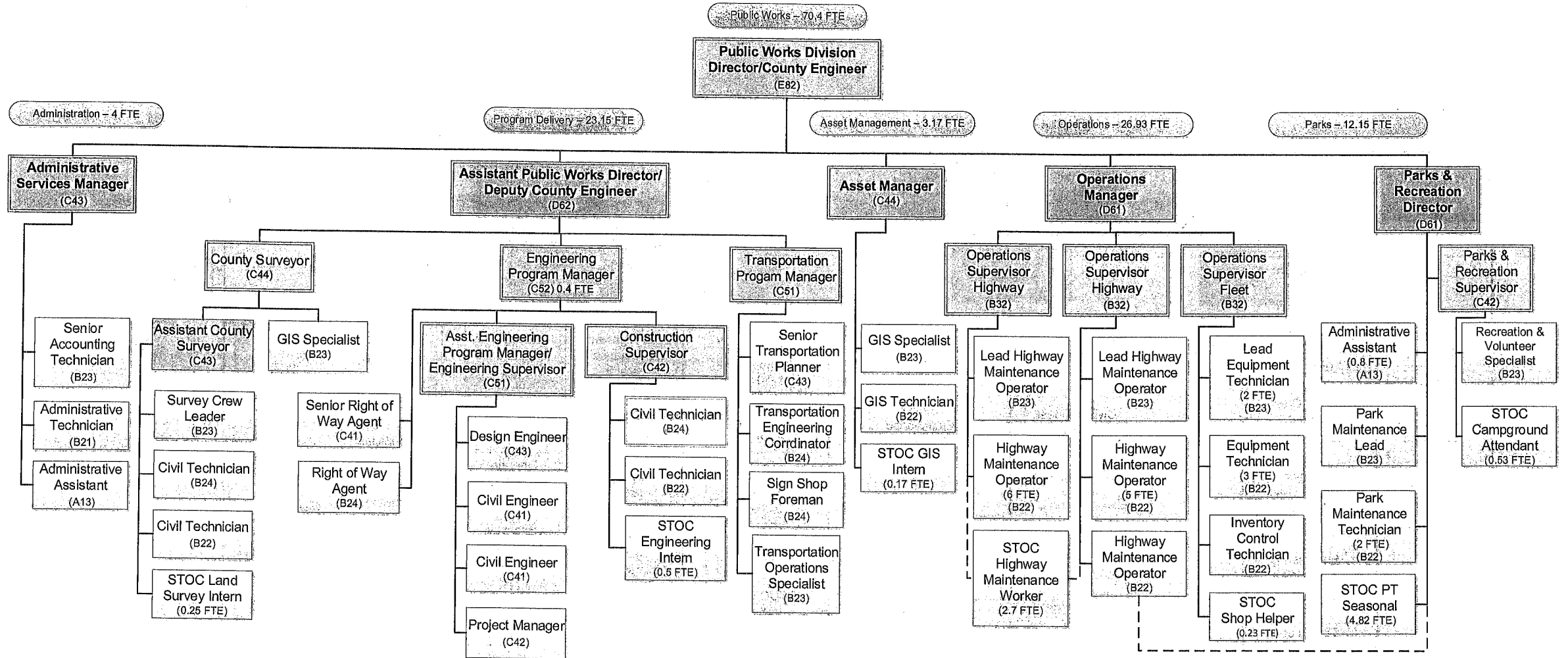
Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
PW Reorg	03-303.61xx	\$56,000.00	PW Reorg bucket	03-303.6111	\$56,000.00
TOTAL		\$56,000.00	TOTAL		\$56,000.00

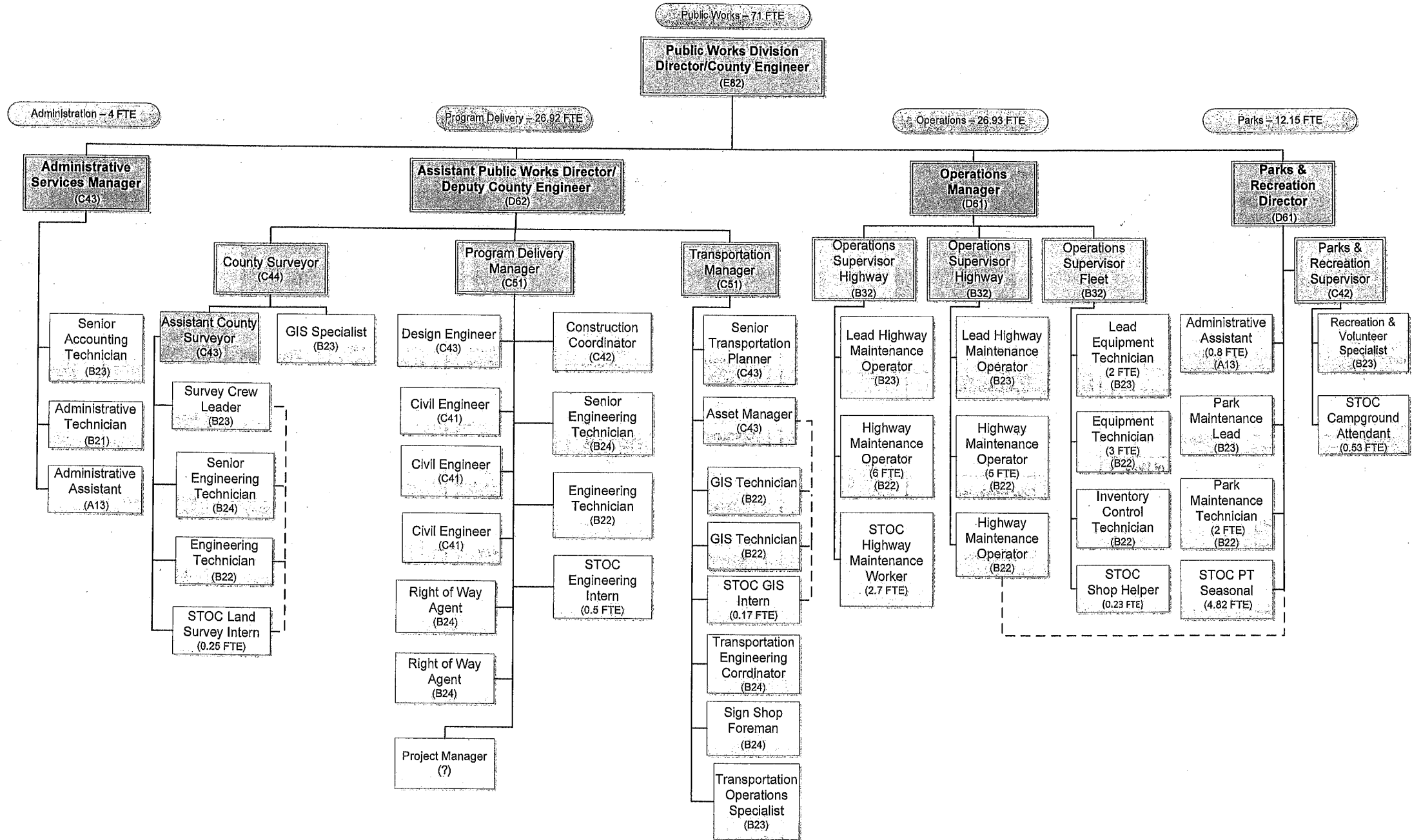
Reason for Request:

The proposed reorganization is estimated to cost between \$56,000 and \$61,000 which has zero impact on the existing budget because the additional cost will be offset by the \$61K in Re-Org savings that are being redirected from the .6 FTE in the 2017 Public Works Re-Org.

Public Works Division Organizational Chart (December 18, 2018)



Public Works Division Organizational Chart (March 2018)



Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of Paid Time Off Severance Benefit

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
Consent ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The current Sheriff is not seeking re-election or reinstatement to his former position as outlined in Minnesota Statute 3.088.

At the time the current elected Sheriff Jim Olson became an elected official, he was not provided a paid time off (PTO) severance benefit consistent with what other employees leaving regular employment are eligible to receive.

It is recommend that the County Board approve providing the current elected Sheriff with a PTO severance benefit under the same terms and conditions he was eligible to receive prior to becoming an elected official.

ACTION REQUESTED:

Motion to approve the current elected Sheriff Jim Olson be provided a PTO severance benefit under the same terms and conditions he was eligible to receive prior to becoming an elected official.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars = **\$29,363.00**

FTE IMPACT: ▼

Total **\$29,363.00**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5862

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Out of State Travel

Primary Originating Division/Dept: Attorney

Meeting Date: 12/18/2018

Contact: Mark Metz Title: County Attorney

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

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

BACKGROUND/JUSTIFICATION:

Chief Deputy, Peter Ivy, has been selected to attend the Advanced Digital Evidence for Prosecutors course at the National Computer Forensics Institute (NCFI) in Hoover, Alabama, January 13-19, 2019. All conference, transportation, meals and travel costs are paid for out of a federal grant obtained by the NCFI.

ACTION REQUESTED:

Motion to approve Peter Ivy's out-of-state travel to Alabama from January 13-19, 2019.

FISCAL IMPACT: None
If "Other", specify:

FUNDING
County Dollars = \$0.00

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

All conference and travel costs will be paid for with a federal grant.

Office use only:

RBA 2018 - 5868

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Personnel Policy Manual Updates and Creation of Health & Safety Policy Manual

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Employee Relations is recommending updates and new provisions to certain County personnel policies and health and safety policies and programs to promote positive, productive, safe, and effective workplace culture and practices; continued compliance with law and regulations; and to support clarity and ease of understanding and locating County policies for readers. Also in support of these goals, Employee Relations recommends establishing a separate Health & Safety Policy Manual to house policies focused on maintaining employee health, safety and wellbeing in a new manual separate from general County personnel policies. Various County policy areas have recently undergone development and updating by Employee Relations, with highlights and commentary regarding the recommended changes and additions attached. Employee Relations recommends the County Board adopt the recommended new and updated policies, and create a new Health & Safety Policy Manual.

ACTION REQUESTED:

Motion to adopt the recommended new and updated personnel, health, and safety policies, and to create a new Health & Safety Policy Manual.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Significant cost changes are not anticipated as a result of the recommended policy updates.

Office use only:

RBA 2018 - 5870

2018 Personnel Policy Manual Updates Summary

Creation of Health & Safety Policy Manual:

The County is committed to providing a safe and healthy workplace for employees. It is recommended that a new Health & Safety Policy Manual, separate from the existing Personnel Policy Manual, be created to aid employees in locating and understanding health and safety policies and programs at the County. Personnel Policies that would be relocated to this policy manual include: Pre-Placement Physical & Psychological Examinations; Fitness for Duty & Health Surveillance; Lactation Support; Drug Free Workplace; Workers' Compensation; A Workplace Accident and Injury Reduction (AWAIR) Program; and Hearing Conservation Program.

Proposed Updates for Nepotism Policy:

Rename to Nepotism and Conflict of Interest in Reporting Relationships Policy. Proposed policy is expanded to include pertinent personal relationships and to identify and address conflicts of interest when a pertinent personal relationship exists.

Proposed Updates for Promotion, Demotion, Transfer & Reorganization Policy:

Proposed policy updates are being recommended to clarify what happens when there is a change in employment for an individual. Proposed policy language changes include the following: In the case of an internal promotion, the Division Director would be allowed to approve a starting wage not to exceed the target rate of the new range. This is consistent with their authority when hiring an external candidate. An employee subject to an involuntary non-disciplinary demotion will have their salary reduced to the maximum of the new range or ten percent below their current salary, whichever results in the greater salary. The demoted employee's salary will be frozen until the salary range of the lower position exceeds the frozen salary, at which time the employee will be eligible for salary advancement. Language is added to clarify that in the case of an employee demoted for disciplinary reasons where current policy specifies that at least a 10% salary reduction will occur, the employee will be compensated at not less than the minimum of the demoted position salary range, if the current formula would place them below that salary range.

Proposed Updates for Outside Employment Policy:

The proposed language provides the Division Director with the authority to determine if there is a conflict of interest with County employment and removes the Employee Relations Director from this process. This will streamline the process compared to the current multiple levels of approvals and paperwork routing, and will provide a more timely response for the affected employee, from the authority best situated to assess whether a potential conflict exists.

Proposed Updates for Family Medical Leave Act (FMLA) Policy:

There are not substantive changes to the policy. The policy was rewritten to provide clarity and understanding for employees and to continue to support compliance with the law.

Proposed Policy Creation for Leaves of Absence, Minnesota Pregnancy & Parental Leave, and Women's Economic Security Act (WESA) Rights:

In addition to FMLA, there are a variety of mandated leaves that a Minnesota employer must inform employees of and make available to eligible employees. This new policy is being recommended to ensure employees are aware of the benefits and to outline how, if at all, the policies interact with FMLA.

Proposed Updates for Cafeteria Benefits Policy:

Proposed language clarifies existing County practices, updating the written language to support clear understanding for readers less familiar with longstanding and ongoing approach. Clarifications include: Regular part-time employees whose budgeted FTE is 0.50 or greater are eligible for participation in the cafeteria insurance program and receive a defined contribution amount. The County contribution for Special Long-Term Retiree Health Coverage shall not exceed the coverage tier level provided at the time of separation. Additionally, clarification is provided regarding the conditions under which a retiree who attains age sixty-five can participate in the County's group health plan at the retiree's own expense.

Proposed Updates for Political Activity Policy:

New proposed language clarifies that County employees who are elected to fulfill the role of an elected official, and are granted a continuous leave of absence (which shall not exceed 10 years) from their County position for the duration of their term, shall have their accruals cashed out in accordance with the rules set forth in the severance policy and at the rate of pay prior to being sworn in as an elected official. Additional proposed language is included under the header of Prohibited Activities. The proposed changes are consistent with the County Attorney's Office interpretation of the *Mansky* Supreme Court Decision, which ruled that a polling place is a nonpublic forum, where viewpoint-neutral restrictions on expression are permissible, so long as they are reasonable. The County Attorney's Office opined that regulating employees' speech (including the placement or wearing of campaign materials) throughout the entire government center and/or county facilities is unreasonably broad and may violate or interfere with employees' First Amendment rights.

Proposed Updates for Employee Discipline and Discharge Policy:

Proposed language clarifies the following activities/behaviors may be subject to disciplinary action: misappropriation and/or mismanagement of County property or funds or data, falsifying or destroying County reports or records, including falsification of an employee's time card, surreptitiously recording, physical violence, making threats of violence.

2018 Health & Safety Policy Manual Creation and Policy Updates Summary

Section A: Purpose, Adoption & Administration

The newly developed employee Health & Safety Policy Manual is a compilation of new and existing policies that promote employee health, safety, and wellbeing, and provides guidance with regards to some of the County's related activities and requirements. While this policy manual is not all-encompassing of employee health and safety protection and promotion activities, the installation of formal policy is part of an ongoing and evolving set of health and safety oriented procedures, environments, and philosophies, and provides employees and others with a central location for general workplace health and safety information.

Section B: General Workplace Safety

Proposed Update for A Workplace Accident and Injury Reduction (AWAIR) Program:

AWAIR is a high-level plan that acts as an umbrella of Carver County's Safety Program. It describes how managers, supervisors, and employees are responsible for implementing the program; how hazards will be identified and controlled; how the plan will be communicated to all affected employees; how workplace accidents will be investigated and corrected; and how safe work practices will be enforced. It must be reviewed annually. The initial policy was written in 2001 and updated in 2015 to reflect changes in safety responsibilities and clarify program changes. Updates prepared in 2018 include changes to reflect current practices, improve text for clarity, and the addition of sections recommended by SafeAssure, the County's safety contractor. These sections include Hazard Classification and Prioritization, Self-Inspections, Personal Protective Equipment, First Aid, and Job Hazard Analysis. Also, information regarding the hierarchy of safety controls has been added, an important safety program concept that is promoted each year during Annual Safety Training.

Section C: Communicable Disease Prevention

Proposed Policy Update for Bloodborne Pathogens Exposure Control Plan:

The Bloodborne Pathogens Exposure Control Plan intends to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials. 2018 updates strengthen the Engineering and Administrative/Work Practice Controls, Housekeeping, and Post-Exposure Follow-up and Evaluation sections, while bringing the policy up to date with current practices. Post-Exposure Packets are also being created external to this policy specific to occupational work groups, which will provide specific step-by-step requirements following an occupational exposure.

Proposed Policy Addition of Tuberculosis Infection Control Plan:

A newly developed Tuberculosis Infection Control Plan outlines the practices that the County has in place to reduce infectious tuberculosis disease exposure, screen employees in identified risk level groups, and facilitate follow up procedures for tuberculosis exposure or positive screening results.

Section D: Fitness for Duty

Proposed Policy Relocation of Pre-placement Physical and Psychological Examination:

Effective in 2008, this policy ensures that job applicants are medically and functionally able to perform the essential functions of the job for which they are applying. Minor grammatical, wording, and formatting changes were made in 2018, as well as revisions to support reader clarity and understanding regarding existing practice. The policy is recommended to be relocated to the newly developed Health & Safety Policy Manual.

Proposed Policy Relocation of Fitness for Duty & Health Surveillance:

Effective in 2008, this policy outlines procedures for ongoing assurance that employees are able to safely perform their job duties. Formatting changes are being made in 2018, as well as revisions to support reader clarity and understanding regarding existing practice. The policy is recommended to be relocated to the newly developed Health & Safety Policy Manual.

Section E: Workers' Compensation

Proposed Policy Relocation of Worker's Compensation:

The County's Workers' Compensation Policy, formerly housed in the Personnel Policy Manual, is recommended to be relocated to the newly developed Health & Safety Policy Manual and so, formatting changes have been made, in addition to minor wording and grammatical updates.

Section F: Hazard Communication

Proposed Policy Update and Relocation of Employee Right to Know and Hazard Communication:

The intent of this policy is to ensure that information about the dangers of all hazardous chemicals and other materials used by Carver County are known by affected employees. Updates to the current program are being formally brought forward for Board review and approval, and the policy is recommended to be housed in the easily identifiable Health & Safety Policy Manual.

Section G: Job Specific Safety Programs

Proposed Policy Relocation of Hearing Conservation Program:

The County's Hearing Conservation Program, formerly housed in the Personnel Policy Manual, is recommended to be relocated to the newly developed Health & Safety Policy Manual, and so, minor formatting changes have been made.

Proposed Policy Update for and Relocation of Lockout/Tagout:

The intent of this policy is to safeguard all authorized and affected employees who service, maintain, or operate machines or equipment by controlling the unexpected release of hazardous energy. Updates to the current program are being brought forward for Board review and approval, and the policy is recommended to be housed in the easily identifiable Health & Safety Policy Manual.

Proposed Policy Relocation of Motor Vehicle Policy:

The Motor Vehicle Policy was Board approved in June of 2018 but since then, has not yet been formally incorporated into a permanent location in one of the County's existing policy manuals. At this time, with the establishment of the Health & Safety Policy Manual, its recommended placement is within this manual.

Proposed Policy Update and Relocation of Respiratory Protection Program:

Carver County currently has a Respiratory Protection Program which outlines activities and requirements for employees who may be required to wear a respirator through the course and scope of their job for protection from respiratory hazards. This proposed policy is a comprehensive rewrite of the existing policy. Therefore most of the language is new or revised.

Section H: Substance Misuse Prevention

Proposed Policy Relocation of Drug Free Workplace:

The County's Drug Free Workplace Policy, formerly housed in the Personnel Policy Manual, is recommended to be relocated to the newly developed Health & Safety Policy Manual, and so, minor formatting changes have been made. Also, a clarification was provided that participation in a required rehabilitation program would be at the expense of the employee. Since this policy applies to all employees, the list of Commercial Motor Vehicle driving employees within this policy is being removed.

Proposed Policy Update and Relocation of DOT Drug and Alcohol Testing Policy:

Carver County has had a Department of Transportation (DOT) Drug and Alcohol Testing Policy in place since 1999, which was updated in 2006, 2007, and 2011. The updates in 2018 bring the policy into compliance with the Federal Motor Carrier Safety Administration (FMCSA), which is the federal transportation agency to which our Commercial Motor Vehicle driving employees are subject. While the requirements and practices outlined by this policy are not changing significantly, this proposed policy is a complete rewrite of the existing policy in order to ease reader navigation, improve consistency, and decrease redundancy. Therefore most of the language is new or revised. This policy had not been formerly housed in the County's existing policy manuals but was previously maintained as a stand-alone policy. With establishment of the Health & Safety Policy Manual, it will now be more easily located by anyone who wishes to access it.

Section I: Health & Wellness

Proposed Policy Relocation for Lactation Support

The County's Lactation Support Policy, formerly housed in the Personnel Policy Manual, is being relocated to the newly developed Health & Safety Policy Manual, and so, minor formatting changes have been made. Also, clarifications are being proposed regarding the location of one of the County's Lactation Rooms and the name of the Facility Services Department.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2019 Pay-for-Performance Salary Range Increase

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
Consent ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
 ▼

BACKGROUND/JUSTIFICATION:

The majority of Carver County employees are on a pay-for-performance compensation system, which provides employees with differential salary increases based on their specific contributions to organizational success. Objectives of the pay-for-performance system include attracting and retaining top talent and rewarding excellence. Certain collective bargaining agreements provide authority to the Carver County Board of Commissioners to establish the pay-for-performance salary ranges for classifications of represented employees participating in pay-for-performance.

It is recommended for non-bargaining employees and for bargaining units participating in pay-for-performance in 2019, to increase the 2018 salary ranges by two and one half percent (2.50%), effective January 7, 2019. This salary range increase shall be applied prior to calculating general adjustment increases due January 7, 2019. The range increase alone does not have a direct immediate impact on individual employees' salaries.

ACTION REQUESTED:

Motion to increase the 2018 salary ranges by two and one half percent (2.50%) for non-bargaining employees and for bargaining units participating in pay-for-performance in 2019, to be effective January 7, 2019.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

There is no immediate direct impact from the range adjustment. However, it increases employees' earning potential.

Office use only:

RBA 2018 - 5869

2019 Pay-For-Performance Range Adjustment Recommendation

1. Background

Historically many public sector entities have provided salary increases based on employee tenure and/or general adjustments, often referred to as cost of living adjustments (or COLA's). In recent years many organizations have transitioned to a pay-for-performance / merit based system, or a compensation structure that provides employees with differential salary increases based on their specific contributions to organizational success. Objectives of a pay-for-performance system include attracting and retaining top talent and rewarding excellence.

2. Carver County Compensation System History

Prior to 2013, Carver County provided salary increases in the traditional manner. In 2013, Carver County had a number of groups move to pay-for-performance including non-bargaining employees, Supervisor and Managers Association (SMACC), and the Assistant County Attorneys AFSCME Unit. By 2014, in addition to non-bargaining employees, nine out of eleven bargaining units incorporated pay-for-performance in their collective bargaining agreements including AFSCME Assistant County Attorneys, AFSCME Social Services, AFSCME General Unit, AFSCME Public Works, SMACC management employees, LELS Licensed Sergeants, Teamsters Detention Sergeants, Teamsters Licensed Management, and Teamsters Non-Licensed Management. Following negotiations for 2016 collective bargaining agreements, the County saw the addition of Teamsters Detention Deputies / 911 / TAC bargaining unit to the pay-for-performance program, leaving just one bargaining unit – MNPEA Licensed Deputies – having negotiated a traditional increase arrangement.

Personnel policy and collective bargaining agreements state that the County Board will establish the salary ranges for those participating in the pay-for-performance compensation system. Under the pay-for-performance model, a 2.00% range adjustment was provided in 2013, a 2.25% range adjustment was provided for 2014, a 2.50% range adjustment was applied in 2015, a 2.25% range adjustment was applied in 2016, in 2017 the salary structure was updated with implementation of the new classification and compensation structure, and a 2.25% range adjustment was provided in 2018.

3. Recommendation

Employee Relations has researched comparable public sector and relative private sector wage data. In order to maintain market competitiveness and attract and retain top talent, a 2.50% *range adjustment* for 2019, is recommended for the employee groups participating in the pay-for-performance compensation.

The range adjustment itself does not have a direct immediate impact on actual employee wages or salaries. The range adjustment affects employees' earning potential and defines the portion of an employee's earned increase that can be applied to their base wages in the case of those at or near the top of their range. Pay increases at Carver County are performance based, and the recommended range adjustment would increase the range target rate and thereby allow successful performer and above employees who are paid below the target rate to have their increase calculated on a slightly higher target rate. Finally, it allows for greater flexibility in the hiring process as competition for talent continues to mount. While we have used other organizations' general adjustments to gauge reasonable options for our range adjustment, the impact of the range adjustment is distinct from that of a general adjustment wage increase.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Abatements/Additions

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:

Motion to approve.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =	(\$117.26)
Other	(\$290.74)
Total	(\$408.00)

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5851



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

Property Tax, Elections and License
 Centers
 Phone: (952) 361-1910
 Email: taxsvc@co.carver.mn.us

County Assessor
 Phone: (952) 361-1960
 Email: assessment@co.carver.mn.us

**Abatements presented to the
 Carver County Board of Commissioners
 December 18, 2018**

Abatement approval is recommended by the County Assessor and Property Tax, Elections & License Centers 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
2018	20.0830280	Thomas Dokken & Leslie Bolstad Dokken	Homestead	\$ 5,086.00	\$ 5,010.00	\$ (76.00)	\$ -	\$ (76.00)	\$ (23.83)
2018	07.0260210	Jeremy Rock & Alysia Rock	Homestead	\$ 4,768.00	\$ 4,766.00	\$ (2.00)	\$ -	\$ (2.00)	\$ (1.44)
2018	58.0113300	Christopher Fast	Homestead	\$ 1,988.00	\$ 1,658.00	\$ (330.00)	\$ -	\$ (330.00)	\$ (91.99)
			TOTALS	\$ 11,842.00	\$ 11,434.00	\$ (408.00)	\$ -	\$ (408.00)	\$ (117.26)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment to the Subsurface Sewage Treatment System and Water Well Loan Program Ordinance

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Carver County Subsurface Sewage Treatment System and Water Well Loan Program Ordinance (Chapter 56 of the Carver County Code of Ordinances) authorizes a public loan program to assist private property owners in the financing of subsurface sewage treatment system and water well design, replacement, and installation. As it stands, the ordinance limits the number of eligible activities the County can finance. Today's requested ordinance changes would allow more activities to be eligible for financial assistance. We are also correcting some grammar and outdated rule references.

Minnesota Statutes Chapters 115, 145A, 17-117, and 375 give Carver County the ability and authority to adopt and amend our Subsurface Sewage Treatment System and Water Well Program Ordinance in order to regulate Subsurface Sewage Treatment System installation and management within the County.

The staff provided a briefing to the County Board of Commissioners on these topics in a work session on October 2, 2018.

ACTION REQUESTED:

Motion to open the public hearing. Motion to close the public hearing. Motion adopting the attached resolution enacting Ordinance No. 89-2018, amending Chapter 56 of the Carver County Code of Ordinances, Subsurface Sewage Treatment System and Water Well Loan Program.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Loan Program funds are a pass-through from the Minnesota Department of Agriculture. Increases in loans would not affect the County budget.

Office use only:

RBA 2018 - 5830

CARVER COUNTY, MINNESOTA

ORDINANCE NO. 89-2018

AMENDING CHAPTER 56 – SUBSURFACE SEWAGE TREATMENT SYSTEM AND WATER WELL LOAN PROGRAM

THE CARVER COUNTY BOARD OF COMMISSIONERS HEREBY ORDAINS:

SECTION 1. Strikethrough signifies deleted language and underline is new language. The specified sections of Chapter 56, the Carver County Subsurface Sewage Treatment System and Water Well Loan Program, shall be amended as follows:

Carver County, MN Code of Ordinances

CHAPTER 56: SUBSURFACE SEWAGE TREATMENT SYSTEM AND WATER WELL LOAN PROGRAM

Section

- 56.01 Purpose
- 56.02 Authority
- 56.03 Definitions
- 56.04 Administration
- 56.05 Application and certification procedures
- 56.06 Eligibility
- 56.07 Loan financing terms
- 56.08 Appeals
- 56.09 Separability
- 56.10 Effective date and dissolution

§ 56.01 PURPOSE.

This chapter is adopted to provide for the creation of a public loan program that assists private property owners in the financing of site evaluation, installation, repair, or replacement of subsurface sewage treatment systems and in the financing of the sealing and replacement of wells on private property. Such a loan program promotes the public health and welfare by preventing, reducing, and eliminating water pollution from subsurface sewage treatment systems or wells providing clean and safe drinking water supplies that meet the priority criteria established in the Administrative Plan.

(Ord. 58-2007, passed 3-27-07)

§ 56.02 AUTHORITY.

Carver County may establish a subsurface sewer treatment system and well loan program pursuant to the authority granted under M.S. Chapter 1034 I, M.S. Chapter 115, and Minn. Rules Chapter 7080 - 7083 and as amended that may pertain to sewage and wastewater treatment and enforcement standards for subsurface sewage treatment systems and wells, and provide other financing in accordance with M.S. Chapter 17.117.

(Ord. 58-2007, passed 3-27-07)

§ 56.03 DEFINITIONS.

For purposes of this chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BORROWER. Individual or multiple landowners applying for a low-interest loan.

IMPROVEMENT. A site evaluation, design, installation, repair, or replacement of a subsurface sewage treatment system or well or sealing of an abandoned well, appropriate modifications and connections to existing facilities and components to make the improvement functional, and restoration of the site or structure consist with the existing conditions before the project was commenced.

LOCAL LENDER. A state or federally chartered bank, a savings and loan association, a state or federal

credit union, a non-profit economic development organization approved by the Commissioner, a farm credit systems institution, any participating lender under contract with the Agricultural Best Management Practices Loan Program, or the applicant when designating itself as the **LOCAL LENDER**.

PROJECT. ~~A site evaluation, design, installation, repair or replacement of a subsurface sewage treatment system or well or sealing of an abandoned well.~~ All required components, approved by the Carver County CDA or other designated department or agency, to make the improvement fully functional.

PROPERTY OWNER. The owner or owners as recorded on the tax roll of the county where the real property on which the SSTS or well that is installed, repaired or replaced is located.

SUBSURFACE SEWAGE TREATMENT SYSTEM or SSTS. A sewage treatment system or parts thereof, using soil treatment and disposal to treat 5,000 gallons or less of waste water per day (M.S. § 116.18, subd. 3c) or uses an alternative discharging system treating 10,000 gallons per day using treatment methods and disposal other than subsurface soil treatment and disposal (M.S. Chapter 1034 I).

WELL. A well as defined in M.S. § 1034 I.005, subd. 21. and other eligible water supplies under M.S. 17.117..

(Ord. 58-2007, passed 3-27-07)

§ 56.04 ADMINISTRATION.

(A) Borrowers may use any participating Local Lender. The Carver County Board of Commissioners may designate by resolution a county department or agency to serve as local lender for purposes of the grant program.

(B) The Carver County Board of Commissioners may designate by resolution a loan administrator to administer the loan program to determine the eligibility of property owners, and to approve eligibility of project expenses and distribution of loan funds to eligible borrowers.

(C) All repairs and improvements made to SSTS or wells under this chapter shall be performed by a licensed professional and shall comply with the agency rules adopted pursuant to M.S. § 115.55, subd. 3 and Minn. Rules Chapter 7080 – ~~7083~~ and other applicable requirements.

(D) Loan funds shall be disbursed to eligible property owners according to priority criteria adopted by the County Board. In considering loan requests, the loan administrator shall consider criteria including, but not limited to, the age and depth of the SSTS or well, the proximity of the SSTS or well to contaminant sources, the pollution potential, and the risks to public health and safety.

(E) Access to the fund is voluntary. Loans issued by Carver County when acting as a Local Lender ~~and~~ shall result in a lien on the benefiting property according to the terms set forth in the Administrative Plan. The Administrative Plan may be amended by the Carver County Board.

(F) The property owner has the right to prepay loans and ~~the~~ assessments.

(G) Projects shall only be funded to the extent of funds available in the loan fund.

(Ord. 58-2007, passed 3-27-07)

§ 56.05 APPLICATION AND CERTIFICATION PROCEDURES.

~~(A) The County Board shall establish an initial loan application period and direct the loan administrator to publish notice of the initial application period in the official county newspaper.~~

(B) Property owners shall contact the Carver County Community Development Agency (CDA) or Carver County Environmental Services to receive an application form. The property owner shall complete the application, and submit it to the Carver County CDA or other designated department or agency. ~~within the initial application period. Applications received after the initial application period will not be considered for funding until all eligible applications received during the initial application period are funded.~~

(C) CDA or other designated department or agency shall review applications, contact applicants for additional information if needed and forward applications to the loan program administrator for determination of eligibility. ~~The loan administrator shall rank applications according to priority criteria adopted by the County Board of Commissioners and notify applicants of their status.~~

(D) Property owners shall have a site evaluation, system design and construction bid completed by a licensed SSTS professional, licensed well driller, or other qualified service provider and provide this information to the loan administrator along with any related information requested by the loan administrator. The loan administrator shall review the information provided and notify the property owner of eligibility for grant and loan funds and project approval or disapproval. The loan administrator may request additional information or construction bids for the project.

(E) Work on projects shall begin promptly after the property owner receives approval by the loan program administrator. All repairs and improvements made to SSTS or wells under this chapter shall be performed by a licensed professional and shall comply with the agency rules adopted pursuant to M.S. § 115.55, subd. 3, Minn. Rules Chapter 7080 - 7083, Chapter 52 of this code, and other applicable requirements. The project must be completed within one year of project approval, unless otherwise stated or extended in writing by the loan administrator.

(F) Carver County shall inspect the site to observe installation and conditions at the time of inspections. Inspections related to the installation of any wells will be conducted by the Minnesota Department of Health. Copies of the certification shall be promptly forwarded to the loan program administrator.

(G) Upon receiving documentation of incurred costs for eligible project components or certification of completion, the local lender loan administrator shall distribute the funds to the property owner or licensed contractor or other appropriate recipient in accordance with Local Lender as per established county payment procedures.

(Ord. 58-2007, passed 3-27-07)

§ 56.06 ELIGIBILITY.

(A) *Eligible activities.*

(1) Repair or replacement of an existing subsurface sewage treatment system (SSTS) that does not conform with provisions of Minn. Rules Chapter 7080 - 7083 and/or Chapter 52 of this code.

(2) Relocation of SSTS out of environmentally sensitive areas.

(3) Replacement of SSTS that are failing or non-conforming with an expanded SSTS, ~~provided that loan funds are not used to finance the expanded portion of the SSTS.~~

(4) Installation of new SSTS in compliance with Minn. Rules Chapter 7080 - 7083 and/or Chapter 52 and other applicable requirements at the time of installation.

~~(45)~~ Replacement of SSTS up to ~~15~~ 30 days prior to loan application submittal and in full compliance with this chapter.

(6) Abandonment of an existing SSTS

(7) New connections or repairing old connections to collection systems or municipal waste treatment systems, including connection fees, but excluding components owned by a municipality.

(8) Expansion or upgrading of a conforming SSTS due to construction of additional living quarters, new construction, or new or expanded use.

(~~5~~ 9) Well projects:

(a) Sealing abandoned wells or wells that do not conform to M.S. § 1034 ~~I.005~~, subd. 21, § 1034-~~I.301~~, subd. 1.

(b) Replacement or relocation of wells that do not conform to M.S. § 1034 ~~I.005~~, subd. 21, § 1034-~~I.301~~, subd. 1.

(c) Replacement, relocation, or treatment of wells that do not conform to US EPA primary or secondary drinking water standards

(B) *Ineligible activities.*

~~—(1) SSTS in excess of flow rates listed in the definition of subsurface sewage treatment system set forth in § 56.03.~~

~~—(2) New connections or repairing old connections to collection systems or municipal waste treatment systems.~~

~~—(3) Installation of SSTS for new construction.~~

~~—(4) Expansion or upgrading of a conforming SSTS due to construction of additional living quarters, new construction, or new or expanded use.~~

(~~5~~ 1) Costs that were incurred after the termination date of the loan agreement with the applicant.

(~~6~~ 2) Well projects:

(a) Installation of new wells for new construction.

(b) Installation of new wells for increased yield or flow rate.

(Ord. 58-2007, passed 3-27-07)

§ 56.07 LOAN FINANCING TERMS.

(A) *Interest rate.* Loans shall be made based on an interest rate to be established by the County Board of Commissioners.

(B) *Term.* Loans shall be made based on a term to be established by the County Board of Commissioners in the Administrative Plan.

(C) *Fees.*

(1) *Origination fee.* An origination fee established by the County Board of Commissioners and set forth in the fee-for-service schedule, shall be charged for administration costs related to the implementation and management of the loan program.

(2) *Pre-application fee.* The Carver County CDA may charge a pre-application certification fee in an amount established by the County Board of Commissioners.

(D) *Loan amount.* The maximum loan amount shall not exceed the total incurred cost for eligible components of the project as set by the County Board of Commissioners, and limits of M.S. 17.117. ~~not to exceed limits established by the Minnesota Department of Agriculture loan program pursuant to authority granted under M.S. Chapter 246, § 6.~~

(E) *Repayment.* Repayments must be paid to the Local Lender issuing the loan. Repayment of loans issued by Carver County when acting as a Local Lender shall be made as a special assessment collected with the property tax payable for the property.

(Ord. 58-2007, passed 3-27-07; Am. Ord. 64-2008, passed 4-8-08)

§ 56.08 APPEALS.

The borrower may appeal a decision of the Local Lender in accordance with established procedures and regulations applicable to the respective Local Lender.

Borrowers applying for a loan from Carver County when acting as a Local Lender shall have the following appeal process:

(A) *Right to appeal.* An applicant may appeal a decision by the loan administrator to deny or modify a SSTS loan application. Such appeal must be made within 30 days of the notice of denial or modification.

(B) *Hearing.* An appeal from any order, requirement, decision, or determination from the loan administrator shall be heard by the Board of Adjustment within 30 days from the date of filing the appeal. The Board of Adjustment shall give due notice thereof to the appellant and officer, from whom the appeal is taken, and decide the same within 30 days of the hearing date.

(C) *Stay of action.* An appeal stays all proceeding and furtherance of the action appealed from unless the Board of Adjustment certifies that by reason of the facts stated in the certificate the stay would cause imminent peril to life or property.

(D) *Action to Board of Adjustment.* The Board of Adjustment may reverse or affirm wholly or partly or may modify the order, requirement, decision, or determination appealed from and to that end shall have all of the powers of the officer from whom the appeal was taken and may direct issuance of the loan. The reasons for the Board of Adjustment's decision shall be stated in writing.

(E) *Fee.* Any applicant requesting a hearing with the Board of Adjustment shall pay a non-refundable fee to assist in covering the costs of the Board of Adjustment hearing. ~~The fee shall be initially established as \$150 until such time as the fee is included and adopted into the County Fee Schedule.~~

(Ord. 58-2007, passed 3-27-07)

§ 56.09 SEPARABILITY.

If any part of this chapter shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.

Amendments to M.S.17.117 enacted subsequent to the adoption of this ordinance shall take precedence over any conflicting provision of this ordinance.

(Ord. 58-2007, passed 3-27-07)

§ 56.10 EFFECTIVE DATE AND DISSOLUTION.

This chapter shall be in full force and effect from and after ~~November 1, 2006~~ January 1, 2019 according to

law. Carver County may dissolve the subsurface sewer treatment system and well loan program by passing an ordinance complying with the provisions of M.S. § 115.57.
(Ord. 58-2007, passed 3-27-07)

SECTION 2 – EFFECTIVE DATE. This Ordinance shall be in full force and effect upon the date of its passage.

Adopted by the County Board of Commissioners at a meeting held at the Carver County Government Center, Chaska, Minnesota, this 18th day of December, 2018.

Gayle Degler, County Board Chair

Date

Dave Hemze, County Administrator

Date

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

Resolution Adopting Ordinance # 89-2018, Amending Chapter 56 of the County Code of Ordinances – Subsurface Sewage Treatment System and Water Well Loan Program.

DATE December 18, 2018 RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, Carver County has the authority to adopt this chapter under Minnesota Statutes 115.55, 115.56, 103I, and 375.51 as it may be amended from time to time; and

WHEREAS, this chapter is intended to provide for the creation of a public loan program that assists private property owners in financing design, repair, and installation of Septic Systems and sealing and replacement of wells on private property in accordance with Minnesota Statute 17.117 and

WHEREAS, this chapter regulates the design, location, installation, alteration, repair, use and maintenance of subsurface sewage treatment systems; and

WHEREAS, the Carver County Board of Commissioners has considered and discussed Ordinance 89-2018, the amendments to Chapter 56 of the Carver County Code; and

WHEREAS, pursuant to notice published in the official newspaper of the County on December 6, 2018, a public hearing was held on December 18, 2018 at 4:00 p.m. by the Carver County Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the County Board has held a public hearing and has heard comments on the proposed amendments to Chapter 56 of the County Code of Ordinances – Subsurface Sewage Treatment System and Water Well Loan Program.

BE IT FURTHER RESOLVED, that the Carver County Board hereby adopts Ordinance 89-2018, amending Chapter 56 of the County Code of Ordinances – Subsurface Sewage Treatment System and Water Well Loan Program.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2018

David Hemze, Carver County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Amendment to the Subsurface Sewage Treatment System Ordinance

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Carver County Subsurface Sewage treatment Ordinance (Chapter 52 of the Carver County Code of Ordinances) currently contains provision 52.057 -- SSTS Employing Artificial drainage. This provision needs to be updated to be compliant with current MN Rules 7080 - 7083. Today's requested ordinance changes would remove that outdated provision. We are also correcting some grammar, making permit and survey clarifications and changes, and updating rule reference numbers.

Minnesota Statutes Chapters 115A, 145A, and 375 give Carver County the ability and authority to adopt and amend our Subsurface Sewage Treatment System Ordinance so as to regulate Subsurface Sewage Treatment System installation and management within the County.

The staff briefed the County Board of Commissioners on these proposed changes in a work session on October 2, 2018.

ACTION REQUESTED:

Motion to open the public hearing. Motion to close the public hearing. Motion adopting the attached resolution enacting Ordinance No. 90-2018, amending Chapter 52 of the Carver County Code of Ordinances, Subsurface Sewage Treatment Systems.

FISCAL IMPACT:
If "Other", specify:

FUNDING
County Dollars =

Total

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2018 - 5831

CARVER COUNTY, MINNESOTA
ORDINANCE NO. 90-2018
AMENDING CHAPTER 52 – SUBSURFACE SEWAGE
TREATMENT SYSTEM CODE

THE CARVER COUNTY BOARD OF
COMMISSIONERS HEREBY ORDAINS:

SECTION 1. Strikethrough signifies deleted language and underline is new language. The specified sections of Chapter 52, the Carver County Subsurface Sewage Treatment System Code, shall be amended as follows

Carver County, MN Code of Ordinances

CHAPTER 52: SUBSURFACE SEWAGE TREATMENT SYSTEMS

Section

General Provisions

- 52.001 Purpose
- 52.002 Intent
- 52.003 Authority
- 52.004 Definitions
- 52.005 Scope
- 52.006 Jurisdiction
- 52.007 Abrogation and greater restrictions
- 52.008 County administration
- 52.009 State disposal system permit
- 52.010 SSTS operation and effectiveness
- 52.011 Validity
- 52.012 Liability

SSTS Standards

- 52.020 Standards adopted by reference
- 52.021 Amendments to the adopted standards
- 52.022 SSTS setbacks
- 52.023 Determination of hydraulic loading rate and SSTS sizing
- 52.024 Holding tanks
- 52.025 SSTS construction in floodplains
- 52.026 Class V injection wells

General Requirements; Retroactivity

- 52.040 All SSTS
- 52.041 Existing SSTS construction permits
- 52.042 SSTS on lots created after January 23, 1996
- 52.043 Existing SSTS without permits

SSTS Upgrade, Repair, Replacement, and Abandonment

- 52.055 Failure to protect groundwater
- 52.056 Imminent threat to public health or safety
- ~~52.057 SSTS employing artificial drainage~~
- 52.058 Abandonment

§ 52.004 DEFINITIONS.

The following words and phrases shall have the meanings ascribed to them in this section. If not specifically defined in this section, terms used in this chapter shall have the same meaning as provided in the standards adopted by reference in § 52.020. Words or phrases that are not defined here or in the standards adopted by reference shall have common usage meaning. For purposes of this chapter, the words “must” and “shall” are mandatory, and the words “may” and “should” are permissive.

~~**ARTIFICIAL DRAINAGE.** An SSTS that uses artificial drainage to lower the periodically saturated soil level to create the required separation between the distribution media and the water table.~~

SSTS STANDARDS

§ 52.020 STANDARDS ADOPTED BY REFERENCE.

Minnesota Rules Chapters 7080, 7081, 7082, and 7083, as they may be amended from time to time, relating to SSTS are hereby adopted by reference and made part of this chapter as if fully set forth herein, except as modified by or inconsistent with provisions of this chapter. This adoption does not supersede the county’s right or ability to adopt local standards that are in compliance with M.S. § 115.55.

(Ord. 67-2010, passed 5-17-11)

§ 52.021 AMENDMENTS TO THE ADOPTED STANDARDS.

(A) Minnesota Rules Chapter 7080.1500, subpart 6, is amended to include: An SSTS design that proposes to reuse an existing tank(s) for a replacement SSTS must include the MPCA Tank Integrity portion of the MPCA and Safety Compliance form, which includes a verification that all tank and riser joints, riser connections, and pipe connections are watertight according to Minn. Rules Chapter 7080.2010, subpart 1, item A.

(B) Minnesota Rules Chapter 7080.1730, item B, is amended as follows: Dates of preliminary and field evaluations must be dated within 12 months of the date of the SSTS construction permit application and within 24 months of the SSTS installation.

(C) Minnesota Rules Chapter 7080.1730, item F, is amended to include: the Department must be notified of any technical requirements of this chapter, Minn. Rules Chapter 7080, or Chapter 7081, that cannot be met before the design is completed.

§ 52.022 SSTS SETBACKS.

SSTS must be designed and installed to comply with the following minimum setback distances measured in feet:

<i>Feature</i>	<i>Tank(s)/ Sealed Privy</i>	<i>Soil Treatment and Dispersal Area/ Unsealed Privy</i>	<i>Building Sewer or Supply Pipes</i>
Private, single family water supply well with less than 50 feet of casing and not encountering 10 feet of impervious material. ¹	50	100	50
Any other private, single family water supply well or buried water suction pipe. ²	50	50	50
Buried pipe distributing water under pressure. ³	10	10	10
Structure(s) ⁴	10	20	-
Property lines and road right-of-ways. ^{4 5}	10	10 Above grade systems will be measured from the toe of the slope. ⁵ 6	
Ordinary high watermark of natural environmental lakes. ^{6 7}	150	150	-
Ordinary high watermark of recreational development lakes and protected water courses. ^{6 7}	75	75	-
Ordinary high watermark of general development lakes. ^{6 7}	50	50	-
Swimming pool.	10	10	-
Slopes of 20% or greater.	20	20	-
Bluff. (Average grade 25% slope and has a 25' rise in elevation.)	50	50	-
Interceptor drains.	-	10 (20 feet in Shoreland Areas.)	-

1 (Minn. Rules Chapter 7080.1710, item B and Minn.Rules Chapter 4725)

2 (Minn. Rules Chapters 4725 and ~~4715~~ 4714)

3 (Minn. Rules Chapter ~~4715~~ 4714)

4 (Minn. Rules Chapter 7080.2150 Table

VII) ~~(Minn. Rules Chapter 7080.2150~~

~~Table VII)~~

5 (When lot size prohibits meeting the required ten-foot setback from the toe of the slope, the ten-foot setback may be measured from the absorption area, with Department approval. A survey provided by the property owner, at the property owners expense may also be required by the Department, and a survey verifying the proposed setback. The survey must be provided by the property owner at the property owner's expense.)

6 (Shoreland Management Act and Minn. Rules Chapters 6105 and 6120)

(Ord. 67-2010, passed 5-17-11)

~~§ 52.057 SSTS EMPLOYING ARTIFICIAL DRAINAGE.~~

~~(A) Existing curtain drain systems identified through a compliance inspection and resulting in failure due to lack of separation to the periodically saturated soils may continue in use if the SSTS is enrolled in the curtain drain monitoring program and continues to meet the requirements of the program.~~

~~(B) Curtain drain systems that do not have the required separation to the periodically saturated soils but meet the requirements of the curtain drain monitoring program shall not be considered failing for the purposes of this division.~~

~~(C) If at any time during the monitoring of the SSTS, the requirements of the program are not met, the SSTS will be deemed failing and the SSTS must be brought into compliance.~~

~~(Ord. 67-2010, passed 5-17-11) Penalty, see § 52.999~~

§ 52.074 SSTS CONSTRUCTION PERMIT REQUIRED TO OBTAIN BUILDING PERMIT.

(A) For any property on which an SSTS construction permit is required, approval and issuance of a valid SSTS construction permit must be obtained before in conjunction with a building or land use permit ~~may be~~ issued by the Carver County Public Services ~~Health and Environment~~ Division.

(B) Failure to submit an existing SSTS compliance inspection for a property transfer, pursuant to § 52.199, will result in all future building or land use permit application(s) for the property to be denied until a certificate of compliance is submitted for the existing SSTS, or an escrow account is established and an SSTS construction permit is issued.

(Ord. 67-2010, passed 5-17-11) Penalty, see § 52.999

SSTS OPERATING PERMIT

§ 52.110 SSTS REQUIRING AN OPERATING PERMIT.

(A) An SSTS operating permit shall be required of all owners of new Type IV, Type V, MSTs, or any other SSTS deemed by the Department to require operational oversight. Sewage effluent must not be discharged to the soil treatment and dispersal system until the Department certifies that the SSTS was installed in substantial conformance, as determined by the Department with the approved plans and a valid SSTS operating permit is issued to the property owner.

(B) Type IV, Type V, and MSTs installed prior to the effective date of this chapter shall require an SSTS operating permit upon identification by the Department, transfer of ownership, replacement, modification, or expansion of the SSTS that requires an SSTS construction permit, or following any SSTS enforcement action.

(Ord. 67-2010, passed 5-17-11) Penalty, see § 52.999

§ 52.211 CEASE AND DESIST ORDERS.

Cease and desist orders may be issued when the Department has probable cause that an activity regulated by this, or any other provision of this chapter, is being, or has been conducted without an SSTS construction permit, or in violation of an SSTS construction permit. When work has been stopped by a cease and desist order, the work shall not resume until the reason for ~~the~~ the work stoppage has been completely satisfied, any administrative fees paid and the cease and desist order lifted.

(Ord. 67-2010, passed 5-17-11)

SECTION 2 – EFFECTIVE DATE. This Ordinance shall be in full force and effect upon the date of its passage.

Adopted by the County Board of Commissioners at a meeting held at the Carver County Government Center, Chaska, Minnesota, this 18th day of December, 2018.

Gayle Degler, County Board Chair

Date

Dave Hemze, County Administrator

Date

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

**Resolution Adopting Ordinance # 90-2018, Amending Chapter 52 of the County Code
of Ordinances – Subsurface Sewage Treatment Systems.**

DATE December 18, 2018 RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, Carver County has the authority to adopt this chapter under Minnesota Statutes 115.55, 115.56, 145A, and 375.51 as it may be amended from time to time; and

WHEREAS, this chapter is intended to support and promote the health, safety, general welfare and natural resources of the public pursuant to Minnesota Statutes Chapters 115A, 145A, and 375 as they may be amended from time to time; and

WHEREAS, this chapter regulates the design, location, installation, alteration, repair, use and maintenance of subsurface sewage treatment systems; and

WHEREAS, the Carver County Board of Commissioners has considered and discussed Ordinance 90-2018, the amendments to Chapter 52 of the Carver County Code; and

WHEREAS, pursuant to notice published in the official newspaper of the County on December 6, 2018, a public hearing was held on December 18, 2018 at 4:00 p.m. by the Carver County Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the County Board has held a public hearing and has heard comments on the proposed amendments to Chapter 52 of the County Code of Ordinances – Subsurface Sewage Treatment Systems.

BE IT FURTHER RESOLVED, that the Carver County Board hereby adopts Ordinance 90-2018, amending Chapter 52 of the County Code of Ordinances – Subsurface Sewage Treatment Systems.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2018

David Hemze, Carver County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Property & Financial Services Division Re-Org - Phase II

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Property & Financial Services Di"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

In August, 2017, the County Board approved a Re-Org for the Property & Financial Services ("PFS") Division - Phase I which shifted staff and duties within the Division to create a one-stop Land Records Department and a Property Tax, Elections and License Center Department ("PTELC"). When the PTELC Manager resigned in August 2018, the PFS Director became the interim PTELC Manager and was appointed County Auditor and the Assistant Financial Services Director was appointed County Treasurer (See attached Org Chart - Aug 2018). The PFS Management Team has evaluated the Division's current organization chart and service delivery and is recommending the following changes (See attached Org Chart Phase II - Dec 2018):

* Split the PTELC Department into three separate Departments (Property Tax, Elections & Licensing, and License Centers) by eliminating three Supervisor positions and replacing with internal postings for three Manager positions to strengthen each Department's ability to deliver high quality services while managing future growth and change.

* Eliminate both Land Records Senior Analyst positions and replace with internal postings for a County Recorder (Supervisor) and a Assistant County Recorder (Lead) which will allow Vitals to be moved back to Land Records (Carver County used to process Vitals in Land Records which is the standard for MN Counties) which will create the opportunity to start processing Passports at the Chaska Government Center by the Elections & Licensing Department. Unlike Vitals, Passports can be set-up as appointment only so the number of passport appointments can be strategically adjusted according to availability of the Elections & Licensing staff during peak election periods.

* Eliminate the vacant PTELC Manager position and replace with an external posting for a property tax analyst position which increases the Property Tax Department's ability to manage the increasingly complex property tax process as well as shift duties like Special Assessments, Delinquents and Tax Forfeiture which fit best in the Property Tax Department. A levy funded property tax analyst position was requested in the 2019 Budget but was not included in the Administrator's 2019 Budget Recommendation.

In addition to ending the Division Director's status as interim PTELC Manager, the overall benefits from the recommended PFS Division's Re-Org - Phase II are:

1. Strengthening the PFS Division's ability to deliver high quality services while managing future change and growth by:
 - a. Aligning service delivery to the best fit within the Departments and to increase consistency with other MN counties.
 - b. Increasing staff capacity with a property tax analyst, increasing supervisory capacity with a land records & vitals supervisor and increasing management capacity by transitioning from four Department Managers to six Department Managers with no overall net change in FTEs for the Division and no impact on the County levy.
2. Expanding customer services by offering Passport processing at the Chaska Government Center.

ACTION REQUESTED:

Motion to approve the Recommended PFS Division Re-Org - Phase II which:

1. Creates six PFS Departments: 1. Elections & Licensing, 2. TaxProperty, 3. License Centers, 4. Land Records & Vitals, 5. Finance, 6. Assessing.
2. Eliminates 6.0 FTEs: PTELC Manager (vacant), Property Tax Supervisor, License Center Supervisor, Elections & Vitals Supervisor and two (2) Land Records Senior Analysts.
3. Adds 1.0 FTE Property Tax Analyst with an external posting and 5.0 FTEs with internal postings: Property Tax Manager, License Centers Manager, Elections & Licensing Manager, County Recorder (Land Records & Vitals Supervisor), Assistant County Recorder (Land Records & Vitals Lead).
4. Re-aligns Service Delivery within the PFS Division by moving Vitals to Land Records & Vitals and moving Special Assessment, Delinquents and Tax Forfeiture to Property Tax.
5. Adds Passport processing at the Chaska Government Center to Elections and Licensing.

FISCAL IMPACT: Budget amendment request form <input type="text" value=""/> If "Other", specify: <input type="text" value=""/>	FUNDING County Dollars = <input type="text" value=""/> Passport Fees <input type="text" value=""/> \$38,000.00 Total <input type="text" value=""/> \$38,000.00 <input checked="" type="checkbox"/> Insert additional funding source
FTE IMPACT: Other staffing change (grade, classification, hours, etc.) <input type="text" value=""/>	

Related Financial/FTE Comments:

The incremental increase in staffing costs from the PFS Re-Org - Phase II are expected to be offset by collecting passport processing fees at the Chaska Government Center that are currently being collected on the other side of the MN river by the Scott County License Center in Shakopee.

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Property & Financial Services Division Re-Org - Phase II

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			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
PFS Reorg	01-40 & 100	\$38,000.00	passports	01-040-065.5166	\$38,000.00
TOTAL		\$38,000.00	TOTAL		\$38,000.00

Reason for Request:

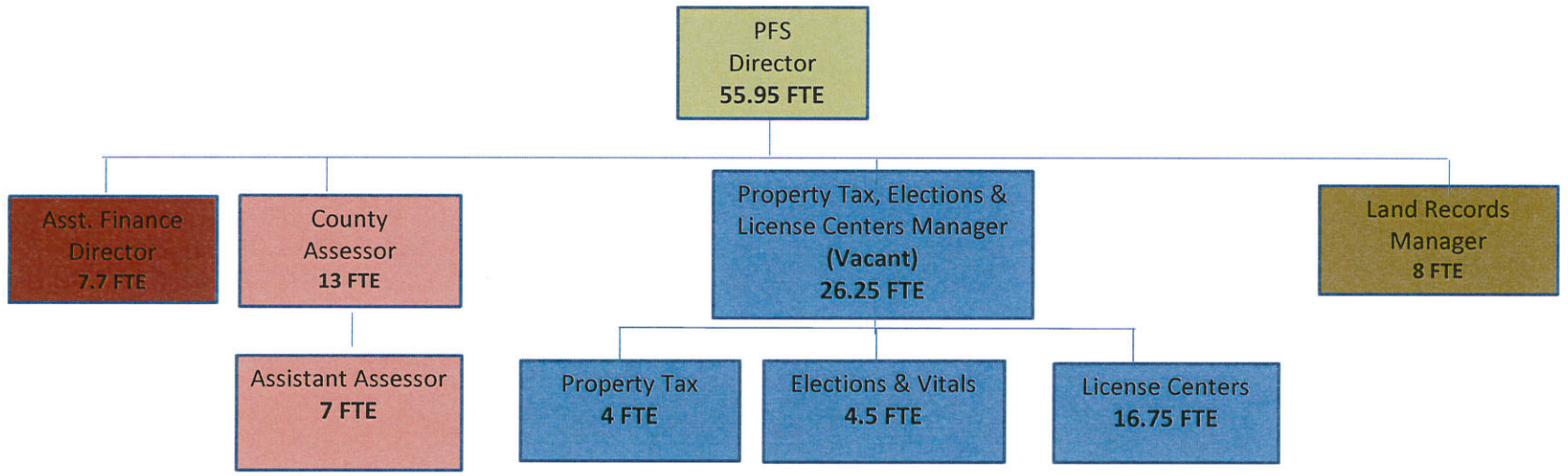
Utilize new passport revenue to offset the recommended PFS Division Re-Org- Phase II

Property and Financial Services ("PFS") Division Org Chart - 2018 Current

Division Director

Managers

Supervisors



Property and Financial Services ("PFS") Division Org Chart - Re-Org Phase II Recommendation Dec 2018

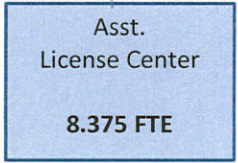
Division Director



Managers



Supervisors



Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2019 County Attorney and County Sheriff Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dire"/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation, including salary and benefits, for elected County officials including the County Attorney and the County Sheriff. Minnesota law requires that the Board set the salaries of these elected officials with regard for the responsibilities and duties of office, as well as the elected official's experience, qualifications and performance. In addition, court rulings indicate that Commissioners are responsible to ensure the salaries are in line with similarly situated counties in the state. The attached Resolution addresses the 2019 compensation for these two elected officials.

County Attorney Salary:

County Attorney Metz' 2018 salary is set at \$169,191. Market data is attached for the County Attorney position, reflecting the current year (2018) data. It is anticipated that the metro counties cited for comparison purposes will also be increasing salaries for 2019.

The County's settled collective bargaining agreements established a 2018 pay-for-performance and general adjustment increase pattern. Looking at current year (2018) data, based on actual performance ratings where the greatest percentage of employees received "exceeds expectations," the typical countywide increase including general adjustment and performance based pay was approximately 4.00%. Individuals with "outstanding" performance ratings received 5.00% in 2018 including both the general adjustment and pay-for-performance increase. For employees who have not yet reached the target rate for their classification, their performance based increase percentage is calculated on the target rate of their assigned salary range. This helps to accelerate movement toward the target rate. Carver County's approach with regard to compensation and the pay-for-performance program has been to provide competitive pay and reward top talent and employee initiative.

The Board may wish to consider following an approach similar to countywide employee salary adjustments, when setting the 2019 salary for the County Attorney. For example, the Board could provide an increase to the County Attorney's salary of approximately 4.50% calculated on the metro (2018) average salary amount. Following this approach, an increase of approximately \$7,700 could be applied to the 2018 annual salary. The resulting 2019 annual salary for County Attorney Metz would be \$176,891. The salary increase suggested would recognize the high level of performance County Attorney Metz has demonstrated in his present role.

County Sheriff Salary:

As the newly elected County Sheriff, Jason Kamerud will enter this role possessing a high level of preparatory qualifications including education, demonstrated work experience directly relevant to this position, and successful accomplishments in his prior and current positions in law enforcement leadership roles. This should be taken into consideration by the Board when establishing his salary for the role of County Sheriff, along with the expectation that he will successfully fulfill the same critical primary responsibilities and duties as his counterparts in the metro area to ensure the safety and security of the Carver County community. Sheriff Elect Kamerud possesses a MA from Concordia University in addition to advanced law enforcement professional education from Northwestern School of Police Staff and Command. He enters this new role following on 28 years of law enforcement service to Carver County, including 12 years of leadership experience in Sheriff's Administration, and the last six years providing high level leadership as Chief Deputy Sheriff. In light of his qualifications and experience, as well as comparable county market data, Employee Relations recommends that the Board consider a salary of \$150,000 for County Sheriff Jason Kamerud.

The action requested is to adopt the Resolution defining the 2019 compensation for the County Sheriff and for the County Attorney; and providing both with the same cafeteria benefits as other County employees.

ACTION REQUESTED:

Motion to adopt the Resolution setting the 2019 compensation for the County Sheriff and for the County Attorney; and providing both with the same cafeteria benefits as other County employees.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars =
FTE IMPACT: <input type="text" value="None"/>	2019 Attorney <input type="text" value="\$221,024.00"/>
	2019 Sheriff <input type="text" value="\$189,870.00"/>
	Total <input type="text" value="\$410,894.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

The total cost is dependent on final salary amounts approved by the Board. The proposed 2019 budget allocates funding for County Sheriff and County Attorney salaries. The budgeted amounts are sufficient to cover the recommended salaries.

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution: 2019 County Attorney and County Sheriff Compensation & Benefits

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

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for elected staff; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2019 elected staff salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2019 insurance benefits for elected staff within the established cafeteria system;

THEREFORE, BE IT RESOLVED, Carver County shall provide elected staff with the following compensation in 2019:

- A. The County Attorney’s salary shall be increased by \$7,700, from \$169,191 in 2018 to \$176,891 for 2019.
- B. The County Sheriff’s 2019 salary shall be set at \$150,000.
- C. Insurance benefits for the County Attorney and County Sheriff shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, these elected officials shall receive a monthly cafeteria contribution amount based on their health insurance elections: waiver, \$150.00; single \$700.00; employee + child(ren) \$860.00; employee + spouse \$1,185; or family, \$1,460.00 throughout 2019, to use toward all elective benefits, and/or additional cash compensation.
- D. The County shall also provide elected officials selecting HRA Plan health insurance with a 2019 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide elected officials selecting HSA Plan health insurance with a 2019 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to elected official compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2018

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2019 County Commissioner Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dire"/>	
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

The County Board is charged with the responsibility to set compensation, including salary and benefits, for the County Commissioners.

Several factors should be considered in setting Commissioner salaries, including market rates and internal salary history and patterns. Market information is attached, listing Carver County Commissioners' current annual salary which is set at \$65,164 in comparison to the metro county average of \$78,163. The attached market data reflects the current year (2018) data. It is anticipated that the metro counties cited for comparison purposes will also be increasing salaries for 2019.

The County's settled collective bargaining agreements established a 2018 pay-for-performance and general adjustment increase pattern. Looking at current year (2018) data, based on actual performance ratings where the greatest percentage of employees received "exceeds expectations," the typical countywide increase including general adjustment and performance based pay was approximately 4.00%. Individuals with "outstanding" performance ratings received 5.00% in 2018 including both the general adjustment and pay-for-performance increase. For employees who have not yet reached the target rate for their classification, their performance based increase percentage is calculated on the target rate of their assigned salary range. Carver County's approach with regard to compensation and the pay-for-performance program has been to provide competitive pay and reward top talent and employee initiative.

When setting Commissioner salaries for 2019, the Board may wish to consider following an approach similar to countywide employee salary adjustments. For example, the Board could increase commissioner salaries by approximately 4.50% calculated on the metro (2018) average salary amount. Following this approach, an increase of approximately \$3,500 would be recommended. The resulting Carver County Commissioner 2019 annual salary would be \$68,664.

The Resolution provides annual salaries to be set by the Board; cafeteria benefits at the same rate as other employees; and expense allowances of \$715.00 for the Chair, \$640.00 for the Vice-Chair, and \$615.00 for the other Commissioners.

The action requested is to adopt the Resolution establishing Carver County Commissioner salaries and monthly expense allowances for 2019, and providing benefits consistent with other County employees.

ACTION REQUESTED:

Motion to adopt the Resolution setting the County Commissioner annual salaries and monthly expense allowances for 2019, and providing benefits consistent with other County employees.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING				
<i>If "Other", specify:</i> <input type="text"/>	County Dollars =				
FTE IMPACT: <input type="text" value="None"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">2019 Sal & Ben</td> <td style="width: 30%; text-align: right;">\$420,310.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$420,310.00</td> </tr> </table>	2019 Sal & Ben	\$420,310.00	Total	\$420,310.00
2019 Sal & Ben	\$420,310.00				
Total	\$420,310.00				
<input checked="" type="checkbox"/> Insert additional funding source					

Related Financial/FTE Comments:

The total cost is dependent on final salary amounts approved by the Board. The proposed 2019 budget allocates funding for Commissioner salary increases. The budgeted amounts are sufficient to cover the recommended increases.

Office use only:

RBA 2018 - 5861

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution: 2019 County Commissioner Compensation & Benefits

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

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for County Commissioners; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2019 County Commissioner salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2019 insurance benefits for Commissioners within the established cafeteria system;

THEREFORE, BE IT RESOLVED, Carver County shall provide County Commissioners with the following compensation in 2019:

- A. The County Commissioner annual salary amount shall be increased by \$3,500, from \$65,164 in 2018 to \$68,664 for 2019.
- B. County Commissioner monthly expense allowances shall be set at \$715.00 for the Board Chair, \$640.00 for the Vice-Chair and \$615.00 for the others.
- C. Insurance benefits for the County Commissioners shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, the Commissioners shall receive a monthly cafeteria amount based on their health insurance elections: waiver, \$150.00; single \$700.00; employee + child(ren) \$860.00; employee + spouse \$1,185; or family, \$1,460.00 throughout 2019, to use toward all elective benefits, and/or additional cash compensation.
- D. The County shall provide County Commissioners selecting HRA Plan health insurance with a 2019 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide Commissioners selecting HSA Plan health insurance with a 2019 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance.

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

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2018

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2019 Property Tax Levy and Budget

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/18/2018

Contact: Dave Hemze & David Frischmon Title: County Administrator

Item Type:
Regular Session

Amount of Time Requested: 15 minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County Administrator's Recommended 2019 Property Tax Levy and Budget fulfills the County Board's direction to connect financial strategies to the County's short-term strategic goals and objectives.

The 2019 Budget process began at the June 5 workshop where the County Board directed staff to implement the Administrator's Recommended 2019 Budget Strategy.

The County Board and staff have had several workshops, Board meetings, and a Public Hearing to discuss the 2019 Property Tax Levy and Budget.

ACTION REQUESTED:

Motion to Adopt the 2019 Property Tax Levy and Budget Resolution

FISCAL IMPACT: Other

If "Other", specify: See Fiscal comment below

FUNDING

County Dollars =

FTE IMPACT: Increase budgeted staff

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

The County Administrator's recommended 2019 levy of \$56,264,855 is a 4.9% increase compared to 2018. Consistent with the County Board's 2019 Budget Strategy, by capturing the tax base created by new construction, this levy increase has a county tax impact on the average value home of an inflationary 3.8% increase and a decreasing county tax impact on agricultural properties as well as most average value commercial properties.

Within the resolution, the Carver County Water Management Organization (CCWMO) levy and budget is included. The County Administrator's recommended CCWMO levy of \$764,979 is a 5.5% increase compared to 2018. Based on the increased tax base projected for 2019, this requested CCWMO levy will result in an actual change (increase) in County (WMO) tax on an average home of 3.41% equivalent to an annual increase of \$1.02.

Office use only:

RBA 2018 - 5859



FY 2019

Budget Resolutions

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

Date: December 18, 2018 Resolution: _____
 Motion by Commissioner: _____ Seconded by Commissioner: _____

**CERTIFYING
2019 PROPERTY TAX LEVY**

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Board of Commissioners has reviewed budget requests from various divisions and agencies of the County and has made a determination of the Ad Valorem Property Tax required to support county operations for the Calendar Year 2019.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that there be, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2019, to wit:

GENERAL FUND	\$32,425,422
Road and Bridge Fund	4,608,591
Community Social Services Fund	12,598,642
Road & Bridge Capital Improvement Fund	2,090,000
Debt Services Fund	4,247,200
Unestad Tax Abatement	123,000
Engler Blvd Tax Abatement	172,000
Total Levy County	\$56,264,855
Carver Watershed Management Organization	764,979
Total Combined Levy	\$57,029,834

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2018.

County Administrator

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

Date: December 18, 2018

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2019 BUDGET
FOR CARVER COUNTY**

WHEREAS, the annual operating and capital budgets (the "Budget") for Carver County, which have been prepared by division directors and reviewed by the County Board of Commissioners, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County for the coming year; and

WHEREAS, the Carver County Board of Commissioners has established the property tax levy for Carver County which serves as a major funding source for County operations and capital projects; and

WHEREAS, the budgets as reviewed and amended by the County Board of Commissioners are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Budget to serve as a management tool for division directors and the County Board of Commissioners and sets the authorized expenditure limits for the 2018 budget year; and

WHEREAS, the Budget fulfills the County Board's direction to "connect financial strategies to the County's short-term strategic goals and objectives"; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

2019 CARVER COUNTY BUDGETS

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund	\$54,832,774	\$54,832,774
Road and Bridge Fund	8,869,110	8,869,110
Health and Human Services Fund	30,626,421	30,626,421
Buildings CIP Fund	173,540	173,540
Road & Bridge CIP Fund	46,631,569	46,631,569
Parks & Trail CIP Fund	329,539	329,539
Debt Service Fund	4,857,200	4,857,200
County Ditch Fund	64,431	64,431
Carver County Water Management Organization	812,479	812,479
Self-Insurance Revolving Fund	<u>945,177</u>	<u>945,177</u>
Total	\$148,142,240	\$148,142,240

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2019 operating and capital budgets are hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FURTHER RESOLVED, individual Division Budgets cannot be exceeded in total.

BE IT FURTHER RESOLVED, that the County Board will continue to commit the total fund balance of the Other Post Employment Benefit ("OPEB") trust, held in an Irrevocable trust account with the Public Employees Retirement Association ("PERA"), reported in the Other Post-Employment Benefits Internal Service Fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property & Financial Services Division Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2019 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600's) greater than \$25,000 must have prior County Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, all position changes which are itemized and approved in the 2019 budget will not be required to be brought before the County Board for prior approval to fill. All salary and benefit issues will be funded and accounted for on a full accrual basis in accordance with GAAP.

BE IT FURTHER RESOLVED, that the County Administrator is delegated the authority to fill newly created classifications or remove incumbents from existing classifications which are eliminated within this budget on a timeframe within year 2019 as deemed appropriate by the Administrator.

BE IT FURTHER RESOLVED, the County Sheriff and County Attorney are authorized to expend funds from their respective contingency accounts for the purpose of travel to secure suspects, prisoners or other individuals at odds with the justice system upon presentation of a properly executed claim form to the Financial Services Department.

BE IT FURTHER RESOLVED, that the County Administrator is authorized at his discretion to expend County funds prior to board approval for purchases within an approved budget line item to qualify for a cash discount from early payment.

BE IT FURTHER RESOLVED, the 2019 budget is adopted on a GAAP basis by fund at the function level for the General Fund and the Special Revenue Funds; for the Capital Projects Funds the 2019 budget is adopted by the life of the project and remaining balances shall be carried over from the prior year and for the Debt Service Fund according to bond commitments. Budget appropriations for operating funds can be extended to a subsequent year upon approval of the County Administrator.

BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets be forwarded to division directors of Carver County.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2018.

County Administrator



Carver County Government Center

600 East Fourth Street, Chaska, MN 55318

The Honorable Chair and Members
of the Board of County Commissioners
600 East Fourth Street
Chaska, MN 55318

Dear Commissioners and Citizens of Carver County:

I am pleased to present the Recommended 2019 Budget.

The budget recommendations included in this document respond to a variety of fiscal challenges and continue Carver County's history of providing a stable level of service to our citizens. The prudent decisions included within these budget recommendations are meant to continue our fiscal stability and Carver County's long history of maintaining a AAA bond rating.

One of the more significant challenges includes addressing unfortunate societal impacts such as higher service levels and expenses for child protection and foster care. Unfortunately, this challenge is made even more difficult as the State of Minnesota continues to shift costs to Carver County for these types of mandated expenses – the 2019 shifts alone total over \$580,000.

On a more positive note, main economic benchmarks, including property market values and new construction, show improved growth over the past year. For example, the County's \$336,900 average value home increased in value by 6% compared to last year. The budget recommendations for 2019 utilize new revenues obtained by this growth ultimately resulting in a 3.8% County tax impact on the average-valued residential property.

The 2019 Preliminary Budget totals \$147,329,761 which is a \$22,983,689 (18.48%) increase from 2018 Budget of \$124,346,072. The significant change is a \$19.6M increase in capital outlay mainly for the Road and Bridge Capital Improvement Budget. The recommended preliminary 2019 levy increases by \$2,615,355 (4.9%) to \$56,264,855 compared to the 2018 property tax levy of \$53,649,500.

The County Board held the public hearing on the 2019 Budget on Thursday, Nov. 29, 2018. The Board is being asked to adopt the final 2019 levy and budget on Tuesday, Dec. 18, 2018. The 2019 Budget Book will provide a broad overview of the budget, as well as narrative summaries for all county divisions and departments, elected officials, and programs and services that receive financial support from the County.

The Board is being asked to approve the 2020 Long-Term Financial Plan on Tuesday, Dec. 18,

2018. The County uses the [Long-Term Financial Plan](#) along with the Annual Budget to connect financial strategies to the County's short-term and long-term strategic goals and objectives. Long-term financial planning establishes a roadmap for funding significant capital projects, facilities, vehicles and equipment replacement, and significant operating budget financial challenges. The 2020 Long-Term Financial Plan will be used as a strategy planning tool to fund significant capital projects and operating challenges beyond the 2019 Budget.

The 2019 Recommended Budget was developed over the past several months through staff meetings, Board work sessions and public hearings. The hard work County staff provided in assisting with the preparation of this budget should be acknowledged. In particular, division directors, managers, Employee Relations and Financial Services staff were instrumental in preparing this budget recommendation, and their assistance is greatly appreciated.

The Budget Overview that follows forms the basis of the recommended preliminary 2019 Annual Budget and is being submitted for review by the Board of Commissioners and citizens of Carver County. It includes the 2018-2019 budget comparison summary, budget strategies, and trend data used to develop the preliminary budget. The updated summaries on revenues, expenditures, staffing changes, capital projects, and replacement cost for facilities, vehicles and equipment also factor into the final budget recommendation.

Thank you for your continued support and cooperation as we move toward completion of the 2019 Annual Budget process.

Sincerely,



David Hemze
County Administrator

Budget Overview

Budget Summary

The 2019 Preliminary Budget totals \$147,329,761 which is an increase of \$22,983,689 from the 2018 Budget.

2018-2019 Budget Comparison		
Revenue	2018 Budget	2019 Budget
Taxes & Penalties	\$60,171,019	\$62,813,374
Licenses & Permits	1,259,906	1,336,613
Intergovernmental	44,379,073	63,618,673
Charges for Services	13,727,359	14,717,867
Fines & Forfeitures	211,486	216,486
Investment Earnings	1,546,661	1,546,522
Other Revenues	3,050,568	3,030,226
Total Revenues	\$124,346,072	\$147,329,761
Expenditures		
Public Assistance	\$5,716,123	\$5,950,731
Personnel Services	70,071,063	73,247,625
Services & Charges	11,809,550	11,773,465
Material & Supplies	4,524,157	4,490,925
Capital Outlay	27,796,722	47,401,220
Debt Services	5,057,200	5,032,200
Other Expenses	(2,794,417)	(2,827,887)
Transfers	2,165,674	2,261,482
Total Expenditures	\$124,346,072	\$147,329,761
Reserves Used	-	-

This chart compares the revenue and expenditure amounts for 2018 and 2019.

The most significant changes in the 2019 Budget are in Intergovernmental, Personal Services, and Capital Outlay.

The increase in intergovernmental revenues is primarily due to the additional state and federal funds that were included in the 2019 Budget to finance Road and Bridge capital projects. The 2019 Road and Bridge Capital Improvement Budget increased by \$21.7 million compared to 2018. Personnel services (costs) are budgeted to increase to remain competitive in the market.

Strategies to Close the Budget Gap

2019 Budget Gap: Executive Summary	
Tax Levy Increase: 3.8% Impact on Average Value Home	(\$2,615,355)
Salary and Benefit Projection:	2,510,242
Attachment A: County-wide Levy Adjustments	(500,000)
Attachment A2: Net Division Levy Adjustments	(87,956)
Attachment B: Staffing Changes	392,469
Attachment C: Capital Projects	100,000
Attachment D: Facilities, Vehicles, and Equipment Replacement	100,600
Attachment E: Redirect CPA from operating to capital	100,000
Budget Gap: Reserves Used	\$0
Attachment E: Projects Funded by Non-Tax Levy Revenue	\$2,068,000

Following the Board’s direction to have a minimal county tax impact on the average-value home, the Recommended 2019 Budget was developed using the strategies that are summarized in this chart and then described in the following paragraphs.

- **Capture tax base from new construction so the County's tax impact on the average value home reflects an inflationary increase.**

The County Administrator's Recommended 2019 Tax Levy increase is **\$2,615,355** which is a 4.9% increase over the 2018 Levy. However, by capturing the tax base from new construction the county's tax impact on the average value home is reduced to 3.8% increase.

- **Invest in salary and benefits to remain competitive with the market.**

The salary and benefits for 2019 are recommended to increase **\$2,510,242**, 3.58%, compared to 2018. The salary projection is based on market trends, pay-for-performance, health insurance, PERA changes, and overtime increases. The other benefit projections are estimated respectively based on the projected salary increases.

- **Analyze trends to identify revenue increases/decreases and areas for spending needs/cuts.**

The budget process identified proposed changes in spending and revenue based on trends, best practices, and reprioritizing line-item spending.

The 2019 Budget identifies **\$500,000** in County-wide levy savings primarily from the vacancy savings projection. The County's OPEB contribution is being reduced by \$600,000 as a result of significantly lowering the County's OPEB liability by switching to an Irrevocable OPEB Trust and implementing the new Governmental Accounting Standard Board pronouncement. \$500,000 of this decrease will be redirected to increase the Commissioner's Contingency. Division levy adjustments totaled \$674,926 with the majority coming from: Sheriff contract revenue - \$347,498, additional CSAH Maintenance funding in PW - \$71,000, Solid waste fee increase to offset operations funding gap - \$44,000, and use of local sales tax revenue for lobbyist contract - \$40,000. The Division levy adjustments are offset largely by Health and Human Services negative trends which include: \$277,000 increased service costs for foster care, \$119,970 Legislative cost shift to County for HHS services, and a \$50,000 increase for Court Appointed Atty costs related to CHIPS cases. *See Attachments A1 and A2 for a summary of the \$87,956 in recommended net levy adjustments.*

- **Invest in staffing changes to respond to the pent-up and growing demand for services.**

The recommended staffing changes are primarily funded by non-levy sources along with **\$392,469** of the 2019 tax levy. *See Attachment B for recommended 2019 Staffing Changes*

- **Fund new capital projects without increasing the property tax levy.**

New capital projects have been funded with revenue sources that did not increase the County's property tax levy. These sources include federal, state, regional grants, and County Program Aid (CPA). Following past County Board direction an additional tax levy of **\$100,000** is being

allocated to the Road Preservation Plan in the 2019 Budget. *See Attachment C for the list of recommended 2087 Capital Projects.*

This recommended budget also includes one-time projects funded by **\$1.44 million** of Highway Reimbursement Funds plus \$120k carryover from 2018, a \$508K transfer of Year-End Savings in 2018, and **\$100,000** in CPA redirection. The State is reimbursing the County for advance-funding \$20 million of the State's contribution to the Southwest Reconnection Project in 2014. This funding is planned to end in 2022. *See Attachment E for the list of recommended 2019 Capital Projects funded by 2019 Highway Reimbursement Funds and other financing sources.*

- **Funding for a five-year schedule to replace facilities, vehicles and equipment.**

Board direction in the County's Long-Term Financial Plan is to have a five-year schedule to strategically replace facilities, vehicles and equipment. The 2019 Budget recommends \$1,730,611 million to replace facilities, vehicles and equipment, which is a \$155,364 increase from the 2018 Budget. The 2019 levy needed to fund these purchases is \$1,533,000, which is an increase of **\$100,600** from 2018. *See Attachment D for the recommended 2019 facilities, vehicles and equipment replacement schedule.*

2019 Budget: Net Levy Adjustments/Trends

	Item	Division Request	County Administrator's Preliminary Recommendation	Board Approved
County-wide:				
	Attachment C - 2018 Capital Projects - Road Preservation	100,000	100,000	
	Attachment D - 2018 Equipment Replacement	100,600	100,600	
	Attachment E - Redirect CPA from Operating to One-Time Projects	100,000	100,000	
	Irrevocable trust lowers OPEB Contribution (net \$500K impact on levy after increase wage & benefit projection by \$100K)	-	(600,000)	
	Increase Commissioner Contingency	-	500,000	
	Vacancy Savings Adjustment - 5.4% of 2019 Salary & Benefit Projection	(400,000)	(400,000)	
	<i>Subtotal</i>	<i>(99,400)</i>	<i>(199,400)</i>	
Divisions:				
HHS	Increase in Beacon Contract- families moving forward	30,000	30,000	
HHS	Increased service costs within Child & Family for treatment foster care related to high needs children, family assessment cases, changes in State eligibility requirements.	225,000	225,000	
HHS	Increased services costs within HCBC for foster care related to high needs children.	52,000	52,000	
HHS	Revenue shortfalls and cuts (VCA, FA, Child Protection, etc.)	119,970	119,970	
Public Services- Facilities	Waconia Event Center (operating costs for Townhall model)	20,000	20,000	
Court Admin	Increase based on 3 year average- civil court appointed atty costs	50,000	50,000	
Sheriff	First-Net (ongoing costs)	20,000	20,000	
Sheriff	COOP Plan (ongoing costs)	10,000	10,000	
Employee Relations	County-wide training	10,000	10,000	
Employee Relations	Professional Services- Arbitration	10,000	10,000	
PW- Parks	Eliminate park entrance fees	170,000	-	
PW- Parks	Decrease STOC gate attendants (weekday)	(15,000)	-	
PW	Federal Lobbyist contract	40,000	40,000	
	<i>Subtotal</i>	<i>741,970</i>	<i>586,970</i>	
	Accounted for in Attachment A2	(741,970)	(586,970)	
	Accounted for in Attachment C-E	(300,600)	(300,600)	
	GRAND TOTAL =	\$ (400,000)	\$ (500,000)	\$ -
				\$ -

"Zero Impact (1)" 2019 Budget Gap = \$ (1,800,000)

Levy Adjustment Targets By Division:

Note: **Bolded adjustments submitted by the Divisions are to hit levy targets, but are not being recommended by the Division.**

Division(s)	2018 Levy /CPA Allocation	2018 Levy/ CPA %	2019 Initial Levy Target	Departments	Adjustment Type (Pick One): New Revenue, Trends, Cost Savings, "Decrease Programs/Services", etc.	DD Submitted Levy Adjustments	Administrator's Recommended Levy Adjustments	Board Approved Levy Adjustments	Describe Adjustments i.e. driving factors, impact, effective date, etc.
Property & Financial Services				Property Assessment	Cost Savings	(3,887)	(3,887)	-	Due to past trends, reductions in gas and auto tabs/licenses can be reduced
				Property Assessment	New Revenue	(43,134)	-	-	Projected increase in City Assessing Contract revenue which is recommended to help cover the Att B request for an additional Assessor and, therefore, has been submitted to meet levy targets, but is not recommended to be used as a levy adjustment target.
				Land Records	New Revenue	(18,000)	(18,000)	-	Due to past trends, mortgage registration and county recorder fees have been up.
				PTELC	Trends	(17,200)	(17,200)	-	Due to past trends, reductions in various expenditure line items can be reduced and an increase in revenues related to certified copies and elections.
				Financial Services	Cost Savings	(4,950)	(4,950)	-	Due to past trends, reductions in office equipment, stationary, and data processing can be reduced
Subtotal PFS	1,762,592	3.0%	(54,660)			(87,171)	(44,037)		
Public Services				Facilities	Att A1- Waconia Event Center	20,000	20,000		Transition Waconia Event Center from a third party lease with an "Event Manager Model" (Lancer) to a "Town Hall Model" so utilities, maintenance, insurance, etc. included in Facilities budget similar to other County buildings i.e. Environmental Center, First Street, etc. (note: building stewardship costs which would be eligible for Met Council reimbursement are not included in this amount.)
				IT	Decrease Programs/Services	(40,000)	-	-	Eliminate the CIO's Initiatives Fund: Doing so would eliminate projects the CIO supports. These projects include CIO initiatives, Division projects, projects that go over budget, and unexpected issues that arise. Examples of previous uses: defeating the Qakbot worm (vendor), ITSM (helpstar replacement) Professional Services, and Aumentum Hosting for PFS Division. Making this cut entails an almost certain risk of system failures, slowdowns, and postponements in upgrades.
				IT	Cost Savings	(800)	-	-	Cut Learning Resources: Cutting this fund would reduce the number of new instructional, reference, and related books, manuals, guides, and related materials for the IT office. Such resources are critical to the IT staff's continuous learning as Info. Technology changes every year.
				IT	Cost Savings	(10,000)	(10,000)		Cut cell phone payments for phones with no usage for 1 month: This decrease would give IT the authority automatically to suspend devices with no monthly usage and cancel the following month if there were no request for reactivation. IT would not deactivate the device if there were a documented business case on file to keep it active.
				IT	Cost Savings	(2,000)	-	-	Postpone Computer Workstation Purchases: GIS and Software teams would extend the life of their computer workstations. This would raise the risk of errors and slowdowns and likely cause inefficiencies with professional staffers using older computers that are beyond their recommended life.
				IT	Decrease Programs/Services	(5,000)	-	-	Cut Noncapitalized Equipment: This reduction would completely remove IT's ability to make larger purchases on items like GPS units, storage, and plotters.
				IT	Decrease Programs/Services	(1,500)	-	-	Eliminate the GIS GeoCortex server monitoring software. The GIS Team wouldn't have the ability to monitor the health of GIS Services. This tool allows staff to see if GIS is "up or down" by sending alerts.

IT	Decrease Programs/Services:	(29,870)	-		Reduce Project Management professional services: this cut would almost eliminate the PMO professional services fund and remove our ability to bring in experts' help on almost all system upgrades, software deployments, and maintenance support. Our own staff would have to take on challenges for which they are not equipped, with limited resources. IT uses professional services to bring in firms that have specialized knowledge in technologies beyond that of staff on security, troubleshooting hardware/software issues, and technology implementations.
IT	Decrease Programs/Services	(5,000)	-		Cut Software purchases: The IT software budget is very tight; there is only about \$10,000 for additional license costs or increases. IT would have to be extremely selective on additional software licensing requests in 2019 if this cut were implemented.
IT	Decrease Programs/Services	(53,643)	-		Reduce Infrastructure professional services: this cut would severely limit our ability to bring in vendor help on system upgrades, software deployments, and maintenance support. The staff would have to take on such tasks with limited resources. IT uses professional services to bring in firms that have specialized knowledge in technologies beyond the expectations of staff on security, troubleshooting hardware/software and technology implementations. The cut would raise a substantial risk of system failures and slowdowns and postpone or cut programs and services to County divisions and partner cities.
IT	Cost shift to CarverLink	(3,458)	(3,458)		Costs for one Sr. Systems Engineer position are shared between the CarverLink and IT budgets. Additional costs for budgeted salary and benefits increases can be shifted to CarverLink.
Extension	Trend	4,263	4,263		MOA Increase: AMC negotiates with the University of Minnesota Extension on the cost to provide local educators such as 4H program educators and Master Gardener coordinators. For 2019, the increase is 2.2%.
Extension	Cost Savings	(2,773)	-		Reduce office supply budget, food and beverage budget, professional and technical fees, mileage for intern, and teaching supplies.
Extension	Cost Savings	(2,500)	-		Eliminate per diem for Extension Committee members. Could have a negative impact on ability to attract and retain members.
Facilities	Cost Savings	(30,000)	(30,000)		Reduce grounds keeping costs by moving additional snow removal duties in-house.
Facilities	Cost Savings	(25,000)	-		Eliminate energy consultant services. Probably a negative impact on rebates and energy reducing projects.
Facilities	Cost Savings	(3,000)	-		Reduction in cleaning supplies. Would reduce the number of cleaning chemicals used.
Facilities	Decrease Programs/Services	(5,000)	-		Reduction in non-capital equipment purchases. This cut would raise the risk of a deterioration in Facilities' ability to buy the equipment needed to complete a repair or construction timely.
Facilities	Decrease Programs/Services	(10,000)	-		Reduction in professional services. This cut would reduce our ability to hire vendors (architects, designers, technical experts) to assist on project design. That reduction would raise the risk that our project designs would yield flawed elements, raising costs and decreasing satisfaction in the long run.
Facilities	Decrease Programs/Services	(44,400)	-		Reduce and postpone Facility repairs, upgrades, additions, build-outs, and other improvements. This cut would erode building conditions, maintenance, and employee working conditions -- and therefore employee morale, recruitment, and retention.
Library	Decrease Programs/Services	(104,000)	-		Cut more than 25% of library material acquisitions for its collection, including books and magazines. This would have a large negative impact on the collection and our ability to furnish the materials the public seeks. We would anticipate strong dissatisfaction and complaints from some library patrons, employees, and the media.
Library	Cost Savings	(400)	-		Cut in communications (Facebook blasts, promotional materials, e.g.). Fewer people would learn about the services that the library offers.

				VSO	Trends	4,000	4,000		Costs for training, memberships, software licensing, and other IT needs have increased since adding an additional two employees over the past three years. The VSO requires another \$4,000 per year to provide the resources necessary for the professional staff.
				VSO	Cost shift to Grant funding	(4,000)	-		Shift costs to grant funds rather than general levy to fund operating cost increases. This shift would yield a smaller amount of the grant for projects and events.
				VSO	Decrease Programs/Services	(5,865)	-		Reduction in STOC. Less office coverage during summer. We would look at the VA's Federal Work-study Program as an option to backfill this loss in staffing.
				VSO	Cost shift to Grant funding	(5,000)	-		Use grant funds rather than general levy to fund most of the department's conference and training activities. This would limit grant funds available for special projects and events. It would not be sustainable over the long term if the MDVA grant were reduced by the Legislature.
				PWM	New Revenue	(4,000)	(4,000)		Per agreement with the Lower MN Watershed District (LMWD), the 2019 amount from the LMWD increases the funding covering labor by this amount.
				PWM	WMO Levy Cost Shift	(10,290)	(10,290)		Staff salaries for the dept. are currently funded by both the General levy and the WMO levy. The shift would, in turn, move an additional \$10,290 from the general levy to the WMO levy to cover more personnel costs. That shift would raise the proposed 2019 WMO levy, putting additional pressure on the WMO levy to cover a greater percentage of PWM staff costs.
				Public Services Admin.	Cost Savings	(20,000)	-		Eliminate the Professional Services line. This cut would erase our ability to contract for expertise on training, technology, and other unusual & urgent priorities for the Division as well as unplanned activities and costs.
				Public Services Admin.	Cost Savings	(6,054)	-		Reduce STOC expense by eliminating the Administrative Fellow position. This position has benefited the county by providing division and county leadership with support for research and special projects that help our communications, policy planning, and strategic planning work. It is also an investment in future municipal administrative leaders.
				Env Services	New Revenue - SW Fee increase	(44,000)	(44,000)		By raising our Solid Waste Fee by \$1 in 2019, we could generate approximately \$44,000 in new revenue. We would put \$37,458 toward ensuring that ES requires no levy funds. We would then propose placing the remainder in our grant programs for increased recycling and organics diversion.
				Env Services	New Revenue- Fee increases	(11,750)	(11,750)		Fee increases at the Environmental Center to offset cost increases related to carpet, mattresses, and box spring disposals
				Env Services	Trend	11,750	11,750		Cost increases at the Environmental Center related to carpet, mattresses, and box spring disposals.
				Env Services	Trend	6,542	6,542		Addition to solid waste grant programs, to be funded by the additional Solid Waste service fee revenue (see above).
				Env Services	New Revenue - SW Fee increase	(83,500)	(83,500)		Raise Solid Waste Fee to \$33 instead of \$31 (revised after initial recommendation) to fund additional recycling programs and improvements to the Environmental Center
				Env Services	Trend	23,500	23,500		HHW Collection event, County Fair, organics collection for rural drop-off sites, organics composting study- water sample
				Env Services	Trend	60,000	60,000		Property improvements to recycling facilities to be funded by Solid Waste fee increase
Total PS	14,276,972	24.6%	(442,748)			(442,748)	(66,943)		
Sheriff's Office				Communications	Att A1- FirstNet	20,000	20,000		ongoing costs
				Communications	Att A1- COOP Plan	10,000	10,000		ongoing costs

				Patrol	2019 Contract Revenues	(347,498)	(347,498)		Police contract increases for FY2019
				Communications	Decrease Program/Service	(50,000)	-		Defer equipment purchase
				Jail	Increase Pay For Stay	(10,000)	(10,000)		Pay For Stay Revenue increase
				All	Misc. Line Item Cuts	(22,000)	-		Short supplies, decrease professional contracted services, services cut
				Emergency Mgmt.	Decrease Program/Service	(10,000)	-		Eliminate FD funding of mutual aid equipment - results in lack of public safety equipment
Subtotal Sheriff	14,854,203	25.6%	(460,648)			(409,498)	(327,498)		
Public Works				Parks	Att A1- Eliminate Park Entrance Fees	155,000	-		Eliminate park entrance fees offset by a decrease in STOC gate attendants on weekdays only
					Att A1- Federal Lobbyist Contract	40,000	40,000		ongoing costs
				PW	New Revenue from Local Option Sales Tax	(40,000)	(40,000)		Use to fund Lobbyist Contract. There is a significant advantage in having Lockridge in DC lobbying for TH 212 grants.
				PW	New Revenue from CSAH	(71,000)	(71,000)		Additional CSAH Maintenance Funding
				PW	Decrease Supplies	(12,000)	(12,000)		Tires, Parts, General supplies
				PW	Decrease Services	(19,888)	(19,888)		Rentals, Traffic Signal Maintenance, Misc. Repairs
				PW	Decrease Conference & Training	(5,000)	(5,000)		Trends indicate underutilization
				Parks	New Revenue- Fee increases	(38,035)	(38,035)		Increased fees to be consistent with regional agency rates
				Parks	Trends- increase in parks & rec stewardship	38,035	38,035		Trends indicate underutilization
				PW	Eliminate Project Manager Position	(122,000)	-		This position was funded with Sales Tax in 2018 to assist with the management of the Transportation Tax Implementation Plan. Need to shift the sales tax used for this position to other levy funded FTEs. Eliminating this position is a short term solution that will force additional work onto existing employees and delay the delivery of projects.
Subtotal PW	7,413,028	12.8%	(229,888)			(74,888)	(107,888)	-	
Buildings CIP						-	-	-	
Subtotal Buildings CIP	19,904	0.0%	(617)			-	-	-	
Health & Human Services				HHS	Att A1- Beacon Contract	30,000	30,000		increased contract costs for Beacon Contract- families moving forward
				HHS	Decrease in services	(83,000)	-		Non mandated service. Homelessness may increase
				Workforce	Eliminate vacant position	(104,000)	(104,000)		Due to low unemployment & workforce caseloads
				Crisis	Decrease in services	(98,000)	-		Eliminates ability to initiate collaborative work with law enforcement
				Child & Family	Decrease in services	(100,000)	-		Will increase length of time a child protection case stays open. Non revenue generating position
				Early Childhood Respite	Decrease in services	(9,000)	-		No funding for parents struggling with special needs children
				Jail Mental Health	Decrease in services	(70,600)	-		Discontinue contract for mental health services provided in the jail - non mandated service
				HCBC	Att A1- Increase service need	52,000	52,000		Foster care for high needs children
				Child & Family	Att A1- Increase service need	100,000	100,000		Increased treatment foster care costs for high needs children
				Child & Family	Att A1- Increase service need	50,000	50,000		Due to increased family assessment cases vs. investigations

				Child & Family	Att A1- Increase service need	75,000	75,000		Change in State eligibility requirement which now opens it up to age 23
					Eliminate vacant position	(107,000)	(107,000)		Non revenue generating position
					Cost savings	(64,500)	-		Non revenue generating position
					Cost savings	(90,000)	-		Loss of revenue attached to position - Net levy is reflected
					Att A1- Revenue	119,970	119,970		Revenue shortfall in multiple grant areas (VCA, FA, Child Protection, etc.)
Subtotal HHS	11,287,188	19.4%	(350,030)			(299,130)	215,970	-	
County Attorney					Decrease Programs/Services	(99,925)	-		Eliminate existing personnel. This will cause delays for clients, overload staff, deadlines will be missed. Staff taking on more tasks.
					New Revenue	(3,000)	(3,000)		Increase in Prosecution Contract revenue for 2019
Subtotal CA	3,226,463	5.6%	(100,057)			(102,925)	(3,000)	-	
Employee Relations					Att A1- County-wide training	10,000	10,000		increased need and cost of training
					Att A1- Professional Services	10,000	10,000		increased arbitration costs
					Professional Services	11,000	11,000		Learning Management System
					Decrease Programs/Services	(3,100)	-		Reduce Wellness Other Miscellaneous Expenses 01-050-050-6379-6379
					Decrease Programs/Services	(25,000)	-		Reduce Wellness Professional Services 01-050-050-0000-6260. Eliminate wellness portal technology along with additional program elements.
					Decrease Programs/Services	(29,000)	-		Significantly Reduce Countywide Training 01-050-000-0000-6335
					Decrease Programs/Services	(11,000)	-		Eliminate Learning Management System 01-050-000-0000-6260
					Trends	(20,000)	(20,000)		Reduce Wellness Program HIP Funding 01-050-050-6376-6379
Subtotal ER	1,836,509	3.2%	(56,953)			(57,100)	11,000	-	
Court Services/Probation					New Revenue	(20,000)	(20,000)		Anticipated increase in probation supervision fee revenue- client numbers up, which will impact supervision and services to clients
					Cost Savings	(4,034)	(4,034)		CSTS User/Enhancement fees- less than expected fee for 2019
					New Revenue	(10,000)	(10,000)		Increase in salary/benefit reimbursement from MN Department of Corrections based on anticipated salary increases for 2019
					Decrease Programs/Services	(10,000)	(10,000)		Decrease child placement budget, specifically line 01-252-254-3715-6040- greater use of community alternatives to short-term juvenile placement.
Subtotal Court Serv.	1,419,923	2.4%	(44,034)			(44,034)	(44,034)	-	
Court Administration					Att A1- Court Appointed Atty Costs Trends- Based on market rates of County Attorneys and comparable to other surrounding counties, the hourly rate of Court Appointed Attorney's is \$100/hour and due to the increased CHIPS attorney fees and statutory changes effective 2015-2016, the trends increased. However, case filings from 2015 to 2017 appear to have stayed consistent and thus far in 2018 our report projections reflect 2018 will also not increase compared to years past. We do not foresee an increase in filings or fees related to CHIPS cases in 2019.	50,000	50,000		increase needed based on 3 year budget to actual trends within civil court appointed atty costs. Court appointed attorney fees are market driven hourly rates and the county is ordered to pay the hourly fees pursuant to statute. The court continues to track each court appointed attorney invoice, type of work and hours worked so we can compare the appointed attorney's fees to other appointed attorneys with similar case work with a large overview to see if there are options to reduce the number of hearings, or look into other possibilities to reduce overall costs. The increase will assist Civil Commitments which according to budget trends have consistently been above the funds appropriated to that case type the last three years. Commitment case filings have not significantly increased within the last three years and current year projections are that they will remain consistent. However, the funding increase will assist with ensuring accurate funding needs are available for the attorney fees related to Civil Commitments.
Subtotal Court Adm.	281,100	0.5%	(8,717)			50,000	50,000		

County Commissioners	-					-	-	-	Reductions to County Commissioner and County Admin budgets were considered but are not being recommended including reductions to Commissioner Contingency, membership dues, conference and training, and lobbying expenses.
Subtotal County Commissioners	601,025	1.0%	(18,639)			-	-	-	
County Administration						-	-	-	See County Commissioner budget note above.
Subtotal County Admin.	425,958	0.7%	(13,210)			-	-	-	
County Commissioners & County Admin Total	1,026,983		(31,848)			-	-	-	
Soil and Water Conservation District				SWCD	staffing costs	16,602	16,602	-	increase cost of staffing, based on County projection
				SWCD	Cost shift to WMO	(5,366)	(5,366)		A portion of the increase in SWCD staffing costs has been included in the WMO recommended levy increase for 2019.
				SWCD	Decrease Programs/Services	(20,932)	-		Shift accounting from SWCD to the BWSR district capacity grant. Additional staff time would be charged to the grant, leaving fewer funds available for projects.
Subtotal SWCD	312,656	0.5%	(9,696)			(9,696)	11,236	-	
Historical Society				Historical	staffing costs	6,238	6,238	-	increase cost of staffing, based on County projection
				Historical	Decrease Programs/Services	(12,900)	-		To make their levy adjustment target, the Society would reduce personnel cost increases (projected at \$6,238 for 2019) and keep vacant positions open longer. This would compound the challenges of attracting and retaining staffers.
Subtotal Historical Society	214,823	0.4%	(6,662)			(6,662)	6,238	-	
Fair Board					Cost Savings/ additional grants	(3,442)	-	-	The Fair Board plans to recover the respective levy adjustment by applying for additional grants and seeking sponsors for specific items.
				Subtotal Fair Board	111,000	0.2%	(3,442)		
Subtotal	\$ 58,043,344	100.0%	\$ (1,800,000)			\$ (1,487,294)	\$ (298,956)	\$ -	

Debt Service	4,542,200	n/a	n/a	Accounted for in Attachment B - Staffing Changes	211,000
Interest Income	(1,543,391)			Division Negative Trends in Attachment A1	(586,970)
Non-Departmental	(7,073,037)	n/a	n/a	Net Division Levy Adjustments	(674,926)
Total Levy/ CPA	53,969,116				

Gap as a % of Total Levy/CPA = 3.3%

Attachment B: Recommended Staffing Changes

as of 8/17/2018

Division/Department	Division Requested FTE's	Funding Source	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Direct Reimbursement	Indirect Funding	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
Requested for 2019:									
Attorney's Office	1.00	Levy	1.00	Assistant County Attorney	111,176	-	-	111,176	111,176
HHS/Administrative Support	1.00	Partial Levy	1.00	Accounting Supervisor	111,249	16,687	-	94,562	94,562
HHS/Administrative Support	1.00	Partial Levy	1.00	Social Services Director	145,816	21,872	-	123,944	123,944
HHS/Child and Family	0.50	Partial Levy	-	Social Worker	60,869	4,870	-	55,999	-
HHS/Income Support	1.00	Partial Levy	1.00	Financial Assistance Specialist	77,861	38,931	-	38,931	38,931
HHS/Public Health	1.00	Partial Levy	-	Public Health Nurse	107,537	-	35,000	72,537	-
Property and Financial Services	0.80	Partial Levy	0.80	Payroll Technician	66,274	-	31,597	34,677	34,677
Property and Financial Services	(1.00)	Levy	(1.00)	Payroll Administrator	(87,623)	-	-	(87,623)	(87,623)
Property and Financial Services	1.00	Partial Levy	1.00	Senior Payroll Administrator	91,145	-	-	91,145	91,145
Property and Financial Services	1.00	No Levy	1.00	Appraiser	78,524	-	78,524	-	-
Property and Financial Services	1.00	Levy	-	Taxation Analyst	77,859	-	-	77,859	-
Public Services	1.00	No Levy	1.00	Environmentalist	83,345	-	83,345	-	-
Public Services	1.00	Levy	1.00	Facility Technician	79,340	-	25,000	54,340	54,340
Public Services	1.00	Levy	1.00	IT Systems Engineer	88,604	-	-	88,604	88,604
Public Services	1.00	Levy	-	Librarian	101,755	-	-	101,755	-
Public Services	1.00	Levy	-	Library Assistant	63,555	-	-	63,555	-
Public Services	0.25	No Levy	0.25	Seasonal Water Resource Education Intern	9,131	-	9,131	-	-
Public Works	1.00	Levy	-	Communications Manager	103,429	-	-	103,429	-
Public Works	1.00	Partial Levy	1.00	Park Operations and Natural Resource Supervisor	108,714	-	55,000	53,714	53,714
Public Works	0.25	No Levy	0.25	STOC - PT Seasonal	6,953	-	6,953	-	-
Public Works	2.00	No Levy	2.00	Highway Maintenance Operator	160,345	-	160,345	-	-
Sheriff's Office	1.00	Partial Levy	-	Senior Engineering Technician	88,702	-	44,351	44,351	-
Sheriff's Office	1.00	Partial Levy	-	Deputy Sheriff	94,579	36,000	-	58,579	-
Subtotal:	19.80		12.30		\$ 1,829,139	\$ 118,360	\$ 529,246	\$ 1,181,533	\$ 603,469

Levy Adjustments:

Eliminate Vacant Positions	Division Submitted FTE's	Funding Source	Administrator Recommended FTE's Changes	Position	Division Submitted Gross Cost (\$)	Direct Reimbursement	Indirect Funding	Division Submitted Net Levy (\$)	Administrator Recommended Net Levy (\$)
HHS/	(1.00)	Partial Levy	(1.00)	CD Assessor	(107,000)	-	-	(107,000)	(107,000)
HHS/Workforce	(1.00)	Partial Levy	(1.00)	Employment Counselor	(104,000)	-	-	(104,000)	(104,000)
Subtotal:	(2.00)		(2.00)		\$ (211,000)	\$ -	\$ -	\$ (211,000)	\$ (211,000)
Grand Total:	17.80		10.30		\$ 1,618,139	\$ 118,360	\$ 529,246	\$ 970,533	\$ 392,469

Attachment C: Capital Projects by Fund for 2019
as of 12/08/2018

DEPT.	CIP #	DESCRIPTION	2018 Board Approved	2019 Recommended	2019 Board Approved	Inc./Dec
Parks & Trails Capital Improvements						
522-512	TH5	Arboretum Trail (Municipal / State Participation)	1,472,000	256,000	-	(1,216,000)
522-512	TH5	Arboretum Trail (CPA)	79,904	73,539	-	(6,365)
522-516	TH5	Arboretum Trail (Parks & Trails)	299,000	-	-	(299,000)
529-000		Reimbursement for Lake Waconia Park Land Acquisition (Met Council Grant)	705,270	-	-	(705,270)
	34-000-XXX-XXXX-66xx		2,556,174	329,539	-	(2,226,635)
Fund 34 Total						
	34-XXX-XXX-XXXX-66XX		2,556,174	329,539	-	(2,226,635)
Levy Dollars - Fund #34			-	-	-	-
Building and Other Capital Improvements						
		Contribution to Agricultural Society 2013/2014 Building Projects (CPA)	60,000	60,000	-	-
		Building Security Improvement Plan- (CPA)	19,904	13,539	-	(6,365)
	30-XXX-XXX-XXXX-6630		79,904	73,539	-	(6,365)
Fund #30 Total						
	30-XXX-XXX-XXXX-66X		79,904	73,539	-	(6,365)
Levy Dollars - Fund #30			-	-	-	-
Regional Rail Authority Right-of Way Capital Improvements						
		Contribution to County for FTE (levy)	63,202	63,202	-	-
		Ditch Drainage, Culvert Cleaning, Tree Removal	102,798	102,798	-	-
	15-XXX-XXX-XXXX-66XX		166,000	166,000	-	-
Fund #15 Total						
	15-XXX-XXX-XXXX-66XX		166,000	166,000	-	-
Levy Dollars - Fund #15			162,000	162,000	-	-
Road & Bridge Capital Improvements						
Transfers						
		State Aid Regular transfer for FTEs	320,000	320,000	-	-
		Transportation Sales & Use Tax to Fund 3 for FTEs and Fed Lobbyist Contract	279,970	319,970	-	40,000
		CSAH Regular funds transfer to Fund 03	25,000	25,000	-	-
		Wheelage tax funds transfer to Fund 35	315,000	315,000	-	-
	03-304 & 35-814		939,970	979,970	-	40,000
Professional Services						
307-8692	CSAH 14	Marsh Lake Road Reconstruction (CSAH 43 - CSAH 11) (State Aid)		546,000		
307-8692	CSAH 14	Marsh Lake Road Reconstruction (CSAH 43 - CSAH 11) (Mun / St)		234,000		
307-8747	Hollywood Township	Bridge #L2774 (Mun / State Participation)	10,000		-	(10,000)
307-8747	Hollywood Township	Bridge #L2812 (Mun / State Participation)	10,000		-	(10,000)
307-8758	TH41	Reconstruction (TH212 - Pioneer) (Mun / State Participation)	840,259		-	(840,259)
307-8786	Highway 212 / CSAH 44	Interchange Phase I (State Aid)		220,000		
307-8786	Highway 212 / CSAH 44	Interchange Phase I (Mun / State Participation)		120,000		
307-8788	CSAH 44 and TH 212	Interchange (State Aid)	350,979		-	(350,979)
307-8788	CSAH 44 and TH 212	Interchange (Mun / State Participation)	724,228	875,000	-	150,772
307-8813	CSAH 61	Reconstruction (TH41 - East Chaska Creek (Mun / State Participation)		340,000		
	32-307-000-0000-6680		1,935,466	1,215,000	-	(1,060,466)

Construction					
307-8015	Safety Set Aside (County Levy)	175,000	85,701	-	(89,299)
307-8016	Traffic Marking / Signs / Signals (County Levy)	315,000	315,000	-	-
TBD	Additional Wheelage Tax funded projects	879,166	859,396	-	(19,770)
TBD	Transportation Sales & Use Tax funded projects	3,296,829	3,256,829	-	(40,000)
307-8016	Traffic Marking / Signs / Signals (CPA)	159,808	-	-	(159,808)
307-8637	CSAH 18 Reconstruction (TH41 - CSAH 15) (State Aid)		1,972,180		
307-8637	CSAH 18 Reconstruction (TH41 - CSAH 15) (Mun / State Participation)		2,657,820		
307-8692	CSAH 14 Marsh Lake Road Reconstruction (CSAH 43 - CSAH 11) (State Aid)		4,460,000		
307-8692	CSAH 14 Marsh Lake Road Reconstruction (CSAH 43 - CSAH 11) (Mun / St)		2,340,000		
307-8747	Hollywood Township Bridge #L2774 (Bridge Bonding)	447,000		-	(447,000)
307-8748	Hollywood Township Bridge #L2812 (Bridge Bonding)	315,000		-	(315,000)
307-8750	Bridge #10503 on CSAH 53 over Bevens Creek (CPA)		147,078		
307-8750	Bridge #10503 on CSAH 53 over Bevens Creek (Bridge Bonding)		241,000		
307-8751	Bridge #L2826 on 154th Street over Bevens Creek (Bridge Bonding)		571,000		
307-8752	Bridge #3569 on 53rd Street over Joint Ditch 1 (Bridge Bonding)		571,000		
307-8758	TH 41 Reconstruction (TH 212 - Pioneer Trail) (State Aid Regular)	2,100		-	(2,100)
307-8758	TH 41 Reconstruction (TH 212 - Pioneer Trail) (Federal)	7,420,000		-	(7,420,000)
307-8758	TH 41 Reconstruction (TH 212 - Pioneer Trail) (Municipal / State)	3,081,145		-	(3,081,145)
307-8783	Th 212 @ CSAH 43 and 34 (RICWS) (Federal)	273,618		-	(273,618)
307-8783	Th 212 @ CSAH 43 and 34 (RICWS) (Municipal / State)	30,402		-	(30,402)
307-8786	Highway 212 / CSAH 44 Interchange Phase I (State Aid)		1,250,000		
307-8786	Highway 212 / CSAH 44 Interchange Phase I (Mun / State Participation)		1,200,000		
307-8788	CSAH 44 and TH 212 Interchange (Mun / State Participation)		8,750,000		
307-8796	CSAH 20 Bridge #93035 Replacement (Bridge Bonding)	149,589		-	(149,589)
307-8830	TH41 Reconstruction (TH41 / CSAH 18 Roundabout) (Mun / State Participation)		1,610,000		
307-8834	TH41 Reconstruction (MN River - Walnut Court) (Mun / State Participation)		1,135,200		
307-8835	CSAH 34 Reconstruction from McLeod CL 500' East (State Aid)	100,000		-	(100,000)
307-8836	TH 212n Flashing Yellow Arrows (State Aid)	161,158		-	(161,158)
307-8836	TH 212n Flashing Yellow Arrows (Mun / State Participation)	215,001		-	(215,001)
	32-307-000-0000-6681	17,020,816	31,422,204	-	(12,503,890)
Right of Way					
307-8726	TH101 Reconstruction (CSAH 61 - CSAH 14) (Muni/ State Participation)		5,900,000		
307-8786	CSAH 44 from TH 212 to Cemetery Driveway (State Aid)	250,000		-	(250,000)
307-8786	CSAH 44 from TH 212 to Cemetery Driveway (Mun / State Participation)	250,000		-	(250,000)
307-8788	CSAH 44 and TH 212 Interchange (Mun / State Participation)	875,000		-	(875,000)
307-8790	CSAH 32 Major rehab (County Levy)	50,000		-	(50,000)
307-8796	CSAH 20 Bridge #93035 Replacement (State Aid Regular)	25,000		-	(25,000)
307-8813	CSAH 61 Reconstruction (TH41 - East Chaska Creek) (Mun / State Participation)		10,000		
	32-307-000-0000-6685	1,450,000	10,000	-	(1,450,000)
Resurfacing/ Rehab/ Maintenance					
307-8000	Resurfacing/ Rehab/ Maintenance (County Levy)	1,450,000	1,689,299	-	239,299
307-8000	Resurfacing/ Rehab/ Maintenance (Wheelage)	564,166	583,936	-	19,770
307-8000	Resurfacing/ Rehab/ Maintenance (State Aid)	1,586,508	3,711,160	-	2,124,652
	32-307-000-0000-6684	3,600,674	5,984,395	-	2,383,721
Fund #32 Total	32-307-XXX-XXXX-66XX	24,946,926	46,631,569	-	(12,590,635)
Road & Bridge Levy Dollars - Fund #32		1,990,000	2,090,000	-	100,000

Attachment D: 2019 Facilities, Vehicles and Equipment (County-wide)

as of 8/17/18

DEPT.	DESCRIPTION	2018	2019	2019	2019	Inc./Dec
		Board Approved	Initially Rolled Forward from 2018 LTFP	County Administrator's Preliminary Recommendation	Board Approved	
Public Services - Admin						
	Vehicle Replacement for Public Services (\$30K moved to PW)	-	-	-	-	-
Dept. Total	01-048-000-0000-66XX	-	-	-	-	-
Public Services - Facilities						
Building Improvements - 6640						
	Facilities - Manager Initiatives	330,000	330,000	330,000	-	-
Dept. Total	01-110-XXX-2001-66XX	330,000	330,000	330,000	-	-
Public Services - Information Services						
Capital Initiatives						
	IT Capital Initiatives	334,400	334,400	334,400	-	-
	Moved to operations budget, based on usage and need		(250,000)	(250,000)		(250,000)
	Software: 01-049-046-0000-6660	334,400	84,400	84,400	-	(250,000)
Client Services						
	Scanner Replacement	15,000	20,000	20,000	-	5,000
	Equipment: 01-049-060-0000-6660	15,000	20,000	20,000	-	5,000
CarverLink						
	CarverLink buildout	70,000	55,000	55,000	-	(15,000)
	CarverLink equipment replacement	30,000	30,000	30,000	-	-
	Equipment: 02-048-000-130x-666x	100,000	85,000	85,000	-	(15,000)
Dept. Total		449,400	189,400	189,400	-	(260,000)
Public Services - Library						
Administration						
	Furniture replacement	10,000	10,000	10,000	-	-
	Equipment replacement	20,000	-	-	-	(20,000)
	Equipment: 01-014-500-0000-6660	30,000	10,000	10,000	-	(20,000)
Dept. Total	01-014-XXX-XXXX-66XX	30,000	10,000	10,000	-	(20,000)
Public Services - Planning & Water						
WMO						
	Carver County Water Mgmt. Organization Project Fund*	177,575	186,611	186,611	-	9,036
	16-XXX-XXX-XXXX-6630	177,575	186,611	186,611	-	9,036
Dept. Total	16-XXX-XXX-XXXX-66XX	177,575	186,611	186,611	-	9,036
Sheriff's Office						
Admin						
	Sheriff Priorities		25,000	25,000	-	25,000
	Equipment: 01-201-201-0000-66xx	-	25,000	25,000	-	25,000
Jail						
	Jail Facility Maintenance	5,000	-	-	-	(5,000)

	Equipment: 01-201-235-0000-6660	5,000	-	-	-	(5,000)
Patrol						
	Vehicles	278,000	293,600	293,600	-	15,600
	Vehicles: 01-201-236-0000-6670	278,000	293,600	293,600	-	15,600
Communication						
	MDC Replacement and Mobile Radio Replacement	60,000	60,000	60,000	-	-
	Portable Radio Replacement Planning	35,000	35,000	35,000	-	-
	Equipment: 01-201-240-0000-6660	95,000	95,000	95,000	-	-
Division Total	01-201-XXX-XXXX-66XX	378,000	413,600	413,600	-	35,600
Public Works						
Highway Operations						
	Public Works Equipment (PS +30K & HHS +30K)	315,000	425,000	425,000	-	110,000
	Public Works Equipment (CSAH)	150,000	150,000	150,000	-	-
	Equipment: 03-304-000-0000-6660	465,000	575,000	575,000	-	110,000
		-	-	-	-	-
Park Administration						
	Park Maintenance Projects (paid by increase in park permit fees*)	26,000	26,000	26,000	-	-
	Site Improvements: 01-520-000-0000-6610	26,000	26,000	26,000	-	-
Division Total		491,000	601,000	601,000	-	110,000
Health & Human Services						
	Replacement Client Transport					
	Vehicles (1 @ \$30,000) (\$30K moved to PW)	30,000	-	-	-	(30,000)
	Vehicles 11-405-700-XXXX-6670	30,000	-	-	-	(30,000)
Division Total	11-XXX-XXX-XXXX-66XX	30,000	-	-	-	(30,000)
County Totals		1,885,975	1,730,611	1,730,611	-	(155,364)
	Transfer to IT operations	-	250,000	250,000	-	250,000
	*Non-Levy Dollars Available to Pay	(453,575)	(447,611)	(447,611)	-	5,964
	Net Levy Dollars Needed	1,432,400	1,533,000	1,533,000	-	100,600

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2019**

as of 12/11/2018

DIVISION - DEPT.	DESCRIPTION	2018	2019	2019	Inc./Dec
		Adopted	Requested	Adopted	
Commissioners					
District 1	AMC and miscellaneous instate	4,000	4,000	-	-
District 2	Transportation Alliance Fly-in-Washington	1,500	1,000	-	(500)
	Washington- (2) Outstate travel trips re: transportation funding	-	1,000	-	1,000
	Waste Expo-Outstate location TBD	1,500	1,000	-	(500)
	AMC/Midwest Regional Rail and miscellaneous instate	1,000	1,000	-	-
District 3	Transportation Alliance Fly-in-Washington	750	250	-	(500)
	Washington- (2) Outstate travel trips re: transportation funding	-	250	-	250
	NACO Legislative-Washington	750	390	-	(360)
	NACO Annual Conference-Nevada	1,000	390	-	(610)
	NACO Leadership Summit-Outstate location TBD	-	390	-	390
	NACO April Conference, Kansas	-	390	-	390
	NACO December Conference, Lincoln NE	-	390	-	390
	Western Interstate Conference-Outstate location TBD	500	650	-	150
	RAC Outstate Location TBD	500	650	-	150
	AMC and miscellaneous instate	500	250	-	(250)
District 4	AMC and miscellaneous instate	4,000	4,000	-	-
District 5	NACO Annual Conference-Nevada	1,500	1,500	-	-
	Washington- (2) Outstate travel trips re: transportation funding	-	1,000	-	1,000
	Western Interstate Conference- Outstate location TBD	1,500	1,000	-	(500)
	AMC and miscellaneous instate	1,000	500	-	(500)
Total- Commissioners	01-001-XXX-0000-6332	20,000	20,000	-	-
County Administration					
	AMC Annual Conference	700	700	-	-
	MCMA/MACA Annual Conference	725	725	-	-
	MACA Fall	475	475	-	-
	NACO/ICMA National	2,000	2,000	-	-
	Misc.- Administrator/staff	200	200	-	-
Total- County Administration	01-030-000-0000-6332	4,100	4,100	-	-
Public Services - Administration					
	MCMA Annual Conference- Minnesota - 2	1,350	1,500	-	150
	ICMA National Conference- Out of State	1,800	1,800	-	-
	MACA Fall- Minnesota	500	650	-	150
	Webinars and In State Training	1,800	1,500	-	(300)
	Staff Professional Training	100	100	-	-
Total- Public Services Admin	01-048-000-0000-6332	5,550	5,550	-	-
Public Services - Facilities					
Facilities Management					
	IFMA & EDAM - Local	1,100	1,100	-	-
	IFMA National	1,000	1,000	-	-
Total- Facilities	01-110-000-0000-6332	2,100	2,100	-	-
Public Services - Information Services					
Manager					
	Microsoft Ignite Conference (out of state training - 1)	-	3,500	-	3,500
	In state training	4,000	500	-	(3,500)
	01-049-000-0000-6332	4,000	4,000	-	-
Infrastructure					
	Security Supervisor - Security Conference (out of state -1)	7,000	5,000	-	(2,000)
	IT Manager IT Solutions Conference (out of state - 1)	-	5,000	-	5,000
	Tech Supervisor Data Center Conference (out of state - 1)	3,000	-	-	(3,000)
	In state training	13,000	18,400	-	5,400
	01-049-046-0000-6332	23,000	28,400	-	5,400
Client Services					
	ARMA National Fall Conference or MER Conference (out of state - 1)	3,000	4,000	-	1,000
	In state training	4,000	1,600	-	(2,400)
	01-049-xxx-0000-6332	7,000	5,600	-	(1,400)
GIS & Software					
	ESRI International Conf. (out of state - 2)	4,000	4,000	-	-
	ESRI Developers Summit (out of state - 1)	4,600	2,300	-	(2,300)
	Microsoft Ignite Conf. (out of state -1)	-	4,000	-	4,000
	SQL Database Conference (out of state - 1)	3,500	-	-	(3,500)
	Web and SharePoint (out of state - 1)	-	3,500	-	3,500
	In state training	6,400	5,700	-	(700)
	01-049-062-0000-6332	18,500	19,500	-	1,000
Project Management Office					
	Onbase National Conference (out of state - 1)	3,500	3,500	-	-
	Web and SharePoint (out of state - 1)	3,500	-	-	(3,500)
	PM/BA Conference (out of state - 2)	7,000	7,000	-	-
	Peak Academy Black Belt Training – Innovation (out of state- 1)	4,250	-	-	(4,250)
	In state training	1,250	4,000	-	2,750
	01-049-064-0000-6332	19,500	14,500	-	(5,000)
CarverLink					
	In state training	2,300	2,300	-	-
	02-048-000-0000-6332	2,300	2,300	-	-
Total- Information Tech	01-049-XXX-XXXX-6332 & 02-048.6332	74,300	74,300	-	-

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2019**

as of 12/11/2018

		2018	2019	2019	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	Adopted	Inc./Dec
Public Services - Library					
	IUG conference (2019 in Phoenix, AZ) - 2 conference attendees	2,000	4,000	-	2,000
	PLA Annual Conference (2018 Philadelphia-County funding budgeted for 2 attendees)	4,000	-	-	(4,000)
	Library Marketing Conference	-	2,000	-	2,000
	01-014-500-0000-6332	6,000	6,000	-	-
	ALA Conference - Out of State (MELSA pays for 2 attendees)	-	-	-	-
	Power Up Conference - Wisconsin (MELSA pays for 4 attendees)	-	-	-	-
	01-014-500-0000-6332 Reimbursed by MELSA	-	-	-	-
Law Library	In State Training	500	500	-	-
	02-508-000-0000-6332	500	500	-	-
Total- Library	01-014-500-0000-6332 & 02-508.6332	6,500	6,500	-	-
Public Services - Veteran Services					
	MN DVA Spring Training/Conference (Two staffers @ \$300/staffers)	350	600	-	250
	Nat'l County Veteran Service Officer Conf (Out of State - two staffers @ \$1800/staffer)	2,250	3,600	-	1,350
	Minnesota County Veterans Service Officer Conference (Four staffers @ \$750/staffer)	2,100	3,000	-	900
	County VSO Assistant's & Secretary Association Conf (Not sending anyone)	300	-	-	(300)
Total- Veteran Services	01-120-000-0000-6332	5,000	7,200	-	2,200
Public Services - Land Management					
	Planning/Zoning Administrators workshop or conference	900	900	-	-
	Tuition Reimbursement	200	200	-	-
	Continuing Education - Building Plan Technician Certification and Septic Certification	300	300	-	-
	CRM Training	200	200	-	-
	01-123-160-0000-6332	1,600	1,600	-	-
Public Services- Environmental Services					
Administration					
	Annual Agricultural Inspectors Conference	250	250	-	-
	Annual MPCA Sewage Treatment System Cont. Education (3)	1,900	1,900	-	-
	Annual MPCA County Feedlot Officers Training	300	300	-	-
	Misc. professional conferences or work related tuition reimbursement	900	900	-	-
	Feedlot, SSTS and Water Quality misc. conferences	500	500	-	-
Solid Waste					
	RAM/SWANA Annual Conference [4]	950	950	-	-
	SWAA Annual conference	200	200	-	-
	Misc. special issue conferences	650	1,150	-	500
	US Composting Council Conference [Out of State]	1,300	1,300	-	-
Industrial Hazardous Waste					
	National Hazardous Waste Conference - Out of State	500	1,000	-	500
	Misc. special issue conferences	300	300	-	-
	OSHA/Safety Training	300	300	-	-
	01-123-130-XXXX-6332	8,050	9,050	-	1,000
Public Services - Planning & Water Management					
	Various water related, SSTS, WCA, Wetland, Erosion Control Conferences, seminars, training sessions	1,350	-	-	(1,350)
	ESRI Annual User Conference (Out of State)	1,500	1,500	-	-
	Misc. Professional conferences or Tuition Reimbursement	250	250	-	-
	Annual Water Resource Conference	650	-	-	(650)
	MN Water Resource conference: MNAPA Annual Conference, other water related conferences, other planning related conferences.	-	1,650	-	1,650
	GIS Conference & Training	500	-	-	(500)
	In state GIS, CRM or other software conference & training	-	850	-	850
	National (Out of State) or State/Local Wetland and/or CRM Training	1,800	-	-	(1,800)
	Wetland Certification and related training	-	1,800	-	1,800
	National (Out of State) potential conferences: Nat. APA Conf., Nat. NALMS Conf., Nat. StormCon Conf., Nat. TMDL Conf., Nat. LID Symposium, Nat. ESRI Water Conference, Center for Watershed Protection Nat. Conf.	1,550	1,550	-	-
	01-123-XXX-XXXX-6332 & 16.6332	7,600	7,600	-	-
AIS	National (Out of State) or State AIS conferences and training: State of Water, AIS Summit, AISRC center, Upper Midwest Invasive Species Conference, WI AIS ID Training or related trainings	1,500	1,500	-	-
	01-123-120-5021-6332	1,500	1,500	-	-
Total- Public Services		112,200	115,400	-	3,200
Attorney					
	IMLA & NDAA- Out of State (Chicago)	6,000	6,000	-	-
	Various training courses- continuing education credits for Attorneys	6,000	10,500	-	4,500
Total- Attorney	01-090-000-0000-6332	12,000	16,500	-	4,500
Court Services - Probation					
	Correctional Evidence-Based Practices (LS/CMI, YLS, MI, Case Planning, etc.)	500	500	-	-
	APPA National Probation Training Institute (Out-of-State)	1,400	1,400	-	-
	MN Association of County Probation Officers (MACPO) - Spring Conference	1,500	1,500	-	-
	MACPO Regional Training for Probation Officers	250	250	-	-
	Miscellaneous Mental Health Training Opportunities	500	500	-	-
	Minnesota Corrections Association (MCA) - Fall Institute	1,350	1,350	-	-
Total- Court Services	01-252-XXX-XXXX-6332	5,500	5,500	-	-

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2019**

as of 12/11/2018

		2018	2019	2019	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	Adopted	Inc./Dec
Employee Relations - Personnel Services					
	MCHRMA Spring Conference	300	300	-	-
	MCHRMA Fall Conference	400	400	-	-
	MPELRA Summer Conference	500	500	-	-
	MPELRA Winter Session	200	200	-	-
	ADA, WC, FMLA, COBRA, ACA	500	500	-	-
	SHRM Seminars	600	600	-	-
	Support, MCIT Seminars	600	600	-	-
	Legal Update Seminars	2,400	2,400	-	-
	NPELRA, SHRM or IPMA or NEOGOV Out-of-State Conference	4,000	4,000	-	-
	IPMA Local, Regional or National Conference	700	700	-	-
	PRIMA National Conference (IN)	2,000	2,000	-	-
	01-050-000-0000-6332	12,200	12,200	-	-
	Wellness Conference	1,000	1,000	-	-
	01-050-050-0000-6332	1,000	1,000	-	-
Total- Employee Relations	01-050-XXX-0000-6332	13,200	13,200	-	-
Property & Financial Services					
Property & Financial Services- Financial Services					
	National GFOA Conference- Los Angeles, CA (OUT OF STATE) (2)	2,200	4,200	-	2,000
	National APA Congress- San Francisco, CA (OUT OF STATE)	3,000	3,000	-	-
	Minnesota GFOA Conference (2)	1,500	1,500	-	-
	MCCC Annual Conference	1,000	1,000	-	-
	Additional Staff Training (IFS, Year-end, OSA)	1,250	1,250	-	-
	Treasurer's Mid-Year Conference	750	750	-	-
Total- Finance	01-045-000-0000-6332	9,700	11,700	-	2,000
Property & Financial Services- Property Tax, Elections and License Centers ("PTELC")					
Administration/Property Tax					
	MN Assoc. of County Officers	750	750	-	-
	MN Assoc. of County Auditors	1,600	1,600	-	-
	Tax Training /Dept. Revenue	1,500	1,500	-	-
	MCCC Conference	1,500	1,500	-	-
	Staff Training	2,150	2,150	-	-
	01-040-040-0000-6332	7,500	7,500	-	-
License Centers					
	MN Assoc. of County Officers	600	600	-	-
	Deputy Registrar Annual Meeting	600	600	-	-
	Staff Training	800	800	-	-
	01-040-055-0000-6332	2,000	2,000	-	-
Elections & Vitals					
	MN Assoc. of County Officers	600	600	-	-
	Sec. of State Training	600	600	-	-
	National NACRC Conference (OUT OF STATE)	2,000	-	-	(2,000)
	MCRA Conference (Vitals)	300	300	-	-
	National NAEO Conference (OUT OF STATE)	2,000	-	-	(2,000)
	Staff Training	600	600	-	-
	01-040-065-0000-6332	6,100	2,100	-	(4,000)
Total- PTELC	01-040-XXX-XXXX-6332	15,600	11,600	-	(4,000)
Property & Financial Services-Property Assessment					
	MAAO Fall Conference	1,220	1,250	-	30
	MAAO Seminars	700	1,500	-	800
	CLE Seminars	750	750	-	-
	MCCC Annual Conference	1,000	1,500	-	500
	MAAP Training	-	200	-	200
	Appraisal Training	4,000	4,000	-	-
Total- Property Assessment	01-047-000-0000-6332	7,670	9,200	-	1,530
Property & Financial Services-Land Records					
	MN Association of County Officers	2,000	2,000	-	-
	PRIA National Conference Colorado Springs, CO (OUT OF STATE) (2)	2,000	4,000	-	2,000
	Recorder's Conference	2,000	2,000	-	-
	Examiner of Titles Training	500	500	-	-
	Staff Training	1,000	1,000	-	-
Total- Land Records	01-100-000-0000-6332	7,500	9,500	-	2,000
Total- Property & Financial Services		40,470	42,000	-	1,530
Public Works - Road & Bridge Administration					
	MCEA Institute	500	500	-	-
	Highway Accountants Conference (2)	700	1,050	-	350
	AMC Annual Conference	600	600	-	-
	NACE Annual Conference (Wichita, Kansas) OUT OF STATE	1,500	1,500	-	-
	MTA Fly In (Washington DC) OUT OF STATE	1,300	1,300	-	-
	MTA Annual Meeting	100	100	-	-
	SWCTC Fly-In (Washington DC) OUT OF STATE (2)	-	1,500	-	1,500
	MAPA (MN Asphalt Pavement Assoc.)	100	100	-	-
	PM Web Users Conference OUT OF STATE	-	1,000	-	1,000
	Miscellaneous	1,700	-	-	(1,700)
	03-301-000-0000-6332	6,500	7,650	-	1,150

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2019**

as of 12/11/2018

DIVISION - DEPT.	DESCRIPTION	2018	2019	2019	Inc./Dec
		Adopted	Requested	Adopted	
Program Delivery					
	MCEA Institute	2,505	2,505	-	-
	MCEA Summer Conference	650	650	-	-
	MSPS Conference	980	950	-	(30)
	MN-Dot Survey Technical Conference	1,400	1,050	-	(350)
	Frontier Precision	1,000	1,000	-	-
	MN GISLIS Conference	3,450	4,600	-	1,150
	ESRI User Conference (San Diego) OUT OF STATE	3,000	3,400	-	400
	GIS Transportation Asset Management Conference OUT OF STATE	1,650	1,650	-	-
	Cartograph Conference (Colorado) OUT OF STATE (3)	2,550	5,000	-	2,450
	Leadership Training	1,000	1,000	-	-
	MN Transportation Conference	600	600	-	-
	Toward Zero Deaths Conference	800	800	-	-
	MN-Dot and U of M certificates	3,000	550	-	(2,450)
	MN-Dot and U of M re-certificates	2,000	4,000	-	2,000
	MN-Dot R-O-W Conference	500	500	-	-
	Project Management Training	2,000	1,000	-	(1,000)
	Project Management Institute Days Conference	1,600	1,700	-	100
	NACE Annual Conference (Wichita, Kansas) OUT OF STATE	2,250	2,250	-	-
	Drone Training & Testing	1,600	1,600	-	-
	MN Bar Association	500	-	-	(500)
	Miscellaneous	65	695	-	630
	03-303-000-0000-6332	33,100	35,500	-	2,400
Highway Operations					
	Equipment Training, Pesticide	3,000	1,500	-	(1,500)
	APWA National and Snow Conference, (out of State)	6,000	5,500	-	(500)
	U of W Snow and Ice Management	3,000	2,000	-	(1,000)
	Asset Works Academy (2 staff) OUT OF STATE	3,000	3,350	-	350
	03-304-000-0000-6332	15,000	12,350	-	(2,650)
Equipment Operations					
	Hydraulic, Electrical, & Welding Training	2,500	2,000	-	(500)
	Mack Class OUT OF STATE	10,000	5,500	-	(4,500)
	03-306-000-0000-6332	12,500	7,500	-	(5,000)
Total- Public Works	03-XXX-XXX-XXXX-6332	67,100	63,000	-	(4,100)
Public Works - Parks					
	MRPA Annual Conference	1,500	1,500	-	-
	MN Shade Tree Short	100	100	-	-
	MRPA Seminars	100	100	-	-
	Park Supervisor Seminars	100	100	-	-
	National Park Institute (Out of State)	2,500	2,500	-	-
	Miscellaneous	700	700	-	-
Total- Parks	01-520-000-0000-6332	5,000	5,000	-	-
Sheriff's Office					
Administrative Services Unit					
	Clerical Support (15)	10,000	20,000	-	10,000
	MSA Summer Conference				
	MSA Winter Conference				
	Administrative Services Manager (PLEAA Conference)				
	Sheriff MSA Jail Conference				
	Chief Deputy				
Jail Services Unit					
	Jail Training-Conf, Mgmt. Training, etc.	9,000	9,000	-	-
	From SS Other				
Operation Services Unit					
	Investigation Division	10,005	10,005	-	-
	Crime Technician				
	School Resource Officer/Gangs/Bike Patrol				
	SERT				
Patrol Services Unit					
	Training - State POST, OSHA mandated,	-	-	-	-
	Elective, 1st Responder, PRISIM, ADA, etc.				
	Traffic Safety/Criminal Interdiction/Weights/Scales				
	K-9 Trials and Certifications				
	Supervisor Development				
Support Services Unit					
	ATV	59,675	59,375	-	(300)
	Civil Process				
	Conceal and Carry				
	Warrants				
	Dive Team				
	Community Service Officers (CSO)				
	Court/Bailiffs				
	Reserves				
	Volunteer Services- Chaplain				
	Rec Services - Water Patrol				
	Snowmobile				
	Training -In House Entire Office - Sex Harr, Cult Div., 1st Aid				
	Instructor Courses-recertification, etc.				
	Supervisory - Sgt & Cpl				
	Licensed Personnel Training				
	ILEETA Conference Outstate (1)				
	EVOC 1st Aid, SPSC				
	01-201-XXX-XXXX-6332	88,680	98,380	-	9,700

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2019**

as of 12/11/2018

		2018	2019	2019	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	Adopted	Inc./Dec
Emergency Management Unit					
	AMEM Emergency Management Conference	3,900	3,900	-	-
	Governor's Emergency Mgmt. Conf.	1,000	1,000	-	-
	Emergency Management Training	1,000	1,000	-	-
	Hazardous Materials Training	2,600	2,600	-	-
	01-201-280-0000-6332	8,500	8,500	-	-
Conceal & Carry					
	Conceal & Carry- reserve fund	1,700	1,700	-	-
	02-202-000-0000-6332	1,700	1,700	-	-
Reserves-					
	Reserves	1,000	1,000	-	-
	02-204-000-0000-6332	1,000	1,000	-	-
Explorers					
	Explorers	2,750	2,750	-	-
	02-205-000-0000-6332	2,750	2,750	-	-
Posse					
	Posse Training	3,750	3,750	-	-
	02-203-000-0000-6332	3,750	3,750	-	-
Communications					
	Communications	-	637	-	637
	01-201-240-0000-6332	-	637	-	637
911 Communication					
	Communications	4,200	4,200	-	-
	APCO/NENA MSA State Conference-(6)	3,480	3,480	-	-
	02-911-000-0000-6332	7,680	7,680	-	-
Total- Sheriff	01-201-XXX-XXXX-6332	114,060	124,397	-	10,337
Health & Human Services- Social Services					
	National Youth Conference - Chicago	-	1,800	-	1,800
	Workforce Conference - Out of State	3,600	1,800	-	(1,800)
	National Eligibility Workers Assoc Conf - Out of State	3,600	4,800	-	1,200
	National Child Support Assoc Conf Out of State	1,800	1,800	-	-
	National Child Support Assoc Conf Out of State - County Attorney	1,800	1,800	-	-
	2018 National Conf. on Coaching in Health & Human Services	1,500	-	-	(1,500)
	National Human Services Conference- Out of State	-	1,500	-	1,500
	Signs of Safety Training - Out of State	6,000	-	-	(6,000)
	International Signs of Safety Gathering - Out of State	6,000	3,500	-	(2,500)
	International Conference on Child & Family Maltreatment - San Diego	-	2,000	-	2,000
	CWLA National Conference - Washington	-	2,000	-	2,000
	Solution Focused Brief Therapy National Conference - Out of State	2,000	-	-	(2,000)
	National Council of Behavior Health - Out of State	1,500	-	-	(1,500)
	National Crisis Providers Conference	2,200	-	-	(2,200)
	Mental Health America Annual Conference - Out of State	1,500	-	-	(1,500)
	Justice and Mental Health Second Chance Conference - Out of State	1,600	-	-	(1,600)
	National Adult Protective Services Association Conference - Out of State	3,600	3,600	-	-
	Credible Conference - Out of State	-	2,382	-	2,382
	Conferences within State	44,182	54,700	-	10,518
	11-XXX-XXX-XXXX-6332	80,882	81,682	-	800
Public Health					
Public Health Department - Leadership					
	National Public Health Conference - Out of State: potentially NACCHO, APHA, ASTHO or other public health focused conference	3,000	-	-	(3,000)
	CHS State Conference	2,000	-	-	(2,000)
	CPHEO Public Health Institute Seminars	2,000	-	-	(2,000)
	Staff Computer Trainings	1,000	-	-	(1,000)
Public Health Nursing Unit					
	TB Clinical Intensive Conference - Out of State	-	3,500	-	3,500
	Training for Maternal & Child Health	1,000	-	-	(1,000)
	Training for TANF-related Family Home Visiting	2,000	-	-	(2,000)
	Training for Disease Prevention & Control	1,500	-	-	(1,500)
	Training for Child & Teen Checkups	3,000	-	-	(3,000)
	Minnesota E-Health Summit	700	-	-	(700)
	National Conference - Out of State: focused on Family Health and Family Home Visiting	3,000	3,500	-	500
	Vaccinology Research Conference - Out of State	-	3,500	-	3,500
Planning & Promotion Unit					
	NACCHO Emergency Preparedness Conference - Out of State	6,000	3,500	-	(2,500)
	NACCHO/APHA Annual Conference - Out of State	-	3,500	-	3,500
	Health Promotion Focused Conference - Out of State	6,000	-	-	(6,000)
	Aging Focused Conference - Out of State	4,000	-	-	(4,000)
	GIS Conference & Training - Out of State	3,000	3,500	-	500
	Planning and Health Promotion Workshops and Seminars	3,000	-	-	(3,000)
	Public Health Emergency Preparedness Training	500	-	-	(500)
	Conferences within State	-	11,990	-	11,990
	11-460-XXX-XXXX-6332	41,700	32,990	-	(8,710)
Total- Health & Human Services	11-XXX-XXX-XXXX-6332	122,582	114,672	-	(7,910)
County Totals		516,212	523,769	-	7,557

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2020 Long Term Financial Plan

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Long Term Financial Plan fulfills the County Board's direction to connect financial strategies to the County's long-term strategic goals and objectives. This Plan is not a budget but rather a non-binding assertion of future intent to allocate future County resources. Individual elements of the Plan will be systematically rolled forward until they are brought into the Annual Budget for approval and implementation.

ACTION REQUESTED:

Motion to approve the 2020 Long Term Financial Plan.

FISCAL IMPACT:
If "Other", specify:

FUNDING
County Dollars =

Total

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

The Long Term Financial Plan is a planning tool so projects listed in the Plan are financial placeholders only. Financing for the projects are not approved until they are included in the Annual Budget process.

Office use only:

RBA 2018 - 5865



2020 Long Term Financial Plan

*Presented for Adoption
December 18, 2018*

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

Date: December 18, 2018
Motion by Commissioner: _____

Resolution: _____
Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2020 LONG TERM FINANCIAL PLAN
FOR CARVER COUNTY**

WHEREAS, the Long Term Financial Plan (the "Plan") fulfills the County Board's direction to "connect financial strategies to the County's long-term strategic goals and objectives"; and

WHEREAS, the Plan which has been prepared by division directors and reviewed by the County Board of Commissioners provides the basis for determining the non-binding intent to allocate future County resources; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners 2020 Long Term Financial Plan is hereby adopted and placed on the County's website.

BE IT FINALLY RESOLVED, that copies of this resolution be forwarded to division directors of Carver County.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2018.

David Hemze
County Administrator

EXECUTIVE SUMMARY

This 2020 Long Term Financial Plan, (the “Plan”) along with the 2019 Annual Budget, fulfills the County Board’s direction to “connect financial strategies to the County’s short and long-term strategic goals and objectives.” The Plan is not a budget but rather a non-binding assertion of future intent. Ideally, individual elements of the Plan will systematically be rolled forward each year until they are brought into the Annual Budget process for approval and implementation.

The Plan focuses on the four areas which will significantly impact future property tax levy and budgets:

- A. Capital Improvement Plans (CIPs) for New Capital Projects
- B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment
- C. Bond Sales and Debt Service
- D. Personnel Costs

A. Capital Improvement Plans (CIPs) for New Capital Projects:

CIP Revenue Summary:

County ½ cent Sales Tax: In 2017, the County Board approved a ½ cent sales tax that is expected to generate approximately \$4 million annually for County road and bridge projects.

Wheelage Tax: In 2017, the County Board approved increasing the wheelage tax to \$20 effective January 1st, 2018 which is expected to annually generate \$1.7 million from auto and motorcycle license renewals for County road and bridge projects.

Request for State Bonding: In 2018, the County requested \$5 million from the State which would be matched with \$5 million from the County to fund a \$10 million Phase I Development Project for Lake Waconia Regional Park. The 2018 Legislature approved a \$1.5M grant from the State which will be matched with \$1.5M in County funds for a total of \$3 million. The remaining \$7 million funding gap for a Lake Waconia Regional Park: Phase I Development Project will be addressed with the 2019 Legislature.

Road & Bridge Tax Levy: The County Board has directed that the \$2.0M tax levy for road and bridge annual maintenance be increased \$100K for the next 6 years to finance the Road Preservation Plan.

State, Federal and Local funds: New road and bridge construction projects are financed from the Minnesota Highway Users Tax Distribution Fund (Fuel Tax, License Fees and Motor Vehicle Sales Tax), Sales Tax on Leased Vehicles, as well as Federal and State grant programs, City funds, and proceeds from County Bonds.

State County Program Aid (“CPA”): The Recommended 2019 Budget has approximately \$394,000 in unallocated 2019 CPA. \$100,000 is being directed to fund one-time capital projects listed on 2019 Budget Attachment E and the remaining \$294,000 will be directed to the CIPs according to the percentages below:

50%	Road & Bridge CIP
25%	Park & Trail CIP
<u>25%</u>	Building CIP
100%	Total State CPA

State Sales Tax “Legacy Funds”: The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to be approximately \$350,000. These funds commonly referred to as “Parks and Trails Legacy Funds,” are being used for the local match to Federal Grants for the Extension of the MN River Bluffs Regional Trail and trail pavement resurfacing.

Metropolitan Council Reimbursement for Park Land Acquisition: The County is currently reimbursed 100% from the Metropolitan Council for parkland acquisitions that are included in the County’s Regional Park Master Plan. The reimbursement formula is currently up to \$1.7M of the purchase price reimbursed at the land acquisition closing and then a biannual reimbursement of up to \$470,000. Based on the current reimbursement formula, the County will be waiting until 2024 for full reimbursement from the Met Council for previous land acquisitions.

CIP Project Summary:

Buildings CIP: Building projects related to ongoing maintenance, increasing security and expanding square footage are included in the Building CIP. These projects include:

- Furnishing a new Chaska library
- Building Master Space Plan Study

Funding for these building projects has not been identified at this time.

Roads & Bridges CIP: The County completed a 2014 amendment to the 2030 Road system Plan (RSP). The RSP identifies \$860 million of road and bridge projects to meet the needs of the projected growth in population and employment

by 2040. This includes \$670 million for County road and bridges and \$190 million for critical State highway projects.

Road and bridge needs include preservation (overlays), bridge replacement, safety enhancements (turn lanes, traffic signals, roundabouts, etc.), system expansion (added lanes), system connectivity (new roads and bridges), and reconstruction (rebuilding existing roads without adding lanes). A 6 year Road and Bridge Plan has been updated to recognize the additional funding from the ½ cent sales tax and increased wheelage tax which were approved in 2017 by the County Board.

The plan funds traditional preservation, bridge replacement and safety enhancement goals as well as partially fund high priority expansion, connectivity and other emerging regionally significant projects. The CIP identifies projects that are traditional and development driven as the County has a cost participation policy that differs for each.

Parks and Trails CIP: This CIP focuses on sustainability projects to maintain the County's existing park and trail system as well as the next round of park and trail development projects. Additional resources may need to be identified in order to complete park and trail development projects on a timely basis. Options to address this potential financing gap are being developed by the Park Board and County staff.

B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2019 Budget includes \$1.5 million in levy funding to replace facilities, vehicles and equipment. This Plan includes a five year replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2020 thru 2024. These capital replacement requests will be rolled forward each year until they become part of current year Budget process. The five year replacement schedule relies on a \$100,000 a year increase to the \$1.5 million levy over the next five years. The County Board has been supportive of this \$100K a year increase in levy dollars to create an orderly and scheduled replacement of County facilities, vehicles and equipment.

C. Bond Sales and Debt Service

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Other than the potential match to the \$7M State Bonding request for a Lake Waconia Regional Park development project, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

The 2020-2024 Road and Bridge CIP has been updated to reflect the additional funding from the ½ cent sales tax and wheelage taxes that were approved in 2017. Depending on the success of various State and Federal grant applications, County bonds may be necessary to provide matching grant dollars

for high priority projects. The majority of the projects in the Road & Bridge CIP are funded by external funding sources that have been secured.

D. Personnel Costs

Personnel costs are the largest and have been the fastest growing portion of the County's operating budget. This Plan identifies strategies for addressing the three major drivers of personnel costs:

1. Requests for Additional Levy Funded Staffing
2. Employee Health Insurance
3. Other Post-Employment Benefits (OPEB)

The County Board carries the ultimate budget authority. The 2019 Annual Budget and the 2020 Long Term Financial Plan are expected to be approved at the December 18, 2018 County Board meeting.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2019 Carver County Regional Rail Authority Levy and Budget

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="12/18/2018"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Public Works Director/County E"/>	Item Type: <input type="text" value="Ditch/Rail Authority"/>
Amount of Time Requested: <input type="text" value="5"/> 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="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

The CRRRA is requesting \$162,000 2019 levy which is the same levy as 2018.

The CRRRA levy is used to fund administrative, maintenance staff, and law enforcement time for day to day operations and stewardship. These duties included planning, permitting and capital improvement projects, patrol services, as well as corridor maintenance work of mowing, weed control, tree trimming, debris and trash removal, drainage corrections and site inspections for the Dakota Rail and Union Pacific Rail corridors.

ACTION REQUESTED:

Motion to adopt the 2019 Carver County Regional Rail Authority Tax Levy and Budget Resolution

FISCAL IMPACT: <input type="text" value="Other"/> <p><i>If "Other", specify:</i> <input type="text" value="See fiscal comment below"/></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:

The Regional Rail Authority's tax levy impact on the average value will be less in 2019 than it was in 2018.

Office use only:

RBA 2018 - 5863

**CARVER COUNTY REGIONAL RAIL AUTHORITY
CARVER COUNTY, MINNESOTA**

Date: December 18, 2018 Resolution: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

CERTIFYING 2019 PROPERTY TAX LEVY

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Regional Rail Authority Board has reviewed budget requests and has made a determination of the Ad Valorem Property Tax required to support Authority operations for the Calendar Year 2019.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that there be, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2019, to wit:

CARVER COUNTY REGIONAL RAIL AUTHORITY

\$162,000

ADOPTION OF 2019 BUDGET

WHEREAS, the annual operating and capital budgets for the Carver County Regional Rail Authority, which have been prepared by Public Works Director and reviewed by the Carver County Regional rail Authority Board, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County Regional Rail Authority Board for the coming year; and

WHEREAS, the Carver County Regional Rail Authority Board has established the property tax levy for Carver County which serves as a major funding source for Rail Authority operations; and

WHEREAS, the budgets as reviewed and amended by the Carver County Regional Rail Authority Board are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Rail Authority budget to serve as a management tool for division directors and the Carver County Regional Rail Authority Board and sets the authorized expenditure limits for the 2019 budget year; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

	<u>Revenues</u>	<u>Expenditures</u>
Carver County Regional Rail Authority	<u>\$166,000</u>	<u>\$166,000</u>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that the 2019 budget is hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FURTHER RESOLVED, funds are hereby appropriated for the execution of the aforementioned 2019 budgets.

BE IT FURTHER RESOLVED, budget cannot be exceeded by category for any fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property and Financial Services Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2019 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600's) greater than \$25,000 must have prior Regional Rail Authority Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, in recognition that the Regional Rail Authority does not maintain any staff and meets on an infrequent basis, the Carver County Board and staff are authorized to conduct Regional Rail Authority day to day business on behalf of the Regional Rail Authority including, but not limited to, the payment and approval of Regional Rail Authority claims and invoices, adjusting the annual fee schedule and signing contracts consistent with the authority delegated to County staff in the County's Administrative Policy Manual.

BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets be forwarded to division directors of Carver County.

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, Carver County, Minnesota, at its session held on the 18th day of December, 2018, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2018.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2018 Year in Review

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/18/2018

Contact: Nick Koktavy Title: Deputy Director

Item Type:
Regular Session

Amount of Time Requested: 10 minutes

Attachments: Yes No

Presenter: Gayle Degler Title: Board Chair

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

BACKGROUND/JUSTIFICATION:

Carver County Board Chair Gayle Degler will highlight Carver County accomplishments and events in 2018.

ACTION REQUESTED:

No action required.

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 2018 - 5845