

**December 16, 2014, 7:30 a.m. Legislative Breakfast  
Chanhassen American Legion**

**December 16, 2014 Committee of the Whole Meeting Canceled**



Carver County Board of Commissioners  
December 16, 2014  
Regular Session  
County Board Room  
Carver County Government Center  
Human Services Building  
Chaska, Minnesota

PAGE

4:00 p.m.	1.	<ul style="list-style-type: none"> <li>a) <b>CONVENE</b></li> <li>b) <b>Pledge of allegiance</b></li> <li>c) <b>Public comments (limited to five minutes)</b> <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></li> <li>d) <b>Introduction of new employees</b>..... <b>1</b></li> </ul>	
	2.	Agenda review and adoption	
	3.	Approve minutes of December 2, 2014, Regular Session and December 4, 2014 Budget Public Hearing .....	2-5
	4.	Community Announcements	
4:05 p.m.	5.	<b>CONSENT AGENDA</b>	
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
		5.1 Extension 2015 MOA .....	6
		5.2 Veteran Service Operational Enhancement Grant.....	7-8
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
		5.3 Right-of-way Acquisition for Project #SP 010-610-046, CSAH 10 from CSAH 30 to Highway 7 .....	9-13
		5.4 2014 State Allocated AIS Prevention Funds .....	14-15
		5.5 Request for approval to contract with Motorola for Dispatch Radio Console Upgrade .....	16-18
		5.6 Sheriff's Office - Approval of the Updated Emergency Operations Plan for 2014.....	19-20
		5.7 Retainage Reduction - 2014 County Highway Overlay Projects .....	21
		5.8 Right-of-way Acquisition for Minnesota River Bluffs Regional Trail Extension .....	22-24
		<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>	
		5.9 Resolution for Agreement for TH 101 Environmental Assessment and Preliminary Design from CSAH 14 to CSAH 61 .....	25-26
		5.10 Approve Clean Water Partnership Grant Agreement.....	27-28
		5.11 Carver County WMO - City of Mayer Request for Extension of Project Funds .....	29-30

5.12	Board of Water & Soil Resources (BWSR) 2015 Natural Resource Block Grant (NRBG) .....	31
5.13	Resolutions for Local Bond Improvement Program Funding .....	32-35

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

5.14	Abatements/Additions .....	36-37
5.15	Review Social Services/Commissioners Warrants .....	NO ATT

4:05 p.m.	<b>6. FINANCES: Improve the County's financial health and economic profile</b>	
	6.1 <b>Public Hearing</b> and Adoption of Ordinance 48-2015 and the 2015 Carver County Fee Schedule .....	38-89
	6.2 State Turnback Reimbursement 2014 Budget Amendment .....	90-92
	6.3 2015 Property Tax Levy and Budget .....	93-129
	6.4 2016 Long Term Financial Plan.....	130-158

4:45 p.m.	<b>RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY</b>	
	6.5 2015 Carver County Regional Rail Authority Budget and Levy.....	159-165

4:55 p.m.	<b>ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS CARVER COUNTY BOARD</b>	
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4:55 p.m.	<b>7. COMMUNITIES: Create and maintain safe, healthy and livable communities</b>	
	7.1 Approve an Attraction and Retention Range for the Clinical Nurse Specialist Classification .....	166-167
	7.2 Award of Bid for S.A.P. 010-640-010: CSAH 40 Bridge No. 10545 over Bevens Creek .....	168
	7.3 Award of Bid for S.A.P. 010-599-018: 166th ST Bridge No. 10J32 over Silver Creek.....	169

5:20 p.m.	<b>8. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government</b>	
	8.1 Resolution Setting 2015 County Attorney and County Sheriff Compensation .....	170-174
	8.2 Resolution Setting 2015 County Commissioner Compensation .....	175-178

5:40 p.m.	<b>9. CONNECTIONS: Develop strong public partnerships and connect people to services and information</b>	
	9.1 2014 Year in Review .....	179
	9.2 <b>Closed Session</b> – Land Acquisition for CSAH 11 Construction Project #SP 010-611-006.....	180

6:30 p.m.	<b>ADJOURN REGULAR SESSION</b>	
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6:30 p.m.	<b>BOARD REPORTS</b>	
	1. Chair	
	2. Board Members	
	3. Administrator	
	4. Adjourn	

David Hemze  
County Administrator

**UPCOMING MEETINGS**

December 23, 2014	No Board Work Session
December 30, 2014	No Board Meeting
January 6, 2015	9:00 a.m. Organizational Session

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Introduction of new Public Works Staff - Program Delivery**

Primary Originating Division/Dept:

**Meeting**

Date:

Contact:  Title:

**Item Type:**

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Public Works - Program Delivery has two new employees:

Program Delivery - Survey Group (by John Freemyer)

Luke Kranz - Assistant County Surveyor

Program Delivery - Program Delivery Group (by Bill Weckman)

Nick Ousky - Senior Engineering Technician

**ACTION REQUESTED:**

None

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2925

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 2, 2014. Chair Gayle Degler convened the session at 9:00 a.m.

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

Members absent: None

Lynch moved, Workman seconded, to approve the agenda. Motion carried unanimously.

Ische moved, Maluchnik seconded, to approve the minutes of the November 18, 2014, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Resolution #64-14, Supporting Commissioner Maluchnik's Nomination as the Chair of the Transportation Advisory Board.

Approved State Fiscal Year 2014; Program Year Employment and Training Providers Annual Assessment and authorized Chair to sign.

Approved the Household Hazardous Waste Inter-County Agreement pending review and approval by the County Attorney.

Contract with Hiller Commercial Flooring in the amount of \$34,831.00.

Approved limiting business hours in non-24/7 facilities on December 24, 2014, to 8:00 a.m.-12:00 noon, allowing employees to use vacation, PTO, comp time, flex time or voluntary unpaid leave to fill the day; and in specific situations, allow greater flexibility of work hours within the same work week to accommodate the reduction of hours on the 24<sup>th</sup>.

Approved the Memorandum of Understanding between Carver County and the State of Minnesota to receive US Homeland Security funds and participate in the Statewide Security Monitoring Initiative pending completion of the contract review process.

Reviewed November 25, 2014, Community Social Services' actions/Commissioners' warrants in the amount of \$332,647.57 and reviewed December 2, 2014, Community Social Services' actions/Commissioners' warrants in the amount of \$183,428.26.

Motion carried unanimously.

Darin Mielke, Public Works, requested the Board award the construction contract for the CSAH 10 bridge project.

He explained back in May a bid opening was held and only one bid was received. He indicated the bid received was over where they thought it would be and three options were considered. He stated they were uncertain if they had a good bid and they felt the best option would be to rebid. Mielke noted the City of Watertown and County agreed to reject the bid and work toward construction in 2015.

He stated bids were opened on November 13th and the same bidder was the low bid between the five bids received. Mielke indicated, because of additional bridge bonds they were able to secure, the County's share will be less.

Mielke pointed out the construction schedule and different options for the contractor. He stated Redstone wanted to go with the early start date and they plan to start preliminary work in February. He noted the October 23, 2015, date for substantial completion and final completion by June 15, 2016. He indicated the City of Watertown unanimously approved to proceed with the project.

Lynch offered the following Resolution, seconded by Ische:

Resolution # -14  
Awarding the CSAH 10 Bridge No. 10550 Construction Project,  
Carver County Contract 14-419

On vote taken, all voted aye.

Mielke appeared before the Board for a project update on the Southwest Reconnection Project. He noted the importance of the project to get it out of the floodplain. He explained work began in July and the estimated completion date was still November, 2015. Mielke identified the construction schedule and stated that they are currently in phase two. He indicated bridge work would progress from South to North and pointed out the work completed to date. He noted upcoming work included roundabout soil correction work and the causeway bridge.

He shared photos of the work being done at the site. Mielke pointed out project updates can be found on the project's website, Facebook and twitter as well as two live feed cameras.

Chair Degler thanked Mielke for an update on the project.

Workman moved, Lynch seconded, to adjourn the Regular Session at 10:09 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.)

A public hearing on the proposed 2015 budget was held at the Government Center in Chaska on December 4, 2014. Vice Chair Maluchnik convened the meeting at 6:09 p.m.

Commissioners present: Randy Maluchnik, Vice Chair, James Ische, Tim Lynch and Tom Workman.

Commissioners absent: Gayle Degler.

Vice Chair Maluchnik explained the purpose of the meeting was to hold a public hearing to take comments on the 2015 proposed budget and not market values that were set earlier this year. Maluchnik clarified if there were concerns related to market values, the Assessor's office was available to discuss those concerns. He pointed out the focus of tonight's meeting would be on the proposed taxes to be levied by the County for 2015 and that the Board would be setting the final budget on December 16<sup>th</sup> at 4:00 p.m.

Lynch moved, Workman seconded, to open the public hearing. Motion carried unanimously.

David Hemze, County Administrator, noted the average value increases to homes, commercial and ag properties and resulting tax impact. He pointed out the budget decrease due to Southwest Reconnection project being in the 2014 budget and a one time capital expenditure. He identified the 2.3 million levy increase on the tax side.

He highlighted services provided and a breakdown of costs per month for those services on an average value home.

David Frischmon, Finance, provided a summary of the proposed levy increase. He pointed out staffing changes and new FTEs recommended, noting five FTEs would be paid for by other sources. He identified both non levy and levy funded 2015 capital projects. Frischmon summarized levy savings in operations. He pointed out county program aid promised and actually received from the State and suggested the State's financial situation has stabilized.

He outlined property tax impacts of the proposed levy to residential, commercial and agricultural properties. Frischmon indicated additional funds for the AIS program and the Watertown Public Works Building will be items coming back in 2015 for further consideration. Frischmon provided a summary of 2015 budget increases and decreases.

Frischmon highlighted the long term financial plan in the area of roads, buildings, parks and operations. He reviewed the budget schedule and the meetings held to date.

Paul Joswick, Hollywood Roadhouse property owner, pointed out his value increase of 126% and stated his business was struggling. He stated the property he purchased was bank owned and he improved the property. He indicated he spoke with the Assessor and he was going to appeal. He pointed out 20 employees would be affected if he closes and stated he could not sell at the assessed value.

Angie Johnson, Assessor, reviewed the values prior to the sale and values after improvements were made.

Joswick pointed out his purchase price and improvement costs.

Vice Chair Maluchnik assured Joswick that staff would follow up to ensure that the values set were correct and mistakes were not made.

Johnson clarified values were set as of July 1<sup>st</sup> and going to Tax Court was the only recourse. The Board pointed out the time period to appeal values set next year and encouraged Joswick to monitor if he didn't agree on the value established.

No other public testimony was received.

Workman moved, Lynch seconded, to adjourn the public hearing at 6:55 p.m. Motion carried unanimously.

Workman moved, Ische seconded, to adjourn the public hearing. Motion carried unanimously.

David Hemze  
County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Extension 2015 MOA**

Primary Originating Division/Dept: Administrative Services

**Meeting**

Date: 12/16/2014

Contact: Nick Koktavay Title: Projects & Communication M...

**Item Type:**

Consent

Amount of Time Requested: minutes

Presenter: Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Every year, Carver County and the University of Minnesota sign a Memorandum of Agreement (MOA) authorizing funds for Extension programs in Carver County. The MOA between the University of Minnesota and Carver County contains provisions on the allocation of funds for University positions and local programs. The proposed programs and positions would remain the same in 2015 as 2014, as follow (FTE = full-time equivalent):

- 4H Program Coordinator (1.0 FTE)
- Horticulture (Master Gardener) Program Coordinator (0.4 FTE)
- Agriculture Educator (0.5 FTE)
- Financial Resources Management Educator (0.5 FTE)
- 4H Summer Intern

For 2015, there is a proposed 1.5% increase in the MOA's total budget, which has been incorporated into the 2015 recommended budget. The Association of Minnesota Counties (AMC) negotiates the rates for the Extension positions.

**ACTION REQUESTED:**

Motion to contract with the University of Minnesota for 2015 Extension programs through the proposed MOA pending completion of the Carver County contract review of the MOA.

**FISCAL IMPACT:** Other

Included in the recommended 2015 budget

If "Other", specify: budget

**FUNDING**

County Dollars = \$187,662.00

**FTE IMPACT:** None

**Total** \$187,662.00

**QUOTES OR BIDS OBTAINED:** N/A

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2963



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Veterans Service Operational Enhancement Grant**

Primary Originating Division/Dept: Administrative Services - Veterans

Meeting Date:

12/16/2014

Contact: Dan Tengwall

Title: Veterans Service Officer

Item Type:

Consent

Amount of Time Requested: [ ] minutes

Presenter: [ ]

Title: County Veterans Service Officer

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Minnesota Department of Veterans Affairs offers a County Veterans Service Officers' (CVSO) Operational Grant program in which each county applying receives a base grant of \$7,500. In addition to the base grant, each county is eligible to receive additional funds based on the county's veteran population. The formula for awarding grant funds is based on veteran population estimates, as of September 30, 2013, produced by the VA Office of the Actuary. According to the VA Office of the Actuary, Carver County's veteran population as of that date was 4,930. This year, therefore, Carver County is eligible for an additional \$5,000 (total grant being \$12,500). Our VSO will use this grant for technology upgrades, outreach expenses, efforts to reduce veterans' homelessness, training opportunities for staff members, and other outreach efforts the Carver County Veterans Service Office will organize or participate in. The approval of this board action would greatly benefit Carver County's veterans, their families, and the operations of the Carver County Veterans Service Office.

**ACTION REQUESTED:**

Motion to approve the attached CVSO Operational Grant Resolution and the Grant Contract of \$12,500 pending completion of the contract review process.

**FISCAL IMPACT:** Other

*If "Other", specify:*

Grant funds [ ]

**FUNDING**

County Dollars = **\$0.00**

MDVA **\$12,500.00**

**Total** **\$12,500.00**

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

Funds from the Minnesota Department of Veterans Affairs CVSO Operational Grant.

*Office use only:*

RBA 2012- 2951 [ ]

RESOLUTION OF CARVER COUNTY

BE IT RESOLVED by the Carver County Board of Commissioners that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county’s veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans Service Office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Carver County Board of Commissioners that Dan Tengwall the Carver County Veterans Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at the Carver County Board Meeting in Chaska, Minnesota this 16<sup>th</sup> day of December, 2014.

\_\_\_\_\_  
*Authorized Signature and Title*

\_\_\_\_\_  
*Date*

STATE OF MINNESOTA  
CARVER COUNTY

I, David Hemze, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of Commissioners of said Carver County, that I have compared the above resolution with the original passed and adopted by the County Board of Commissioners of said Carver County at a Regular Board meeting thereof held on the 16<sup>th</sup> day of December, 2014, at Chaska, Minnesota, that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this 16<sup>th</sup> day of December, 2014 and have hereunto affixed the seal of the County.

\_\_\_\_\_  
*Authorized Signature and Title*

(SEAL)

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Right-of-way Acquisition for Project #SP 010-610-046, CSAH 10 From CSAH 30 to Highway 7**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

Item Type:

Consent

Amount of Time Requested:  minutes

Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The 2015 construction program includes the reconstruction and partial realignment of CSAH 10 from CSAH 30 on the south to Highway 7 on the north. Additional right-of-way is needed to complete this project. Carver County Public Works has negotiated settlements with property owners for the acquisition of permanent, drainage and temporary easements on three parcels along the CSAH 10 corridor.

**ACTION REQUESTED:**

Adopt a resolution to authorize payment of compensation based on negotiated settlements for easements required for project SP 010-610-046.

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

<b>FUNDING</b>	
<b>County Dollars =</b>	<input type="text"/>
CSAH Funds (Gas Tax e...	\$105,000.00
<b>Total</b>	<b>\$105,000.00</b>

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2014- 2921

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

Date: December 16, 2014\_\_\_\_\_ Resolution No: \_\_\_\_\_

\_\_\_\_\_  
Motion By Commissioner: \_\_\_\_\_ Seconded by Commissioner: \_\_\_\_\_

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**Resolution Authorizing Payment of Settlements of Compensation to  
Landowners for Easements Required for the CSAH 10 Road Reconstruction,  
Project # SP 010-610-046**

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 to acquire land and other interests in real estate which are needed for public use or purpose; and

WHEREAS, Carver County wishes to reconstruct the CSAH 10 from CSAH 30 on the south to Highway 7 on the north, Project #SP 010-610-046 (“Project”); and

WHEREAS, in order to complete the Project it is necessary for the County to purchase property interests from each of the properties described in Exhibit A attached hereto; and

WHEREAS, the County has retained independent real estate appraisers to provide the County with the appraisers’ estimates of the damages caused by the County’s acquisition of the property interests required for the Project; and

WHEREAS, upon completion of the appraisals, the County made offers of compensation to the land owners for the needed property interests consistent with the appraiser’s estimate of the damages being incurred by the various owners as a result of the County’s acquisitions; and

WHEREAS, a settlement has been reached with two property owners impacted by the project.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners as follows:

1. The Board of Commissioners finds that it is necessary and for a public purpose for the County to acquire the property interests described in Exhibit A for the Project.



**Exhibit A**

**Property Interests Required for the Reconstruction of the CSAH 10 From CSAH 30 to  
Highway 7  
Project #SP 010-610-046**

(Acquisition)

P.I.D. No. 09.0102510

Ronald J. Hilk and Miriam R. Hilk, husband and wife

Taking of permanent roadway easement for right of way purposes over County State Aid Highway No. 10 (containing 19,023 Sq. Ft., more or less).

Taking of a temporary easement over County State Aid Highway No. 10 (containing 29,645 Sq. Ft., more or less).

Taking a permanent Utility and Drainage Easement over County State Aid Highway No. 10, (containing 948 Sq. Ft., more or less).

Settlement Amount: \$13,200.00.

(Acquisition)

P.I.D. No. 90.102510

Ronald J. Hilk and Miriam R. Hilk, husband and wife

Taking of permanent roadway easement for right of way purposes over County State Aid Highway No. 10 (containing 28,753 Sq. Ft., more or less).

Taking of temporary easement over County State Aid Highway No. 10 (containing 19,519 Sq. Ft., more or less).

Taking a permanent Utility and Drainage Easement over County State Aid Highway No. 10, (containing 28,171 Sq. Ft., more or less).

Settlement Amount: \$56,800.00.

(Acquisition)

P.I.D. No. 10.0341400

Drew T. Dimler and Kathy J. Dimler, husband and wife

Taking of permanent roadway easement for right of way purposes over County State Aid Highway No. 10 (containing 43,236 Sq. Ft., more or less).

Taking of temporary easement over County State Aid Highway No. 10 (containing 28,063 Sq. Ft., more or less).

Taking a permanent Utility and Drainage Easement over County State Aid Highway No. 10, (containing 878 Sq. Ft., more or less).

Settlement Amount: \$35,000.00.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2014 State Allocated AIS Prevention Funds**

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="Sam Pertz"/> Title: <input type="text" value="Parks &amp; Trails Supervisor"/>	Item Type: Consent <input type="text"/>
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:  
 Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

The 2014 State legislative session provided Aquatic Invasive Species (AIS) Prevention Aid Funds to each county for AIS prevention. Funds were allocated based on a formula of: the number of public water access sites and parking capacity at each access within a county boundary. These funds were made available to the County after July 1, 2014.

Prior to the State providing Prevention Aid Funds, Carver County had already adopted, funded and implemented a 2014 AIS program.

A requirement of receiving 2014 prevention aid funds from the State, the County must take action and resolve how these funds are to be used before yearend and report back to the State.

Since the County had a 2014 AIS program in place it is recommended that the 2014 Prevention Aid Funds of \$59,671 be utilized as a part of the 2015 County AIS program following the State guidelines.

**ACTION REQUESTED:**

Adopt a resolution to carry over the 2014 AIS Prevention Aid Funds to the 2015 County AIS program.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td><b>County Dollars =</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td>2014 State AIS Preventi...</td> <td style="text-align: right;">\$59,671.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$59,671.00</b></td> </tr> </table>	<b>County Dollars =</b>	<b>\$0.00</b>	2014 State AIS Preventi...	\$59,671.00	<b>Total</b>	<b>\$59,671.00</b>
<b>County Dollars =</b>	<b>\$0.00</b>						
2014 State AIS Preventi...	\$59,671.00						
<b>Total</b>	<b>\$59,671.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="None"/>							
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>							

Related Financial/FTE Comments:  
 The funds listed do not including all funding sources for 2015 AIS programs, but only represent the dollars allocated by the State in 2014.

*Office use only:*  
 RBA 2014 - 2927





BOARD OF COUNTY COMMISSIONERS

**CARVER COUNTY, MINNESOTA**

Date: 12/16/14

Resolution No.: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**WHEREAS**, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a Program Aid Grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of trail parking spaces within each county. Carver County was allocated \$59,671 for 2014 and \$132,603 for 2015 and years following; and

**WHEREAS**, the legislation requires that Carver County must establish, by resolution or through adoption of plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of AIS at all access sites within the county; and

**WHEREAS**, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conversation district in the county, a watershed district in the county, or a lake association in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section; and

**WHEREAS**, the county utilizes the 2014 AIS Prevention Aid Funds and sequential years as intended and described by state statute; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Commissioners of Carver County, Minnesota designates the 2014 County Program Aid AIS Prevention funds in its entirety, to be allocated to the 2015 services as yet to be determined by the Board of Commissioners.

YES

ABSENT

NO

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**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 \_\_\_\_\_ day of \_\_\_\_\_, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Request for approval to contract with Motorola for Dispatch Radio Console Upgrade**

Primary Originating Division/Dept: Sheriff

Meeting

Date: 12/16/2014

Contact: Debra Paige Title: Commander of Emergency M...

Item Type:

Consent

Amount of Time Requested: minutes

Attachments:  Yes  No

Presenter: Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The current Sheriff's Communications Center Motorola Gold Elite Dispatch Consoles were installed in 2001 and will be end of life in early 2016. This contract is for the upgrade of the consoles to Motorola MCC7500 IP based Consoles for the Minnesota ARMER radio system. It includes equipment, installation, and all technical services required for the upgrade.

This equipment is the backbone of radio communications for all public safety agencies in Carver County, Public Works, and public service entities such as Public Health. Without the transition to the IP based format, Carver County would lose all two-way radio capabilities. We would normally need to order the equipment the first part of 2015 to ensure the consoles being operational by early 2016. Motorola has offered Carver County a discount of \$43,600.00 to finalize the order this year. Funds for this purchase will come from 911 fees and not levy dollars.

**ACTION REQUESTED:**

Motion to contract with Motorola pending finalization of the contract review process.

**FISCAL IMPACT:** Other  
If "Other", specify: 911 Funds

FUNDING	
County Dollars =	<b>\$546,042.00</b>
<b>Total</b>	<b>\$546,042.00</b>

**FTE IMPACT:** None

**QUOTES OR BIDS OBTAINED:** Yes

**Related Financial/FTE Comments:**

Motorola is the manufacturer and sole source for the MCC7500 radio consoles required for the Minnesota ARMER radio system. The Motorola quote and contract is attached.

*Office use only:*

RBA 2014 - 2930

# EXHIBIT B: PAYMENT SCHEDULE AND PRICING SUMMARY

## 2.1 PAYMENT SCHEDULE

Except for a payment that is due on the Effective Date, Carver County (Customer) will make payments to Motorola Solutions, Inc. (Motorola) within twenty (20) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution and in accordance with the following milestones.

1. 60% of the Contract Price due upon shipment of equipment;
2. 25% of the Contract Price due upon inventory of equipment;
3. 5% of the Contract Price due upon installation of equipment;
4. 5% of the Contract Price upon system acceptance or start of beneficial use; and
5. 5% of the Contract Price due upon Final Acceptance.

Motorola reserves the right to make partial shipment of equipment and to request payment upon shipment of such equipment. In addition, Motorola reserves the right to invoice for installations or civil work completed on a site-by-site basis, when applicable.

## 2.2 PRICING SUMMARY

Item Description	Sale Price
Console Equipment Price	\$323,203.00
Archiving Interface Server/Firewall Total – Equipment and Services	\$71,286.00
<b>Project Services</b>	
Project Management/Post Sale Engineering/Installation/System Integration	\$155,467.00
CCSi/Staging	\$21,853.00
Training	Not Included in this Proposal
1st Year Warranty Services	\$13,748.00
Performance Bond	\$3,859.00
Freight	\$226.00
Gold Elite Console—Trade-In & System Discount (See Note 3 Below)	\$(43,600.00)
<b>GRAND TOTAL</b>	<b>\$546,042.00</b>



## 2.2.1 Notes

Note 1: The Grand Total shown above does not include MN Sales Tax or any other applicable local, state or federal taxes.

Note 2: If a Performance Bond is not required, the price of the Performance Bond shown above may be deducted from the Grand Total shown above.

Note 3: For the System Discount to apply, the contract must be submitted to Motorola by no later than December 17, 2014. The Trade-In amount is based upon trading in seven (7) Gold Elite Operator positions.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Sheriff's Office - Approval of the Updated Emergency Operations Plan for 2014**

Primary Originating Division/Dept: Sheriff	Meeting Date: 12/16/2014
Contact: Deb Paige      Title: Commander	Item Type: Consent
Amount of Time Requested:      minutes Presenter:      Title:	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

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

**BACKGROUND/JUSTIFICATION:**

The Minnesota Division of Homeland Security and Emergency Management (HSEM), requires counties to update their All-Hazard-Emergency Operations Plan (EOP) annually. There is a required four-year cycle for county EOP updates as follows:

- Year 1 – County Board approval
- Year 2 – State (HSEM) approval
- Year 3 – Regional Review Committee approval (review of hazardous material portion of plan)
- Year 4 – Peer County review/approval

The Carver County All-Hazard- Emergency Operations Plan (EOP) was last approved by the County Board in 2010. Since then, the EOP incurred significant changes and updates. The most recent change reflects a new format. The old plan used annexations where the new plan uses a more universal and user-friendly format known as "Emergency Support Functions" (ESF's). Today the EOP has 15 required ESF's. Over the next four years emergency management will be required to develop additional ESF's as well as adding more detail to current ESF's.

The state/federal required changes to county EOPs will begin in 2015 should be completed by December 2018. Each year there are a set of new requirements that must be completed. These requirements are consistent with the National Preparedness Goals, Presidential Policy Directive 8 (policies put in place after the 9-11 attacks), Federal Comprehensive Preparedness Guides, and Emergency Management Preparedness Grants.

In the next four years Carver County Emergency Management will be working with county administration and division directors/departments on their specific roles in the county EOP.

Emergency Management has created a SharePoint page for Commissioners, Administration, and Division Directors to access, read, and review the plan at their convenience. Please know that this plan is a "living document" and changes will be taking place regularly.

**ACTION REQUESTED:**

Carver County Emergency Management has confirmed that we are in compliance with current Homeland Security & Emergency Management requirements for the 2014 Emergency Operations Plan update.

Emergency Management is requesting the County Board of Commissioners to authorize the Board Chair to sign the EOP plan approval document (attached).

<b>FISCAL IMPACT:</b> None	<b>FUNDING</b>
If "Other", specify:	County Dollars =
<b>FTE IMPACT:</b> None	Total
<b>QUOTES OR BIDS OBTAINED:</b> N/A	\$0.00
Related Financial/FTE Comments:	



# Carver County Emergency Operations Plan, Basic Plan

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## EMERGENCY OPERATIONS PLAN

### CARVER COUNTY

### Record of Revision and

### Approval

#### I. CERTIFICATION OF PLAN APPROVAL

This page documents approval of the Basic Plan, Operations, and Resource sections of the Carver County Emergency Operations Plan.

PLAN APPROVED BY: \_\_\_\_\_

*Deb Paige*

*1.2/4/14*

Carver County Emergency Management Director

Date

PLAN APPROVED BY: \_\_\_\_\_

Chairperson, Carver County Board

Date

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Retainage Reduction - 2014 County Highway Overlay Projects**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="Scott A. Smith"/> Title: <input type="text" value="Design Engineer"/>	Item Type: Consent <input type="text"/>
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:  
 Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

2014 County Highway Overlay Project includes:

- SAP 010-611-014 CSAH 11 (Victoria Drive) from CSAH 10 to TH 5
- SAP 010-614-009 CSAH 14 (Pioneer Trail) from TH 101 to East Carver County Limit
- SAP 010-617-021 CSAH 17 (Powers Blvd) from TH 5 to 0.29 Mi. N. of TH 5
- SAP 010-623-007 CSAH 23 (Blue Jay Avenue) from CSAH 30 to TH 7
- SAP 010-631-012 CSAH 31 from TH 212 to Emma St
- SAP 010-633-040 CSAH 33 from TH 5/25 to Baylor Park
- SAP 010-633-041 CSAH 33 from CSAH 31 to TH 212
- CP 14-111 CR 111 from CSAH 14 to CSAH 11

The work for this project is being done under Contract # 14-153. This project was completed during the 2014 construction season with minor warranty work and punchlist items to be done in 2015.

Per contract the retainage for this project is 5.0%. Valley Paving is requesting to reduce the 5.0% retainage to 2.0%. The request to reduce and release retainage is appropriate and based on the project specifications and staffs evaluation; it is staff's recommendation to lower the 5.0% retainage to 2.0%.

**ACTION REQUESTED:**

Reduction of contract retainage to 2% of the completed work for 2014 County Highway Overlay Project to Valley Paving.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$61,720.05"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	Total <input type="text" value="\$61,720.05"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

Related Financial/FTE Comments:

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Right-of-way Acquisition for Minnesota River Bluffs Regional Trail Extension**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

Item Type:

Consent

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Carver County Parks Department is planning to construct and pave the Minnesota River Bluffs Regional Trail Extension in Carver, MN during the 2015 construction season. In order to receive federal funding for the project, Right-of-Way must be acquired in the former Union Pacific Railroad corridor. One parcel, N 1/2 of Lot 8, Block 141, Town of Carver, within the trail area has no recorded easement or ownership rights held by Carver County Regional Railroad Authority. The Carver County Right-of-Way Agent, Patrick Lambert, has completed a fair market value appraisal on the lot in question.

**ACTION REQUESTED:**

Adopt a resolution to authorize an offer of compensation based on a fair market appraisal for acquisition of a lot located along the Minnesota River Bluffs Regional Trail in Carver, MN.

**FISCAL IMPACT:**

If "Other", specify:

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

**FUNDING**

County Dollars =

CSAH (Gas Tax, Veh Sal...

**Total**

Office use only:

RBA 2014- 2950



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

Date: December 16, 2014  
Motion By Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

---

**Resolution Authorizing An Offer of Compensation to Any Potential  
Landowners for a Lot Within the MN River Bluffs Regional Trail Extension  
Corridor**

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 to acquire land and other interests in real estate which are needed for public use or purpose; and

WHEREAS, Carver County wishes to improve the MN River Bluffs Regional Trail (“Project”); and

WHEREAS, in order to complete the Project it is necessary for the County to purchase property a interest from any potential owners of a lot within the trail corridor; and

WHEREAS, the County Right-of-Way Agent has been asked to complete an appraisal to provide the County with the Right-of-Way Agent’s estimate of fair market value for the acquisition of the property interests required for the Project; and

WHEREAS, upon completion of the appraisal, the County must make offers of compensation to any potential but unidentified land owners for the needed property interests consistent with the appraiser’s estimate of the damages being incurred by the various potential owners as a result of the County’s acquisition.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners as follows:

1. The Board of Commissioners finds that it is necessary and for a public purpose for the County to acquire the property interests described in the appraisal for the Project.
2. Based upon an appraisal obtained by the County from its Right-of-Way Agent, the Director of Public Works or agents under his supervision shall make an offer by publication of compensation to any potential property owners within the Project from

whom property interests are required, in the amounts of the Right-of-Way Agent's opinion (which total \$950.00 for One Parcel).

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

STATE OF MINNESOTA )  
 ) ss.  
 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 16<sup>th</sup> day of December, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16<sup>th</sup> day of December, 2014.

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

Subscribed and sworn to before me  
 this \_\_\_ day of \_\_\_\_\_, 2014.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Notary Stamp

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution for Agreement for TH 101 Environmental Assessment and Preliminary Design from CSAH 14 to CSAH 61**

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:**

Environmental study and preliminary engineering is necessary for planning improvements to TH 101 between CSAH 14 (Pioneer Trail) and CSAH 61 (Flying Cloud Drive). This segment of TH 101 is the last remaining unimproved section of the highway 101 corridor between TH 5 and the City of Shakopee. This roadway, which is still under the jurisdiction of the State, has never been reconstructed to modern standards and has significant alignment, vertical grade and drainage issues that need attention. The City of Chanhassen in partnership with the County and MnDOT will lead an environmental assessment and preliminary design study of this critical roadway. The goal of the study is to finalize the preferred route of an improved 4-lane urban roadway and identify any and all environmental concerns and their corresponding mitigation requirements. The study will determine the estimated cost of the proposed improvements including land acquisition and construction costs in order to ready the roadway for future funding opportunities.

Once the roadway has been reconstructed or programmed (funded) for reconstruction it will be transferred to Carver County as CSAH 101.

**ACTION REQUESTED:**

Adopt a resolution to approve a joint powers agreement with the City of Chanhassen and the State of Minnesota for TH 101 Environmental Assessment and Preliminary Design pending finalization of the contract review process.

**FISCAL IMPACT:**

If "Other", specify:

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

**FUNDING**

<b>County Dollars =</b>	<b>\$88,537.00</b>
City of Chanhassen	\$88,537.00
MnDOT	\$88,537.00
<b>Total</b>	<b>\$265,611.00</b>

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2959

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: \_\_\_\_\_  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

## Joint Powers Agreement With The State of Minnesota

### Environmental Study and Preliminary Design TH 101 from CSAH 61 to CSAH 14

IT IS RESOLVED that Carver County enter into Mn/DOT Agreement No. 06899 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for Environmental Assessment and Preliminary Design for TH 101 improvements from CSAH 61 (Flying Cloud Drive) to CSAH 14 (Pioneer Trail) in the City of Chanhassen

IT IS FURTHER RESOLVED that the County Board Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

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 16<sup>th</sup> day of December, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2014

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve Clean Water Partnership Grant Agreement**

Primary Originating Division/Dept: Public Health & Environment - Planning & Water Mgm

Meeting

Date: 12/16/2014

Contact: Paul Moline

Title: PWM Manager

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Staff applied for and received a MN State Clean Water Partnership Grant in 2014. The grant funds will be used towards the Fountain Park Stormwater Retrofit Project in the City of Waconia. The Carver County Water Management Organization (CCWMO) is partnering with the City of Waconia to complete the project which aims to construct substantial stormwater treatment capacity to the Fountain Park area (near City Hall) by adding a suite of Best Management Practices (BMPs) that will mitigate direct suspended solid and phosphorus loading to Lake Waconia.

The State MN Pollution Control Agency (MPCA) will provide funds up to \$75,000 towards the project. The County will allocate those funds to the City of Waconia upon completion of the project along with matching CCWMO funds of \$75,000 previously approved by the Board for 2014. The City of Waconia will provide matching funds of at least \$30,000, and will manage the construction of the project.

**ACTION REQUESTED:**

Motion to authorize signature of the Clean Water Partnership Grant agreement for the Lake Waconia Stormwater BMP Enhancement.

**FISCAL IMPACT:** Budget amendment request form

If "Other", specify:

**FUNDING**

County Dollars =

MN State MPCA	\$75,000.00
---------------	-------------

**FTE IMPACT:** None

**Total**

\$75,000.00
-------------

**QUOTES OR BIDS OBTAINED:** N/A

Related Financial/FTE Comments:

The County will provide matching CCWMO funds of \$75,000 previously approved by the Board for 2014. The City of Waconia will provide matching funds of at least \$30,000.

Office use only:

RBA 2014 - 2936

# Budget Amendment Request Form



**Agenda Item:**

Approve Clean Water Partnership Grant Agreement

Department:  
t:

Meeting Date: 12/16/2014

Requested By:

Paul Moline

Fund:

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

Description of Accounts	Acct #	Amount
Professional Services	01-123-127-1583-62...	\$62,500.00
Capital equipment	01-123-127-1583-66...	\$12,500.00
<b>TOTAL</b>		\$75,000.00

Description of Accounts	Acct #	Amount
Clean Water Partnership Grant	01-123-127-1583-53...	\$75,000.00
<b>TOTAL</b>		\$75,000.00

**Reason for Request:**

County received a MN State Clean Water Partnership Grant in 2014 for \$75,000. The grant funds will be used towards the Fountain Park Stormwater Retrofit Project in the City of Waconia. Amendment needed for revenue and expenditures.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Carver County WMO - City of Mayer Request for Extension of Project Funds**

Primary Originating Division/Dept: Public Health & Environment - Planning & Water Mgm

**Meeting**

Date: 12/16/2014

Contact: paul moline

Title:

**Item Type:**

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The Carver County Water Management Organization (CCWMO) approved funding for the Mayer Wetland restoration project in 2009. The project is led by the City of Mayer has been delayed by State and Federal permitting. The City has requested (see attached letter) that the CCWMO extend the original funded amount to the end of 2015. This will enable the City to complete construction on the project. The CCWMO Water, Environment & Natural Resources Committee reached consensus to support extension of funds at their November 2014 meeting.

**ACTION REQUESTED:**

Motion to extend and allocate \$50,000 of CCWMO project funds for the City of Mayer Wetland Restoration Project to the end of 2015.

**FISCAL IMPACT:** Included in current budget

If "Other", specify:

**FUNDING**

County Dollars =

CCWMO	\$50,000.00
-------	-------------

**FTE IMPACT:** None

<b>Total</b>	<b>\$50,000.00</b>
--------------	--------------------

**QUOTES OR BIDS OBTAINED:** N/A

Related Financial/FTE Comments:

Office use only:

RBA 2014- 2937



# BOLTON & MENK, INC.®

## Consulting Engineers & Surveyors

2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172

Phone (952) 448-8838 • Fax (952) 448-8805

www.bolton-menk.com

November 18, 2014

Paul Moline  
Carver County Planning and Water Management  
600 East 4<sup>th</sup> Street  
Chaska, MN 55318

RE: Wetland Restoration Project  
City of Mayer

Dear Paul,

As you are aware, the City of Mayer's Wetland Restoration Banking Application is currently being reviewed by the Army Corps of Engineers (ACEO). The ACEO's review and final approval will likely take until April of 2015. Once all approvals have been received, the project will be bid for construction. This will likely be in the spring/summer of 2015.

Due to the time associated with the ACEO's review and approval, the City of Mayer is requesting that the \$50,000 that has been awarded to this project be extended to next year.

Please let me know if you have questions or need additional information.

Sincerely,  
BOLTON & MENK, INC.

David P. Martini, P.E.  
Principal Engineer

cc: Luayn Murphy, City Administrator  
Andrew Budde, Bolton & Menk



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Board of Water & Soil Resources (BWSR) 2015 Natural Resource Block Grant (NRBG)**

Primary Originating Division/Dept:

Meeting Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Each year the County receives a block grant from BWSR for the following programs:

- Water Plan Implementation (LWP): grant amount = \$8,094 ;  
required match = \$26,878
- Wetland Conservation Act: grant amount = \$31,599 (\$10,000 to the Soil & Water Conservation District) ;  
required match = \$31,599
- Shoreland Management: grant amount = \$ 2,615 ;  
required match = \$2,615
- Feedlot Management: grant amount = \$24,005 ;  
required match = \$16,804
- Subsurface Sewage Treatment Systems (SSTS) Management: grant amount = \$18,600 ;
- (SSTS) Upgrade: grant amount = \$34,515 ;
- (SSTS) Incentive: grant amount = \$16,500 ;  
required match = \$0.

The match is provided by the staff time (Carver Soil & Water Conservation District included) expended in the normal operation of the program areas and by Carver County Water Management Organization expenditures. The LWP & Shoreland funds are used to support the monitoring program and small conservation projects such as tile inlets, streambank and lakefront restoration. The other funds are used for monitoring as well as to offset program costs of operating the Wetland Conservation Act (WCA), Feedlot and Sub-surface Sewage Treatment Systems (SSTS) programs, including the SSTS direct discharge program.

The grant total is \$135,928 and has been executed and funds distributed by the State (BWSR).

**ACTION REQUESTED:**

Motion to accept the Board of Water & Soil Resources (BWSR) 2015 Natural Resource Block Grant in the amount of \$135,928.

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

FUNDING	
County Dollars =	<b>\$77,896.00</b>
State BWSR funds	\$135,928.00
<b>Total</b>	<b>\$213,824.00</b>

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

**Related Financial/FTE Comments:**

Required match is provided by the staff time expended in the normal operation of the program areas and by Carver County WMO expenditures. Amounts are reflected in the 2015 Proposed Budget.

Office use only:

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolutions for Local Road Improvement Program funding**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Public Works Director"/>	Item Type: Consent <input type="text"/>
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:  
 Growth: Manage the challenges and opportunities resulting from growth and development

**BACKGROUND/JUSTIFICATION:**

The Local Road Improvement Program (LRIP) administered through the State is soliciting applicants for road and bridge improvement project grants. LRIP is funded with State General Obligation Bonds and applications are due January 2, 2015.

The LRIP was established in Minnesota Statute 174.52 has three types of funding accounts which provide funding assistance to local agencies on transportation projects. The three accounts are the Trunk Highway Corridor Projects Account, the Routes of Regional Significance Account, and the Rural Road Safety Account. The Trunk Highway corridor project accounts provide funds to assist in paying the local share of trunk highway projects with local costs related to the trunk highway improvement. The Routes of Regional Account provides funds for the costs of constructing or reconstructing city streets, county highways, or town roads with statewide or regional significance. The Rural Road Safety Account funds capital improvement projects on county state-aid highways that are intended primarily to reduce traffic crashes, deaths, injuries, and property damages. The Local Roads Improvement Program was appropriated \$54.356 million during the 2014 Legislative Regular Session from two laws passed to fund projects in the Routes of Regional Significance Account or the Rural Road Safety Account and specified projects.

Applicants may request up to \$750,000 for each proposed LRIP project. No local match is required for the grant, however, project development costs are not eligible.

Public Works is proposing to submit applications for the following projects:

1. CSAH 61 (Chaska Blvd) reconstruction from CR 140 to TH41.
2. CR 151 shoulder widening from South County line to CSAH 52.
3. CR 117 rehabilitation from TH 5 to the North County Line.

A resolution from the County Board is required to apply for each grant.

**ACTION REQUESTED:**

1. Adopt a resolution for LRIP funding for CSAH 61 (Chaska Blvd) reconstruction from CR 140 to TH41.
2. Adopt a resolution for LRIP funding for CR 151 shoulder widening from South County line to CSAH 52.
3. Adopt a resolution for LRIP funding for CR 117 rehabilitation from TH 5 to the North County Line.
4. Authorize the County Engineer to submit the grant applications.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	
Related Financial/FTE Comments: <input style="width: 100%; height: 20px;" type="text"/>	

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: \_\_\_\_\_  
Motion by Commissioner: \_\_\_\_\_

Resolution No: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

## Carver County Support of Grant Application made to the Local Road Improvement Program for:

### CSAH 61 (Chaska Blvd) Reconstruction from CR 140 to TH 41.

WHEREAS, Carver County supports the grant application made to the Department of Transportation for the County State Aid Highway 61 road improvements as described in the local road improvement grant application. The road is located in Carver County.

NOW, THEREFORE, BE IT RESOLVED, if Carver County is awarded a grant by the Minnesota Department of Transportation, Carver County will enter into an agreement with the State of Minnesota for the above referenced project. Carver County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and:

BE IT FURTHER RESOLVED, that Carver County does hereby agree to the terms and conditions of the grant consistent with the Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required.

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 16<sup>th</sup> day of December, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Dave Hemze

\_\_\_\_\_  
County Administrator

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2014

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_





# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Abatements/Additions**

Primary Originating Division/Dept:

Meeting

Date:

Contact:  Title:

Item Type:

Consent

Amount of Time Requested:  minutes

Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Abatements requested by taxpayers. See attached listing.

**ACTION REQUESTED:**

Recommend to approve.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

Other

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2934



**CARVER  
COUNTY**

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

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

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

**Abatements presented to the  
Carver County Board of Commissioners  
December 16, 2014**

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

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	Total Amount of Tax Adjustment	Adjustments in Penalties and/or Interest Paid	Total Amount of Adjustment	County Dollars Abated
2014	75.0502820	Freshwater Community Church of the Christian and Missionary Alliance	Remove SWF	\$ 100.00	\$ -	\$ (100.00)	\$ -	\$ (100.00)	\$ (100.00)
2014	65.1000220	Thomas & Rebecca McPherson	Homestead	\$ 4,978.00	\$ 4,870.00	\$ (108.00)	\$ -	\$ (108.00)	\$ (35.80)
2014	02.0140710	Allen & Jodi Morschen	Homestead	\$ 2,180.00	\$ 2,042.00	\$ (138.00)	\$ -	\$ (138.00)	\$ (74.34)
2014	40.4530140	City of Cologne	Exempt	\$ 126.00	\$ -	\$ (126.00)	\$ -	\$ (126.00)	\$ (36.23)
2014	20.0880270	Tori Dallman	Homestead	\$ 4,162.00	\$ 3,932.00	\$ (230.00)	\$ -	\$ (230.00)	\$ (70.91)
2014	30.1150100	Joy Roselle Schatz	Homestead	\$ 2,450.00	\$ 2,178.00	\$ (272.00)	\$ -	\$ (272.00)	\$ (100.19)
2014	30.0800010	Adam & Stephenic Jochum	Homestead	\$ 3,088.00	\$ 2,866.00	\$ (222.00)	\$ -	\$ (222.00)	\$ (81.43)
2014	85.2750280	Chelsea Groth	Homestead	\$ 3,596.00	\$ 3,282.00	\$ (314.00)	\$ -	\$ (314.00)	\$ (87.44)
2014	06.0220700	John & Bonnie Boll	Homestead	\$ 2,674.00	\$ 1,338.00	\$ (1,336.00)	\$ -	\$ (1,336.00)	\$ (561.31)
2014	50.1290170	Amy Loegering	Homestead	\$ 3,372.00	\$ 3,044.00	\$ (328.00)	\$ -	\$ (328.00)	\$ (90.17)
2014	30.1150130	David & Terry Wagner	Classification Change	\$ 2,188.00	\$ 1,794.00	\$ (394.00)	\$ -	\$ (394.00)	\$ (123.85)
2014	30.5800020	William & Marlene Van Hecke	Homestead	\$ 4,946.00	\$ 4,868.00	\$ (78.00)	\$ (6.24)	\$ (84.24)	\$ (28.01)
2014	30.0503040	Sandra Wyant	Homestead	\$ 2,036.00	\$ 1,698.00	\$ (338.00)	\$ -	\$ (338.00)	\$ (124.26)
2014	58.2800040	Nicole Seibert	Homestead	\$ 1,400.00	\$ 1,008.00	\$ (392.00)	\$ (79.07)	\$ (471.07)	\$ (131.47)
2014	20.0500310	Chad Dressen	Homestead	\$ 2,220.00	\$ 1,842.00	\$ (378.00)	\$ -	\$ (378.00)	\$ (113.92)
2014	75.5500270	Sheila Seegert	Classification Change	\$ 1,322.00	\$ 912.00	\$ (410.00)	\$ -	\$ (410.00)	\$ (124.19)
2014	40.0500130	Steven Ames & Sandra Weber	Classification Change	\$ 1,312.00	\$ 872.00	\$ (440.00)	\$ -	\$ (440.00)	\$ (125.35)
2014	75.1040390	Jacob Weckman	Homestead	\$ 2,898.00	\$ 2,630.00	\$ (268.00)	\$ -	\$ (268.00)	\$ (88.45)
2014	65.5000100	Brad & Geraldine Johnson	Homestead	\$ 3,634.00	\$ 3,418.00	\$ (216.00)	\$ -	\$ (216.00)	\$ (74.18)
2012	11.0330300	Andrew & Jodene Stuewe	Classification Change	\$ 7,170.00	\$ 5,552.00	\$ (1,618.00)	\$ -	\$ (1,618.00)	\$ (628.56)
2013	11.0330300	Andrew & Jodene Stuewe	Classification Change	\$ 6,942.00	\$ 5,486.00	\$ (1,456.00)	\$ (219.25)	\$ (1,675.25)	\$ (620.96)
2014	11.0330300	Andrew & Jodene Stuewe	Classification Change	\$ 6,658.00	\$ 5,208.00	\$ (1,450.00)	\$ (69.24)	\$ (1,519.24)	\$ (633.86)
2014	11.0330330	David & Joyce Stuewe	Homestead	\$ 5,582.00	\$ 2,396.00	\$ (3,186.00)	\$ (160.72)	\$ (3,346.72)	\$ (1,601.50)
2014	50.2430010	Jenna Stender & Zachary Templeman	Homestead	\$ 3,038.00	\$ 2,680.00	\$ (358.00)	\$ -	\$ (358.00)	\$ (100.06)
2014	09.0290100	Karin Kratzke etal	Fire disaster	\$ 2,436.00	\$ 1,696.00	\$ (740.00)	\$ -	\$ (740.00)	\$ (295.13)
2014	85.9520029	Jonathan Pankratz	Homestead	\$ 52.00	\$ 42.00	\$ (10.00)	\$ 1.28	\$ (8.72)	\$ (2.95)
2014	30.9510473	Daniel Winfield Leidig Sr.	Homestead	\$ 92.00	\$ 68.00	\$ (24.00)	\$ -	\$ (24.00)	\$ (9.17)
2014	30.9510212	Robert Pliego Martinez	Homestead	\$ 760.00	\$ 508.00	\$ (252.00)	\$ -	\$ (252.00)	\$ (91.93)
2014	58.7280590	Jesse Erpelding	Homestead	\$ 1,790.00	\$ 1,432.00	\$ (358.00)	\$ -	\$ (358.00)	\$ (120.04)
<b>TOTALS</b>				<b>\$ 83,202.00</b>	<b>\$ 67,662.00</b>	<b>\$ (15,540.00)</b>	<b>\$ (533.24)</b>	<b>\$ (16,073.24)</b>	<b>\$ (6,275.66)</b>

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Public Hearing and Adoption of Ordinance 48-2015 and the 2015 Carver County Fee Schedule**

Primary Originating Division/Dept:

Meeting  
Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

A public hearing has been scheduled for recommended changes to the County's 2015 fee for service schedule. MN statute allows the County to charge fees to cover its costs associated with providing various services. Notice of this public hearing has been placed in the County's legal newspaper.

Attachments for the board packet include the Fee Schedule Ordinance, a County Resolution adopting the 2015 Fee Schedule, the 2015 Fee Schedule, and a listing of the 2015 Fee Schedule recommended changes.

None of the 2015 Fee Schedule recommended changes are considered significant but rather usual, customary changes that reflect the expected ongoing cost of conducting the County's business in 2015.

**ACTION REQUESTED:**

1. Motion to open public hearing to consider changes to the County 2015 Fee Schedule.
2. Motion to close public hearing.
3. Motion to adopt the resolution approving the County 2015 Fee Schedule.

**FISCAL IMPACT:**   
*Fiscal impact Included in Administrator's Recommended 2015 Budget*

<b>FUNDING</b>	
<b>County Dollars =</b>	<b>\$15,860.00</b>
<b>Total</b>	<b>\$15,860.00</b>

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

*Office use only:*

RBA 2014 - 2922



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

DATE December 16<sup>th</sup>, 2014

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

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

**A RESOLUTION ADOPTING ORDINANCE 48-2015,  
THE 2015 CARVER COUNTY FEE SCHEDULE**

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

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the Carver County Board of Commissioners hereby ordains adoption Ordinance 48-2015 and the fees contained in this schedule, effective January 1, 2015.

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 16<sup>th</sup> day of December, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_

David Hemze, County Administrator

**CARVER COUNTY, MINNESOTA  
ORDINANCE 48-2015**

**THE 2015 CARVER COUNTY FEE SCHEDULE**

The Carver County Board of Commissioners Hereby Ordains:

**Section 1.** The 2015 Carver County Fee Schedule, includes fees for services provided by county offices, officials, departments, courts, and employees, and is hereby adopted pursuant to Minnesota Statutes.

**Section 2.** The 2015 Carver County Fee Schedule is hereby established as an official control for Carver County and is kept in the Office of the Carver County Auditor.

**Section 3.** This ordinance shall become effective on January 1, 2015.

Adopted by the Carver County Board, Resolution # \_\_\_\_\_, at its meeting of December 16<sup>th</sup>, 2014.

\_\_\_\_\_  
Gayle Degler, Carver County Board Chair

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

**2015 Fee Schedule Change Form  
Administrative Services Division/Library**

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
<b>Admin Services Division/Library</b>	All fees related to Audio cassettes & Video cassettes				Remove reference to cassettes since Library no longer has collection in these formats.
	Flash drive	\$10	\$7		Reflects reduced cost for providing service to public

## 2015 Fee Schedule Change Form University of Minnesota Extension

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
<b>University of Minnesota Extension</b>	Parents Forever Divorce Education Program	\$75.00	\$80.00		Program operates to meet costs associated with delivery.
	University of Minnesota Extension Education Programs (Including, but not limited to 4- H, Extension Master Gardener, Agriculture Production Systems, and Family Resource Management)	\$5-\$100/session	\$0-\$300/Program  Scholarships are available by request.		Programs usually operate to meet costs and support Extension revenue targets in the county budget.

**2015 Fee Schedule Change Form**  
**Community Social Services Division/Behavioral Health, Child & Family Departments**

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
<b>Behavioral Health</b>	Psychotherapy (16 – 37 minutes)	\$75	\$100		
	Psychotherapy (38 – 52 minutes)	\$150	\$150		
	Psychotherapy (53+ minutes)	\$225	\$225		
	Group Psychotherapy	\$75	\$100		
	Family Therapy		\$150		
	Medication Management	\$175	\$200		
	Psychiatric Consultation \$210	\$210	-	-	Fee is being deleted as this service is currently not being offered/used.
<b>Child &amp; Family</b>	CTSS Psychotherapy – Same as above for Behavioral Health				

**2015 Fee Schedule Change Form  
Court Services/Probation**

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
<b>Court Services / Probation</b>	<b>Veteran's Court – Program Supervision Fee</b>	\$0	<b>\$300</b>	Unknown for first year	This is a new program established by the First Judicial District
	<b>Drug Testing-UA Fee (urinalysis testing)</b>	\$30	<b>\$25</b>	N/A	Includes cost of testing cups, lab levels, collection services and related supplies
	GC/MS (Gas Chromatography / Mass Spectrometry) – Confirmation lab tests for drugs, synthetics, ETG, etc.	\$0	<b>\$40</b>	N/A	Higher level of testing, which is required for Court testimony by professional lab staff

**2015 Fee Schedule Change Form**  
**Property Records & Taxpayer Services Division**

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
<b>Taxpayer Services Department</b>	Off-Sale Micro/Small Brewer Malt Liquor License	N/A	\$250 (7-12 months) \$125 (1-6 months)	\$250.00	New fee
	Escrow Processing Additional Escrow Files	N/A	\$35 each request	\$35	New fee
	Age 65 and older*	\$12.25	\$16.50		
<b>Property Records</b>	Certified Letter	\$5.00	\$5.54 ++	0	Match customer service area in Tax Services
	Copy of Document	\$1.00	\$2.00	\$50	Match customer service area in Tax Services
<b>Property Assessment</b>	Research	\$35.00	\$40.00	Minimal	

**2015 Fee Schedule Change Form**  
**PH&E Division/Environmental Services Department**

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
<b>Environmental Center</b>	Environmental Center Products for sale ( <b>Short Term Radon Kits</b> )	\$4.00	\$8.00	None.	Proposed change will cover the increased cost handed down by manufacturer. Revenue neutral.
	Environmental Center Collection Fees ( <b>Car Seats</b> )	\$5.00	Remove from list	None	Car Seats are no longer an acceptable material due to lack of recycling markets.
	Environmental Center Collection Fees ( <b>Ballasts</b> )	\$1.25/lb	\$0.89/lb	marginal	New pricing adequately reflects cost passed down by vendor.
	Environmental Center Collection Fees ( <b>Mattresses/Boxsprings</b> )	None	\$20.00/piece	Marginal – less than \$1,000	New material to be managed at the facility if processing vendor is identified and management system is developed. Will likely be revenue neutral after processing cost.



This table represents fees that have been historically charged but not previously entered into the fee schedule. Most are costs passed on to the generator and based on the State contract. The revenue is already being counted but is a trade-off with the fees charged by our Haz waste contractor to us for management of the wastes. The acronym “VSQG” stands for “Very Small Quantity Generator” – a regulatory classification of hazardous waste generator who generates only small quantities of haz waste and therefore can use our facility – for a price.

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
VSQG Collection Fees	Acids	\$1.28/lb			Not Currently Listed
	Adhesives	\$1.28/lb			Not Currently Listed
	Aerosols	\$1.20/lb			Not Currently Listed
	Antifreeze	\$0.22/lb			Not Currently Listed
	Ballasts (Including PCB containing)	\$1.25/lb	\$0.89	Marginal	New pricing adequately reflects cost passed down by vendor and results in improved mgmt. of material
	Bases	\$1.28/lb			Not Currently Listed
	Batteries (Lead Acid)	Free			Not Currently Listed
	Batteries (Li-ion, NiCd, Alkaline, Mixed)	\$0.25/lb			Not Currently Listed
	Carburetor Cleaner	\$1.28/lb			Not Currently Listed
	Cleaning Agents	\$1.28/lb			Not Currently Listed
	Cylinders (Most)	\$12.00/ea			Not Currently Listed
	Corrosives	\$1.28/lb			Not Currently Listed
	Degreasers	\$1.28/lb			Not Currently Listed
	Fuels	\$0.35/lb			Not Currently Listed
	Gasoline	\$0.35/lb			Not Currently Listed
Latex	\$0.37/lb			Not Currently Listed	
Mercury	\$4.00/lb			Not Currently Listed	

VSQG Collection Fees	Other Misc. Chemicals	\$1.28/lb			Not Currently Listed
	Oil	Free			Not Currently Listed
	Oil Filters	\$0.28/lb			Not Currently Listed
	Oil Paint	\$0.40/lb			Not Currently Listed
	Paint Thinner	\$0.35/lb			Not Currently Listed
	Paint Stripper	\$1.28/lb			Not Currently Listed
	Pesticides	\$1.28/lb			Not Currently Listed
	Poisons	\$1.28/lb			Not Currently Listed
	Propane Cylinders	\$12.00/ea			Not Currently Listed
	Solvents	\$0.35/lb			Not Currently Listed

**2015 Fee Schedule Change Form**  
**PH&E Division/Land Management Department**

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
<p style="text-align: center;"><b>Land Management Permits</b></p> <p style="text-align: center;"><b>Non-Residential Plumbing Plan Review (to be removed)</b></p>	<p><u>Drain Tile System</u> (basement/interior systems only)</p> <p><del>Building Sewer and/or Water Service</del></p> <p><del>Plumbing Systems based on drainage fixture units (DFU):</del></p> <p><del>Interceptors/Separators</del></p> <p><del>Storm Drainage System</del></p> <p><del>Storm Water Intereceptor, Separator, or Catch Basin</del></p> <p><del>Manufactured Home Park or Campground:</del></p>	<p>none</p> <p>Various individual &amp; miscellaneous fees based on flat fees or drainage fixture units (DFU)</p>	<p><b>\$65</b></p> <p><b>Delete entire section for Type of Service: Non- Residential Plumbing Plan Review because it is no longer relevant.</b></p> <p><b>These fees are already addressed in the Fee Schedule under the Permits section (i.e. Non-Residential Plumbing (Commercial).</b></p>	<p>\$650</p> <p>N/A</p>	<p>Comparable to a plumbing permit fee. \$5 State Surcharge is included in this fee</p> <p>Simplified to be consistent with other non-residential (commercial) fees and to reflect current Building Code procedures.</p>
<p style="text-align: center;"><b>Conditional Use Permit (CUP)</b></p>	<p>Recycling/Solid Waste, Utility/Essential Service, Large Scale Activity, All Others</p>	<p>\$500 + \$50/hour up to \$1000</p>	<p>No change, please add a note for these sections stating: <i>Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.</i></p>	<p>N/A</p>	<p>The \$50/hour cost recovery fee (for county staff time) should not be applicable for interdivisional &amp; interdepartmental efforts.</p>

<b>Publications and Information</b>	Research of property, demographic or similar information requested by anyone other than the landowner or agent	County Research Fee	Countywide Fees: Information Gathering/Research (Public Data Only)	N/A	Clarification only
	<del>Aerial half sections 1"=200' blue line</del>	\$15	-0- delete this fee	N/A	Blue line machine was rarely used and is being removed
	<del>Large Zoning Map 11" x 17" Map/Zoning Map</del>	\$30	\$7/Map	N/A	The Zoning Map is 11"x17". The proposed changes to map fees are to bring them in line with the GIS and Co. Surveyor map fees.
<del>Small Zoning Map 8.5"x 11" Map</del>	\$5	\$5/Map (1 free map to landowner/agent, no fee for maps prepared for applicants and/or for public hearings)	N/A		

**2015 Fee Schedule Change Form  
PH&E Division/Public Health Department**

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
Immunizations: (Administrative Fee): Minnesota Vaccines for Children (MnVFC) and Un/Under- insured Adult Vaccine (UUAV) Fees	DTaP (Pediatric)	\$14	\$21.22	Total additional revenue for all vaccines is marginal, approximate ly \$400.	Fees increased to the amount allowed by federal law for MnVFC and UUAV providers to charge for administering these vaccines. Additional revenue is estimated to be a small amount, based on the number of clients who actually pay these fees. (Vaccines are not denied based on inability to pay fees).  Description of some vaccines changed from 2014; Zoster added to 2015 schedule.
	DTaP, Hep B, IPV (Pentacel)	\$14	\$21.22		
	DTaP, IPV, HBV (Pediatrix)	\$14	\$21.22		
	Hepatitis A	\$14	\$21.22		
	Hepatitis A/B (Twinrix)	\$14	\$21.22		
	Hepatitis B	\$14	\$21.22		
	Hib	\$14	\$21.22		
	HPV (Gardasil)	\$14	\$21.22		
	Influenza (Injection)	\$14	\$21.22		
	Influenza (Nasal Mist)	\$14	\$21.22		
	Meningococcal (Menactra)	\$14	\$21.22		
	Meningococcal (Menomune)	\$14	\$21.22		
	MMR	\$14	\$21.22		
	Pneumococcal-adult (PPV23)	\$14	\$21.22		
	Pneumococcal Pediatric (Prevnar-PCV13)	\$14	\$21.22		
	Polio (IPV)	\$14	\$21.22		
	RotaTeq	\$14	\$21.22		
	Td/Tdap	\$14	\$21.22		
Varicella (Chickenpox)	\$14	\$21.22			
Zoster (shingles)		\$21.22			

**2015 Fee Schedule Change Form**  
**Public Works Division/Program Delivery Department**

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
<b>Public Works – Transportation</b>	Access Permit (New Residential or Field)	\$105	<b>Same</b>	None	Slight change of description
<b>Public Works – Transportation</b>	New Mailbox Support (Does not include mailbox) – Materials ONLY	New	\$75	\$150	
<b>Public Works – Transportation</b>	New Mailbox Support Installation – Labor ONLY	New	\$75	\$150	Only for new residential driveways
<b>Public Works – Transportation</b>	Special Event Permit	New	\$0	\$0	For street closures for city celebrations, etc.

**Note – Under Public Works, the Department is Program Delivery, and the Functional Groups are: Survey, Transportation and Engineering.**

**All Permits should be under the Transportation functional group.**

**2015 Fee Schedule Change Form –  
Public Works Division/Parks Department**

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Current Fee</b>	<b>Proposed New Fee</b>	<b>Estimated Additional Revenue</b>	<b>Notes/Comments</b>
<b>Parks</b>	Baylor Historic House	n/a	\$80.00/night + vehicle permits (Fri-Sat + holidays)	\$650.00	<b><u>2015 TRIAL</u></b> Make use of facility and attempt to provide different options/experiences for park users
	Baylor Historic House	n/a	\$65.00/night + vehicle permits (M-Th)	\$250.00	<b><u>2015 TRIAL</u></b> Make use of facility and attempt to provide different options/experiences for park users
	Special Parking Rates for Graduation Season (2 <sup>nd</sup> weekend in May – 2 <sup>nd</sup> weekend in June) at Park Shelters: #2, #3, #4 at Lake Minnewashta Regional Park and the Prairie Shelter at Baylor Regional Park	Standard shelter and vehicle permits	Option for All-Inclusive rate for vehicle permits at \$100.00	\$500.00	<b><u>2015 TRIAL</u></b> provide a more attractive option for users during graduation season
	WiFi connection in campground	n/a	\$5.00/day	\$100.00	<b><u>2015 TRIAL</u></b> Provide a new service in the campground for users

<b>Parks</b>	Annual Parks Pass	\$24.00	\$25.00	\$3,300.00	Market rate, revenue budgeted in change of park operations
	Annual Second Vehicle Pass	\$12.00	\$14.00	\$1,200.00	Market rate, revenue budgeted in change of park operations
	Utility Campsite	\$22.00	\$25.00	\$6,400.00	Market rate, revenue budgeted in change of park operations
	Primitive Campsite	\$16.00	\$18.00	\$1,000.00	Market rate, revenue budgeted in change of park operations
	Canoe Storage Rack Rental	\$15.00	\$25.00	\$60.00	Adjusted price to be similar to local market.



Division/Dept. Type of Service	Service	Fee
<p><i>Note: All County divisions/departments will apply the following countywide fees and charges unless a County department specifically lists a different rate in this Fee Schedule.</i></p> <p><i>* Any fee in this schedule listed with an asterisk (*) has been statutorily set.</i></p>		
<b>Countywide Fees</b>	Information Gathering/Research (Public Data Only)	If it takes more than a half-hour: \$50/hour + any material costs; pro-rated to the nearest half-hour. <ul style="list-style-type: none"> <li>• No charge for other government agencies</li> <li>• No charge for separating public data from non-public data.</li> </ul>
	Photocopying (Black & White) 8½” x 11” and 8 ½” x 14”  11” x 17” > 11” x 17”	\$0.25/page – public \$0.10/page – employee \$0.50/page - public \$5.00/page - public
	Photocopying (Color)	\$1.50/page – public \$0.50/page – employee
	Postage	Federal rates
	Electronic Image	\$0.25/page
	Electronic Documents: Applies to requests for 10 or more electronic documents	\$0.50/document plus \$10 for CD and service.
	Fax Machine Usage (Employee or Public)	Local: \$1 for first page + \$0.30 each additional page
		Long distance: \$4/page + \$1.50/each additional page
		International: \$10/page + \$3 each additional page
	Financial Statement (Black & White)	\$30
	Budget Books (Black & White)	\$40
	5-Year Long-Term Financial Plan	\$40
	Laminating of general documents < = 24” x 36” >24” x 36”	\$5/each
		\$10/each
Public Meeting DVD/CD	\$10. No charge for other government agencies.	
Non-Sufficient Fund (NSF) Checks and Other Returned Checks	\$30/check	

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>
<b>Administrative Services Division</b> <b>Information Technology Dept.</b>	Lead Analyst	\$150/hour (measured in 15 minute increments)
	Computer Technician	\$75/hour (measured in 15 minute increments)
	Computer Screen Print	\$5/page
	Computer Reports	\$0.50/page
	Zip Disk	\$30/each
GIS Mapping Projects	Internet Map Print Out – 8.5 x 11	\$15/page Additional Copy \$5
	Custom Mapping	\$100/hour labor – 15 minute increments
	8.5 x 11 Map	\$5/map (1 free map is provided to registered landowner)
	11" x 17" Map	\$7/map
Plotter Printer	< = 36" x 24"	\$30/map**
	>36" x 24" and < = 36" x 50"	\$40/map**
	>36" x 50" and < = 36" x 72"	\$50/map**
	<b>**\$5/map(s) shipping &amp; handling charge if mailed</b>	
Laminating	< = 24" x 36"	\$20/map
	> 24" x 36"	\$30/map
Mailing Labels	Automated Request	\$25/request
	Manual Request	\$50/request
	E-mailed results	No Charge
	Printed List	\$0.10/page
	Printed Mailing Label Sheet	\$2/page
GIS Data Sales	Data setup fee	\$100/hr (1 hour minimum) 15 minute increments
Pictometry	Pictometry	Half of the County's cost for sectors around/within jurisdiction boundary
	Pictometry Web Application Population: >10,000 7,500-10,000 5,000-7,500 2,500-5,000 1,000-2,500 < 1,000 Flat fee for organizations that cover large areas	<b>Fee:</b> \$1,000 \$750 \$500 \$250 \$100 \$50 \$250
Other GIS Requests	All Other Miscellaneous GIS Requests	\$100/hour (15 minute increments)

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>
<b>Library</b> Unreturned or Damaged Materials	The following standard changes apply to unreturned or damaged materials when the actual replacement cost is unknown:	<i>Note: Library fees apply to the Law Library and Community Libraries.</i>
	Hardback Adult non-fiction	\$25
	Hardback Adult fiction	\$25
	Juvenile fiction and non-fiction	\$15
	Paperback	\$8 (adult) \$5 (juvenile)
	Compact Disc	\$25
	DVDs	\$25
	Magazines	\$3
	Processing Fee	\$2
	Lost Library Card	\$1
	Replacement A/V case or liner	\$2
	Non-Minnesota resident Library user fee	\$60
Library Supplies and Services	Photocopies and computer print-outs – Black and White	\$0.15/page
	Photocopies and computer print-outs – Color	\$0.50/page
	Telefax Machine	\$.50/page
	Recordable CD or DVD	\$1.00
	Flash drive	\$7.00
Library Meeting Room Fees for Profit-Making Organizations	Chanhassen Wilder Room (Capacity: 125)	\$25/hr (split with city)
	Chanhassen Longfellow Room (Capacity: 20)	\$15/hr. (split with city)
	Chanhassen Lewis Room (Capacity: 12 )	\$15/hr. (split with city)
	Chanhassen Lovelace Room (Capacity: 6-10)	\$10/hr. (split with city)
Overdue Fines	All Juvenile/Teen materials	\$0.10/day
	All Adult materials	\$0.30/day
Maximum Fines on Overdue Library Materials	Adult fiction and non-fiction	\$6
	Adult paperbacks	\$6
	Juvenile fiction and non-fiction	\$2
	Juvenile paperbacks	\$2
	Compact Discs	\$6
	DVDs (1 Week)	\$6 (adult) \$2 (juvenile)
	Law Library Fee	\$10 (no fee for counties and municipalities.)

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>
<b>University of MN Extension</b>	Parents Forever Divorce Education Program	\$80/person
	University of Minnesota Extension Educational Programs (Including, but not limited to, 4-H, Extension Master Gardener, Agriculture Production Systems, Family Resource Management.)	\$0-\$300/Program Scholarships are available by request.
<b>Attorney's Office</b>	Compact Discs (disclosure)	\$10
	Photocopying (disclosure)	\$0.25/page
	Photographs (disclosure)	3x5 = \$1.50/photo 4x6 = \$1.75/photo 5x7 = \$5.00/photo 8x10 = \$10.00/photo
<b>Community Social Services (CSS) Division</b> Day Care Licensing	Licensing Inspection	\$100 for 2 years
	Background Study	\$100 for 2 years
Step-Parent Adoption	Background Study	\$120
	Home Study	\$65/hr. (2 hr. minimum) / maximum cost of \$1,625
Corporate Adult Foster Care License	Licensing Inspection	\$65/hour not to exceed \$500 per full inspection
	Background Study	\$16.25 per every 15 minutes
Child Support	Child Support Payment Record	\$20 per payment record. If over a half-hour, additional \$10 per half-hour not to exceed \$100
Court Testimony	Court Testimony (Hourly rates)	\$250
	Social Worker Witness Fee	\$65/hour
	Copy of videotaped interview	\$25
	Other contracted services	Rate is established in vendor contract. Certain client service fees based on ability to pay using Income Eligibility Fee Schedule and Asset Test.
	Detox Transportation	Vendor contract rate, or actual cost if local law enforcement transports
	Copy of CD	\$25 per CD
<b>Adult Day Services</b>	See Attachment A: <b>Encore Adult Day Services Program Sliding Fee Scale</b> for list of services, fees	Private Pay Rate: \$75.00/day + SmartLink bus fee

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>
<b>Behavioral Health</b> <b>CD Assessments</b>	Rule 25 Assessments	\$160 per assessment <i>Note: Fee is applicable only when clients have insurance and are not eligible for Tier 1 of the Chemical Dependency Treatment Fund.</i>
<b>Mental Health</b> <b>Services</b>	Psychiatric Evaluation/Intake	\$330
	Psychological Evaluation/Intake	\$225
<b>Psychotherapy for</b> <b>Adults/ Children's</b> <b>Therapeutic</b> <b>Services &amp;</b> <b>Supports (CTSS)</b> <b>Psychotherapy</b>	Forensic Psychological Evaluation	\$500
	Psychological Testing (hour)	\$150
	Psychotherapy (16-37 minutes)	\$100
	Psychotherapy (38-52 minutes)	\$150
	Psychotherapy (53+ minutes)	\$225
	Group Psychotherapy	\$100
	Family Therapy	\$150
	Missed Appointment	\$25
	Medication Management	\$200
	Crisis Services: Assessment & Intervention Stabilization Community Intervention	\$600/contact \$500 \$300
Copies of charts	\$35	
Court Testimony	Court Testimony (Hourly rates)	\$250
	Social Worker Witness Fee	\$65/hour
	Copy of videotaped interview	\$25
Other Services	Other Contracted Services	Rate is established in vendor contract. Certain Client service fees based on ability to pay using Income Eligibility Fee Schedule and Asset Test.
	Detox Transportation	Vendor contract rate, or actual cost if local law enforcement transports
	Copy of CD	\$25 per CD
<b>Court Services/</b> <b>Probation</b>	DWI Local Assessment (Includes both County and State fees)	\$125
	Juvenile Delinquency Diversion	\$85/appointment
	Adult Supervision Fee* (Per MN Stat. 244.18)	\$240/yr.
	Case Transfer Out Fee-Adult	\$125
	Safe Streets, DWI and Enhanced Probation Programming	\$650 program fee
	Drug Testing UA Fee – Adult (urinalysis testing)	\$25

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>
<b>Court Services/ Probation</b>	Drug Testing UA Fee – Juvenile (urinalysis testing)	\$25
	GC/MS (Gas Chromatography/Mass Spectrometry) Confirmation lab tests for drugs, synthetics, ETG, etc.	\$40
	Program Fee* - Adult & Juvenile (EMG, DWC, T4C, other cognitive skills classes or special in-house probation programs)	\$150 for in-house clients \$250 for referrals from other probation or correctional agencies
	Veteran’s Court – Program Supervision Fee	\$300
	Pre-Trial Services Fee - Adult cases only (PBT testing, etc.)	\$75 (or \$100 with pre-court evaluation)
	Conditions Fee – No Probation Cases* In lieu of Supervision Fee for cases <u>not</u> placed on probation but Court Ordered, conditions are initiated and/or tracked by Court Services/Probation. Includes: Restitution investigations, CWS or STS set-up, and other special assessments or services.	\$50
	STS Program Fee for adult probationers who are participating on local STS crew.	\$5/per each STS day ordered
	Electronic monitoring services including: EHM, GPS, Mems, Scram and Scram X and other testing devices and services.	Daily fees and administrative costs apply as established by contracts or agreements with vendors, ranging from \$15-\$20/per day (adults) and \$5-\$10/per day (juveniles).
Juvenile out-of-home placements and treatment services: detention, correctional programming, educational and treatment programs, and other services with outside providers.	Reimbursements for County costs are assessed based on use of the Court Services Income Eligibility and Fee Schedule and the Carver County Asset Assessment.	
<b>Financial Services Division</b>	Manufactured Home collection fee for delinquent taxes (Revenue Recapture)	\$30

Division/Dept. Type of Service	Service	Fee
<b>Property Records &amp; Taxpayer Services Division Taxpayer Services Department</b>	Licenses and Permits: Auctioneer License*	\$20
	Fireworks Permit	\$50
	Tobacco License	\$200
	Transient Merchant License*	\$150
	Precious Metals	\$150
	Set-up License	\$150
	On-Sale Liquor License	\$2,000
	On-Sale Sunday Liquor License	\$200
	Off-Sale Liquor License	\$150
	Off-Sale Micro/Small Brewer Malt Liquor License	\$250 (7-12 months) \$125 (1-6 months)
	On-Sale 3.2 Beer & Wine Cooler License	\$150
	Off-Sale 3.2 Beer & Wine Cooler License	\$75
	On-Sale Temporary Liquor License	\$100
	On-Sale Temporary 3.2 Beer & Wine Cooler Liquor License	\$50
	Wine License	\$500
Customer Service	Certification by Hand and Seal (R/P/M) – Auditor	\$15
	Current/Prior Year Tax Statements & Proposed Property Tax Notices	\$5
	Certificate of Real Estate Value (CRV) Hand-Pulled and Copied/Scanned	\$10 per copy
	Written Tax Estimate (any form)	\$20 per parcel
	Written Tax Search	\$10 per parcel per year
	Screen Prints	\$2
	Plat Parcel Certification Fee	\$50
	Computer-Generated Reports (Set- up fee)	\$35 Tax \$25 Election
	Name/Address Labels	\$3 per sheet
	Claim Against Bond (Set-up fee)	\$25 plus \$0.25 per copy/page
	Certified Letter	\$5.54 minimum Subject to postal rate

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Elections	Precinct Finder (Countywide)	\$75
	Precinct Finder (Individual entity)	\$25
	Registered Voter Certificate	\$15
Taxation	Abatements requested by entity	\$100 per parcel/per payable year
	Auditor's Certificate	\$300
	Updating existing Auditor Certificate	\$150
	Audit Verification of Tax District	\$150
	Certification of Ten Largest Taxpayers	\$75
	Confession of Judgment: Written Estimate	\$25
	Set-up Fee	\$100
	Court Costs	\$10
	Confession of Judgment Satisfaction Fee	\$25
	Green Acres/ Rural Preserves / Open Space Payback Calculation Fee	\$150/parcel
	Escrow Processing Fee	Automated \$200/year Manual \$7/parcel per request
	Escrow Processing Additional Escrow Files	\$35 each request
Special Assessments	1 <sup>st</sup> Time Delinquency Fee (per parcel)	\$25
	Tax Forfeited Land – Repurchase Fee	\$250
Special Assessments	Special Assessment Entry Fee per parcel/per entry	\$5 per parcel/per entry
	New Special Assessment Code Set-up Fee	\$15 per new code
Tax Increment Financing	New TIF District Set-Up Base Fee	\$450
	New TIF District Set-Up Per Parcel Charge	\$40
	Yearly Maintenance Base Fee	\$250
	Yearly Maintenance Per Parcel Charge	\$40
	Plan Modification	\$300
	Modification Per Parcel Charge	\$40
	TIF Base Adjustment Fee	\$200
	Decertification	\$250
TIF Knockdown Fee Per Parcel	\$40	



<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
License Center	Class A: Regular*	\$45.25
	Class A: Under 21*	\$25.25
	Class B: Regular or Under 21*	\$37.25
	Class C: Regular or Under 21*	\$30.25
	School Bus Physical*	\$4
	Class D: Regular or Under 21*	\$26.25
	Provisional drivers license*	\$17.25
	Class D Provisional license upgrade to under 21 drivers license, no violations on record (\$3.50 credit)*	\$22.75
	Duplicates: All classes*	\$15.75
	Motorcycle Renewal*	\$13
Identification Cards	Under age 65*	\$20.25
	Age 65 and older*	\$16.50
	Card for person with physical or development disability or qualified mental illness*	\$0.50
Other ID Cards, Permits, Fees	Class D instruction permit*	\$14.25
	Class A, B, or C instruction permit*	No fee
	Endorsement examination fees*	\$2.50
	Motorcycle instruction permit/endorsement fee*	\$21
	Motorcycle endorsement renewal (2 wheel only)*	\$13
	Standby or Temporary Custodian Designation*	\$3.50
Passports	Age 16 and over*	\$110
	Under age 16*	\$80
	Passport Card over 16*	\$30
	Passport Card under 16*	\$15
	Execution Fee*	\$25
	Renewal*	\$110
	Expedited Service*	\$60
Passport Photo	\$15	
Title and Registration Fees	*Filing Fee/Registration	\$6.00
	*Filing fee/Long application	\$10
	Department of Natural Resources title and registration	Per Minnesota Statute
	Wheelage Tax	\$10

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Vital Statistics: Reports	Vitals Report Request*	\$15
Birth Certificates	Certified*	\$26 (State \$17 – County \$9)
	Non-certified*	\$13 (State \$4 – County \$9)
	Additional*	\$19 (State \$17 – County \$2)
	Birth Verification*	\$9 (County only)
	Statement of No Record Found*	\$16 (State \$7 – County \$9)
Death Certificates	Certified*	\$13 (State \$4 – County \$9)
	Non-certified	\$13 (State \$4 – County \$9)
	Additional	\$6 (State \$4 – County \$2)
	Amendments to Certified Death Record	\$40 (County Only)
	Fetal Death Report	\$9 (County Only)
	Statement of No Record Found	\$13 (State \$4 – County \$9)
Marriage Licenses	Marriage License (Full Fee) *	\$115 (State \$90 – County \$25)
	Marriage License (Reduced Fee with Educator’s Statement of 12 hour minimum)*	\$40 (State \$15 – County \$25)
	Marriage Certificate (Certified) *	\$9 each (County only)
	Statement of No Record Found	\$9 (County only)
	Marriage License Amendment	\$15 (County only)
Notary Commissions	Notary Public Commission Recording Fee*	\$20 (County only)
	Notary Verification (per document) *	\$5 (County only)
Ordinations	Credentials of Ordination filing	\$20 (County only)
Genealogy	Genealogy Research	\$50 per hour
	Genealogy Copies	\$5 per copy of records
<b>Property Records Department</b> Abstract Property	Recording document	\$46 (see note below)
	Bulk document transfer	Contact Recorders Office at 952-361-1930 for fee information
	Multiple satisfactions, partial releases, and assignments	\$46 with 4 document citations or less \$10 additional for each document cited over 4
	Well disclosure statement	\$30
	Plat	\$56
	Amended: Floor plan (515), Condominium (515A), CIC Plat or Amend (515B)	\$0.50 per apartment or unit with a \$56 minimum
	Non-certified copy	Non-statutory fee: \$1/page
	Certified Copies	\$10 per document (flat fee)

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Abstract Property	Fax Copies	Non-statutory fee: \$1/page
	Copy of an official plat/Add certification	\$10 \$5
	Copy of Floor Plan (515), Condominium (515A), CIC Plat(515B)	\$1/page \$10 minimum
	Non-certified copy or duplicate <i>Note: Original must be submitted with original recording. Upon receipt mark "Duplicate" or "Copy" and show recording date; show document number assigned to original, if available and return immediately.</i>	\$2
Torrens Property	Original Certificate of Title or first CPT	\$46 + Assurance Fund Fees
	Document Transferring Certificate	\$46 ( <i>see note</i> ) \$20 for each new certificate thereafter
	Entry of Memorial Per Certificate	\$46 ( <i>see note</i> ) \$20 for multiple certificate entries thereafter
	Plat	\$56 \$20 for each new certificate thereafter
	Residue OR new additional certificate	\$40
	Exchange Certificate	\$20/ each cancelled certificate \$20/new certificate
	Amendment to Declaration	\$46 \$20/multiple certificate entries thereafter
	Amended Floor Plan	\$46
	CECT	\$40
	Amendment to CIC declaration and plat	\$46 \$20
	Condominium or CIC plat or amendment	\$56
	Section 515B CIC affecting 2 or more units	\$46/first 10 affected certificate \$10/each additional affected certificate
	For filing of a certified copy of a plat of the survey pursuant to section 508.23 or 508.671	\$46

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Torrens Property	Certified copy of Registered Land survey	\$15
	Condition of Register	\$50
	Non-certified copy of Certificate of Title	Non-Statutory Fee: \$1/page
	Well Disclosure Certificate	\$30
	Non-Certified Copies	Non-Statutory Fee: \$1/page
	Certified Copies	\$10/document (flat fee)
	Fax Copies	Non-Statutory Fee: \$1/page
	Copy of an official plat Add certification	\$10 \$5
	Copy of Floor Plan (515A), CIC Plat (515B)	\$1/page \$10 minimum
	Non-Certified Copy or Duplicate <i>Note: Original must be submitted with original recording. Upon receipt mark "Duplicate" or "Copy" and show recording date; show document number assigned to original, if available and return immediately.</i>	\$2
	Federal Tax Liens	\$46
	State Tax Lien	No charge
	State Tax Lien Release	\$30
Carver County Recorder Non-Statutory Fees	Copy of Document	\$1/page
	Computer Reports	\$1/page
	Access to online images	\$2/ document
	Plat, Registered Land Survey, CICF copies (small)	\$1/page
	Fax Copies	\$5 + \$1/page
	Certified mail	\$5
	Microfiche Duplicates	\$5/microfiche
	Tax Lien search by phone	\$20/name
	Tract Index search by Phone	\$20/parcel
	Lot size request	\$20/parcel
	Deposit of papers pursuant to M.S. 600.23	\$100/person/year

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>	
<b>Property Assessment Department</b>	CAMA Extract Programs Set-up (includes e-mailing information or 500 pages/labels in hardcopy)	\$250 Min.	
	Mailing	\$10	
	Every additional 500 hardcopy pages/labels	\$25	
	<b>Research</b>	<b>\$40/hr minimum</b>	
	Screen Prints/Appraisal Cards	\$2/page	
<b>Public Health &amp; Environment Division Environmental Services Department Hazardous Waste Generators</b>	<b><u>Very Small Quantity Generators:</u></b> Under 10 gallons/year 11-55 gallons/year 56-100 gallons/year Over 100 gallons/year	<b>License Fee</b>	<b>Application Fee</b>
		\$30	\$50
		\$115	\$100
		\$174	\$125
		\$231	\$150
	<b><u>Small Quantity Generators:</u></b> Under 500 gallons/year 500-1000 gallons/year Over 1000 gallons/year	<b>License Fee</b>	<b>Application Fee</b>
		\$382	\$250
		\$509	\$275
	\$636	\$300	
<b><u>Large Quantity Generators:</u></b> Under 10,000 gallons/year 10,000 – 50,000 gallons/year Over 50,000 gallons/year	<b>License Fee</b>	<b>Application Fee</b>	
	\$1271	\$450	
	\$2541	\$550	
	\$5082	\$650	
<b><u>Minimal Generators:</u></b> A generator that has hazardous wastes identified in Section 51.03 definitions of Carver County Hazardous Waste Management Code Chapter 52 is subject only to an Application Fee.	<b>Application Fee</b>		
	\$50		
<b><u>VSGQ Collection Program:</u></b> Appointment fee (Includes one hour of administrative time.)	\$75		
Additional staff time for application review	\$50/hour		

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>
VSGQ Collection Fees	Acids	\$1.28/lb
	Adhesives	\$1.28/lb
	Aerosols	\$1.20/lb
	Antifreeze	\$0.22/lb
	Ballasts (Including PCB containing)	\$1.25/lb
	Bases	\$1.28/lb
	Batteries (Lead Acid)	Free
	Batteries (Li-ion, NiCd, Alkaline, Mixed)	\$0.25/lb
	Carburetor Cleaner	\$1.28/lb
	Cleaning Agents	\$1.28/lb
	Cylinders (Most)	\$12.00/each
	Corrosives	\$1.28/lb
	Degreasers	\$1.28/lb
	Fuels	\$0.35/lb
	Gasoline	\$0.35/lb
	Latex	\$0.37/lb
	Mercury	\$4.00/lb
	Other Misc. Chemicals	\$1.28/lb
	Oil	Free
	Oil Filters	\$0.28/lb
	Oil Paint	\$0.40/lb
Paint Thinner	\$0.35/lb	
Paint Stripper	\$1.28/lb	
Pesticides	\$1.28/lb	
Hazardous Waste Generators	Hazardous Waste Generator File search requests (No charge to regulatory agencies.)	\$10/copy
	Provide List of Hazardous Waste Generator Licensees	\$50/copy
	File Search Access	\$25/hour
	Late Generator Report 1-14 Days Late 15-30 Days Late > 30 Days Late	\$25 \$50 \$100
	Late License Fee Payment 1-14 Days Late 15-30 Days Late > 30 Days Late	\$25 \$50 \$100

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Open Burning Permits	Burning permits (Building Demolition)	\$25
	Burning permit (Residential)	\$5
Feedlot Permits	Construction Short Form Permit/Interim Permit: Less than 300 animal units	\$200
	Construction Short Form Permit/Interim Permit: 300 animal units or more	\$400
	Variance to Feedlot Ordinance	\$500
Subsurface Sewage Treatment System (SSTS) Construction Permits	Connection from house/structure to existing tank	\$100
	Repair of tank and/or soil treatment area (includes adding a new tank); Holding Tank	\$250
	Standard System (Type I & II with soil treatment area)	\$400
	Non-Standard Systems (Type III & IV)	\$500
Food, Beverage, Lodging SSTS & Commercial SSTS	1-500 gallons	\$700
	501-1000 gallons	\$950
	1001-5000 gallons	\$1,350
	5001-10,000 gallons	\$1,950
Other Subsurface Sewage Treatment System Fees	Curtain Drain Septic System Monitoring	\$400 (\$50 soil review + \$50 monitoring + \$300 installation)
	Plan Review	\$50
	Soils Review	\$100
	Re-inspection	\$50
	Failure to cancel a prearranged inspection at least 1 hour prior to scheduled inspection	\$50
	Origination Fee for Revolving ISTS Loan Program	\$150
	Escrow for Installation of Subsurface Treatment System (SSTS – also known as ISTS or septic system)	\$15,000 or 125% of the estimated cost; whichever is greater.

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Solid Waste Transfer Station	<b>30 cubic yard/day:</b>	
	One-Time Application Fee	\$75
	Annual license fee	\$350
	<b>&lt;100 tons/day:</b>	
	One-Time Application fee	\$250
	Annual license fee	\$1,000
	<b>101-250 tons/day:</b>	
	One-Time Application Fee	\$500
	Annual license fee	\$2,000
	<b>More than 250 tons/day:</b>	
	One-Time Application fee	\$500
	Annual license fee	\$2,500
	Late payment Penalty	25% of fee
Solid Waste Service Fee	<b>Developed parcels will be charged on a basis of \$25 per service fee unit as follows:</b>	
	Multi-family housing with more than three dwelling units per parcel	80% of the \$25 service fee per dwelling (\$20 per dwelling unit)
	Single family residences, including mobile homes, duplexes, and triplexes	One service fee unit of \$25 per parcel
	Commercial parcels with an assessed evaluation of \$100,000 or less	Two \$25 service fee units for a total charge of \$50
Solid Waste Service Fee	Commercial parcels with an assessed value of more than \$100,000	Four \$25 service fee units for a total charge of \$100
	Industrial parcels with an assessed evaluation \$100,000 or less	Three \$25 service fee units for a total charge of \$75
	Industrial units with an assessed evaluation of more than \$100,000	Six \$25 service fee units for a total charge of \$150
Solid Waste Hauler Fee	Solid Waste/Construction Demolition Haulers	Fees set regionally by Solid Waste Management Coordinating Board: \$50/truck
Environmental Center Products for Sale	<b>Short-Term Radon Kit</b>	<b>\$8.00</b>
	Long-Term Radon Kit	\$20.00



<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>
Environmental Center Products for Sale	Compost Bins, Worm Bins, Rain Barrels	Set by Manufacturer Pricing
	Organics Kitchen Pail	\$5.00
	Biodegradable Bags	
	Kraft Lawn & Leaf Bags	\$4.00/bundle
	Bags (3 gal)	\$3.50/box
	Bags (15 gal)	\$5.50/box
	Bags (30 gal)	\$6.50/box
Collection Fees	Carpeting (12' x 12')	\$10.00
	Lawnmowers & other small engine devices	\$5.00 per item
	<b>Mattresses/Boxsprings</b>	<b>\$20/piece</b>
	<b>Business Fluorescent Bulbs:</b>	
	4 ft & under	\$0.40/bulb
	Greater than 4 ft	\$0.75/bulb
	CFLs	\$0.60/bulb
	Irregular	\$1.00/bulb
	HID	\$2.30/bulb
	Broken	\$2.14/lb
Ballasts	<b>\$0.89/lb</b>	
Super High Pressure Mercury	\$12.00/bulb	
	<b>Batteries (Businesses)</b>	\$0.25 per pound
	<b>Appliances:</b>	
	Refrigerators, stoves, dishwashers, washers, dryers, microwaves, water softeners, dehumidifiers, water heaters	\$10.00/item
	Air Conditioners	\$10.00/item
Collection Fees	<b>Business Appliances</b>	\$1.25/cubic ft
	<b>Residential Electronics:</b>	
	TVs & Monitors	\$5.00/item
	<b>Business Electronics</b>	\$0.20/lb
	<b>Tires:</b>	
	Car, Truck, SUV	\$2.00/tire
	Semi Tractor/Trailer	\$7.50/tire
Farm Tractor (Small) Front	\$4.00/tire	
Farm Tractor (Large) Rear	\$25.00/tire	
	Yard Waste	\$1.00/bag or \$8.00/cubic yard
	Bicycles	\$3.00/bicycle
<b>Land Management Department</b>	Ag Preserves	\$50 (maximum)*
	Ag Preserve renewal	\$10 (maximum)*
	Ag Building	\$50

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Land Management Department	Professional Services required for review of an application or board/commission determination(s)	Applicant shall reimburse the County for any expenditure for professional services for review of variance, permit, plat, minor subdivision, and EAW-EIS-AUAR, Water Management, WCA applications. Staff is authorized to consolidate fees as needed if multiple permits are required.
Permits	Building Permits	Fees are based on the 1997 Uniform Building Code (UBC) + 10% (See the following Table 1A)

**1997 Uniform Building Code Plus 10%**

Table 1A – Building Permit Fees

<b>Total Valuation</b>	<b>Fee</b>
\$1.00 to \$500.00	\$25.85
\$501.00 to \$2,000.00	\$25.85 for the first \$500.00 plus \$3.36 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$76.25 for the first \$2,000.00 plus \$15.40 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$430.45 for the first \$25,000.00 plus \$11.11 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$708.20 for the first \$50,000.00 plus \$7.70 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,093.20 for the first \$100,000.00 plus \$6.16 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,557.20 for the first \$500,000.00 plus \$5.23 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,169.70 for the first \$1,000,000.00 plus \$4.02 for each additional \$1,000.00, or fraction thereof

**Other Inspections and Fees:**

**Hourly Charge**

- |   |                   |
|---|-------------------|
| 1. Inspections outside of normal business hours .....                               | \$51.70 per hour* |
| (minimum charge – two hours)  |                   |
| 2. Re-inspection fees assessed under provisions of Section 108.8 .....              | \$51.70 per hour* |
| 3. Inspections for which no fee is specifically indicated .....                     | \$51.70 per hour* |
| (minimum charge – one-half hour)  |                   |
| 4. Additional plan review required by changes, additions or revisions to plans..... | \$51.70 per hour* |
| 5. Use of outside consultants for plan checking, inspections, or both .....         | Actual costs**    |

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

\*\*Actual costs include administrative and overhead costs.

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

Division/Dept. Type of Service	Service	Fee
	Permit for Move-in Home	Based on 80% of Value (acc. to UBC)
	Recovery of plan review cost on cancelled building permits	80% of plan review fee
	Replacement of Lost Inspection Card	\$30
	Renewal of Expired Permit if No Plan Changes	50% of permit fee
	Temporary Farm-Related or Elderly Parent Manufactured Home	\$250 (includes state surcharge)
	Mechanical/Heating	\$75 (includes state surcharge)
	Mechanical/Gas Line	\$75 (includes state surcharge)
	Mechanical/Air Conditioning	\$75 (includes state surcharge)
	Mechanical/Air Exchanger	\$75 (includes state surcharge)
	Mechanical/Non-Single Family (Commercial)	Based on valuation of project or \$75, whichever is greater
	Plumbing Permit	\$65 minimum or \$5/fixture, whichever is greatest (includes state surcharge)
	Drain Tile System (basement/interior systems only)	\$65 (includes state surcharge)
	Non-Residential Plumbing (Commercial)	Based on valuation of project or \$65, whichever is greater
	Erosion Control	0.0004 of value – where building permit involves significant earthmoving e.g. New homes, large buildings
	Re-Side, Re-Roof, Re-Window	\$75 (includes state surcharge)
	Demolition Permit	\$95 (No fee if demolition is for an agricultural structure that is exempt from the building code. Fee includes state surcharge.)
	Demolition Permit for projects supervised by Fire Departments	\$65
Other Land Management Fees	Adult Use Business License Application and Renewal Fee	\$500
	Administrative Special Use Permits	\$100 - A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. - Work started without obtaining a permit shall be subject to a \$200 Double Fee.

Division/Dept. Type of Service	Service	Fee
Other Land Management Fees	Administrative permit for excavating/filling or a driveway that includes wetlands and/or erosion control permit and/or stormwater permit with no treatment required	\$500 (\$150 Permit Fee + \$350 Refundable Surety of any unused fee) - A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the first inspection. - The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the Planning & Water Mgmt Dept.) - Work started without obtaining a permit shall be subject to a \$300 Double Fee.
	Administrative permit for excavating/filling or a driveway that includes stormwater permit	\$1,250 (\$250 permit fee + \$1,000 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: - Engineering Costs. The applicant shall reimburse the County for engineering review costs above \$1,000. - Staff Costs. The permit fee includes 5 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.
	Boundary Adjustment	\$50 + surveyor fee + GIS impact fee
	Building Eligibility Transfer	\$100
	Minor Subdivision	\$300 + surveyor fee + GIS impact fee
	Political Signs	\$0
	Platting Process – Preliminary Plat through Final Plat Process including developer’s contract and legal reviews	\$600 for one lot + \$100 for each additional lot + \$50/hour plus Attorney’s Office fee
	Comprehensive Plan Amendment	\$500
	Rezoning/Ordinance Amendment	\$500

Division/Dept. Type of Service	Service	Fee
Other Land Management Fees	Signs	\$40 if not included in a Building Permit or Conditional Use Permit
	Site Inspection Fee	\$50 per site inspection
	Special Meeting of Planning Commission or Board of Adjustment	\$300 + appropriate application fee
	Variances and Appeals	\$500
Conditional Use Permit (CUP)	AGRICULTURE: Feedlot, 152.076 A Conditional Use Permit required solely for bringing an uncertified liquid manure storage area, which was designed and/or installed with guidance from Carver SWCD, into compliance and not associated with an expansion or substantial change in operation is exempt from these fees. This exemption does not include feedlot permit fees.	\$250 (less than 300 animal units) \$350 (300 to 599 animal units) \$500 + \$50/hour up to \$1,000 (600+ animal units)
Interim Use Permit (IUP)	Additional Density Options: 152.078 Examples: High amenity; Wooded/Lakeshore Lot, or Conservation Incentive CUP	\$500 for first residential lot + \$100 for each additional residential lot + \$50/hour up to \$1,000
	Residential Related: 152.077 Examples: Residential Accessory Structures, Permanent Farm-Related Homes, Day Nurseries	\$400
	Home-Based Business: 152.079 Examples: Recycling/Solid Waste, Farm-Related Business, Home Extended Business, Commercial Kennels, Stables, Aquaculture, Retail Nurseries, School Bus Service, Bed and Breakfast, Contractor's Yard, Commercial Radio Station, Utility/Essential Service	\$500 + \$50/hour up to \$1,000 Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.

Division/Dept. Type of Service	Service	Fee
Conditional Use Permit (CUP)	Large-Scale Activities; Essential Services; RSDs; Renewable Energy, All Others: 152.080, 152.095, 152.147-.149, 152.052-.056, 152.039, Except as listed below:	\$500 + \$50/hour up to \$1,000 Cost recovery fees for staff time shall not apply to County projects when the application is submitted by a County employee, vendor or consultant.
	Golf Courses	\$500 + \$50/hour up to \$2,000
	Airports – Personal Use Airstrip	\$450
	Airports – Other than Personal Use Strip	\$500 + \$50/hour up to \$1,000
	EAW/EIS/AUAR Process	\$500 fee plus escrow of \$1,000 to reimburse staff costs at \$50/hour. Escrow shall be increased if staff costs exceed \$1,000. The County shall have the right to contract for services to prepare the documents. Applicant shall escrow the estimated cost of such contract and shall pay the full cost of completing the study if the estimate is exceeded.
Interim Use Permit (IUP)	<b>Interim Use Permit (IUP):</b> 152.082 Example: Mining/Reclamation, Home Occupation in Detached Structure, Recreational, Educational, Institutional Activities	\$500 + \$50/hour up to \$1,000, up to \$2000 for mining/reclamation
	Re-occurring Special Events, Temporary Homes for Elderly Parent and Farm Related	\$400
Publications and Information	Research of property, demographic, or similar information requested by anyone other than the landowner or agent	Countywide Fees: Information Gathering/Research (Public Data Only) If it takes more than a half-hour: \$50/hour + any material costs; pro-rated to the nearest half-hour.
	County Code	\$50
	11" x 17" Map/Zoning Map	\$7/Map
Publications and Information	8.5" x 11" Map	\$5/Map (1 free map to landowner/agent. No fee for maps prepared for applicants and/or for public hearings.)
	Zoning & Subdivision sections of the Code	\$15

Division/Dept. Type of Service	Service	Fee
<b>Planning &amp; Water Management Dept.</b> Review of Project for Compliance with Water Management Rules	Combined Permit: Administrative Permit for excavating/filling or a driveway and Wetland Permit and/or Erosion Control Permit	\$500 (\$150 Permit Fee + \$350 Refundable Surety of any unused fee) <ul style="list-style-type: none"> <li>• A Carver County Site Inspection Fee shall be applied to any additional inspection completed after the 1<sup>st</sup> inspection.</li> <li>• The applicant shall reimburse the County for any engineering costs incurred during application review and final inspections. (Pursuant to the Planning &amp; Water Mgmt Dept.)</li> <li>• Work started without obtaining a permit shall be subject to a \$300 Double Fee.</li> </ul>
	Combined Permit: Administrative permit for excavating/filling or a driveway and Stormwater Permit	\$1,250 (\$250 permit fee + \$1,000 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: <ul style="list-style-type: none"> <li>• Engineering Costs. Applicant shall reimburse the County for engineering review costs above \$1,000.</li> <li>• Staff Costs. The permit fee includes 5 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.</li> </ul>
	Wetlands Permit	\$100: Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. <ul style="list-style-type: none"> <li>• Staff Costs. The permit fee includes 2 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.</li> <li>• Work started without obtaining a permit shall be subject to a \$200 Double Fee.</li> </ul>

Division/Dept. Type of Service	Service	Fee
Review of Project for Compliance with Water Management Rules	Wetlands Replacement/Banking/Mitigation <1 acre	\$250 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour.)
	Wetland Replacement/Mitigation =>1 acre	\$350 + \$50/hour up to \$1,000
	Erosion control permit and/or stormwater permit with no treatment required	\$100: Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. - Staff Costs. The permit fee includes 2 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour. - Work started without obtaining a permit shall be subject to a \$200 Double Fee.
	Stormwater permit	\$1,250 (\$250 permit fee + \$1,000 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: - Engineering Costs. The applicant shall reimburse the County for engineering review costs above \$1,000. - Staff Costs. The permit fee includes 5 hours of staff time. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), beyond the permit fee up to an additional \$500 at a rate of \$50/hour.



<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Publications & Information	Color maps 8.5 x 11 from Comprehensive Plan, Water Plan or other reports	\$5/map
	Comprehensive Plan –full document	\$50
	Individual Comprehensive Plan Elements or Township Chapters	\$15 with colored maps; \$0 if black & white
	Water Management Plan	\$50
	Water Quality Report	\$50
	CDs	\$5
<b>Public Health Department</b>	Health Promotion presentation to group	\$75/hour per trainer
	Intermittent Home Visits: Public Health Nurse/Registered Nurse (PHN/RN) home visit	\$175/visit
	Public Health Nuisance Abatement	Fee per MN Statue 145A.08
Immunizations: Private Pay Fees	Hepatitis B - adult	\$60
	Influenza - injectable	\$25
	Mantoux	\$15
Immunizations: (Administrative Fee): Minnesota Vaccines for Children (MnVFC) and Un/Under-insured Adult Vaccine (UUAV) Fees	DTaP (Pediatric)	\$21.22
	DTaP, Hep B, IPV (Pentacel)	\$21.22
	DTap, IPV, HBV (Pedarix)	\$21.22
	Hepatitis A	\$21.22
	Hepatitis A/B (Twinrix)	\$21.22
	Hepatitis B	\$21.22
	Hib	\$21.22
	HPV (Gardasil)	\$21.22
	Influenza (Injection)	\$21.22
	Influenza (Nasal Mist)	\$21.22
	Meningococcal (Menactra)	\$21.22
	Meningococcal (Menomune)	\$21.22
	MMR	\$21.22
	Pneumococcal - adult (PPV23)	\$21.22
	Pneumococcal Pediatric (Prevnar - PCV13)	\$21.22
	Polio (IPV)	\$21.22
	Rota Teq	\$21.22
	Td/Tdap	\$21.22
	Varicella (Chickenpox)	\$21.22
Zoster (Shingles)	\$21.22	

Division/Dept. Type of Service	Service	Fee
<b>Public Works Division Program Delivery Department Surveying</b>  Transportation	Plat Checking and Mapping Fee	\$300 plat + \$25/parcel or CIC unit + \$5/ detached garage CIC unit
	Minor subdivision description review	\$50
	Torrens application survey/description review	\$300
	Registration Fees	\$35
	Right-of-Way Permit	\$105
	Access Permit (new residential or field)	\$105
	Access Permit ( new subdivision street or commercial driveway)	\$220
	Utility Permit (Private Utility Companies)	\$170
	Work within county ROW (general excavation, grading, sewer and water)	\$250
	Obstruction Permits	\$80
	Residential Maintenance (low level landscaping, driveway extensions, replacement)	\$65
	Delay Penalty (Penalty for not meeting completion date)	\$75
	Single Trip Permit	\$20
	Annual Permit (Allows 14' high, 14.5' wide, 95' long under posted weight)	\$220
	Special Event Permit For streets closures for city celebrations and other events.	\$0
New Mailbox Support Materials (Does not include mailbox.) Materials ONLY.	\$75	
New Mailbox Support Installation. Labor ONLY.	\$75	
<b>Parks Department</b> Entrance Fees	Lake Minnewashta Park, Baylor Park, & Lake Waconia Park Daily Vehicle Permit Fees	\$5

<b>Division/Dept.</b> Type of Service	<b>Service</b>	<b>Fee</b>
Parks Permits	Daily Bus Permit	\$25
	Unannounced Bus Permit at the Gate	\$50
	Annual Vehicle Permit Parks Pass	\$25
	Annual Vehicle Permit replacement fee	\$5
	Second Annual Vehicle Permit	\$14
	Annual Park Permit for persons receiving financial assistance from the County	\$10
	Second Park Permit for persons receiving financial assistance from the County	\$12
	Veterans Annual Permit	\$8
	Second Permit for Veterans	\$8
	Reservation Fee	\$7
Special Events Fees	Permit for Special Events (Fireworks Display, Large Group Events)	Mon.-Thurs. & off-season (day after Labor Day to the day before Memorial Day): \$225 (up to 250 people) \$450 (up to 500 participants) \$675 (up to 750 participants) \$900 (750+ participants) \$1,150 (1,000+ participants)  Fri., Sat, Sun, & Holidays: \$250 (up to 250 participants) \$500 (up to 500 participants) \$750 (up to 750 participants) \$1,000 (750+ participants) \$1,250 (1,000+ participants)
	Cross-Country Running Meets	\$25/team
	Cross-Country Ski Meets Monday-Thursday Friday-Sunday	\$25/Team \$30/Team
	Additional trash services for Meets	Actual cost plus 10% coordination fee
	Portable toilet for Meets	Actual cost plus 10% coordination fee
	Picnic Table Moving	\$50/hr
	Extraordinary Trail Grooming	\$35/hr
	Extraordinary Event Clean-up	\$30/hour

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Photography Permit	Commercial	\$400/day
	Graduation/Wedding: Monday - Thursday	\$25/hr.
	Friday - Sunday	\$50/hr.
	Video Shoot	\$200/day
	Unusual Video Shoot	\$500/minimum
Group Rates	The following rates are available to groups meeting requirements outlined in Ordinance No. 30:	
	Group Camping Site	\$2/participant/night
	Group Primitive Camping Site	Group rate not applicable weekends
	Picnic Shelter/Weekdays Up to 100 persons	\$20 /plus reservation fee and \$50 deposit
	Picnic Shelter/Weekdays More than 100 persons	\$30 /plus reservation fee and \$50 damage deposit
	Picnic Shelter/Weekdays Up to 100 persons	\$40 /plus reservation fee and \$50 damage deposit
	Picnic Shelter/Weekdays More than 100 persons	\$50/ plus reservation fee and \$50 damage deposit
	Admittance Fees for groups at Lake Minnewashta, Baylor, and Lake Waconia Parks:	
	Weekdays	\$1/person/day
	Weekends	\$1.25/person/day
	Shelter Rentals	Shelter Rentals: (Fees apply to all shelters except #5)
Weekends: Up to 100 persons		\$55 Plus Reservation Fee
Weekends: More than 100 persons		\$80 Plus Reservation Fee
Weekday: Up to 50 persons		\$40 Plus Reservation Fee, parking permits
Weekday: 50 to 100 persons		\$60 Plus Reservation Fee, parking permits
Weekday: More than 100 persons		\$45 Plus Reservation Fee
Special Parking Rate for Graduation Season (second weekend in May through the second weekend in June) at Park Shelters #2, #3, #4 at Lake Minnewashta Regional Park and the Prairie Shelter at Baylor Regional Park		\$100 All-inclusive rate for vehicle permits + standard shelter rental rates

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Lake Minnewashta Shelter # 5 Rental	Shelter # 5 rental Weekdays Only (Group Rate)	\$80/Plus Reservation Fee
	Weekdays (non-group rate)	\$105 Plus Reservation Fee
	Weekends (non-group rate)	\$150 Plus Reservation Fee
	Reservations that include overnight stays (Mon-Sunday and Holidays)	\$50 + Group Entrance Fee
Cancellation Fee	Shelter cancellation fee	50% of user fee (Plus Reservation Fee)
Group Damage Deposit	Group damage deposit	\$100
Lake Waconia Park	Lake Waconia Park Beach Entrance Fees	Daily and annual parking permits apply
Baylor Park	Baylor Historic House	\$80/night + vehicle permits for Friday-Sunday and holidays
	Baylor Historic House	\$65/night + vehicle permits for Monday-Thursday
	Baylor Park Camping Fees: (vehicle permit fees not included)	
	Site/night cancellation	\$5
	Per night utility site camping permit	\$25
	Per night primitive site camping permit	\$18
	Long-Term Camping: Utility or Primitive Sites 6 or more consecutive days	\$19/night utility sites \$14/night primitive sites 15% discount on rates for 6 or more consecutive days
	Per night full hook-up (Utility & Sewer)	\$25
	Community Room: All Inclusive (includes parking permits) Facility Rental (parking permits not included) Non-profit Group Rate Damage deposit Cancellation Fee Open Play Space/Field Facilities	\$275 all day use + Reservation Fee  \$175 all day use + Reservation Fee  \$100/day plus entrance fees \$50 50% of use Fee \$7.50/game or practice
	Firewood Bundles	\$5

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Baylor Park	Bag of ice	\$2.00
	Block of ice	\$3
	WiFi connection in campground	\$5/day
Parks Rentals	Cross Country Ski Gear Rentals (Fee for skis, poles, boots; vehicle permits also required): Adults	\$6
	Children (under 15 years old)	\$5
	Snow Shoes Adults	\$6
	Children (under 15 years old)	\$5
	Paddle Boat	\$7 per hour
	Canoe	\$8 per hour
	Canoe storage fee	\$25 per boating season
	Standup Paddle Boards	\$10 per hour
	GPS Units	\$5 per 2 hours
	Private Recreation Programming	\$50 per hour
	Disc Golf	\$5/ set plus \$5 deposit
	Archery Equipment	\$75/day + replacement if lost or damaged
Portable Fire Ring	\$15/reservation request	
Private Outdoor Recreation Programming	2 Hours (or less) of Programming Group size: 1-15	\$60/2 hours
	Group size: 16-20	\$80/2 hours
	Group size: 21-25	\$100/2 hours
	Group size: 26-30	\$120/2 hours
	Programming for longer than 2 hours – all group sizes	\$50/hour + \$15 for each additional hour
Instructor Fee Group size: 31+	\$22/hour	
Outreach of Offsite Instructor Fee - Any size group	\$30/hour	
Park Ordinance Violations	Violations of Chapter 91 of Ordinance 72 of the Carver County Code of Ordinances	\$20 + \$10 Court Filing Fee (plus state fees)

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
<b>Sheriff's Office</b>	False Alarm Fee (begins with 4 <sup>th</sup> false alarm)	\$50 Each following alarm increases by \$50 ( i.e., 5 <sup>th</sup> alarm = \$100; 6 <sup>th</sup> alarm = \$150)
Reports/Photos	Accident Reports	\$0.25/page
	Offense/Incident Report	\$0.25/page \$0.50/2-sided document
	Additional Pages	\$0.25/page over 100 pages actual cost
	Initial Complaint Report	\$0.25
Reports/Photos	Miscellaneous Documents	\$0.25/page \$0.50/2-sided document
	Photos	3x5 - \$1.50 4x6 - \$1.75 5x7 - \$5 8x10 - \$10
	Digital Photos	\$10/CD plus \$30 research fee
Conceal/Carry Permit	New Conceal/Carry Permit:	\$75
	Change of Address or Replacements	\$10
	Renewal of permit	\$50
	Additional fee for renewal of permit after 30 days expiration	\$10
	Emergency Permit	No charge
Background Checks	Liquor License Renewal	\$100
	Adult Use New Establishment/New Owner	\$250
	Adult Use Renewal	\$100
	Liquor License New Establishment/ New Owner	\$250
Civil	Legal Not Founds	\$70
	Mileage (round trip)	Current IRS rate
	Posting of Notices	\$70 includes two people + \$25 for additional person, same address
	Request of Process Returned	\$70 includes two people + \$25 for additional person, same address
	Service of Process Fee	\$70 includes two people + \$25 for additional person, same address
	Writ of Execution Commission	5% of amount collected
	Minnesota Domestic Protection Orders	No Charge
	Minnesota Harassment Orders	No Charge

<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Civil	Replevin <ul style="list-style-type: none"> <li>• Writs of Attachment</li> <li>• Securing properties on Seizures</li> </ul>	\$400 deposit + deputy @ \$70 per hour per deputy, minimum one hour per deputy
	Storage of Levied Property	\$10/day per storage stall (20' x 9')
	Writ of Execution (seizure)	\$400 deposit + deputy @ \$70 per hour per deputy, minimum one hour per deputy
	Writ of Recovery (inventory)	\$61 per hour per deputy, Minimum one hour per deputy plus mileage
	Report of sale or certificate	\$35
	Redemption of Property (Recorded Fee Holder & all others)	\$250****
	Filing of Notice of Intent to Redeem	\$100
	Filing of redemption and post-redemption documents	\$20
	Mortgage Foreclosure Sales	\$70 per hour per deputy, minimum one hour per deputy
	Lien Sales (Mechanical or Warehouseman)	\$70 per hour per deputy, minimum one hour per deputy
	Abandoned Property	\$70 per hour per deputy, minimum one hour per deputy
	Judgment and Degree	\$70 per hour per deputy, minimum one hour per deputy
	Postponement of scheduled mortgage foreclosure sales	\$20
	Other Fees	Off-Duty Deputy Fee
Off-Duty Deputy Holiday Rate		\$90 per hour per deputy
911 Call Recordings		\$10/CD plus \$30 research fee
911 Call Recordings – Transcribed		\$25 for first ½ hour plus \$25 each additional hour (in addition to \$10 CD plus \$30 research fee)
Radio Programming for outside county entities		\$49.59/hr
Approving Bond		\$50
Filing Fees		\$49.59
Storage of Impounded Vehicles		\$10/day
Restorative Conferencing		\$50 per participant
Detox Transport Fee		\$110 per trip
Squad Videos		\$10/CD plus \$30 research fee



<b>Division/Dept. Type of Service</b>	<b>Service</b>	<b>Fee</b>
Dangerous Dog Fees	Dangerous Dog Registration	\$100
	Potentially Dangerous Dog Designation Review Hearing	\$100
	Dangerous Dog Designation Review Hearing	\$100
Emergency Management	HazMat Call-Outs Hourly Wage Vehicle Cost Trailer Cost	\$40.10 per hour \$300 each flat fee \$225 each flat fee, county owned
Jail/Inmate Fees	Inmate Medical*	Inmate billed per MS 641.12; 641.15
	Mantoux – other agency	\$15
	Inmate Rx refill	\$5
	Jail record copies (public)	\$0.25/page
	Inmate Copies (request from inmate)	\$0.25/page
	Cell upgrade	\$10
	Booking Fee	\$20
	Medical Co-pay	\$5
	WR – Mantoux	\$20
	WR – UA Screen	\$20
	Fingerprint cards (Carver County Resident)	No charge
	Fingerprint cards (non-Carver County resident)	\$15/card
	Electronic home monitoring	\$20/day
	Adult Inmate Boarding Fee (Except by contract)	\$55/day
	Juvenile Detention Center Boarding	\$145/day
	Work Release Inmates (in County)	\$20/day
Work Release Inmates (out of County)	\$55/day	
Pay for Stay	\$20/day	

Attachment A:

## ENCORE ADULT DAY SERVICES PROGRAM SLIDING FEE SCHEDULE 2015

Daily Rate = \$75.00

<b>Family of 1</b>	
<b>Annual Gross Income:</b>	<b>Daily Fee</b>
At or below the Current Federal Poverty Guideline figure* <b>\$15,676</b>	\$15.75
\$15,677-\$20,190	\$26.50
\$20,191-\$27,170	\$38.75
\$27,171-\$35,877	\$55.75
Over \$35,877	\$75.00
<i><b>Hourly rate:</b> For those who attend less than or more than a regular full day - 6 hours</i>	\$16.00/hour
<i><b>Shower Rate</b></i>	\$16.50/shower

<b>Family of 2</b>	
<b>Annual Gross Income:</b>	<b>Daily Fee</b>
At or below the Current Federal Poverty Guideline figure* <b>\$20,627</b>	\$15.75
\$20,628-\$26,547	\$26.50
\$26,548-\$31,111	\$38.75
\$31,112-\$47,043	\$55.75
Over \$47,043	\$75.00
<i><b>Hourly rate:</b> For those who attend less than or more than a regular full day - 6 hours</i>	\$16.00/hour
<i><b>Shower Rate</b></i>	\$16.50/shower

*\*Fluctuates with the current Federal Poverty Guidelines*

**Attachment B:**

# **Carver County Regional Rail Authority Fee Schedule**

## **Dakota Rail Line Fees**

<b><u>Activity</u></b>	<b><u>Rate</u></b>
Drive Way Lease	\$1, No Annual fee, No Maintenance
Agricultural Land Permit (Market Rate)	\$103.40/Tillable Acre/Annual
Building or Structure Site Occupation Lease (Market Rate)	Ave. Tax Assessed Land Value x 5% + Taxes
Commercial Underground Utility Crossing Permit (Market Rate)	\$750/One-Time Fee
Underground Utility Crossing (Municipal and Private Residence)	\$1
Reissuance Fee for a Previous Lease Agreement	\$100 Municipal and Private Residence, \$1,000 Commercial
Administrative Application Fee*	\$100

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**State Turnback Reimbursement 2014 Budget Amendment**

Primary Originating Division/Dept:

Meeting  
Date:

Contact:  Title:

Item Type:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

As part of the financing package for the Southwest Reconnection Project (101 Bridge), the County financed the State's Turnback Contribution of \$20M from a 2014 Bond Sale. The State will reimburse the County over the next 12 years as the cash is available in the State's Turnback Account. Approximately \$3M in State Turnback Reimbursement that was originally expected to be received in 2015, was actually paid in 2014. The recommended Budget Amendment allocates where the first \$3,390,000 in State Turnback Reimbursement funds that are expected to be received in 2014/2015 will be spent.

**ACTION REQUESTED:**

Motion to approve 2014 Budget Amendment

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

<b>FUNDING</b>	
<b>County Dollars =</b>	<b>\$0.00</b>
State Turnback Reim.	\$3,390,000.00
<b>Total</b>	<b>\$3,390,000.00</b>

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

Office use only:  
RBA 2014 - 2955

Attachment E: 2014 Budget Amendment for Turnback Funds received in 2014 & 2015

Fund	Dept	DESCRIPTION	2015	2015	Inc./Dec
			Requested	Recommended	
<b>General Fund</b>					
		Employee Relations: Consultant for Comp Study	70,000	-	(70,000)
		01-050-000-0000-6260	70,000	-	(70,000)
<b>Fund 1 Total</b>		01-050-XXX-XXXX-6260	70,000	-	(70,000)
<b>Road and Bridge Fund</b>					
	305-003				
		Public Works: Tandem & Other Equipment	854,500	-	(854,500)
		03-305-XXX-XXXX-6670	854,500	-	(854,500)
<b>Fund 3 Total</b>		03-305-XXX-XXXX-6670	854,500	-	(854,500)
<b>Building and Technology Capital Improvements</b>					
		Network Closet- Air Conditioned Racks	150,000		(150,000)
		Public Works - Salt Shed & Watertown Tax Forfeit Project	199,000		(199,000)
		Board Room - Audio & Video Equipment Upgrades	100,000		(100,000)
		IT Projects- software and professional services	279,000		(279,000)
		Assessors - CAMA software	132,000		(132,000)
		Sheriff's Office - Portable Radios, Tasers & Jail Security Software Upgrades	420,000		(420,000)
		Library - Radio Frequency Identification ("RFID")	185,500		(185,500)
		30-XXX-XXX-XXXX-66XX	1,465,500	-	(1,465,500)
<b>Fund 30 Total</b>		30-XXX-XXX-XXXX-66XX	1,465,500	-	(1,465,500)
<b>R&amp;B CIP</b>					
	307-8000				
		Public Works - Resurfacing/Maintenance	1,000,000	-	(1,000,000)
		32-307-XXX-XXXX-66XX	1,000,000	-	(1,000,000)
<b>Fund 3 2Total</b>		32-XXX-XXX-XXXX-66XX	1,000,000	-	(1,000,000)
<b>2014 and 2015 Turnback Reimbursement</b>			<b>3,390,000</b>	<b>-</b>	<b>(3,390,000)</b>

# Budget Amendment Request Form



**Agenda Item:**

State Turnback Reimbursement 2014 Budget Amendment

Department:  
t:

Meeting Date: 12/16/2014

Requested By:

David Frischmon

Fund:

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

Description of Accounts	Acct #	Amount
professional & tech fees	01-050.6260	\$70,000.00
vehicle purchase	03-304.6670	\$854,500.00
maintenance resurfacing	32-307-199-8000.66...	\$1,000,000.00
equip & furniture purchase	30-974.6660	\$185,500.00
equip & furniture purchase	30-973.6660	\$150,000.00
equip & furniture purchase	30-970.6660	\$420,000.00
equip & furniture purchase	30-820.6660	\$710,000.00
<b>TOTAL</b>		<b>\$3,390,000.00</b>

Description of Accounts	Acct #	Amount
muni/state participation	32-307-699-8705.52...	\$3,390,000.00
<b>TOTAL</b>		<b>\$3,390,000.00</b>

**Reason for Request:**

See related Board Action

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2015 Property Tax Levy and Budget**

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 12/16/2014

Contact: David Frischmon Title:

Item Type:

Regular Session

Amount of Time Requested: 15 minutes

Presenter: David Hemze, Kerie Anderk... Title: County Administrator, Employ...

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The County Administrator's Recommended 2015 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 2015 Budget process began at a May 2014 workshop where the County Board directed staff to implement the Administrator's Recommended 2015 Budget Strategy.

The County Board and staff have had several workshops, Board meetings and a Public Hearing to discuss the 2015 Property Tax Levy and Budget.

**ACTION REQUESTED:**

Motion to Adopt the 2015 Property Tax Levy and Budget Resolution

**FISCAL IMPACT:** Other

If "Other", specify: see below

**FUNDING**

County Dollars =

**FTE IMPACT:** Increase budgeted staff

**Total** \$0.00

**QUOTES OR BIDS OBTAINED:** N/A

**Related Financial/FTE Comments:**

The County Administrator's recommended 2015 levy of \$49,861,920 is a 4.87% increase compared to 2014. Consistent with the County Board's 2015 Budget Strategy, by capturing the incremental tax base created by new construction and a decertified TIF District, this levy increase does not have a tax impact on the County average value home despite its 10% increase in value and has a decreasing impact on average value commercial and agricultural properties.

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**FY 2015**

# Budget Resolutions



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

Date: December 16, 2014 Resolution: \_\_\_\_\_  
 Motion by Commissioner: \_\_\_\_\_ Seconded by Commissioner: \_\_\_\_\_

**CERTIFYING  
2015 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 2015.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that there by, 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, 2015, to wit:

GENERAL FUND	\$31,222,273
Road and Bridge Fund	4,118,573
Community Social Services Fund	7,596,709
Road & Bridge Capital Improvement Fund	1,690,000
Debt Services Fund	4,954,365
Unestad Tax Abatement	123,000
Engler Blvd Tax Abatement	157,000
<b>Total Levy County</b>	<b>\$49,861,920</b>
Carver Watershed Management Organization	575,498
<b>Total Combined Levy</b>	<b>\$50,437,418</b>

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 16<sup>th</sup> day of December, 2014, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2014.

\_\_\_\_\_  
County Administrator

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

Date: December 16, 2014

Resolution: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**COUNTY BOARD ADOPTION OF THE  
2015 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 2014 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:

**2015 CARVER COUNTY BUDGETS**

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund**	\$50,530,208	\$51,230,208
Road and Bridge Fund	7,230,804	7,230,804
Community Social Services Fund	20,992,161	20,992,161
Buildings CIP Fund	291,338	291,338
Road & Bridge CIP Fund	6,776,998	6,776,998
Parks & Trail CIP Fund	1,283,938	1,283,938
Debt Service Fund	5,549,365	5,549,365
County Ditch Fund	1,270	1,270
Self-Insurance Revolving Fund	<u>1,040,768</u>	<u>1,040,768</u>
Total	\$93,696,850	\$94,396,850
911 fees from prior years	<u>700,000</u>	
Total including reserves	\$94,396,850	\$94,396,850

\*\*Includes WMO budget

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2015 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 a Revocable trust account with the Public Employees Retirement Association ("PERA"), reported in the General Fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the 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 2015 budget when purchased must conform with State Statute 471.345 as amended. Any capital expenditure (object code 6600's) greater than \$10,000 not itemized in the budget 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 2015 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 2014 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 office of the County Finance Director.

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 2015 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 2015 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 16<sup>th</sup> day of December, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2014.

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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 2015 Recommended Preliminary Budget. The recommendations included in this document reflect the improving economic times being experienced locally in Carver County as evidenced by the average-valued home increasing in value by more than 10% in 2013.

The County Board directed that the County's 2015 tax impact on the average-value home not to increase despite the significant increase in value. As a result, 2015 will be the tenth year in a row that owners of an average-value home will pay the same or less in County taxes compared to the previous year.

The 2015 Preliminary Budget totals \$94,396,850, which is a significant decrease from 2014 Budget of \$162,240,573. The primary reason for this decrease is that the 2014 Budget included the \$58.8 million Highway 101 river crossing/Highway 61 project known as the "Southwest Reconnection Project." Carver County is the lead agency on this project, which is expected to be completed in 2016.

The recommended preliminary budget limits the 2015 levy increase to capturing new construction tax base, as well as the new tax base from decertifying a large Tax Increment Financing (TIF) District in Chaska. This allows the 2015 levy to increase by \$2,315,000 (4.9%) to \$49,861,920 compared to the 2014 property tax levy of \$47,546,920, while having no impact on the average-value home and decreasing the county tax impact on the average-value commercial and agricultural property.

The County Board is expected to hold a public hearing on the 2015 Budget on Thursday, December 4, 2014. The Board will be asked to adopt the final 2015 levy and budget on Tuesday, December 16, 2014. The 2015 Budget Book approved by the Board 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 will also be asked to approve the 2016 Long-Term Financial Plan on Tuesday, December 16, 2014. 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 2016 Long-Term Financial Plan will be used as a strategy planning tool to fund significant capital projects and operating challenges beyond the 2015 Budget.

The 2015 Recommended Preliminary 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 finance 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 2015 Annual Budget and is being submitted for review by the Board of Commissioners and citizens of Carver County. It includes the 2014-2015 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 2015 Annual Budget process.

Sincerely,



David Hemze  
County Administrator

# Budget Overview

## Budget Summary

The 2015 Preliminary Budget totals \$94,396,850, which is a decrease of \$67.8 million from the 2014 Budget.

2014-2015 Budget Comparison		
Revenue	2014 Budget	2015 Budget
Taxes & Penalties	49,858,867	52,192,381
Licenses & Permits	891,430	946,924
Intergovernmental	63,081,234	24,268,319
Charges for Services	11,288,291	11,899,636
Fines & Forfeitures	230,834	225,786
Investment Earnings	2,150,661	1,646,661
Other Revenues	34,419,256	2,517,143
<b>Total Revenues</b>	<b>161,920,573</b>	<b>93,696,850</b>
Expenditures		
Public Assistance	4,203,351	4,323,420
Personal Services	56,451,735	58,939,267
Services & Charges	9,480,883	9,721,278
Material & Supplies	3,931,649	4,329,840
Capital Outlay	80,865,564	10,543,542
Debt Services	5,912,865	5,812,865
Other Expenses	(406,350)	(899,650)
Transfers	1,800,876	1,626,288
<b>Total Expenditures</b>	<b>162,240,573</b>	<b>94,396,850</b>
<b>Capital Reserves Used</b>	<b>320,000</b>	<b>700,000</b>

This chart compares the revenue and expenditure amounts for 2014 and 2015.

The most significant changes in the 2015 Budget are in Intergovernmental, Other Revenues, and Capital Outlay.

The decreases in both revenues and expenditures are primarily due to the Southwest Reconnection Project. The County is the lead agency on this project, which was included in the 2014 Budget.

The \$700,000 in capital reserves will fund the remaining portion of the Next Generation Phone System that will be paid with existing revenue from 911 fees that have been accumulated over the last few years in preparation of this purchase.

## Budget Strategies

In addition to having no county tax impact on the average-value home and decreasing the county tax impact on the average-value commercial and agricultural property, the 2015 Preliminary Recommended Budget was developed using the following strategies:

- **Capture the tax base from new construction and a newly decertified TIF District.**

The County Administrator’s Preliminary Recommended 2015 Tax Levy increase is \$2,315,000, which is a 4.9% increase over the 2014 Levy. Of this increase, \$878,529 is additional tax base from new construction and \$1,436,471 is new tax base from a decertified TIF District. The tax levy increase will be primarily used to invest in salary and benefits to remain competitive with

the market and for staffing changes to respond to the pent-up and growing demand for services as the County starts recovering from the recent economic downturn.

The table below summarizes how the increased levy dollars will be used:

<b>2015 Recommend Preliminary Tax Levy Summary</b>	
Salary and Benefit increases (net offsetting revenue)	\$1,642,630
Attachment A- Net Levy Savings	(10,267)
Attachment B- Staffing Changes	570,645
Attachment C- Capital Projects	-
Attachment D- Facilities, Vehicles, and Equipment	111,992
<b>Total</b>	<b>\$2,315,000</b>

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

The salary and benefits levy need increased \$1,642,630 (or approximately 3%) to remain competitive with the market. In addition to the external market, the salary projection is based on pay-for-performance trends, union settlements, and overtime increases. Benefit costs were increased due to contractual increases in health insurance contributions, proposed health insurance and dental benefit changes, workers compensation rate increases, statutory increases in Public Employee Retirement Association (PERA) contribution rates and Other Post-Employment Benefits (OPEB) funding 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. *See Attachment A for a summary of the recommended \$10,267 in net levy savings.*

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

\$570,645 is recommended for new employee positions to respond to the pent-up and growing demand for services as the County recovers from the recent economic downturn. *See Attachment B for Recommended 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). *See Attachment C for the list of Capital Projects.*



- **Invest in facilities, vehicles and equipment maintenance and replacement.**

Board direction in the County's Long Term Financial Plan is to increase the \$1.44 million budget for maintenance and replacement of facilities, vehicles and equipment by approximately \$100,000 a year from 2015 thru 2019. Accordingly, an additional \$111,992 has been allocated in the 2015 Budget to maintain and replace facilities, vehicles and equipment. *See Attachment D for this maintenance and replacement schedule.*

In addition to these strategies, this preliminary budget was developed with the understanding that staff will need further direction from the County Board on upcoming projects for inclusion in the final 2015 Budget. Cost estimates and possible funding sources for replacing the Watertown Public Works Facility are currently be developed with recommendations to presented to the Board at a later date. A likely funding source will be the State's Highway Reimbursement funds (see paragraph below for further details) related to the Southwest Reconnection Project. County staff is developing service delivery options for Aquatic Invasive Species (AIS) on County lakes with the \$132,000 in new 2015 State AIS funds which will be presented to the Board at a later date. For now, the 2015 Preliminary AIS Budget is the same as 2014, which has the County contributing \$20,000 and the Water Management Organization (WMO) contributing \$30,000.

This preliminary budget also takes into consideration the State has indicated the County may receive \$3,060,000 in 2014 Highway Reimbursement Funds in the last quarter of 2014. The County had advance-funded \$20 million of the State's contribution to the Southwest Reconnection Project earlier in 2014. The State is expected to reimburse the County for this advance-funding over the next 10 years. Because of the volatility of the State's highway reimbursement process, County staff anticipates approving the spending of the highway reimbursement funds via a budget amendment that is separate from the annual budget process. County staff is preparing a list of projects that will be presented to the Board in the fall of 2014 that could be funded by the highway reimbursement funds expected to be received in 2014. Thus, these projects are not included in this 2015 Budget.

### ***Trend Data***

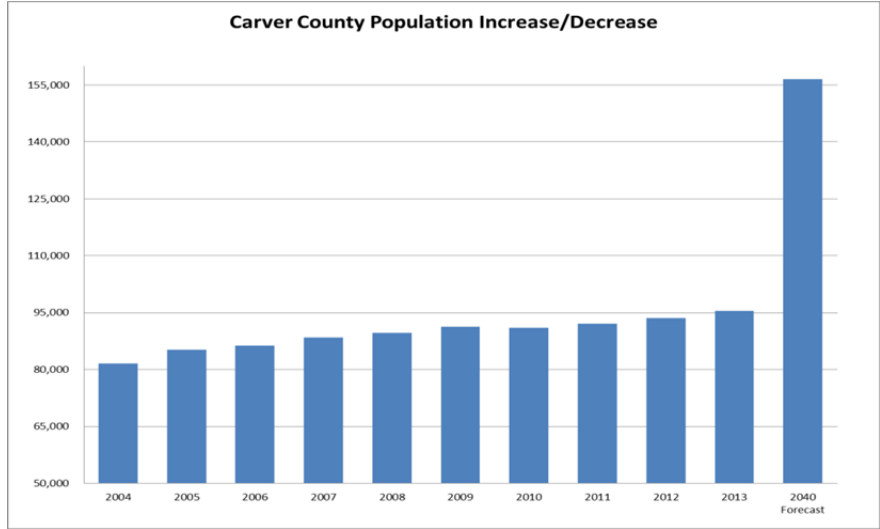
The following are key historical trends that were used to form the foundation of the 2015 Budget.

**Population:** Out of 87 counties in Minnesota, Carver County's estimated 2013 population of 95,463 is the 11<sup>th</sup> highest. The County's 2012 to 2013 population increase, 2%, was the highest year-to-year growth rate in Minnesota. Over the last decade Carver County had a population growth of 16.96% adding a total of 13,845 residents. Carver County's population is expected to continue to grow in the future. The 2040 forecasts from Metropolitan Council predict that Carver County will experience the highest population growth rate in the Metro Region into 2040, reaching a forecasted population of 156,520. That is a 63.96% increase from 2013.

The following shows the 2004-2009 and 2011-2013 Metropolitan Council population estimates as well as the 2010 Census populations.

**Year Population**

2004	81,618
2005	85,204
2006	86,236
2007	88,384
2008	89,615
2009	91,228
2010	91,042
2011	92,104
2012	93,584
2013	95,463
2040	156,520 <i>(forecast)</i>

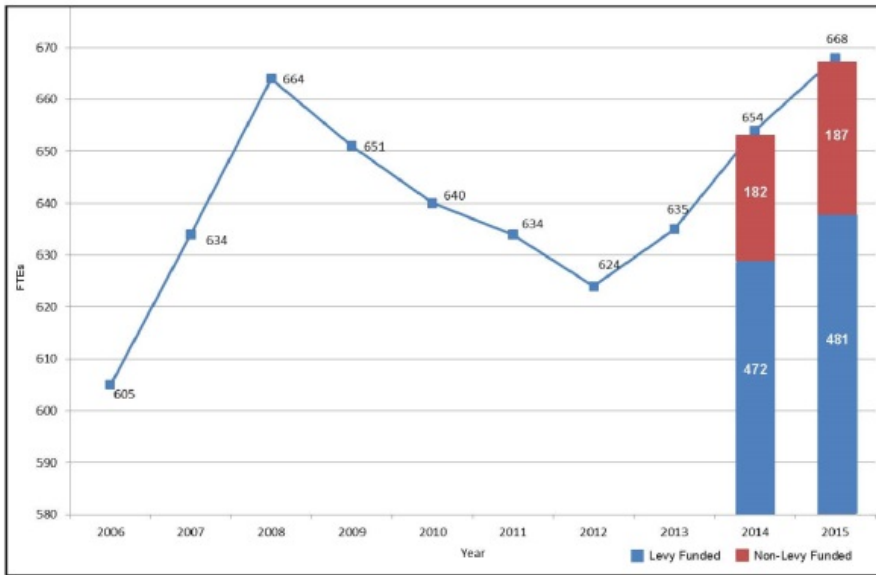


Population growth is the biggest factor related to service demand pressure for Carver County. Significant growth increases the need for public investment in infrastructure and impacts service delivery for government entities.

In addition to overall population growth, Carver County’s aging population is expected to impact the type and number of services that will need to be provided in the future. The population of County residents age 65 and older is expected to constitute about 28.2% of the total County population in 2040, up from 9.4% in 2013.

**County Employees:** As the County has grown in population over the past decade; the number of employees needed to meet service demands has also increased.

**Total Number of FTE Employee Positions (2006-2015)**



This graph shows the changes in the number of County employees in the past decade. It shows the number of Full-Time Equivalent (FTE) employee positions that are funded by levy and non-levy funding sources.

Based on the 2015 budget figures, it is estimated that 28.0% of FTEs will be funded by other sources of revenue that the County has

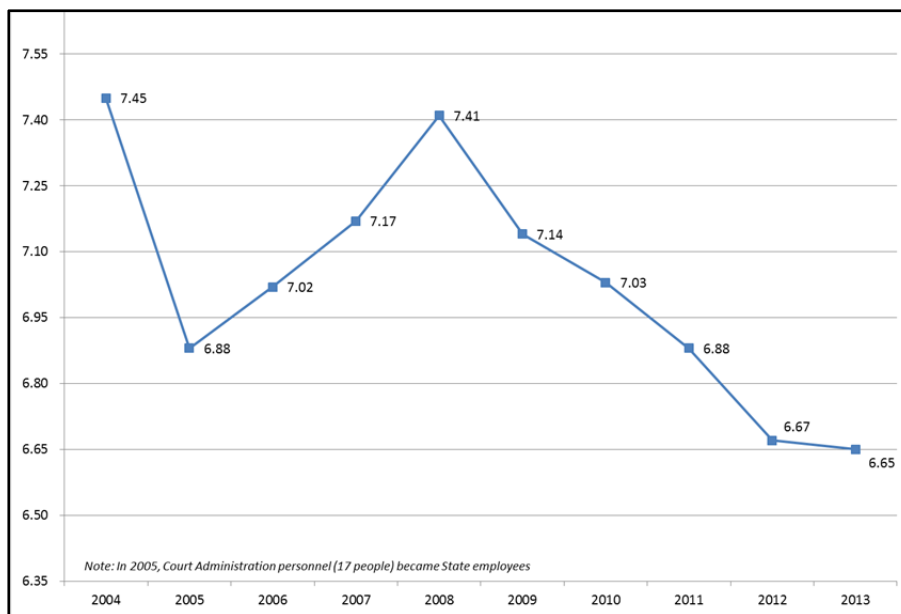
identified to help lower the need to use levy funds. Other revenue sources include contract

revenue, fees for services, and grants.

The total number of FTE employee positions reached a high point of 664 in 2008. Budget adjustments made due to the recession and the corresponding loss of state aid resulted in a loss of 40 FTE employee positions from 2008 to 2012. Starting in 2013 with the rebounding economy, FTE employee positions started to increase. The 2015 recommended budget proposes an increase of 13.65 FTEs from the 2014 FTE count to a total of 667.54 FTE positions. Non-levy funded positions increased in 2015 to 28.0%, compared to 27.8% in 2014.

Since wage and benefit costs for personnel is the County's largest expense, the number of County employees significantly impacts the budget. For example, if the number of County employees were to increase at the same rate as the population and double over the next two decades, the result would be large increases in the County budget that would push dramatic property tax increases. Instead the increase in population is expected to introduce economies-of-scale that will allow the County to operate more efficiently with a lower employee-to-citizen ratio.

### County Employees per 1,000 Citizens 2004-2013

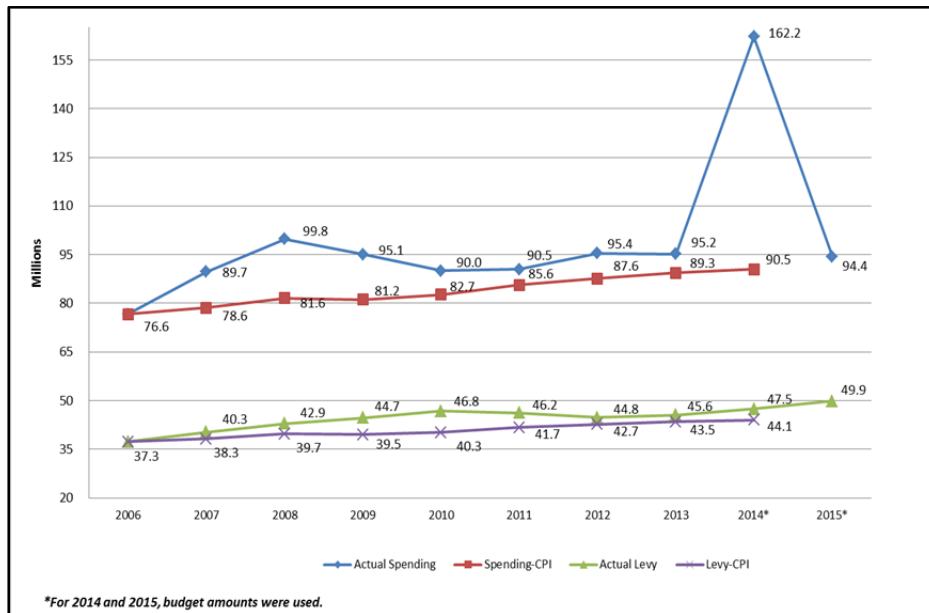


This graph shows the fluctuation in the number of employees per 1,000 citizens. It has gone from a high of 7.45 employees per 1,000 citizens in 2004 to a low of 6.65 in 2013. Since 2008 there has been a steady decrease in the number of employees per 1,000 citizens as a result of a limited growth in the tax base, flat and/or declining revenue as well as continual improvement in

efficiencies gained through investments in technology and division reorganizations.

**County Levy and Total Spending Compared to Consumer Price Index:** Total county spending has spiked up and down over the past decade due primarily to capital projects such as road and bridge improvements. The most notable spike is in the 2014 spending budget, due to the Southwest Reconnection Project. The tax levy has increased on the same trend as inflation but at a higher rate due to rapid growth in the county.

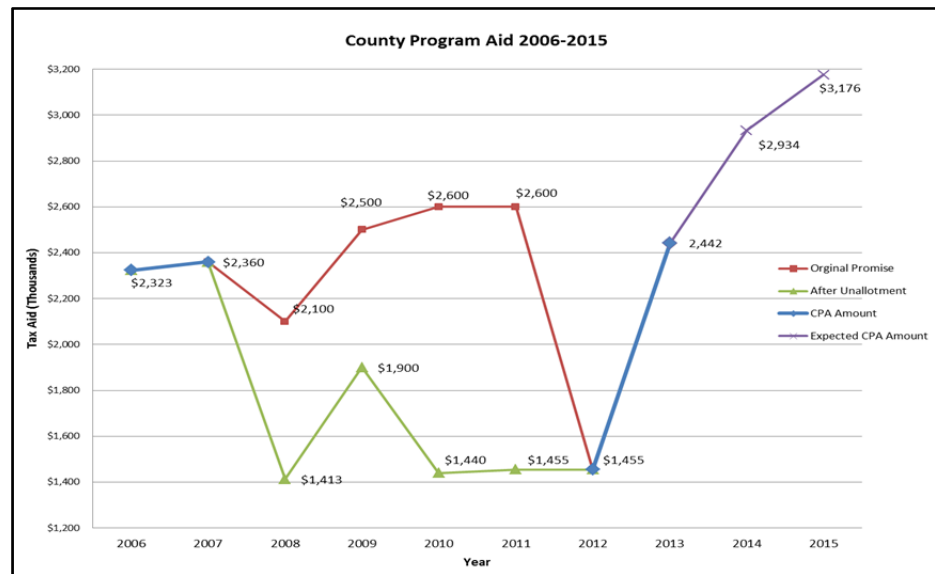
### Comparison of Actual Spending and Levy vs. CPI Spending and Levy



This chart compares Actual Spending and Actual Levy amounts to those adjusted for inflation.

The Consumer Price Index (CPI) inflationary indicator used in the comparison measures the average change in prices over time in a fixed market basket of goods and services typically purchased by consumers.

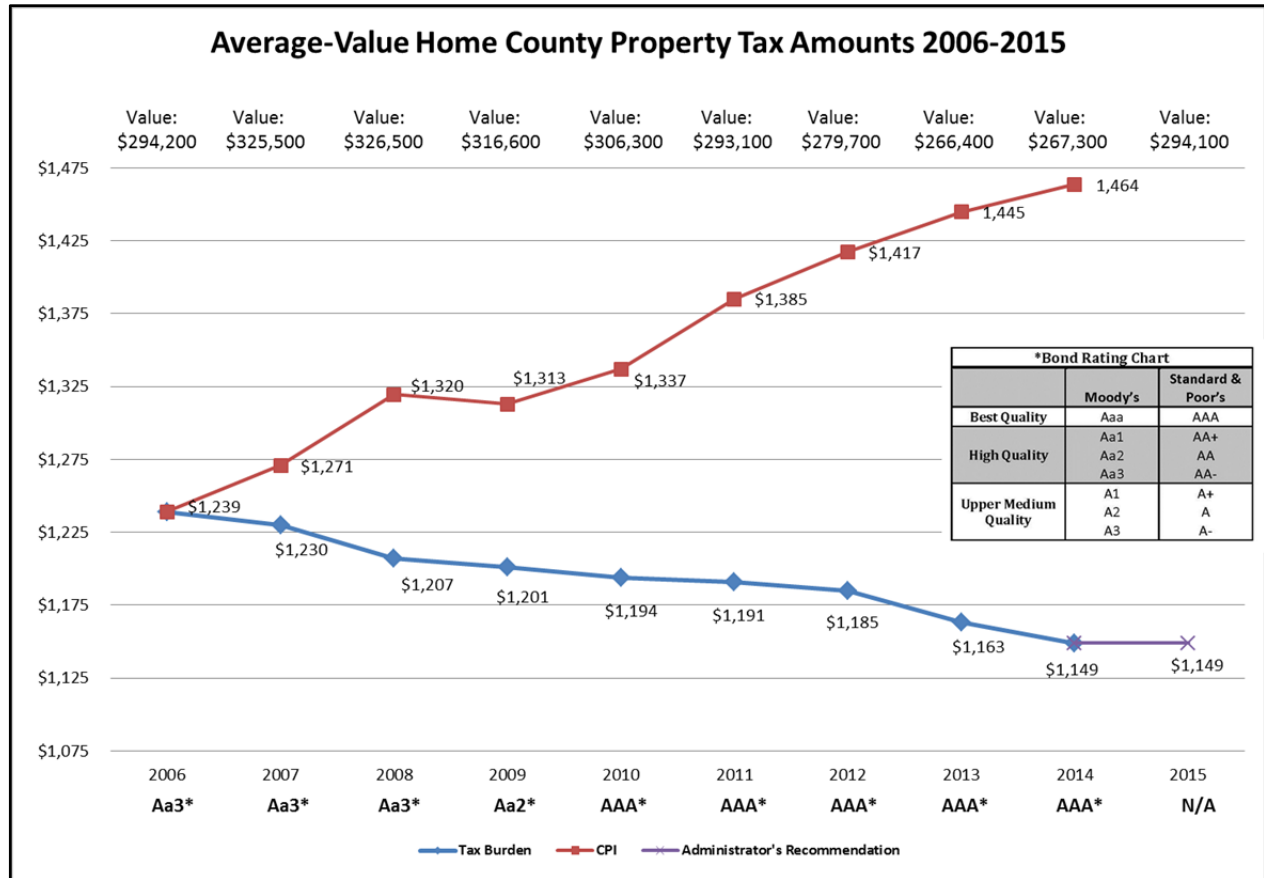
**State Aid and Market Value Homestead Credit:** As the following chart indicates, Carver County experienced a significant loss in County Program Aid (CPA) from the State of Minnesota from 2006 to 2012, but the amounts have rebounded considerably since 2012. The State has promised to pay Carver County \$3.176 million in state aid in 2015. It is planned that approximately \$2.011 million will be used in the operating budget and any additional amount will be go back into the CIP funds for future capital improvement projects.



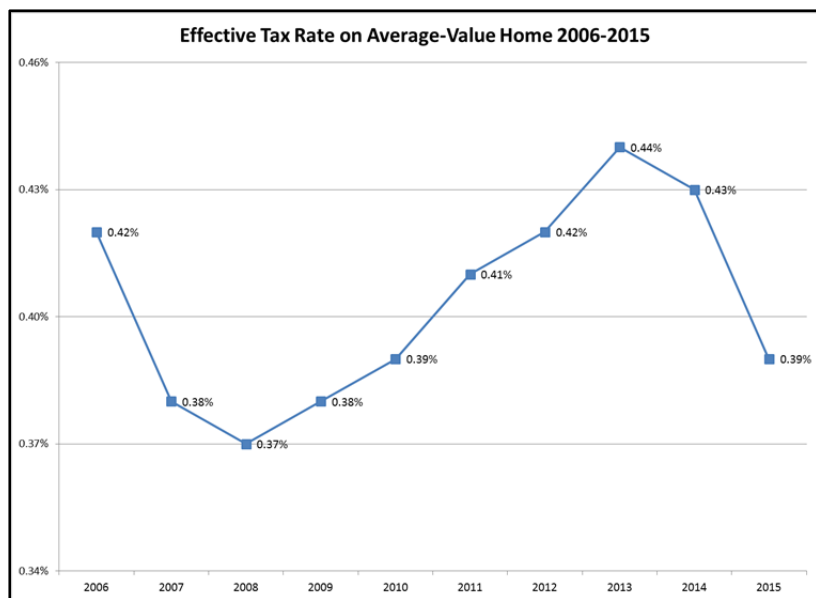
### Property Taxation:

The Board has continued its strategy of setting the levy to maintain or decrease the County's tax-impact on an average-value home. The value of the average home in Carver County increased from \$267,300 in 2014 to \$294,100 in 2015. The County's portion of the total property tax bill on an average-value home for 2015 will remain the same as 2014, at \$1,145.

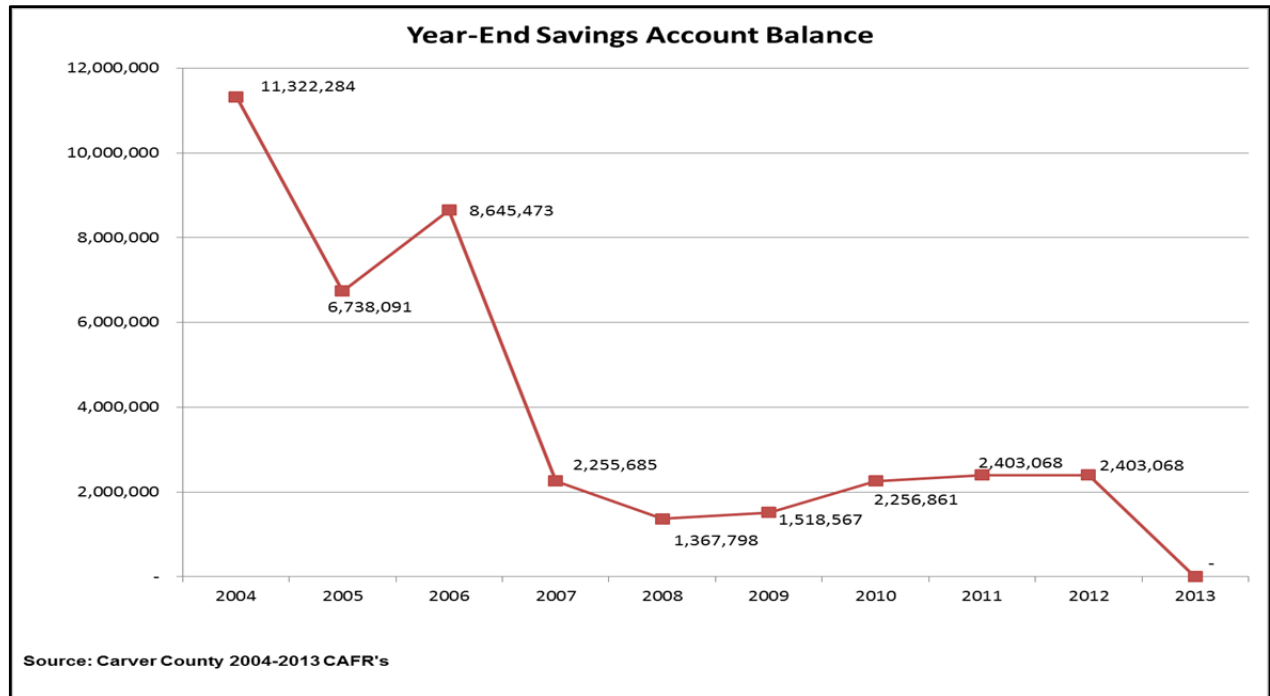
The following chart shows the changes in average home values and taxes from 2006 to 2015. It also shows how the average home's property tax has continually decreased compared to the Consumer Price Index (CPI), which has grown over the past several years. Carver County's bond rating which is also listed on the chart has been at the highest rating possible of AAA since 2010.



**Effective Tax Rate:** The effective tax rate is the percentage of market value a homeowner is paying in property taxes. It is calculated by taking the home's market value and dividing it by the tax. Rising home values and the relatively modest rate of tax increases by the County resulted in a decreasing effective tax rate from 2006 – 2008 and again in 2014. The upward movement on this trend reflects the decreasing valuation of homes that began in 2008 and ended in 2013.



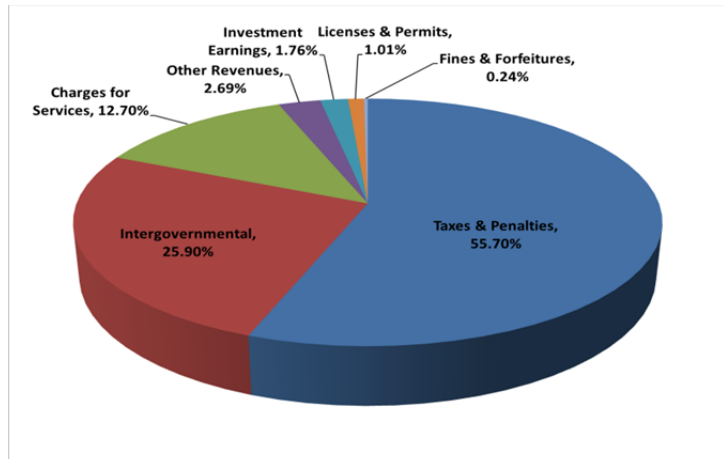
**Year-End Savings Account:** The Year-End Savings (YES) Account designates up to 5 percent of the County’s reserves for future unknowns such as emergencies, disasters, capital projects, and intergovernmental funding cuts. Significant decreases in the YES Account from 2003 to 2008 were the result of planned Board-approved transfers to pay for one-time capital projects and land acquisitions. In 2013, the YES Account was brought down to zero; to offset a \$4.3 million negative 2013 mark-to-market investment adjustment. The YES account is expected to be restored to around \$2 million from vacancy savings and a positive mark-to-market adjustment in 2014. The following chart shows the trend in this account’s balance.



### Revenues

The 2015 Budget totals \$93,696,850 in revenues, which is a decrease of \$68,223,723 compared to the 2014 budget. The following lists the sources of revenues for 2015, and the chart shows percentage of the total associated with each revenue amount.

2015 Budget Revenue	
Taxes & Penalties	52,192,381
Intergovernmental	24,268,319
Charges for Services	11,899,636
Other Revenues	2,517,143
Investment Earnings	1,646,661
Licenses & Permits	946,924
Fines & Forfeitures	225,786
<b>Total Revenues</b>	<b>93,696,850</b>



**Taxes and Penalties:** The Certified Property Tax Levy is the primary funding source for the County budget, and the source of revenue the County has the most control over. The 2015 Budget includes the amount of property taxes levied for the year and penalties. Once established, property tax amounts cannot be adjusted upward during the year.

The County Administrator’s recommended total combined levy of \$49,861,920 for 2015 is an increase of 4.9%, or \$2,315,000, from the 2014 levy. Revenues from the property tax levy will constitute approximately 55.7% of all county revenues for 2015.

**2015 Property Tax Levy**

General Fund	\$31,222,273
Road and Bridge Fund	4,118,573
Community Social Services Fund	7,596,709
Road & Bridge Capital Improvement Fund	1,690,000
Debt Services Fund	4,954,365
Unestad Tax Abatement	123,000
Engler Blvd Tax Abatement	157,000
<b>Total Levy County</b>	<b>\$49,861,920</b>
<u>Carver Watershed Management Organization</u>	<u>\$ 575,498</u>
<b>Total Combined Levy</b>	<b>\$50,437,418</b>

The increase in the tax levy is the end-result of a 2015 Recommended Budget Strategy which was based on capturing the tax base from new construction and a decertified TIF district. The County’s portion of the total property tax bill on average-value homes will remain the same as 2014 and decrease for the average-value commercial and agricultural properties.

**Intergovernmental and Other Revenues:** Intergovernmental funding, which decreased by \$38,812,915 from the 2014 Budget to the 2015 Budget, and the Other Revenues category are also major sources of revenue for the County.

Intergovernmental funding refers to funding from other governmental units at the federal, state and local level in the form of grants, program aids, entitlements, shared revenues, payments in lieu of taxes, and reimbursements for performance of specific functions or services. It also includes voluntary non-exchange transactions that result from legislative or contractual agreements such as grants, entitlements, appropriations and donations. Tax credits paid by the state are included in intergovernmental revenues. Intergovernmental funding decreased from \$63,081,234 in 2014 to \$24,268,319 in 2015 primarily to the State funding for the Southwest Reconnection project that was budgeted in 2014.

The Other Revenues category totals \$2,517,143. It includes gifts and donations, miscellaneous revenue from contracts, and transfers between funds. In 2014, it included the 2014A bond sale.

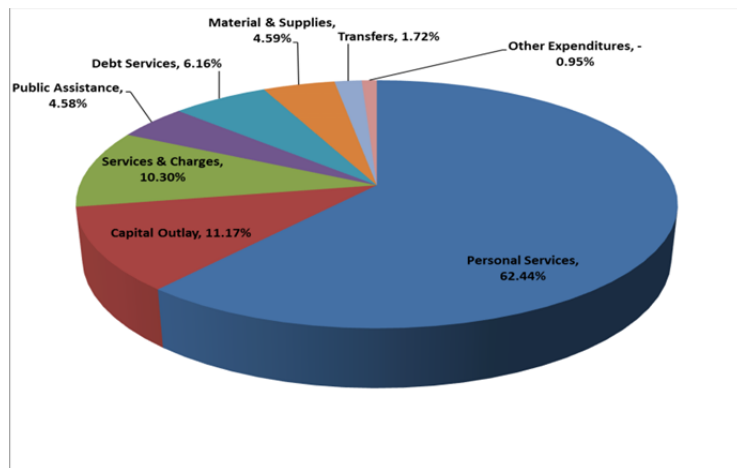
**Charges for Services:** The third-highest revenue source comes from Charges for Services, which totals \$11,899,636 in the 2015 Budget, an increase of \$611,345 from 2014. This revenue category refers to the County’s acquisition of revenue from the professional services the County provides for a fee and other services and charges covered in its Fee-for-Service Schedule.

**Investment Earnings:** The revenue from investment earnings is budgeted at \$1,646,661 in 2015, compared to \$2,150,661 in 2014. This decrease of \$504,000 in investment earnings is to better reflect the projected 2015 earnings based on recent years and the short-term investment outlook.

**Expenditures**

The 2015 Budget totals \$94,396,850 in expenditures, which is a decrease of \$67,843,723 compared to the 2014 budget. The large decrease is primarily due to the Southwest Reconnection project which was budgeted for in 2014. The following lists the expenditures for 2015, and the chart shows the percentage of the total expenditure associated with each category.

<b>2015 Budget Expenditures</b>	
Personal Services	58,939,267
Capital Outlay	10,543,542
Services & Charges	9,721,278
Public Assistance	4,323,420
Debt Services	5,812,865
Material & Supplies	4,329,840
Transfers	1,626,288
Other Expenditures	(899,650)
<b>Total Expenditures</b>	<b>94,396,850</b>



**Personnel Costs and Services and Charges:** Costs associated with County employee wages and benefits comprise the largest expenditure for the County.

Expenditures for employee wages are captured in the “Personal Services” account class, which includes compensation paid to full-time, part-time, and temporary or intermittent employees with payroll deductions. It does not include fees or contractual payments paid to consultants or independent contractors: Those costs are captured in the “Services and Charges” account class that also includes other expenses associated with business operations.

The budgeted amount for personal services for 2015 is \$58,939,267, which is an increase of \$2,487,532 from the 2014 budgeted amount of \$56,451,735. The 2015 Budget includes salary and benefit increases to remain competitive with the market and funding for additional employee positions that are included in the 2015 Administrator’s recommendation. Approximately 36% of the \$894,217 in recommended employee positions is funded by non-levy revenue sources.

After years of seeing health insurance costs increase at a rate much higher than inflation, the County’s health insurance premiums had relatively small increases over the past few years. This improvement is due to a five year contract with favorable rate caps that expires in 2016. The 2015 Recommended Preliminary Budget includes a \$200,000 increase in the County’s



contribution to employee insurance premiums to transition to a more competitive and sustainable employee health and dental benefits package.

**Conference and Training:** The 2015 Budget includes \$447,095 for conference and training for County staff development. *See Attachment E for a listing of conference and training for each County division.*

**Capital Outlay:** The County's second-highest expenditure category is \$10,543,542 for capital improvements. A number of capital projects are included in the 2015 Budget, most of which have off-setting cost savings, intergovernmental reimbursements, and sources of funds other than property taxes. *See Attachment C on Capital Projects and Attachment D on Replacement of Facilities, Vehicles, and Equipment expenses, for listings of expenditures that are included under Capital Outlay.*

**Public Assistance:** The 2015 Budget includes \$4,323,420 for Public Assistance. In terms of expenditures for specific County functions, expenditures for Human Services (which includes Public Assistance) consume the most dollars in comparison to other services provided by the County. The amount budgeted for Public Assistance in 2015 is \$120,069 higher than the 2014 budget.

**Debt Services:** The principal and interest accumulated on the Debt Service Fund is used to retire debt and is another major component of County expenditures. In the 2015 Budget, \$5,812,865 is being budgeted for Debt Services, which is a decrease of \$100,000 from the previous year. This decrease is due to the 2014A bond sale being lower than expected.

## 2015 Budget: Recommended Net Levy Adjustments

Division/Dept.	Item	2015 Budget Strategy	Administrator's Recommendation	Adopted Changes
Admin Services	Facilities and IT impact from more FTEs in 2015 (estimate for now)	(10,000)	(10,000)	
Admin Services	IT training budget	(10,000)	(10,000)	
Community Social Services	Purchase of services	(80,000)	(80,000)	
County-wide	Changes in employee health insurance elections from 2014 to 2015 budget year and FTE turnover	516,667	516,667	
County-wide	Reduce CPA in the General Fund by 10% a year for 10 years and redirect to CIPs	(223,400)	(223,400)	
Court Services	Lower juvenile placement- past history and 02 funds for unexpected occurrences	25,000	25,000	
Court Services	Lower probation fees, not hitting budget	(15,000)	(15,000)	
Employee Relations	Annual maintenance costs for HRIS software	(25,000)	(25,000)	
Employee Relations	Health Incentive Plan: 2015 70% Participation Goal	(25,000)	(25,000)	
Employee Relations	Training- create leadership training budget	(30,000)	(30,000)	
Finance	Lower Interest income during the year to reduce year-end Mark to Market Volatility	(500,000)	(500,000)	
Finance	Debt Service lower than expected for 2014 Bond Sale	100,000	100,000	
Finance	Annual maintenance costs for eInvoice software	(10,000)	(10,000)	
Non-departmental	Increase vacancy savings based on past three year trend	500,000	500,000	
Public Works	Salt and fuel - price and volume increases	(35,000)	(35,000)	
Public Works	Signal Maintenance	(50,000)	(50,000)	
Sheriff	Commissary under budgeted	(10,000)	(10,000)	
SWCD, Historical Society, & Extension	SWCD & Historical Society-allocation increase, Extension MOE increase	(18,000)	(18,000)	
Taxpayer Services	License Center Revenue (passports) & Assessor revenue	25,000	25,000	
Taxpayer Services	Chan License Center- lease revenue	(17,500)	(17,500)	
<b>Submitted after 5/20</b>				
Admin Services	Victoria Library ongoing operating costs (not FTE related)	(59,500)	(59,500)	
Admin Services	Increase conference and training budget for Veteran Services to maintain accreditation with the VA and keep updated on all the changes.	(2,000)	(2,000)	
County Administration	Increases in association membership dues	(4,000)	(4,000)	
<b>Submitted after 7/1</b>				
Employee Relations	Increases in demand to address legal and personnel related costs, increases in safety & OSHA compliance services, ER staff training needs, office equipment needs	(32,000)	(32,000)	
<b>GRAND TOTAL =</b>		<b>\$ 10,267</b>	<b>\$ 10,267</b>	<b>\$ -</b>

## Attachment B: Recommended Staffing Changes

Division/Department	Division Requested FTE's	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Direct Reimbursement	Indirect Funding	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
<b>Requested for 2015:</b>								
Admin Srvcs-IT	1.00	1.00	Software Solutions Engineer	118,697			118,697	118,697
Admin Srvcs-IT	1.00	1.00	IT Coordinator- Sheriff	74,493			74,493	74,493
Admin Srvcs-IT	0.25	0.25	IT Intern	7,291			7,291	7,291
Admin Srvcs-IT	1.00	-	GIS Analyst	96,275			96,275	-
Admin Srvcs-Library	0.50	-	Librarian (STOC)	21,147			21,147	-
Admin Srvcs-Library	0.50	-	Library Assistant- Chanhassen	20,932			20,932	-
Admin Srvcs-Library	0.50	-	Library Assistan- Chaska	20,932			20,932	-
Admin Srvcs-Library	-	-	Library realignment (1)	4,200			4,200	4,200
Admin Srvcs-Library (Victoria)	1.00	1.00	Library Technology Assistant	59,722			59,722	59,722
Admin Srvcs-Library (Victoria)	0.50	0.50	Library Technology Assistant	22,574			22,574	22,574
Admin Srvcs-Library (Victoria)	1.00	1.00	Librarian	79,213			79,213	79,213
Admin Srvcs-Library (Victoria)	0.50	0.50	Librarian	31,947			31,947	31,947
Admin Srvcs-Library (Victoria)	0.50	0.50	Library Assistant	20,930			20,930	20,930
Admin Srvcs-Library (Victoria)	0.50	0.50	Library Assistant	20,930			20,930	20,930
Admin Srvcs-Library (Victoria)	0.50	0.50	Library Assistant	20,930			20,930	20,930
Admin Srvcs-Library (Victoria)	0.25	0.25	Library Shelves	8,820			8,820	8,820
PHE-Environmental Srvcs	0.25	0.25	Assistant Environmentalist (STOC)	5,610		5,610	-	-
PHE-Planning & Water Mgt	(0.25)	(0.25)	Seasonal Water Resources Intern	(7,091)		(7,091)	-	-
PHE-Planning & Water Mgt	0.40	0.40	Water Resources Assistant	20,276	3,514	16,762	-	-
PRTPS-Taxpayer Srvcs	1.00	1.00	Licensing Clerk	44,494		44,494	-	-
PW-Program Delivery	1.00	1.00	Transportation Technician	75,781			75,781	75,781
PW-Operations	1.00	-	Highway Maint Worker	73,306			73,306	-
PW-Operations	0.33	0.33	Highway Maint Worker (STOC) (2)	18,994			18,994	18,994
PW-Program Delivery	(0.25)	(0.25)	Engineering Intern	(7,020)		(7,020)	-	-
PW-Program Delivery	(0.08)	(0.08)	Survey Intern	(2,672)		(2,672)	-	-
PW-Program Delivery	0.33	0.33	GIS Assistant (STOC)	9,692		9,692	-	-
PW-Parks	0.53	0.53	Campground Attendant (3)	14,794		8,671	6,123	6,123
PW-Parks	0.39	0.39	Parks-Seasonal (STOC)	9,329		9,329	-	-
CSS-Child & Family	1.00	1.00	Therapist (4)	82,523	82,523	-	-	-
CSS-Behavioral Health	1.00	1.00	Social Worker II	77,434	6,195	71,239	-	-
CSS-Admin Support	1.00	1.00	Administrative Support Supervisor	82,326	19,758	62,568	-	-
CSS-Behavioral Health	1.00	-	Psychotherapist	82,326	6,586	38,482	37,258	-
CSS-Child & Family	1.00	-	Social Worker II	77,434	6,195	42,500	28,739	-
CSS-Child & Family	1.00	-	Case Aide	63,256	5,060	-	58,196	-
<b>Totals</b>	<b>20.15</b>	<b>13.65</b>		<b>\$ 1,349,825</b>	<b>\$ 129,831</b>	<b>\$ 292,564</b>	<b>\$ 927,430</b>	<b>\$ 570,645</b>

(1) changing a position to have supervisory responsibilities

(2) FT HWY Maint Worker is the priority, but a seasonal request for HWY Maint would be in lieu of FT HWY Maint. Worker

(3) Still working on this request, this adjustment may happen in 2014

(4) Grant funded, grant expires after 5 years

Division_Name	Department_Name	Job Classification	Purpose Position	Request Justification
Administrative Services	Information Technology	Software Solutions Engineer	We have a tremendous need for an engineer who can help develop solutions between our applications. The Software Solutions Engineer will focus on bringing our key data systems together. This position, while much like a Sr. Systems Engineer, would actually administrate the application development process at Carver. He/she would assist with integrating data applications together - GIS, CIS, CRM, SharePoint, Onbase, Tax, etc. This position would be a key resource for all units of IT.	Outsource projects, duplicate data or simply not leverage our key systems and the data city concept. This position was formerly thought to be needed in the Client Services area as a Client Support person for Onbase. But as we start looking at the complexity of our systems, a software solutions/developer skillset would better fit our growing needs.
Administrative Services	Information Technology	IT Coordinator- Sheriff	Provide prompt Level 1/2 technical assistance, support and advice to Sheriff's Office personnel. This includes interpreting and troubleshooting technical problems, providing technical support for computer hardware, software and peripherals.	<p>The Sheriff's Office is continually looking for opportunities to utilize technology solutions to enhance efficiencies. Computers and technology allow for faster processing of data, easier and faster retrieval of information, and automation can minimize employee workload. Also, the use of technology for repetitive tasks can reduce/eliminate mistakes and lessen the time required to complete the task.</p> <p>Presently, the Sheriff's Office utilizes various technologies in an office setting, as well as in the field (e.g., in-car video cameras, computers), to collect and share information. The 911 PSAP has complicated technological challenges related to changing E911 technologies. In-house support will allow the employee to become familiar with the specifics of the technologies used in the Sheriff's Office, how they are used, and the environment in which they're used.</p>
Administrative Services	Information Technology	IT Intern	The main responsibility of the intern will be to help IT staff with projects. These projects include improving technical services to our end-users with hardware, software or training. The position will also assist various IT staff with special projects, backlog and new initiatives.	If the intern position is not filled, staff will be taken off other projects, creating backlog, to help with upcoming initiatives or support duties to ensure the department provides a sufficient level of service.
Administrative Services	Information Technology	GIS Analyst	Continued development work and support of GIS, CRM and Onbase integrations. Continue "data city" concept county-wide and on any mobile device.	Projects will not be completed in a timely manner. Databases will fall behind in updating, services levels may not be met.
Administrative Services	Library Services	STOC Librarian	In a department serving the public up to 10 hours a day, 7 days a week, the On-call (or substitute) Librarian provides direct library services to the public allowing regular staff to take vacation and sick leave, as well as attend essential training opportunities in order to provide excellent customer service.	When regular staff are absent due to unforeseen illness or circumstance or when opportunities to work on priority projects including community collaborations put a strain on public service demands, the flexible STOC Librarian is a good solution for maintaining quality customer service across the County and across the seven day work week. The current budget for this position falls short of current need and may result in overtime for regular librarians or increased time for managers in this activity. Staff may also be tempted to try to work while sick which is not beneficial to overall county health-cost initiatives. This is a system-wide substitute pool carefully managed by the branch managers for maximum effectiveness and allocation.
Administrative Services	Library Services	Librarian	For cost-effectiveness, the Victoria Library will not have its own Branch Manager but will be under the supervision of the Chanhassen Branch Manager. The librarian, therefore, is the position that serves as librarian-in-charge of the library when the branch manager is not present. The Librarian is the uniquely equipped to assist library residents with their research and programming needs. A librarian needs to be available in the library all hours that the library is open, with additional time to prepare and conduct classes and outreach.	The librarian is critical for residents having a successful library experience. They are often the difference between a resident finding what they need or not. They provide information services with online resources, assistance with technology, reader's advisory assistance for children, teens, and adults, and educational programming such as children's story times, teen workshops, and adult programs. They conduct outreach activities to schools, community groups, and seniors. In the first year of the new library, the librarian will not only be performing these activities within the library all hours that the library is open, but will be also be active interacting with community groups and schools outside the library to build support and use of the new library. A successful county—and community—library depends upon a variety of library staff to fulfill its needs. Librarian FTE at other branches: Chanhassen (4); Chaska (3.4); Western Group--NYA, Waconia, Watertown (5.2). Request for Victoria: 1.5.
Administrative Services	Library Services	Library Assistant	The Library Assistant provides direct front-line customer service. The position assists with a multitude of transactions for our patrons and is vital for our business. Tasks performed by this position include: assisting patrons with circulation needs and payment of fees, handling and checking in borrowed items, handling hold requests, preparing and receiving daily book deliveries, registering new library borrowers, explaining library policies and services, assisting patrons with faxing and copying, and many other tasks that guarantee the smooth running of the library's basic services. The library assistant contributes to the safety and security of this very public environment.	<p>A Library Assistant needs to be in the building all hours that the library is open, and an hour before the library opens. The Library Assistant provides for the safety and security of users by observing and assisting when a problem develops.</p> <p>Request is for 1FTE for system-wide needs* and 1.5FTE for new Victoria Library staffing.</p> <p>Library Assistant FTE at other branches: Chanhassen (4.08); Chaska (2.55); Western Group--NYA, Waconia, Watertown (4.53). Request for Victoria: 1.5.</p> <p>*System-wide needs:</p> <p><b>.5 Chaska:</b> Chaska Library has been functioning with a limited amount of staff but an increase in expectations from our Library Customers. This has caused current staff to take on more duties, rushing through their tasks with the</p>
Administrative Services	Library Services	Library realignment	Reorganization that makes the Library Systems Administrator the supervisor of those in the Library Technology Assistant position.	In 2013, we requested the conversion of a newly vacant .5 FTE Library Assistant position to a newly-created .5 FTE Library Technology Assistant position. While it put strain on the Chanhassen staff (who lost the Library Assistant functions), it was felt the specialized skills we designed for this newly-created Library Technology Assistant was essential for providing needed customer service in the area of library-specific technology (e.g., eBook training/classes for patrons, staff training, etc.) The county board approved the conversion. It has been a great success and both patrons and staff have demanded more and more of this position. We have built such staffing into the highly innovative and technology-focused Victoria library: 1.5 FTE for Library Technology Assistant. We expect that system-wide (2 FTE), we will have three individuals in these positions. Moreover, we want these individuals to be thinking in terms of the whole system for technology needs and delivery and, therefore, want their supervision to be under the Library Systems Administrator. Currently, the supervision of the one individual is under the supervision of a Branch Manager, but the job duties of the Library Technology Assistant align more closely with those of the Library Systems Administrator than a Branch Manager. This position has been a success and this change would ensure it continues to improve services across the system.

Administrative Services	Library Services	Library Shelters	<p>The shelver position assists library users by returning library materials to the shelves promptly and by maintaining the collection in usable order. The shelver empties book returns, and empties and sorts materials in delivery boxes sent to the library through the library's weekday courier service. The shelver transports library materials to and from the Victoria Express library for the use of library patrons. The shelver files books on hold for library users in the library. The shelver may make minor repairs to books and media. The shelver assists in opening and closing routines for the library.</p>	<p>Ensuring the library inventory--books, cd, dvd, etc.--is available to patrons as quickly as possible is a key to library customer service and taxpayer expectations. Maintaining the order of the library shelves is an important function for the public's use of the library. Having 10 hours per week of shelver time is an essential component of running the library.</p> <p>Library Shelver FTE at other branches: Chanhassen (1.05); Chaska (.4); Western Group--NYA, Waconia, Watertown (.8). Request for Victoria: .25.</p>
Administrative Services	Library Services	Library Technology Assistant	<p>The Library Technology Assistant's primary responsibilities at Victoria Library will be to assist the public in their use of the computers, iPad, Wi-Fi printing, downloadable e-books, e-magazines, e-audiobooks and other library technology and programs. This position will also manage and maintain the technology devices for staff and public use and will keep a device inventory. The technology assistant will set up equipment for library programs, and will teach technology classes to members of the public of all ages. Personal one-on-one appointments for individual technology assistance will be possible. The technology assistant will serve on library tech teams and will provide staff support on technology issues and equipment. The library plans to investigate the installation of software on library computers for adaptive use for handicapped users. The technology assistant can troubleshoot this software and assist patrons in its use. In the interest of upgrading staff technology skills to assist library users, the technology assistant will be available for staff help and training to meet library technology competencies.</p>	<p>One of the primary roles for the new Victoria Library is to provide up-to-date technology and electronic resources, and to assist the public in their use. A technology assistant is required to meet this need and should be available all hours that the library is open.</p>
Public Health & Environment	Environmental Services	Assistant Environmentalist	<p>Assist in the implementation of SSTS and Environmental Center Programs during seasonal high workloads period of May through September. Assist in conducting permit review and inspections with SSTS programs. Assist with customer service and product reuse room activities at EC.</p>	<p>Several Environmental Services programs have heavy seasonal workloads and increasing staff needs. The Environmental Center continues to set records for attendance every year and has become heavily involved in product reuse programs through expansion of the Reuse Room and leftover paint management through the Minnesota Paint Project. The Sub-Surface Sewage Treatment Program is likewise short staffed during the construction period due to the time involved in implementing new technology, the upturn in construction and staff reductions that took place in 2005. This 0.25 FTE Assistant Environmentalist would assist with seasonal workloads [May through September typically] via the use of Solid Waste and SSTS fees and grant dollars. No new General Levy funds would be used. Environmental Center participation has large seasonal increases during late spring, summer, and early fall. Staffing must be increased to provide good customer service and reduce safety hazards that can be created when traffic at the Environmental Center overflows into public streets. Contractor and Temp Agency staff are more expensive and less consistent.</p>
Public Health & Environment Planning & Water Management	Water Resources Assistant		<p>Assist with the county's Water Quality Monitoring program. Due to expected workload increases, an increase from the current 0.25 FTE to a 0.40FTE in year 2015 is projected, to be funded partly by outside revenue dollars and WMO levy. Adequate staffing will help ensure that the County and CCWMO can complete all water monitoring duties, fulfill grant agreements, fulfill agreements with local agencies and fulfill permit requirements.</p>	<p>Due to workload increases in the dept., an increase to a 0.40 FTE has been planned and is needed. Additional or expanded duties have been added in the areas of stream, lake and stormwater monitoring, AIS monitoring and programming, and through agreements with local jurisdictions to complete monitoring and stormwater related tasks. Adequate staffing will help ensure that the County and CCWMO can complete all water monitoring duties, fulfill grant agreements, fulfill agreements with local agencies and fulfill permit requirements.</p> <p>Options if the position is not increased to 0.40 would be to 1) shift other dept. staff to monitoring duties which would delay or eliminate other WMO plan implementation; 2) contract additional hours with the existing consultant pool at a rate 5-6 times higher. This would result in funds being diverted away from other projects; 3) decrease the amount of monitoring which would result in not fulfilling permit requirements, local grant agreements, or implementation identified in the CCWMO plan and the county strategic plan.</p>

Property Records & Taxpayer Taxpayer Services	Licensing Clerk	Service to the customers	The service we offer at the Service Centers is excellent. The adequate staffing of the Centers allows us to keep wait times to a minimum and give excellent service to our customers. The closing of Hennepin County's Service Center has been a plus for us, with many positive comments coming from their former customer's. Based upon 1st Quarter projections from 2013 to 2014, annual revenues are anticipated to increase \$217,455.84. This increase includes approximately 6,639 additional transactions in Driver's License and Motor Vehicle applications. More important to this position is the increase of Passport applications and photos, which are quite time consuming compared to our other transactions. Using the same projections we project an increase of 3,621 Passport applications and photos from 2013 to 2014. Due to an increase in the state authorized fee's, as well as increased business, we will be able to fund this FTE request without requiring levy dollars. This has been discussed with Finance.	
Public Works	Program Delivery	Transportation Technician	The Transportation Technician will provide traffic engineering technical support to the Transportation Manager. This position will help to manage the traffic signal system and produce technical design plans.	This position will help to reduce the risk of liability to Carver County by helping to ensure the traffic operations systems function as designed, and provide timely upgrades when deemed appropriate.
Public Works	Operations	Hwy Maintenance Worker	Highway maintenance With the expansion of the county road system, the need to increase the Highway Maintenance Worker staff is evident. Increasing lane miles and the time it takes to clear the snow and ice from the road is falling behind. Without expansion of the staff, the level of service will decline.  In 2014 following its construction, the County will take over jurisdiction of 101 from Lyman down to Pioneer Trail. This is being built to a 4-lane urban roadway. Furthermore, in 2014&2015 the County will construct a new 101 river bridge over the Minnesota River floodplain and reconstruct the 101/61 "Y" intersection with a large roundabout and 4-lane road approaches. The new bridge will be 4300 feet long an 4-lanes wide and will be owned by the County (currently the existing 2 lane 101 road in the flood plain is a MnDOT highway). This project and resulting infrastructure will add significant maintenance responsibilities to Public Works beginning in 2015. Furthermore, the County will be asked by MnDOT to perform snow and ice control on 101 up the bluff from highway 61 to Pioneer Trail.	Decreased service levels due to added county highway mileage.
Public Works	Operations	Hwy Maintenance Worker-STOC	Keep up with summer maintenance.	In lieu of the full-time HWY Maintenance Worker, this is PW request to help meet the needs during the summer months.
Public Works	Program Delivery	GIS Intern	The GIS Intern will assist with traffic counts and other asset management duties	This position will assist with seasonal asset management duties that the GIS Technician and Asset Manager oversee.
Public Works	Parks	Campground Attendant	Carver County has two Caretaker positions. At Baylor Regional Park, the existing caretaker system has been in place since the early operation of the campground dating back to the late 70's early 80's. Caretakers provided campers with customer service when full and part-time staff were not available, checking in campers, making reservations, providing minor maintenance. Additionally, caretakers provide security escorting people out of the park at closing time, opening and closing buildings and entrance gate, keeping watch over the campground to ensure that campers were respectful of the rules and other campers. In the winter, caretakers provide cross-country ski rental service on weekends and holidays as weather conditions permit. Further, the caretakers oversee the rental operation of the Community Room assisting guests with the room and cleaning it after each use. Beginning in 2014 the County will move from the Caretaker service model to a Campground Attendant model at Baylor Regional Park. The position planned to be funded by increase in park fees to partially offset the new service and General Fund levy would be used to support the remaining costs of the position. At Lake Minnewashta Regional Park, caretakers provide security of opening the gates in the morning and escorting people out of the park at the end of each evening. They conduct evening rounds checking on facilities, address minor maintenance issues picking up trash, ensuring that restroom facilities are in good order, reporting issues, locking buildings.	At Baylor Park, the risk of not filling the Campground Attendant position includes not being able to provide camping customers with service at times when staff are not available during daytime, evenings weekends, holidays. Second, security of the park would not be provided at the current level of service. Gates and buildings would go unlocked until new automated systems are purchased and installed. Sheriff patrol is needed to ensure that people have left the general park areas and provided some patrol service into the campground. Cross Country ski rental operations would be handled differently utilizing seasonal staffing to provide the service. If service is not provided, it is likely that user satisfaction would decline and possibly have an impact on revenues sources received from camping permits, annual and daily park passes, and dump station.  It is planned that At Lake Minnewashta Regional Park Caretakers would provide service for 2015. If Caretaker service was not provided, electronic gates and locking systems for buildings would be needed. Sheriff patrol would also be needed to ensure that people have left the park area at closing time. Cross Country ski rental operations would need to be handled differently or the service not provided. Service to groups staying in the park in the evenings would not be provided or in the case for essential service needs ( plumbing problems, water supply issues) staff would respond and overtime used to provide the service. A transition in service is planned for 2016, electronic gates and security systems will replace caretakers.  Additionally, the caretakers supply the honor box system with daily park pass envelopes on evenings and weekends when seasonal gate staff is not available (September to May). It will be less efficient if to service the honor box with more trips to the park to ensure adequate supply. Without the supply of honor box envelopes, there would be a negative impact on revenue.

		Campground Attendant (continued)	<p>Additionally, they will work to correct problems after hours with facilities, fixing a plugged toilet, responding to groups that have made reservations for overnight use of the park providing supplies of firewood, custodial supplies and monitoring the activity. They provide an ongoing presence in the park helping to ensure good order in the park at times when staff is not available. In the winter they rent cross-country skis on weekends and holidays. For 2015 Caretaker Service will again be provided. However, in 2016, it is planned that Caretaker service would be replaced with an electronic gate system.</p> <p>Annual rental revenue for Lake Minnewashta is estimated at \$7, 200. Revenue from increase Park Fees for Campground Attendant \$5,000.</p>	
Public Works	Parks	PT Seasonal	<p>The addition of PT seasonal hours is for two seasonal positions</p> <p>First, it is requested that 200 additional hours be budgeted to collect user visit data on the County's Regional Trail System (new levy \$ request). Data is used to obtain Operations and Maintenance Funding from the Metropolitan Council. Annual the County receives approximately \$116,000 in O &amp; M funding. A portion of these funds are returned to the County through operations and maintenance funding of the Metropolitan Council. Second, it is requested that 600 hours of seasonal recreation staff be budgeted to assist with delivering program services for Day camps, Archery, Fishing, paddle program and other events and activities. Staffing insures efficient program delivery, provides greater public access to the County park areas, introduces people to the park system, works to maintain existing customer service base and enhances the amount of new visitors to parks. It is planned that recreation program fees would cover the costs pertaining to seasonal staff (no levy \$).</p>	<p>User visit data collection: If funding is not provided, the County will not be collecting data which would support its share of O &amp; M funding from the Metropolitan Council. The County would receive less funding than it should receive.</p> <p>Seasonal Recreation staff: Seasonal staff are needed to provide adequate supervision and participant to instructor ratio and deliver service in an efficient manner. User satisfaction for recreation programs would be diminished without additional seasonal staffing. The public would be not be satisfied with the program and fewer constituents would be attracted and retained as users of the park system.</p>
Social Services	Child and Family	Therapist	<p>The Division received a School Linked Mental Health Grant for five years. The Grant adds a Therapist each school year beginning in with the 2013/2014 school year. CY 2015 Budget will cover the 2015/2016 school year. The Therapist will be assigned to a Carver County school district to provide therapy in the school for any student with a mental health need. Research has shown that by providing therapy at the school location decreases the likelihood of a no-show by the student, thereby increasing the effectiveness of the therapy. The grant covers the cost of the position that is not reimbursed through health insurance and Medical Assistance.</p>	<p>The County Board accepted the grant and the acceptance committed the County to add the third Therapist position.</p>
Social Services	Behavioral Health	Social Worker II	<p>The Social Worker II in the Community Support Adult Mental Health Unit provides case management services to serious an persistently mentally ill adults. These are adults with significant mental health diagnosis such as schizophrenia that have a history of inpatient hospitalizations.</p>	<p>The Unit currently has 5.6 FTE Social Worker II's and 1.0 FTE Clinical Social Worker, for a total of 6.6 FTE's performing case management duties compared to 6.9 FTE's in 2004. The unit lost a 1.0 FTE Social Worker to budget reductions and has reallocated a .5 FTE from a Social Worker II Chemical Dependency assessor and split a 1.0 FTE into two .6 FTE part time Social Work II's. The Department changed a 0.875 FTE to Case Aide to a Case Management Associate to allow a para-professional to provide case management under supervision of a Social Worker which also enabled billing to Adult Mental Health Targeted Case Management. The Department has been very creative over the last decade but the time has come to request an additional Social Worker II.</p> <p>The serious and persistently mentally ill adult client needs to be monitored for safety, medication compliance, job site attendance (regular and supported employment) and housing. This clientele can decompensate and exhibit behaviors that are not socially acceptable and could be a danger to themselves or others. In the latter, the client could be put on a 72 hour hold and be evaluated for civil commitment. The staff case manage both voluntary and involuntary clients.</p> <p>Revenue: 8% FFP (\$6,162) and Adult Mental Health Targeted Case Management (\$61,480) for a total of \$67,642.</p>

Social Services	Administrative Support	Administrative Support Supervisor	The Administrative Support Supervisor will supervise the accounting functions and clerical functions in the Behavioral Health Department. The staff are as follows: 2.0 FTE Clinical Support Specialist, 1.6 FTE Support Services Specialist and 3.0 FTE Account Technician.	First Street Center had a similar position. Upon that person's retirement, the Division deleted that position for budget reductions. Currently the Support Services Supervisor and Accounting Supervisor split their time between the Government Center and First Street Center. This is not an optimal situation. First Street Center bills for outpatient, crisis and school linked services. Billing third party payers, responsible parties, Medical Assistance and Medicare is a very involved process. It requires constant communication between the Account Technicians and Accounting Supervisor with the insurance companies, managed care companies and government programs. The collections from First Street Center totaled \$1.1 million in CY2013. On the clerical side of the operation a supervisor the Clinical Support Specialists check in incoming clients, register new clients on the Procentive computer system, schedule appointments and answer phones. The Support Services Specialist transcribe clinician's dication into the medical record. Issues that arise are handled by phone calls, emails or wait until the Support Services Supervisor's arrival. Both supervisor's report that the current supervisory staffing at First Street is not an optimal situation. If the position is not filled we will continue to operate as we do. Clearly, not a optimal situation but workable. We do have a long history of one supervisor which would be preferable to both incumbents and the staff at First Street. Revenue: FFP 24% (\$19,660)
Social Services	Behavioral Health	Psychotherapist	The Psychotherapist provides individual and group therapy to clients in the Outpatient Program at First Street Center. There are currently 4.0 FTE Psychotherapists and 1.0 Psychologists in the Program. In 2004, there were 2.6 Psychotherapists and 2.0 FTE Psychologists in the program.	Outpatient Services is a mandated services under the Mental Health Statutes. Minnesota Counties either provide this service directly or contract with a qualified Rule 29 licensed provider. As noted above, ten years ago the staffing level for Psychologists and Psychotherapists was 4.6 FTE's and the current complement is 5.0 FTE's. The Outpatient Program has added .4 FTE over this period of time. The Outpatient Program has had substantial waits for citizens to be scheduled for appointments. Currently, a therapist is reporting that the first available time that she had for a follow-up appointment with a child is five weeks out. She wanted to see this client sooner than that. The demand is there and the First Street Center Outpatient Program is the largest in the County. The program serves citizens that are indigent based on their ability to pay, Medicare and Medicaid (Medical Assistance) clients and clients with health insurance. The program also has contracts with the Health Plans that are under contract with the State of Minnesota. Revenue: 8% FFP (\$6,553) and Third Party Revenue (\$38, 482) for a total of \$45,035.
Social Services	Child and Family	Social Worker II	The Social Worker II position will provide on-going case management to child protection and children's mental health cases. The Division's adoption of the Signs of Safety philosophy and protocols is heavily dependent upon staff.	With the restructuring of School Based Services in 2011 and the loss of the school based social workers in the schools the Department had to absorb many of those cases. Caseloads for the Social Workers increased and since this was during the Great Recession additional staffing was scarce. The caseloads have stabilized but this was due to a number of factors such as children aging out, restructuring how we handle short term cases, what types of cases are assigned to on-going case management. If the position is not filled the potential is clearly there for higher caseloads and greater utilization of purchased services. In 2004 the Division spent \$1,756,508 in out-of-home placement of children and \$234,072 on family based services (in-home therapy). Ten years later, the expenditures for these services were \$957,251 and \$70,774 for 2013. Those are amazing figures when you consider the growth of the county. Signs of Safety has had a significant impact on the reduction of purchase of services in the Child and Family Department. As stated above, it is very dependent on staff directly involved with the family to ensure the safety of children. Revenue: 8% FFP (\$6162) and Child Welfare and Children's Mental Health Targeted Case Management (\$42,500) for a total of \$48,662 or 63% of the total cost of the position.
Social Services	Child and Family	Case Aide	The Case Aide position supports Social Workers by transporting clients, supervising visitations, teaching parenting skills and following up on administrative requirements.	The Division is required to provide child protection and children's mental health case management services. The position provides supportive services to the Social Workers in the unit as stated above. If the position is not filled the services are provided by Social Workers in higher pay grades. Case Aides historically seen as more cost effective staffing to transport clients, supervise visits and teach parenting skills. The Case Aide is in Pay Grade 9 and the Social Worker is in Pay Grade 13. However, Case Aides are not eligible for Child Welfare and Children's Mental Health Targeted Case Management. Using Social Workers to transport clients (children) to therapy appointments is not a constructive use of professional time. Revenue: 8% FFP (\$5,060)



Attachment C: Capital Projects by Fund for 2015

DEPT.	CIP #	DESCRIPTION	2014	2015	2015	Inc./Dec
			Adopted	Requested	Recommended	
<b>Parks &amp; Trails Capital Improvements</b>						
		Extension of MN River Bluffs Regional Trail (Park & Trail Fund)	-	270,000	270,000	270,000
		Extension of MN River Bluffs Regional Trail (Federal)	-	649,600	649,600	649,600
		Extension of MN River Bluffs Regional Trail (CCRRA)	-	73,000	73,000	73,000
		Extension of MN River Bluffs Regional Trail (CPA)	-	49,719	49,719	49,719
		Lake Minnewashta Road Paving (State Park Road Account)	629,000	-	-	(629,000)
		Lake Minnewashta Road Paving (Parks & Trails Legacy)	263,000	-	-	(263,000)
		CR10 / Dakota Rail Regional Trail Connection (CPA)	-	141,619	141,619	141,619
		Security gates- Minnewashta and Baylor Park	-	100,000	100,000	100,000
		TBD Park & Trail Projects (25% of CPA not allocated to operating budget)	175,000	-	-	(175,000)
		<b>34-520-XXX-XXXX-6610</b>	<b>1,067,000</b>	<b>1,283,938</b>	<b>1,283,938</b>	<b>216,938</b>
<b>Fund \$34 Total</b>	<b>34-XXX-XXX-XXXX-66XX</b>		<b>1,067,000</b>	<b>1,283,938</b>	<b>1,283,938</b>	<b>216,938</b>
<b>Levy Dollars - Fund #34</b>			-	-	-	-
<b>Building and Other Capital Improvements</b>						
		Book Return Box (City of Carver)	5,000	-	-	(5,000)
		Express Library: Locker or Vending (City of Carver)	30,000	-	-	(30,000)
		Federated Servers- Metro Fiber Collaborative & Website	80,000	-	-	(80,000)
		Contribution to Agricultural Society 2013/2014 Building Projects	60,000	60,000	60,000	-
		Security Task Projects- (CPA)	-	190,000	190,000	190,000
		TBD projects	-	41,338	41,338	41,338
		<b>30-XXX-XXX-XXXX-6630</b>	<b>175,000</b>	<b>291,338</b>	<b>291,338</b>	<b>116,338</b>
<b>Fund #30 Total</b>	<b>30-XXX-XXX-XXXX-66X)</b>		<b>175,000</b>	<b>291,338</b>	<b>291,338</b>	<b>116,338</b>
<b>Levy Dollars - Fund #30</b>			-	-	-	-
<b>Regional Rail Authority Right-of Way Capital Improvements</b>						
		Contribution to County for PT FTE (levy)	36,000	36,000	36,000	-
		Extension of MN River Bluffs Regional Trail (levy)-to fund 34	-	73,000	73,000	73,000
		TBD Regional Rail Authority Projects (levy)	84,000	11,000	11,000	(73,000)
		<b>15-XXX-XXX-XXXX-6630</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>
<b>Fund #15 Total</b>	<b>30-XXX-XXX-XXXX-66XX</b>		<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>
<b>Levy Dollars - Fund #15</b>			<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>
<b>Road &amp; Bridge Capital Improvements</b>						
<b>Highway Maintenance</b>						
		CSAH Regular funds transfer to Fund 03	100,000	100,000	100,000	-
		CPA funds transfer to Fund 03	210,000	-	-	(210,000)
		<b>Traffic Marking Service (County Levy)</b>	<b>315,000</b>	<b>-</b>	<b>-</b>	<b>(315,000)</b>
		<b>03-304-000-0000-6520</b>	<b>625,000</b>	<b>100,000</b>	<b>100,000</b>	<b>(525,000)</b>
<b>Professional Services</b>						
		307-8712 CSAH 61 TB SAP 010-661-003 (Bond)	1,091,507	-	-	(1,091,507)
		307-8740 CSAH 51 Bridge over Carver Creek (State Aid Regular)		30,000	30,000	30,000
		307-8737 CR 140 Bridge #L2795 (CPA)		50,000	50,000	50,000
		307-8738 CR 140 Bridge #10504 (CPA)		50,000	50,000	50,000
		307-8739 CR 140 Bridge #L2797 (CPA)		50,000	50,000	50,000
		307-8754 CSAH 14 Corridor Signal Improvements (State Aid Regular)		50,000	50,000	50,000
		307-8726 TH 101 Bluff (Municipal / State)	400,000	-	-	(400,000)
		<b>32-307-000-0000-6680</b>	<b>1,491,507</b>	<b>230,000</b>	<b>230,000</b>	<b>(1,261,507)</b>
<b>Construction</b>						
		307-8015 <b>Safety Set Aside (County Levy)</b>	175,000	150,000	150,000	(25,000)
		307-8016 <b>Traffic Marking Service (County Levy)</b>		340,000	340,000	340,000
		Development Driven Road & Bridge Projects (Portion of 50% unallocated CPA)	140,000	10,000	10,000	(130,000)
		307-8345 CSAH 50 Culver #L2787 (State Aid Regular)	400,000	-	-	(400,000)
		307-8637 CSAH 18 Reconstruction (TH41 to Galpin) (Bond)	2,300,000	-	-	(2,300,000)
		307-8737 CR 140 Bridge #L2795 (Bridge Bonding)		481,000	481,000	481,000
		307-8737 CR 140 Bridge #L2795 (CPA)		100,000	100,000	100,000
		307-8738 CR 140 Bridge #10504 (Bridge Bonding)		721,000	721,000	721,000
		307-8738 CR 140 Bridge #10504 (CPA)		100,000	100,000	100,000

307-8739	CR 140 Bridge #L2797 (Bridge Bonding)	296,000		296,000	296,000
307-8739	CR 140 Bridge #L2797 (CPA)	100,000		100,000	100,000
307-8740	CSAH 51 Bridge over Carver Creek (State Aid Regular)	163,000		163,000	163,000
307-8740	CSAH 51 Bridge over Carver Creek (Bridge Bonding)	163,000		163,000	163,000
307-8754	CSAH 14 Corridor Signal Improvements (State Aid Regular)	48,211		48,211	48,211
307-8754	CSAH 14 Corridor Signal Improvements (Federal)	482,112		482,112	482,112
307-8667	CSAH 18 Reconstruction (State Aid Regular)	800,000	-	-	(800,000)
307-8667	CSAH 18 Reconstruction (Federal)	4,977,600			(4,977,600)
307-8667	CSAH 18 Reconstruction (Municipal/State)	800,000	-	-	(800,000)
307-8700	Th 101 River Crossing (Municipal/ State Participation)	31,300,378	-	-	(31,300,378)
307-8700	Th 101 River Crossing (Bond)	2,265,378			(2,265,378)
307-8705	CSAH 61 "Y" Intersection (Municipal/ State)	1,203,236			(1,203,236)
307-8705	CSAH 61 "Y" Intersection (Bond)	17,732,841			(17,732,841)
307-8705	CSAH 61 "Y" Intersection (Other)	425,000			(425,000)
307-8711	CSAH 10 SP 010-610-046 (Bond)	1,500,000			(1,500,000)
307-8712	CSAH 61 TB SAP 0100-661-003 (Bond)	5,457,534	-	-	(5,457,534)
307-8756	CR123 Flood Mitigation (Fund Balance)		210,561	210,561	
	Flood Mitigation (CPA)		122,675	122,675	
307-8757	CSAH 10 / TH 5 Intersection (State Aid Regular)		300,000	300,000	
	<b>32-307-000-0000-6681</b>	<b>69,476,967</b>	<b>3,787,559</b>	<b>3,787,559</b>	<b>(65,689,408)</b>

**Right of Way**

307-8345	CSAH 50 Culver #L2787 (State Aid Regular)	50,000	-	-	(50,000)
307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (State Aid Regular)	750,000	-	-	(750,000)
307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (Municipal/ State)	750,000	-	-	(750,000)
307-8737	CR 140 Bridge #L2795 (Fund Balance)		40,000	40,000	
307-8738	CR 140 Bridge #10504 (Fund Balance)		40,000	40,000	
307-8739	CR 140 Bridge #L2797 (Fund Balance)		40,000	40,000	
307-8740	CSAH 51 Bridge over Carver Creek (State Aid Regular)		40,000	40,000	
307-8711	SP 010-610-046 CSAH 10 Reconstruction (State Aid Regular)	1,200,000			(1,200,000)
307-8712	CSAH 61 TB SAP 010-661-003 (Bond)	852,740	-	-	(852,740)
	<b>32-307-000-0000-6685</b>	<b>3,602,740</b>	<b>160,000</b>	<b>160,000</b>	<b>(3,442,740)</b>

**Resurfacing/Maintenance**

307-8000	<b>Resurfacing/Maintenance (County Levy)</b>	1,200,000	1,200,000	1,200,000	-
307-8000	Resurfacing/Maintenance (Wheelage)	415,000	415,000	415,000	-
307-8000	Resurfacing/Maintenance (State Aid)	900,000	900,000	900,000	-
	<b>32-307-000-0000-6684</b>	<b>2,515,000</b>	<b>2,515,000</b>	<b>2,515,000</b>	<b>-</b>

<b>Fund #32 Total</b>	<b>32-307-XXX-XXXX-66XX</b>	<b>77,711,214</b>	<b>6,792,559</b>	<b>6,792,559</b>	<b>(70,918,655)</b>
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<b>Road &amp; Bridge Levy Dollars - Fund #32</b>		<b>1,690,000</b>	<b>1,690,000</b>	<b>1,690,000</b>	<b>-</b>
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Levy		1,810,000	1,810,000	1,810,000	-
Levy excluding CCRRA		1,690,000	1,690,000	1,690,000	-

**Attachment D: 2015 Facilities, Vehicles and Equipment**

DEPT.	CIP #	DESCRIPTION	2014	2015	2015	Inc./Dec
			Approved	Requested	Recommended	
<b>Administrative Services - Facilities</b>						
Building Improvements - 6640						
	01-110	Facilities - Manager Initiatives	322,500	326,500	326,500	4,000
		Building Improvements 01-110-000-0000-6640	322,500	326,500	326,500	4,000
		Courts/Woodwork/Stain/Bench Seating	15,000	-	-	(15,000)
		Equipment: 01-110-000-0000-6660	15,000	-	-	(15,000)
<b>Dept Total</b>		<b>01-110-XXX-0000-66XX</b>	<b>337,500</b>	<b>326,500</b>	<b>326,500</b>	<b>(11,000)</b>
<b>Administrative Services - Information Services</b>						
Manager Capital Initiatives						
		Technology - Manager Initiatives	300,000	310,000	310,000	10,000
		Software: 01-049-046-0000-6660	300,000	310,000	310,000	10,000
<b>Client Services</b>						
		Scanner Replacement	20,000	-	-	(20,000)
		Equipment: 01-049-060-0000-6660	20,000	-	-	(20,000)
<b>Dept Total</b>		<b>01-049-XXX-XXXX-66XX</b>	<b>320,000</b>	<b>310,000</b>	<b>310,000</b>	<b>(10,000)</b>
<b>Administrative Services - Library</b>						
Administration						
		Furniture replacement	15,000	15,000	15,000	-
		Self checkout replacement	20,000	-	-	(20,000)
		Equipment: 01-014-500-0000-6660	35,000	15,000	15,000	(20,000)
<b>Dept Total</b>		<b>01-014-XXX-XXXX-66XX</b>	<b>35,000</b>	<b>15,000</b>	<b>15,000</b>	<b>(20,000)</b>
<b>Administrative Services - Administration</b>						
		Ergonomic/adjustable height workstations/tables	50,000	50,000	50,000	-
		Equipment: 01-0XX-000-0000-6660	50,000	50,000	50,000	-
<b>Dept Total</b>		<b>01-XX0-000-0000-66XX</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
<b>Public Health &amp; Environment</b>						
<b>Environmental Services</b>						
		Light Utility Truck	25,000	-	-	(25,000)
		01-123-130-XXXX-6670	25,000	-	-	(25,000)
<b>Planning and Water Management</b>						
		Vehicle	-	30,000	30,000	30,000
		01-123-120-XXXX-6670	-	30,000	30,000	30,000
		Carver County Water Mgmt. Organization Project Fund*	125,000	140,000	140,000	15,000
		01-123-XXX-XXXX-6630	125,000	140,000	140,000	15,000
<b>Division Total</b>		<b>01-123-XXX-XXXX-66XX</b>	<b>150,000</b>	<b>170,000</b>	<b>170,000</b>	<b>20,000</b>
<b>Sheriff's Office</b>						
<b>Dive Team</b>						
		Dive Team Van	30,000	-	-	(30,000)
		Vehicles: 01-201-227-1651-6670	30,000	-	-	(30,000)
		Total Capital Outlay 01-201-227-1651	30,000	-	-	(30,000)
<b>Jail</b>						
		Convection Oven	18,000	-	-	(18,000)
		Dryers	15,000	-	-	(15,000)
		Jail Appliance Replacement LEC	-	40,000	40,000	40,000
		Jail- Paint	-	5,000	5,000	5,000
		Equipment: 01-201-235-0000-6660	33,000	45,000	45,000	12,000
		Total Capital Outlay 01-201-235	33,000	45,000	45,000	12,000
<b>Support Services</b>						
		Transport Van w/Security Divider	-	45,000	45,000	45,000
		Vehicles: 01-201-231-000-6670	-	45,000	45,000	45,000
		Total Capital Outlay 01-201-231	-	45,000	45,000	45,000
<b>Patrol</b>						
	236-01	Vehicles	269,850	283,342	283,342	13,492
		Vehicles: 01-201-236-0000-6670	269,850	283,342	283,342	13,492
		Total Capital Outlay 01-201-236	269,850	283,342	283,342	13,492
<b>911 Communication</b>						
	240-	MDCs and Radios	50,000	50,000	50,000	-
		Uninterrupted Power Source (UPS) Batteries	6,000	-	-	(6,000)
		Next Generation Phone System (equipment paid by 911 fees*)	320,000	700,000	700,000	380,000
		Equipment: 01-201-240-0000-6660	376,000	750,000	750,000	374,000
		Total Capital Outlay 01-201-240	376,000	750,000	750,000	374,000
<b>Division Total</b>		<b>01-201-XXX-XXXX-66XX</b>	<b>708,850</b>	<b>1,123,342</b>	<b>1,123,342</b>	<b>414,492</b>
<b>Public Works</b>						
<b>Highway Operations</b>						
		AVL / GPS for PW Fleet	20,000	15,000	15,000	(5,000)
		Equipment: 03-304-000-0000-6660	20,000	15,000	15,000	(5,000)
	305-020	Pickups (CSAH)	55,000	35,000	35,000	(20,000)
		1Ton Crew Cab (Dump Box) (CSAH)	-	55,000	55,000	55,000
		Trimble R10 GNSS (2) & TSC# Controller (CSAH)	-	48,000	48,000	48,000
		Pickups (Maint)- CSAH	30,000	-	-	(30,000)
	305-003	Tandem - Levy	30,000	-	-	(30,000)
		Tandem (CSAH)	10,000	-	-	(10,000)
		Tandem (Tumbback)	210,000	-	-	(210,000)
		Hwy Vehicles: 03-304-000-0000-6670	335,000	138,000	138,000	(197,000)
		Tractor Mower-CSAH	70,000	-	-	(70,000)
		Brush Chipper- CSAH	50,000	-	-	(50,000)
		Skid Steer Loader	-	75,000	75,000	75,000
		Dozer	-	70,000	70,000	70,000
		Portable Traffic Signs (Levy)	-	42,500	42,500	42,500
		Portable Traffic Signs (CSAH)	-	7,500	7,500	7,500
		Vac Truck Nozzles (CSAH)	-	7,000	7,000	7,000
		Hwy Eq: 03-304-000-0000-6690	120,000	202,000	202,000	82,000

	Total Capital Outlay: 03-304	475,000	355,000	355,000	(120,000)
<b>Equipment Operations</b>					
	Fuel System Upgrade (CSAH)		35,000	35,000	35,000
	Fleet Pool Management Software	-	10,000	10,000	10,000
	Software: 03-306-000-0000-6655	-	45,000	45,000	45,000
	Total Capital Outlay 03-306	-	45,000	45,000	45,000
Dept Total	03-XXX-XXX-XXXX-66XX	475,000	400,000	400,000	(75,000)
<b>Park Administration</b>					
	Park Maintenance Projects (paid by increase in park permit fees*)	26,000	35,426	35,426	9,426
	Site Improvements: 01-520-000-0000-6610	26,000	35,426	35,426	9,426
	One Ton Diesel	-	51,000	51,000	51,000
	Equipment: 01-520-000-0000-6660	-	51,000	51,000	51,000
	Pickup	45,000	-	-	(45,000)
	Vehicles: 01-520-000-0000-6670	45,000	-	-	(45,000)
Dept Total	01-520-XXX-0000-66XX	71,000	86,426	86,426	15,426
<b>Social Services</b>					
	Home & Community Based Care Dept. Electronic Document Management Software (non-levy)	50,000	50,000	50,000	-
	Software 11-405-700-XXXX-6655	50,000	50,000	50,000	-
	Replacement Client Transport Vehicles (1 @ \$25,000)	25,000	25,000	25,000	-
	Vehicles 11-405-700-XXXX-6670	25,000	25,000	25,000	-
Division Total	11-XXX-XXX-XXXX-66XX	75,000	75,000	75,000	-
<b>County Totals</b>		<b>2,222,350</b>	<b>2,556,268</b>	<b>2,556,268</b>	<b>333,918</b>
	*Non-Levy Dollars Available to Pay	(891,000)	(1,112,926)	(1,112,926)	(221,926)
	Net Levy Dollars Needed	\$ 1,331,350	\$ 1,443,342	\$ 1,443,342	\$ 111,992

333,918

111,992

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2015**

2015

DIVISION - DEPT.	DESCRIPTION	2014 Budget	Recommended	Inc./Dec
<b>Commissioners</b>				
	This includes funding for five Board members for various conferences and training throughout the year, including out of state conferences they may attend.	20,000	20,000	-
<b>Total- Commissioners</b>	<b>01-001-XXX-0000-6332</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>County Administration</b>				
	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	-
<b>Total- County Administration</b>	<b>01-030-000-0000-6332</b>	<b>4,100</b>	<b>4,100</b>	<b>-</b>
<b>Administrative Services - Administration</b>				
	APMP Meetings- various location in MN	200	200	-
	MCMA/MACA Annual Conference- Nisswa, MN- 2	1,350	1,350	-
	ICMA National Conference- Seattle, WA- 2	3,600	3,600	-
	MACA Fall- Deerwood, MN	-	475	475
	Misc. Training	1,500	1,025	(475)
<b>Total- Administrative Services</b>	<b>01-048-000-0000-6332</b>	<b>6,650</b>	<b>6,650</b>	<b>-</b>
<b>Administrative Services - CarverLink</b>				
	In-state training	-	2,300	2,300
<b>Total- CarverLink</b>	<b>02-048-000-0000-6332</b>	<b>-</b>	<b>2,300</b>	<b>2,300</b>
<b>Administrative Services - Facilities</b>				
Facilities Management				
	Boiler Chemical - Water Treatment - Electrical CE's	1,800	1,800	-
	Siemens Control Apogee Training - BAS HVAC	1,000	1,000	-
	Amag/Milestone Security software - Local	1,800	1,800	-
	IFMA & EDAM - Local	700	1,100	400
	IFMA National	1,800	1,400	(400)
<b>Total- Facilities</b>	<b>01-110-000-0000-6332</b>	<b>7,100</b>	<b>7,100</b>	<b>-</b>
<b>Administrative Services - Information Technology</b>				
<b>Manager</b>	In state training	1,000	4,000	3,000
	<b>01-049-000-0000-6332</b>	<b>1,000</b>	<b>4,000</b>	<b>3,000</b>
<b>Technical Services</b>				
	Sr. System Engineer - VMWare World (out of state - 1 )	7,000	7,000	-
	Tech Supervisor Data Center Conference (out of state - 1)	3,000	3,000	-
	In state training	600	18,000	17,400
	<b>01-049-046-0000-6332</b>	<b>10,600</b>	<b>28,000</b>	<b>17,400</b>
<b>Central Services &amp; Records Mgt</b>				
	ARMA National Fall Conference (out of state - 1)	2,000	3,000	1,000
	In state training	4,000	4,000	-
	<b>01-049-xxx-0000-6332</b>	<b>6,000</b>	<b>7,000</b>	<b>1,000</b>
<b>GIS</b>				
	ESRI International Conf. (out of state - 2)	2,000	4,000	2,000
	ESRI Developers Summit (out of state - 2)	2,400	4,600	2,200
	In state training	5,800	6,400	600
	<b>01-049-062-0000-6332</b>	<b>10,200</b>	<b>15,000</b>	<b>4,800</b>
<b>APPLICATIONS (WEB/DBA/PMO)</b>				
	Onbase National Conference (out of state - 1)	3,500	3,500	-
	Web and SharePoint (out of state - 1)	3,000	3,500	500
	SQL Database Conference (out of state - 1)	-	3,500	3,500
	CRM/PM/BA Conference (out of state - 2)	5,450	7,000	1,550
	In state training	5,300	10,500	5,200
	<b>01-049-064-0000-6332</b>	<b>17,250</b>	<b>28,000</b>	<b>10,750</b>
<b>Total- Information Tech</b>	<b>01-049-XXX-XXXX-6332</b>	<b>45,050</b>	<b>82,000</b>	<b>36,950</b>
<b>Administrative Services - Library</b>				
	2014 Public Library Association March 2014, Indianapolis, IN	5,400	-	(5,400)

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2015**

DIVISION - DEPT.	DESCRIPTION	2015		
		2014 Budget	Recommended	Inc./Dec
	<b>Minnesota Library Association Conference</b>			
	October, 2014, Mankato, MN	2,600	2,000	(600)
	October 2015, ?			
	<b>IUG 2015</b>			
	April 13, Minneapolis, MN		1,000	1,000
	<b>ALA Annual Conference 2015</b>			
	June 25-30, San Francisco, CA		4,000	4,000
	<b>Additional Staff Training</b>			
	01-014-500-0000-6332	8,000	8,000	-
	American Association of Law Libraries	3,500	3,500	-
	02-508-000-0000-6332	3,500	3,500	-
<b>Total- Library</b>	<b>01-014-500-0000-6332</b>	<b>11,500</b>	<b>11,500</b>	<b>-</b>
<b>Administrative Services - University of Minnesota Extension</b>				
	Support Staff Training	-	-	-
<b>Total- University of MN Ext.</b>	<b>01-601-000-0000-6332</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administrative Services - Veteran Services</b>				
	120 National County Veterans Service Officer Conference at Appleton, Wisconsin - May 30-June 6, 2015	1,500	3,000	1,500
	120 Minnesota County Veterans Service Officer Conference at Nissawa, MN - Sept. 8-10, 2014	1,000	1,000	-
	120 County Veterans Service Officer Assistant's & Secretary Association Conference at St. Cloud, MN - Sept. 28-30, 2015	500	500	-
	120 MN DVA Spring Training/Conference Location TBD - April 2015		500	500
<b>Total- Veteran Services</b>	<b>01-120-000-0000-6332</b>	<b>3,000</b>	<b>5,000</b>	<b>2,000</b>
<b>Attorney</b>				
	NDAAs- Utah (outside funding)			
	Various training courses- continuing education credits for Attorneys	9,000	8,500	(500)
<b>Total- Attorney</b>		<b>9,000</b>	<b>8,500</b>	<b>(500)</b>
<b>Court Services - Probation</b>				
	Correctional Evidence-Based Practices (LS/CMI, YLS, MI, Case Planning, etc.)	500	500	-
	Cognitive Skills training & offender programming (local & out-of-state)	1,000	1,000	-
	APPA National Probation Training Institute (Out-of-State)	2,800	2,800	-
	MN Association of County Probation Officers (MACPO) - Spring Conference	1,000	1,000	-
	MACPO Regional Training for Probation Officers	250	250	-
	Supervision strategies and treatment methods for Probation Officers	100	100	-
	Minnesota Corrections Association (MCA) - Fall Institute	750	750	-
	Female Offender Conference- local	100	100	-
<b>Total- Court Services</b>	<b>01-252-XXX-XXXX-6332</b>	<b>6,500</b>	<b>6,500</b>	<b>-</b>
<b>Employee Relations - Personnel Services</b>				
	MCHRMA Spring Conference	300	300	-
	MCHRMA Fall Conference	400	400	-
	MPELRA Summer Conference	500	500	-
	MPELRA Winter Session	200	200	-
	ADA, WC, FMLA, COBRA	300	300	-
	SHRM Seminars	200	600	400
	Support, MCIT Seminars	600	600	-
	Legal Update Seminars	900	2,400	1,500
	NPELRA or IPMA Out-of-State Conference	2,000	2,000	-
	IPMA Local, Regional or National Conference	600	600	-
	PRIMA National Conference	2,000	2,000	-
<b>Total- Employee Relations</b>	<b>01-050-000-0000-6332</b>	<b>8,000</b>	<b>9,900</b>	<b>1,900</b>
<b>Finance</b>				
	National GFOA Conference (1), Philadelphia, PA	3,100	2,200	(900)
	National APA Congress(1), Las Vegas, NV	-	3,000	3,000
	Minnesota GFOA Conference (2)	2,200	1,500	(700)
	MCCC Annual Conference	1,250	850	(400)
	Grant Workshop/Training	1,000	1,000	-
	Additional Staff Training (IFS, Year-end, OSA)	1,250	1,250	-
	Treasurer's Mid-Year Conference	750	750	-
<b>Total- Finance</b>	<b>01-045-000-0000-6332</b>	<b>9,550</b>	<b>10,550</b>	<b>1,000</b>

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2015**

2015

DIVISION - DEPT.	DESCRIPTION	2014 Budget	Recommended	Inc./Dec
<b>Property Records &amp; Taxpayer Services -</b>				
<b>Taxpayer Services Administration</b>				
	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	-
	<b>01-040-040-0000-6332</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>
<b>License Center</b>				
	MN Assoc. of County Officers	600	600	-
	Deputy Registrar Annual Meeting	600	600	-
	Staff Training	800	800	-
	<b>01-040-055-0000-6332</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>Elections</b>				
	MN Assoc. of County Officers	600	600	-
	Sec. of State Training	600	600	-
	Staff Training	600	600	-
	<b>01-040-065-0000-6332</b>	<b>1,800</b>	<b>1,800</b>	<b>-</b>
<b>Total- Taxpayer Services</b>	<b>01-040-XXX-XXXX-6332</b>	<b>11,300</b>	<b>11,300</b>	<b>-</b>
<b>Property Records &amp; Taxpayer Services -</b>				
<b>Property Assessment</b>				
	MAAO Fall Conference	1,220	1,220	-
	MAAO Seminars	700	700	-
	CLE Seminars	750	750	-
	MCCC Annual Conference	500	500	-
	Appraisal Training	5,400	5,400	-
<b>Total- Property Assessment</b>	<b>01-047-000-0000-6332</b>	<b>8,570</b>	<b>8,570</b>	<b>-</b>
<b>Property Records &amp; Taxpayer Services -</b>				
<b>Property Records</b>				
	MN Association of County Officers	2,000	2,000	-
	Recorder's Conference	2,000	2,000	-
	Examiner of Titles Training	500	500	-
	Staff Training	1,089	1,089	-
<b>Total- Property Records</b>	<b>01-100-000-0000-6332</b>	<b>5,589</b>	<b>5,589</b>	<b>-</b>
<b>Public Health &amp; Environment - Administration</b>				
	AMC State Conference	325	325	-
	Land Use, Environmental or Water Resource issues workshop or seminar	475	475	-
	Staff Professional Training	-	100	100
	<b>01-123-000-0000-6332</b>	<b>800</b>	<b>900</b>	<b>100</b>
<b>Public Health &amp; Environment - Land Management</b>				
	Planning/Zoning Administrators workshop or conference	700	900	200
	Tuition Reimbursement	200	200	-
	Continuing Education - Building Plan Technician Certification and Septic Certification	300	300	-
	CRM Training	400	200	(200)
	<b>01-123-160-0000-6332</b>	<b>1,600</b>	<b>1,600</b>	<b>-</b>
<b>Public Health &amp; Environment - Environmental Services</b>				
<b>Administration</b>				
	Annual Agricultural Inspectors Conference	300	300	-
	Annual MPCA Sewage Treatment System Con. Education	400	400	-
	Annual MPCA County Feedlot Officers Training	400	400	-
	Misc. professional conferences or work related tuition reimbursement	400	400	-
	National Environmental Health Assoc. Conference [Out of State] / or tuition reimbursement - Manager	1,000	1,000	-
	Feedlot and Water Quality misc. conferences	1,000	500	(500)
<b>Solid Waste</b>				
	RAM/SWANA Annual Conference [4]	450	850	400
	SWAA Annual conference	300	300	-
	Misc. special issue conferences	450	350	(100)

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2015**

2015

DIVISION - DEPT.	DESCRIPTION	2014 Budget	Recommended	Inc./Dec
	National Household Hazardous Waste Conf. - [Out of State]- potentially Great Lakes Product Stewardship Initiative, National Product Stewardship Council	500	500	-
<b>Industrial Hazardous Waste</b>				
	National Hazardous Waste Conference - Out of State	300	500	200
	MN GroundWater Conference	150	150	-
	Misc. special issue conferences	400	400	-
	Management Training [Senior Environmentalist]	200	200	-
	OSHA/Safety Training	300	300	-
	<b>01-123-130-XXXX-6332</b>	<b>6,550</b>	<b>6,550</b>	<b>-</b>
<b>Public Health &amp; Environment - Planning &amp; Water Management</b>				
	Various water related, ISTS, WCA, Erosion Control Conferences, seminars, training sessions	750	1,250	500
	ESRI Annual User Conference - Out of State	1,200	1,400	200
	Misc. Professional conferences or Tuition Reimbursement	250	250	-
	Annual Water Planner's Conference	350	350	-
	GIS Conference & Training	300	300	-
	National (Out of State) or State/Local CRM Training	1,500	1,500	-
	National (Out of State) or State Water & Planning conference: potential Nat. APA Conf., Nat. NALMS Conf., Nat. StormCon Conf., Nat. TMDL Conf., State Water Resources, State MNAPA or State MECA, National LID Symposium	1,550	1,550	-
	<b>01-123-XXX-XXXX-6332</b>	<b>5,900</b>	<b>6,600</b>	<b>700</b>
<b>Public Health &amp; Environment - Public Health</b>				
<b>Public Health Department - Leadership</b>				
	National Public Health Conference - Out of State: potentially NACCHO, APHA, ASTHO or other public health focused conference	1,400	-	(1,400)
	AMC State Conference	300	300	-
	CHS State Conference	1,500	1,500	-
	Minnesota E-Health Summit (see Public Health Nursing Unit)	450	-	(450)
	CPHEO Public Health Institute Seminars	1,000	1,000	-
	Staff Computer Trainings	750	700	(50)
<b>Public Health Nursing Unit</b>				
	Training for Maternal & Child Health	1,200	700	(500)
	Training for TANF-related Family Home Visiting	1,000	1,000	-
	Training for Disease Prevention & Control	2,000	2,000	-
	Training for Child & Teen Checkups	-	100	100
	Minnesota E-Health Summit	-	400	400
	National Conference - Out of State: focused on Family Health, Family Home Visiting, DP&C or Immunizations	4,500	4,500	-
<b>Planning &amp; Promotion Unit</b>				
	Health Promotion Focused Conference - Out of State	5,000	6,500	1,500
	Aging Focused Conference - Out of State	1,500	-	(1,500)
	NACCHO National Preparedness Conference - Out of State	1,500	1,800	300
	GIS Conference & Training - Out of State	800	3,000	2,200
	Planning and Health Promotion Workshops and Seminars	3,000	3,000	-
	Public Health Emergency Preparedness Training	450	450	-
	<b>01-460-XXX-XXXX-6332</b>	<b>26,350</b>	<b>26,950</b>	<b>600</b>
<b>Total- Public Health &amp; Environment</b>		<b>41,200</b>	<b>42,600</b>	<b>1,400</b>
<b>Public Works - Road &amp; Bridge Administration</b>				
	MCEA Institute	500	760	260
	MCEA Summer Conference		550	
	Highway Accountants Conference (2)	800	700	(100)
	AMC Annual Conference	550	550	-
	NACE Annual Conference (Daytona Beach) OUT OF STATE	1,450	2,000	550
	MTA Fly In	1,300	1,300	-
	MTA Annual Meeting	100	100	-
	MAPA (MN Asphalt Pavement Assoc.)	100	100	-
	Local Road Research Board Conferences (100% paid by LRRB - 2 in-state, 2 out of state, and 1 international)		-	-
	Miscellaneous	1,700	1,440	(260)
	<b>03-301-000-0000-6332</b>	<b>6,500</b>	<b>7,500</b>	<b>450</b>



**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2015**

2015

DIVISION - DEPT.	DESCRIPTION	2014 Budget	Recommended	Inc./Dec
<b>Program Delivery</b>				
	MCEA Institute	2,000	3,040	1,040
	MCEA Summer Conference		550	550
	MSPS Conference		1,500	1,500
	MN-Dot Survey Technical Conference		1,200	1,200
	Frontier Precision		750	750
	CTC AutoCad		2,000	2,000
	MN GISLIS Conference		1,500	1,500
	ESRI User Conference (San Diego) OUT OF STATE		1,500	1,500
	Leadership Training		500	500
	ESRI Instructor Lead Training		3,000	3,000
	MN Transportation Conference		400	400
	Toward Zero Deaths Conference		800	800
	MN-Dot and U of M certificates		2,000	2,000
	MN-Dot and U of M re-certificates		2,200	2,200
	MN-Dot R-O-W Conference		500	500
	Microsoft Project Training		1,000	1,000
	Project Management Training		1,000	1,000
	NACE Annual Conference (Daytona Beach) OUT OF STATE		2,400	2,400
	MN Bar Association		500	500
	Sign Seminar (3)	300		(300)
	Engineering Tech. Certification (10)	1,000		(1,000)
	MISC. - Bituminous, Wetlands, Water	3,000		(3,000)
	Pavement, Fleet, Web Site, GASB 34, Wetland, ROW	2,500		(2,500)
	Miscellaneous Training -	4,200	1,060	(3,140)
	<b>03-303-000-0000-6332</b>	<b>13,000</b>	<b>27,400</b>	<b>14,400</b>
<b>Highway Operations</b>				
	Examples: Safety & Wellness Conferences			
	Equipment Training, Snow Rodeo, Pesticide	6,000	6,000	-
	<b>03-304-000-0000-6332</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>Equipment Operations</b>				
	Hydraulic, Electrical, & Welding Training	5,000	5,000	-
	<b>03-306-000-0000-6332</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>Surveyor</b>				
	MSPS Conference	1,500		(1,500)
	MSPS Conference / Seminar	1,500		(1,500)
	ERSI Conference, San Diego	2,500		(2,500)
	GIS / LIS Training, ERSI Classes	1,000		(1,000)
	Certified Survey Tech	500		(500)
	GIS / LIS Conference	600		(600)
	<b>03-310-000-0000-6332 (moved to Program Delivery in 2015)</b>	<b>7,600</b>	<b>-</b>	<b>(7,600)</b>
<b>Total- Public Works</b>	<b>03-XXX-XXX-XXXX-6332</b>	<b>38,100</b>	<b>45,900</b>	<b>7,250</b>
<b>Public Works - Parks</b>				
	MRPA Annual Conference	1,200	1,500	300
	MN Shade Tree Short	100	100	-
	MRPA Seminars	100	100	-
	Park Supervisor Seminars	100	100	-
	National Park Institute (Out of State)	1,200	1,200	-
<b>Total- Parks</b>	<b>01-520-000-0000-6332</b>	<b>2,700</b>	<b>3,000</b>	<b>300</b>
<b>Sheriff's Office</b>				
<b>Administrative Services Division</b>		6,200	8,200	2,000
	Clerical Support (15)			
	MSA Summer Conference			
	MSA Winter Conference			
	Administrative Services Manager (PLEAA Conference)			
	Sheriff MSA Jail Conference			
	Chief Deputy			
<b>Jail Services Division</b>		9,000	9,000	-
	Jail Training-Conf, Mgmt. Training, etc.			
	From SS Other			
<b>Operation Services Division</b>		10,340	10,340	-
	Investigation Division			
	Crime Technician			
	School Resource Officer/Gangs/Bike Patrol			
	SERT			
<b>Patrol Services Division</b>		20,220	20,220	-
	Training - State POST, OSHA mandated,			

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2015**

2015

DIVISION - DEPT.	DESCRIPTION	2014 Budget	Recommended	Inc./Dec
	Elective, 1st Responder, PRISIM, ADA, etc. Traffic Safety/Criminal Interdiction/Weights/Scales K-9 Trials and Certifications Supervisor Development			
<b>Support Services Division</b>		11,706	13,806	2,100
	ATV Civil Process Conceal and Carry Warrants Dive Team Community Service Officers (CSO) Court/Bailiffs Reserves Chaplain Rec Services - Water Patrol Snowmobile Training -In House Entire Office - Sex Harr, Cult Div., 1st Aid Instructor Courses-recertification, etc. Supervisory - Sgt & Cpl ILEETA Conference Outstate - Chicago, IL (1)			
	<u>01-201-201-1603-6332</u>	<u>57,466</u>	<u>61,566</u>	<u>4,100</u>
<b>Emergency Management</b>				
	AMEM Emergency Management Conference Governor's Emergency Mgmt. Conf. Emergency Management Training Hazardous Materials Training	1,500 600 600 900	1,500 600 600 900	- - - -
	<u>01-201-2800-0000-6332</u>	<u>3,600</u>	<u>3,600</u>	<u>-</u>
<b>Conceal &amp; Carry</b>				
	Conceal & Carry- reserve fund	1,700	1,700	-
	<u>02-202-000-0000-6332</u>	<u>1,700</u>	<u>1,700</u>	<u>-</u>
<b>Reserves-</b>				
	Reserves	1,000	1,000	-
	<u>02-204-000-0000-6332</u>	<u>1,000</u>	<u>1,000</u>	<u>-</u>
<b>Explorers</b>				
	Explorers	2,750	2,750	-
	<u>02-205-000-0000-6332</u>	<u>2,750</u>	<u>2,750</u>	<u>-</u>
<b>Posse</b>				
	Posse Training	3,750	3,750	-
	<u>02-203-000-0000-6332</u>	<u>3,750</u>	<u>3,750</u>	<u>-</u>
<b>911 Communication</b>				
	Communications APCO/NENA MSA State Conference-(6)	4,200 3,480	4,200 3,480	- -
	<u>02-911-000-0000-6332</u>	<u>7,680</u>	<u>7,680</u>	<u>-</u>
<b>Total- Sheriff</b>	<u>01-201-XXX-XXXX-6332</u>	<u>77,946</u>	<u>82,046</u>	<u>4,100</u>

**CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2015**

2015

DIVISION - DEPT.	DESCRIPTION	2014 Budget	Recommended	Inc./Dec
<b>Social Services</b>				
	National Child Protection Training Center Annual Conf. - Out of State	1,200	1,200	-
	Workforce Conference - Out of State - Out of State	1,400	1,400	-
	National Eligibility Workers Assoc Conf - Out of State	2,600	2,600	-
	National Child Support Assoc Conf Out of State	1,200	3,600	2,400
	National Child Support Assoc Conf Out of State - County Attorney	1,800	1,800	-
	OJJDP Regional Training - Out of State	1,200	1,200	-
	Midwest Conf on Child Sexual Abuse - Out of State	1,055	1,055	-
	International Conf on Violence, Abuse, & Trauma- Out of State	1,000	1,500	500
	National Assoc of County Behavioral Health & DD Directors- Out of State	900		(900)
	Open Minds- Management & Executive Education Seminars-Out of State	750		(750)
	Emergency Psychiatry Annual Conference - Out of State	550		(550)
	Solution Focused Brief Therapy National Conference - Out of State	1,200	1,200	-
	International Signs of Safety Gathering-England- Out of State	6,000		(6,000)
	National Attachment Conference - Out of State	1,800	1,800	-
	National Conference Community on Behavior Health - Out of State	900	2,800	1,900
	Compassion & Choices Conference - Out of State	850		(850)
	International Trauma Conference - Out of State		1,675	1,675
	Mental Health America Annual Conference - Out of State		1,425	1,425
	Justice and Mental Health Second Chance Conference - Out of State		1,600	1,600
	Conferences within State	45,072	49,135	4,063
<b>Total- Social Services</b>	11-XXX-XXX-XXXX-6332	69,477	73,990	4,513
<b>County Totals</b>		<b>385,332</b>	<b>447,095</b>	<b>58,913</b>

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2016 Long Term Financial Plan**

Primary Originating Division/Dept:

**Meeting**

Date:

Contact:  Title:

**Item Type:**

Amount of Time Requested:  minutes

Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The 2016 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 2016 Long Term Financial Plan Resolution

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

**FUNDING**

<b>County Dollars =</b>	<input type="text"/>
<b>Total</b>	<input type="text" value="\$0.00"/>

**FTE IMPACT:**

**QUOTES OR BIDS OBTAINED:**

**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 2014- 2953

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

Date: December 16, 2014

Resolution: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**COUNTY BOARD ADOPTION OF THE  
2016 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 2016 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.

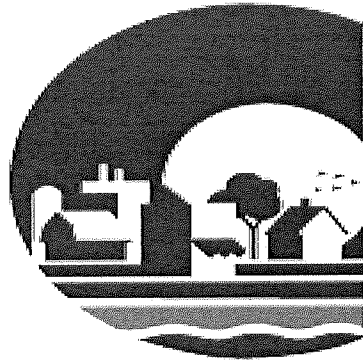
YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 16<sup>th</sup> day of December, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2014.

David Hemze  
County Administrator



CARVER  
COUNTY

# **2016 & Beyond Long Term Financial Plan**

*(Expected to be) Adopted December 16, 2014*

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CARVER COUNTY  
Board of Commissioners

---

Gayle Degler, Chair  
District #1

Tim Lynch  
District #4

Tom Workman  
District #2

James Ische, Vice Chair  
District #5

Randy Maluchnik  
District #3

---

Elected Staff

---

**Attorney**  
Mark Metz

**Sheriff**  
Jim Olson

---

Appointed Staff

---

**County Administrator**  
David Hemze

**Administrative Services Director**

Tom Vellenga

**Community Social Services Director**

Gary Bork

**Employee Relations Director**

Kerri Anderka

**Financial Services Director**

David Frischmon

**Public Health & Environment Director**

Randy Wolf

**Public Works Director**

Lyndon Robjent

**Property Records & Taxpayer Services Director**

Mark Lundgren



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

Date: December 16, 2014  
Motion by Commissioner: \_\_\_\_\_

Resolution: \_\_\_\_\_  
Seconded by Commissioner: \_\_\_\_\_

**COUNTY BOARD ADOPTION OF THE  
2016 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 2016 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 16<sup>th</sup> day of December, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2014.

David Hemze  
\_\_\_\_\_  
County Administrator

### III. EXECUTIVE SUMMARY

This 2016 (& Beyond) Long Term Financial Plan, (the “Plan”) along with the 2015 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 the future property tax levy and budgets:

- A. Capital Improvement Plans for New Capital Projects
- B. Replacement Schedule for Facilities, Vehicles and Equipment
- C. Bond Sales and Debt Service
- D. Operating Budget Financial Challenges.

#### A. Capital Improvement Plans (CIPs):

##### CIP Revenue Summary:

**Road & Bridge Tax Levy:** The County Administrator recommends the tax levy of \$1.69M for road and bridge annual maintenance be increased \$100K for the next 10 years to implement a Road Preservation Plan. New road and bridge construction projects are financed by a \$5M debt service levy for bond sales and Federal, State, Regional and Local grants and contributions.

##### **State County Program Aid (“CPA”):**

The Recommended 2015 Budget has approximately \$1.1M in unallocated 2015 CPA which will be directed to the CIPs according to the below percentages:

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

To steadily reduce and ultimately eliminate the General Fund’s reliance on State CPA by 2024, the Board has directed that State CPA in the General Fund Budget be reduced by \$220,000 annually with a corresponding increase to the CIPs for the next 9 years.

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 \$323, 000 and \$338,000 for 2015 and 2016 respectively. 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 2015, the MN River Bluffs Regional Trail, and trail pavement resurfacing in 2016.

**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 \$400K. Based on the current reimbursement formula, the County will be waiting until 2025 for full reimbursement from the Met Council for previous land acquisitions.

CIPs and Other Projects:

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

- Relocating the Watertown Public Works Building
- Two new libraries being furnished in Victoria and Carver.
- 6<sup>th</sup> Courtroom being added to the Justice Center
- Government Center Administrative West Building remodel, and

To better serve the expected growth in the county's population and tax base, a 20,000 sq. ft. building located West of the Chaska Courthouse Campus is planned for 2030.

A funding source for all of 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 \$717 million of road and bridge projects to meet the needs of the projected growth in population and employment in the next 15 years. 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 core roads without adding lanes). A Road and Bridge CIP was developed to fund preservation, bridge replacement and safety enhancement goals as well as partially fund high priority expansion, connectivity and other emerging regionally significant projects.

**Parks and Trails CIP:** This CIP was primarily established to acquire the final three land parcels for the Lake Waconia Regional Park which occurred in 2013. The CIP will now focus 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.

**Lake Waconia Event Center:** In 2008, the County advance-funded for the Met Council a \$2.4 million purchase of the Lake Waconia Ballroom property consistent with the Lake Waconia Regional Park Master Plan. As part of the advanced-funding agreement, the County will be reimbursed by the Met Council for 100% of the purchase price over the next several years. Subsequent to the land purchase, the County Board received permission from the Met Council to lease out the building to be operated as the Waconia Event Center. The rent from the lease agreement is expected to cover all costs the County incurs from owning the building. Any additional rent over above the building costs are restricted by the Met Council funding agreement and therefore must be spent to sustain the infrastructure of the building, for development of Lake Waconia Regional Park, or can be used to reimburse the County for land acquisition costs.

**Regional Rail Authority:** The Carver County Regional Rail Authority oversees designated rail transportation corridors in Carver County. Rail authority funds are used for land stewardship to maintain rail transportation corridors for future transportation uses. The primary funding source is the Regional Rail Authority \$120K tax levy. To maintain the railroad corridor trails, a full-time maintenance worker was approved in the 2013 Budget. The position is shared with the Public Works Operations Department with 50% funding provided by the Rail Authority levy.

#### B. Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2015 Budget includes levy funding to purchase \$1.4 million for facilities, vehicles and equipment. This Plan has a replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2016 - 2020 tax levy dollars that increases by \$100,000 a year. The County Board has been supportive of this \$100K increase in levy dollars to fund the facilities, vehicles and equipment replacement schedule.

#### C. Bond Sales and Debt Service

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Thus, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

County staff is currently evaluating the need for a Road & Bridge Bond Sale within the next 5 years. In 2015, County staff expects to recommend to the County Board a Road & Bridge Bond sale within the next 5 years.

#### D. Operating Budget Financial Challenges

Personnel costs are the largest and have been the fastest growing portion of the County's Budget. This Plan identifies three strategies for addressing this potentially budget busting cost driver.

The County Board carries the ultimate budget authority. The 2015 Annual Budget and the 2016 (and Beyond) Long Term Financial Plan are expected to be approved at the December 16, 2014 County Board meeting.

#### IV. CAPITAL IMPROVEMENT PLANS

A Capital Improvement Plan (CIP) is created to provide a stable and sustainable road-map for funding future capital projects. Financing and developing capital projects often takes several years due to the increasingly complex financial and regulatory environment. A CIP ensures a long-range perspective for capital projects and provides for efficient project tracking from their inception to construction.

By design, a CIP is fluid because future priorities can change dramatically based on current circumstances. Thus, projects listed for the next year are approved in the Annual Budget, whereas projects listed beyond the next year are considered merely placeholders.

The County's CIPs have been developed by prioritizing a list of capital projects based on the estimated earliest year needed. The estimated total project cost is listed and includes construction costs, soft costs (engineering, legal, administration), and contingencies. An inflation factor is then added based on the number of years before the project is estimated to start. Funding sources are also identified. At the bottom is a summary of the projected fund balance for future years based on the timing and cost of the projects and the estimated funding sources. Projected deficits in future years indicate that additional capital project funding needs to be identified and/or capital projects need to be pushed back until the necessary financial resources are available.

Carver County has three CIPs:

- Buildings (including furnishing Libraries) – Fund #30
- Roads & Bridges – Fund #32
- Parks & Trails - Fund #34

##### A. BUILDINGS CIP - Fund #30

This CIP finances a comprehensive list of building capital projects thru 2040 totaling more than \$35 million for:

- Relocating the Watertown Public Works Building
- Library books and shelves for new Victoria and Carver libraries
- Phases II, III and IV of the Justice Center, Government Center and Administration West Remodeling and a New County Building
- Technology projects for the data center, network closets, fiber ring, etc.

County staff is developing a funding plan to provide adequate funding sources for all projects in the Buildings CIP. Please see the Buildings CIP summary on the next page for further details.

**BUILDINGS**  
**CAPITAL IMPROVEMENT PLAN - Fund #30**  
**2015**

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION	PROJECTED CASH FLOW						
				2015	2016	2017	2018	2019	2020	
<b>JUSTICE CENTER and GOVERNMENT CENTER :</b>										
PHASE Ia: Courts 2nd floor w 4th courtroom/Lower level and LEC build-out	2008	\$ 8,200,000	\$ 8,200,000							
PHASE Ib: Central Plant Project (boiler, chillers, puffs, etc.) (2)	2008	5,500,000	5,500,000							
PHASE Ic: LEC Maintenance Projects (Stormwater, Truck Point, Caulk Courts, etc.)	2016	125,000	130,000							
PHASE Id: Admin West Entry Door Replacement	2017	150,000	160,000							
PHASE Ie: Security Review and Enhancements	2011	50,000	\$50,000							
PHASE If: Security Task Force Project: Courthouse Weapons Screening	2014	525,000	525,000							
PHASE Ig: Security Task Force Projects	2015	190,000	190,000							
PHASE Ih: Security Task Force Projects	2017	71,000	77,000							
PHASE Ii: Government Center Office Remodeling	2016	150,000	160,000							
PHASE Ij: Fifth Courtroom: Remodeling of Justice Center 1st Floor	2020	580,000	710,000							
PHASE Ik: Government Center Renovations	2025	3,200,000	4,737,000							
PHASE Il: Sixth Courtroom: Remodeling of Justice Center 2nd Floor	2030	1,600,000	2,460,000							
<b>OTHER COUNTY BUILDINGS:</b>										
Chan License Center land plus preliminary architectural/construction manager services	2007	645,000	645,000							
License Center: Chaska - remodel	2008	1,200,000	1,200,000							
License Center: Chanhassen - new	2008	3,500,000	3,500,000							
Joint MN/DaT/ Public Works Facility: County contribution 20% of total project cost	2010	1,870,000	1,870,000							
Environmental Center: Reuse Room Expansion (Paid for by grant funds/solid waste fees)	2014	50,000	50,000							
License Center: Chaska Drive Thru	2014	271,000	271,000							
Public Works: Salt Shed*	2015	140,000	140,000							
Public Works: Tax Forfeited Land Acquisition*	2015	59,000	\$59,000							
Public Works: Replace Watertown Building	2017	5,000,000	\$5,400,000							
1st Street: Remodel	2018	150,000	170,000							
Public Works: Cobogre Water & Sewer	2020	300,000	360,000							
<b>FURNISHING LIBRARIES (1):</b>										
Norwood Young America - Relocated Expansion	2010	425,000	425,000							
Victoria - New	2014	550,000	550,000							
Chaska*	2017	2,500,000	2,700,000							
Carver*	2021	700,000	890,000							
<b>TECHNOLOGY:</b>										
Fiber Optic Loop connecting county buildings - County 20% share of Federal BTOP grant	2010	1,500,000	1,500,000							
Network Closet - Air Conditioned Racks*	2015	150,000	150,000							
Board Room - Audio & Video Replacement*	2015	100,000	100,000							
Library RFID*	2015	186,500	190,000							
Carverlink Backbone Connection*	2017	300,000	320,000							
Data Center Remodel/Relocate*	2017	250,000	270,000							
Network Closet - Air Conditioned Racks	2018	150,000	170,000							
Court Room Upgrades	2019	25,000	30,000							
<b>NEW COUNTY BUILDING - OFF COURTHOUSE CAMPUS:</b>										
PHASE IVa: Land for New County Building - Off Courthouse Campus	2025	500,000	740,000							
PHASE IVb: New County Building not on Chaska Courthouse Campus (20K sq. ft.)	2030	5,000,000	10,200,000							
<b>Projects Total</b>		\$ 45,862,500	\$ 54,799,000							
<b>BEG. FUND BALANCE:</b>										
*State Turnback Funds		639,000	639,000							
Funding Source to be determined		291,000	291,000							
State CPA - 25% allocated to Buildings CIP (\$220K shifted from operating to CIP's each year for 10 years)		(60,000)	(60,000)							
Capital Contribution to Fair Board Buildings		(829,000)	(829,000)							
Project Costs										
<b>PROJECTED YEAR END FUND BALANCE: (Fund #30)</b>		\$ 41,000	\$ 307,000	\$ 141,000	\$ 197,000	\$ 618,000	\$ 197,000	\$ 618,000	\$ 54,000	

(1) Cities provide the library buildings. County CIP pays for the initial set of books, shelves, etc. and County Operating Budget pays for operational costs including staff.

**B. ROADS & BRIDGES CIP – FUND #32**

Carver County has established an ongoing program for the planning of future Road and Bridge Projects through the County's Capital Improvement Plan (CIP). The purpose of the Road & Bridge CIP is to define a highway investment plan that best meets the transportation needs with the financial resources available. Financing and developing projects often takes several years due to the increasingly complex financial and regulatory environment.

The Road & Bridge CIP Fund accounts for capital projects that relate to county roads, bridges and signage, including new construction, replacement, right-of-way acquisition, and professional service fees.

To meet the transportation needs from the expected growth in the next 15 years, the County 2030 Road System Plan (RSP) identifies preservation, bridge replacement, safety, expansion, connectivity, corridor reconstruction and other significant county projects. The County Engineer estimates the cost of these projects to be approximately \$717 million with a maximum expected revenue of \$234 million from all sources with the exception of the portion of additional county levy from future growth in the tax base that will be used for transportation projects. It should be noted that this \$717 million estimate does not include needed improvements to TH 212, TH 5, TH 7 and TH 41 under Minnesota Department of Transportation (MnDOT) jurisdiction. It does not include any transit-related projects either. With current transportation revenue sources it is simply not feasible to fund all these projects in 15 years.

The CIP includes goals for Preservation, Safety, Bridge Replacement, Connectivity, Expansion, and Emerging Issues. Traditional funding is aimed at the preservation, safety and bridge needs, with any remaining and new funds going to new road connections and expansions. The current 2016-2020 CIP continues to fund preservation, safety, bridge replacements, and identify high priority expansion and connectivity projects.

The CIP utilizes a scored criteria system to assist in allocating limited resources to the highest priority transportation needs. The goal of the CIP will continue to be to fund preservation, bridge and immediate safety needs along with regionally significant partnership projects like the TH 101 river crossing. Projects have been analyzed using the following criteria and allocated funding as available:

- i. Safety Benefits (Measures crash rate and frequency)
- ii. Congestion (Measures volume/capacity)
- iii. System Relief (Measures future traffic demand)
- iv. Significance of System (Measures functional class, connections)

- v. Project Readiness (Measures level of project development)
- vi. Roadway Condition (Measures pavement condition and strength)
- vii. Freight Needs (Measures the volume of trucks)
- viii. Modal Opportunities (Measure transit and trail importance)

As shown on the following map and tables, the recommended CIP:

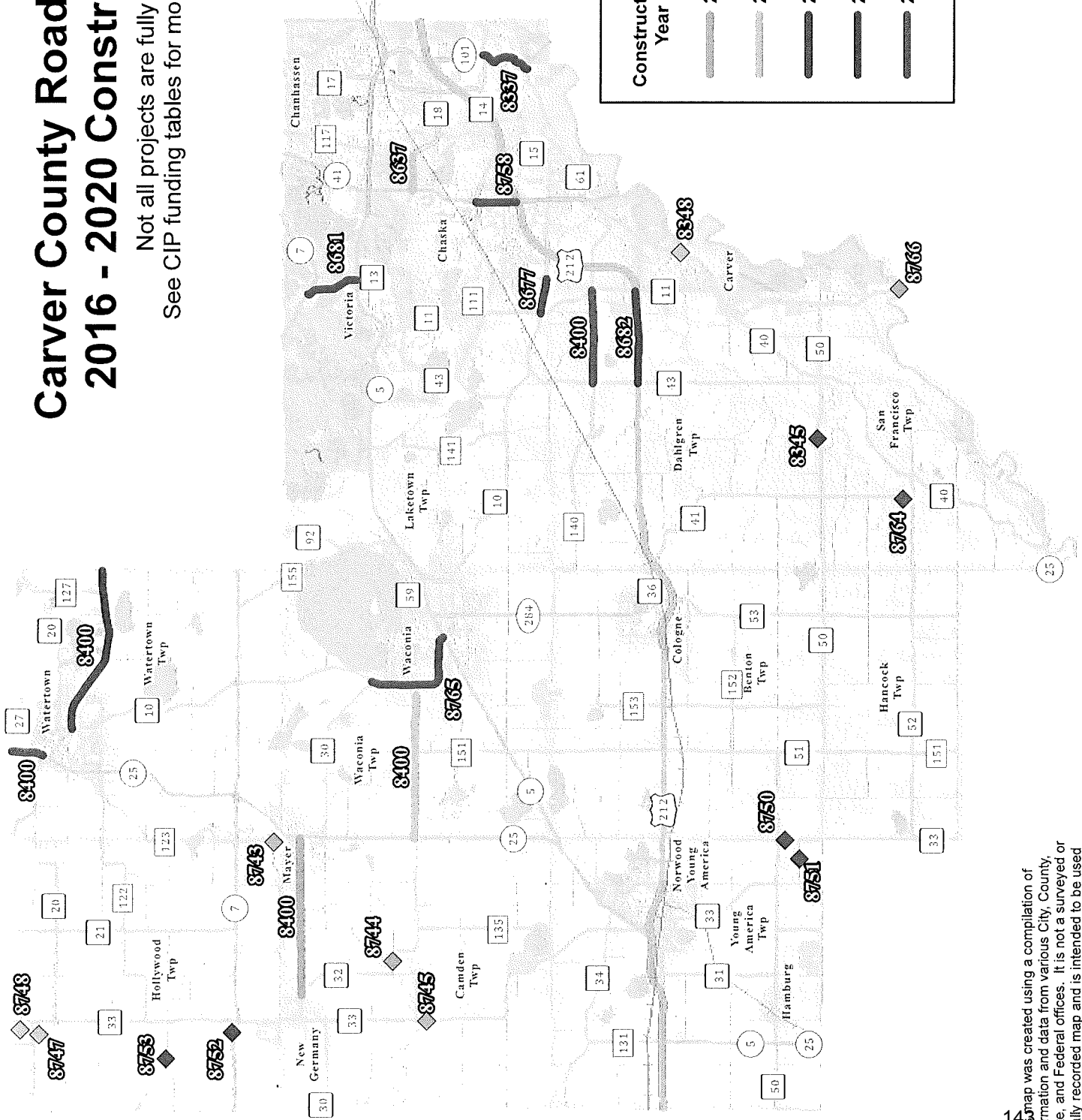
- Allows for funding at traditional levels for preservation and safety.
- Allows for key bridges to be replaced if CPA and State Bridge Bonds are available
- Funds County match on federal projects
- Funds County match on MnDOT projects
- Funds several Expansion/Connectivity/Emerging projects(dependent on grants and bonding):
  - CSAH 18 between TH 41 and Galpin Blvd in Chanhassen.
  - CSAH 10 from CSAH 11 to Chaska Creek in Chaska.
  - CSAH 10 from TH 5 to CSAH 30 in Waconia
  - CSAH 13 from TH 5 to TH 7 in Victoria
  - CSAH 61 (old TH 212) from 101 "Y" to East County Line in Chanhassen.
  - TH 101 from CSAH 61 to CSAH 14 in Chanhassen.
  - TH 212 from CSAH 11 to CSAH 43 in Dahlgren Township
  - TH 41 from TH 212 to CSAH 14 in Chaska
- Anticipates \$110,000 county program aid increase in 2016 and each year thru to 2024 to replace bridges and partially fund highway projects.

Please see the Roads and Bridges CIP summary on the next page for further details.



# Carver County Road and Bridge 2016 - 2020 Construction CIP

Not all projects are fully funded  
See CIP funding tables for more information



### Legend

<b>Construction Year</b>	◇	<b>Bridge</b>
2016	+	<b>Intersection Imp.</b>
2017		<b>Corridor Improvements</b>
2018		
2019		
2020		
<b>Label Example</b>		
		8712 - Project Number



Public Works Division  
11360 Hwy 212, Suite 1  
Cologne, MN 55322  
(952) 466-5200  
Created: 11/26/2014

14 This map was created using a compilation of information and data from various City, County, State, and Federal offices. It is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

**ROAD & BRIDGE  
CAPITAL IMPROVEMENT PLAN - Fund #32  
2015**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
	\$0 \$	-	-	-	-	-
PROJECTED BEG. FUND BALANCE:						
Road & Bridge Levy - Overlays (Request Board direction to increase \$100K per year)	1,690,000	1,790,000	1,890,000	1,990,000	2,090,000	2,190,000
State Aid - 50% allocated to Road & Bridge CIP	582,000	692,000	802,000	912,000	1,022,000	1,132,000
Projected Wheelage Taxes	730,000	730,000	730,000	730,000	730,000	730,000
Transfer to Debt Service Fund for Wheelage Tax supported bonds	(315,000)	(315,000)	(315,000)	(315,000)	(315,000)	(315,000)
Summary of Road & Bridge Projects listed in Long Term Financial Plan:						
Safety Set Aside - (8888)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
Traffic Sign Replacement Project - (6520)	(315,000)	(430,000)	(560,000)	(480,000)	(840,000)	(530,000)
Road & Bridge Projects (XXXX)	(582,000)	(577,000)	(557,000)	(747,000)	(497,000)	(917,000)
Annual Road Resurfacing Costs - (6284)	(1,615,000)	(1,715,000)	(1,815,000)	(1,915,000)	(2,015,000)	(2,115,000)
<b>PROJECTED YEAR END FUND BALANCE: (R&amp;B/CIP - Fund #32)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>





## CARVER COUNTY PUBLIC WORKS ROAD AND BRIDGE CONSTRUCTION CIP 2016-2020

2019 JOB / SERVICE # ID: 2017-000-0000	PROJECT / ROAD DESCRIPTION	CIP		FUNDING SOURCE											WIT	CPA								
		CODE	Budget Year	AC	CON	SAR	AC 299	SAM	AC 399	FEDERAL	AC 599	MUNI / ST	BRIDGE	AC 699			COUNTY	BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	
8000	OVERLAYS	OL	2019	AC	CON	900,000												1,600,000					415,000	
8400	HIGH PRIORITY SHOULDER WIDENING PROJECTS	RE	2019	PS	CON	1,400,000																		
		RE	2019	PS	CON	1,700,000					300,000													
8760	CSAH 10 Reconstruction from TH 5 to CSAH 30 - Wisconsin		2019	CON	CON	2,550,000				7,000,000	450,000													
	Dependent on Federal Funds		2019	ROW	CON	500,000				500,000	200,000													
8681	CSAH 13 reconstruction from TH 5 to TH 7	RE	2019	PS	CON	335,000				1,005,000	350,000							5,360,000						
		RE	2019	PS	CON	350,000				2,528,000	672,000													
8726	TH 101 Bluff from CSAH 61 to Pioneer Trail		2019	CON	CON	7,900,000				7,900,000								2,100,000						
	Dependent on Federal and Turnback Funds		2019	ROW	CON	5,950,000				5,950,000								850,000						
8752	33rd St. Bridge over Joint Ditch #1 (3569) - Hollywood Twp.	BR	2019	PS	CON							571,000												
		BR	2019	PS	CON							571,000												
8753	42nd St. Bridge over Joint Ditch #1 (L2811) - Hollywood Twp.	BR	2019	PS	CON							571,000												
		BR	2019	PS	CON							571,000												
8015	Salem Sat. Aside /Signals		2019	CON	CON	110,000												175,000						25,000
8016	Transfer		2019	PS	CON													315,000						315,000
8011	Development Driven Fund		2019	CON	CON																			875,000
2005B	2005 Bond Sale (9.8M) 212		2005	DS	DS															925,393				
2008B	2008 Bond Sale (11.4M) CSAHs		2008	DS	DS															1,070,600				
2012B	2012 Bond Sale (1.46M) Engler		2012	DS	DS															151,111				
2014B1	2014 TRLF (13M) 10/1/51 Y.		2014	DS	DS															1,300,000				
2014B2	2014 Bond Sale (10M) 10/61/01 Y. 61 E		2014	DS	DS															800,000				
	PROFESSIONAL SERVICES					1,810,000				3,028,000								672,000						315,000
	CONSTRUCTION					4,850,000				14,000,000	9,355,000	1,142,000						7,450,000						415,000
	RIGHT-OF-WAY					500,000				6,800,000								850,000						
	DEBT SERVICE					7,160,000				14,000,000	19,183,000	1,142,000						8,982,000						730,000
	<b>2019 CIP TOTALS</b>																							

2014 TRLF for 101/61 (Southwest Reconnection) - \$18M/ Line of credit.  
 2014 County CIP Bond for CSAH 10 (30 to TH 7) and County Share of Southwest Reconnection Project and 61 East Project - \$10 M. 15-years. Int ~2.5%.  
 CPA PAYS with \$10,000 increase for 10 years starting in 2015  
 GROWTH LEVY: \$100,000 Additional Levy - LTFF goal



### C. **PARKS & TRAILS CIP – FUND #34**

The county regional park system faces tremendous challenges to redevelop aging infrastructure, develop its park areas, and implement a vision which secures new areas as identified in county and regional planning documents. Development and redevelopment of our parks system is a continuing process through our partnership with the Metropolitan Council. Currently, the County is advance-funding land acquisition for Lake Waconia Regional Park. Advanced funding is to be repaid to the County in a future capital improvement budget of the Metropolitan Council. However, reimbursement under the present funding allocations from the Metropolitan Council means that the County will wait a number of years before being repaid. In the meantime, what capital funds are allocated to Carver County from the Metropolitan Council's CIP is being consumed to repay the County for previous land acquisitions.

Designating County reserves for land acquisition is a part of the County's strategy to provide funding to assist with acquisitions. Funding provided by the Metropolitan Council for park and trail acquisitions will replenish the designated reserves. Having completed the identified land acquisitions within Lake Waconia Regional Park will allow the County to consider other opportunities to preserve and provide conservation and recreation space for the future. Current suggested acquisitions include land needed for the County Road 10 Dakota Rail Regional Trail Connection and land for the expansion of Baylor Regional Park. Other possible acquisition areas are shown on the County's Comprehensive Plan.

Additionally, the 2009 legislative session passed the Parks and Trail Legacy Fund. This is new funding provided through the constitutional amendment passed by the voters in November of 2008. As a result of the amendment, Carver County receives approximately \$320,000 annually for new projects consistent with the language of the constitutional amendment.

Finally, for the 2015 Budget, the County started shifting County Program Aid ("CPA") from funding operations to pay-as-you-go capital projects. The CPA allocated to the Parks and Trail CIP is expected to increase by \$55,000 each and every year thru the 2024 Budget.

#### **Lake Waconia Regional Park Boat Access**

County Staff is working on creating a partnership with the Minnesota DNR to developing a Boat Access consistent with the Lake Waconia Regional Park Master Plan. An option for the DNR to purchase the property from the County is pending. The DNR would acquire the land, and develop the site. Carver County would provide maintenance operations seamless from the surrounding park property.

#### **Union Pacific RR**

The Union Pacific Railroad decided in 2010 to abandon a rail line that connects Carver County to Scott County by a rail bridge over the Mississippi River. Scott County, Carver County, the Metropolitan Council, and the cities of Carver and Chaska formed an alliance and purchased the abandoned line through the Federal Rail Line Abandonment process in September, 2011. The majority of the funding for this land acquisition comes from the Metropolitan Council. Carver County has received federal funding for 2015 to construct a paved trail from Athletic Park in Chaska to County Road 40 in Carver.

### **MN River Bluffs Regional Trail**

Carver County applied for and was notified that it would receive federal funding for a segment of the MN River Bluffs Regional Trail between County Road 61 and Bluff Creek Drive. This project is scheduled for construction in 2017

### **Trail Maintenance**

Since 2010, Carver County has constructed 14 miles of paved trail within park areas and regional trails. Funding is planned to maintain trails surfaces at regular intervals to maximize the pavement life.

## **PARK DEVELOPMENT CAPITAL PROJECTS**

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The County's Park Board and staff are prioritizing the following development projects and exploring various options to bring additional resources to the County's Park & Trail Capital Improvement Plan.

### **Baylor Regional Park**

An electronic gating system is planned to be installed during in 2015 to improve operational efficiencies pertaining to security for the park. The park system will be less reliant on staff to open and close gates during morning and evening hours. The new system will automatically open and close gates, provide automatic access for emergency vehicles, and allow for flexibility to issue codes to users for specific needs such as access to the Onan Observatory during late evening hours.

Longer term objectives of remodeling the park visitor center, upgrading electrical service to campsites, considering a splash pad instead of a swimming beach due to poor lake water quality are emerging ideas to improve customer satisfaction with the park.

### **Lake Minnewashta Regional Park**

During the fall of 2014 construction began on reconstructing roadways in the park, creating a bypass lane at the park entrance and consolidating boat access parking at one location. Work will continue through the spring of 2015. The new configuration of the bypass lane will allow customers associated with large events and peak use periods to gain entry into the park quickly. Consolidated boat access parking will provide customers with improve parking and watercraft access onto the lake. Additionally, an electronic gate system is planned to be installed that will improve security and provide other operational efficiencies.

Additionally, land previously occupied for parking at a second boat access will be made available for large group activities to help separate group usage from family and casual users thereby reducing conflict in general use areas of the park.

Emerging needs include the replacement of the playground equipment. The existing equipment is approaching 20 years old. There have been numerous repairs made and visibly the equipment is showing signs of wear and tear. Other enhancements being contemplated include lighting for the trail system, development of group camp site, swim pond for dogs, and repurposing the caretaker house for recreation activities.



### **Lake Waconia Regional Park**

Lake Waconia Regional Park is in need of a Phase I Development project to address sustainable and longer term usage of the park. The need for sewer and water services is becoming ever more apparent with sensitivity of septic systems near the lake and concern about possible contamination. At a time when sewer and water are brought into the park, site grading for a new restroom/lifeguard station/concession building, parking lot, storm water management and picnic areas should be included.

The restroom building, which was constructed in the late 1960s, was not designed as a change-house facility. There is insufficient space for routine changing of clothing while operating as a restroom building. Changing in toilet stalls is difficult due the lack of space, and the area is often wet from sweaty toilet fixtures making it poorly suited for changing clothing. The building is also not handicapped accessible. Future plans call for the construction of a new beach change house/restroom building. However, construction of new facilities such as the restroom building may not be constructed in the foreseeable future given the present funding allocation for regional parks.

Additionally, there is preliminary work underway to consider future development east of the park boundary. The eventual expansion of city limits is proposed to be serviced with municipal water and sewer services which would extend through the park. Plans for park development should be prepared in advance of considering utilities which would run through the park to provide services to park buildings and to minimize disturbance to park land.

Other identified needs that remain unfunded include a playground area, boat access, picnic shelters, parking, trails and site restoration. The County and the Regional Park System do not have a timeline that indicates when construction on these items could begin.

Please see the Parks and Trails CIP summary on the next page for further details.

**PARKS & TRAILS  
CAPITAL IMPROVEMENT PLAN - Fund #34  
2015**

DESCRIPTION	PERCENT PAID B Others	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION	COUNTY CIP	Federal Grant /Advanced Funding
Extension of MN River Bluffs Regional Trail	69%	2015	1,042,600	1,043,000	320,400	722,600
CR10/Dakota Rail Regional Trail Connection	0	2015	141,000	141,000	141,000	-
Security gates - Minnewashta and Baylor Park	0	2015	100,000	100,000	100,000	-
Trail and/or Park Projects	0	2016	500,000	\$500,000	500,000	-
Trail and/or Park Projects	0	2017	600,000	\$600,000	600,000	-
Trail and/or Park Projects	0	2018	600,000	\$700,000	700,000	-
Trail and/or Park Projects	0	2019	600,000	\$700,000	700,000	-
Trail and/or Park Projects	0%	2020	650,000	\$800,000	800,000	-
<b>Totals Project Costs</b>			\$ 4,233,600	\$ 4,584,000	\$ 3,861,400	\$ 722,600

**Projected Cash Flows**

	2015	2016	2017	2018	2019	2020
BEG. FUND BALANCE : (Not Designated for Park Land Acquisition)	\$ -	\$ -	\$ 66,400	\$ 87,800	\$ 64,200	\$ 95,600
Sales Tax Legacy Allocation	270,000	270,000	270,000	270,000	270,000	270,000
State Aid - 25% to Park & Trail CIP	291,400	346,400	401,400	456,400	511,400	566,400
Park and Trail Sustainability Projects	-	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
(Re)Development Project Costs	(561,400)	(500,000)	(600,000)	(700,000)	(700,000)	(800,000)
<b>PROJECTED YEAR END FUND BALANCE: (Fund #34)</b>	\$ -	\$ 66,400	\$ 87,800	\$ 64,200	\$ 95,600	\$ 82,000

## VI. BONDING AND DEBT SERVICE

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Thus, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

County staff is currently evaluating the need for a Road & Bridge Bond Sale within the next 5 years. In 2015, County staff expects to recommend to the County Board a Road & Bridge Bond sale within the next 5 years.

Please see the Debt Service schedule below for more details.

### CARVER COUNTY CHASKA, MINNESOTA COMBINED SCHEDULE OF BONDS PAYABLE December 31, 2015

Bond Type	Interest Rates	Payment Due Date	Amount Outstanding 12/31/15	2016	2017	2018	2019	2020	2021 to 2025	2026 to 2030
<b>2008A General Obligation</b>										
<i>Original Amt Issued- \$18,695,000</i>										
Principal.....		5/1	7,210,000	785,000	815,000	845,000	880,000	915,000	2,970,000	-
Interest.....	3.0% - 4.0%	5-1/11-1	1,210,438	270,738	240,700	207,500	173,000	137,100	181,400	-
<b>Total</b>			<b>8,420,438</b>	<b>1,055,738</b>	<b>1,055,700</b>	<b>1,052,500</b>	<b>1,053,000</b>	<b>1,052,100</b>	<b>3,151,400</b>	<b>-</b>
<b>2008B General Obligation</b>										
<i>Original Amt Issued- \$5,020,000</i>										
Principal.....		2/1	3,395,000	320,000	330,000	345,000	360,000	375,000	1,665,000	-
Interest.....	4.0% - 4.8%	2-1/8-1	745,553	144,098	131,098	117,598	103,048	86,960	162,751	-
<b>Total</b>			<b>4,140,553</b>	<b>464,098</b>	<b>461,098</b>	<b>462,598</b>	<b>463,048</b>	<b>461,960</b>	<b>1,827,751</b>	<b>-</b>
<b>2012A General Obligation</b>										
Tax Abatement										
<i>Original Amt Issued- \$1,460,000</i>										
Principal.....		2/1	1,210,000	125,000	130,000	130,000	130,000	135,000	560,000	-
Interest.....	0.6-2.6%	2-1/8-1	119,913	22,018	20,580	18,793	16,713	14,325	27,484	-
<b>Total</b>			<b>1,329,913</b>	<b>147,018</b>	<b>150,580</b>	<b>148,793</b>	<b>146,713</b>	<b>149,325</b>	<b>587,484</b>	<b>-</b>
<b>2013A General Obligation</b>										
Capital Improvement Refunding Bonds										
<i>Original Amt Issued- \$5,150,000</i>										
Principal.....		2/1	4,230,000	835,000	840,000	840,000	855,000	860,000	-	-
Interest.....	0.3-1.5%	2-1/8-1	127,995	40,375	35,138	27,788	18,244	6,450	-	-
<b>Total</b>			<b>4,357,995</b>	<b>875,375</b>	<b>875,138</b>	<b>867,788</b>	<b>873,244</b>	<b>866,450</b>	<b>-</b>	<b>-</b>
<b>2014A General Obligation</b>										
Capital Improvement Bonds										
<i>Original Amt Issued- \$9,555,000</i>										
Principal.....		2/1	8,605,000	520,000	530,000	540,000	550,000	565,000	3,080,000	2,820,000
Interest.....	2.0-3.0%	2-1/8-1	1,879,775	231,550	221,050	210,350	199,450	185,475	659,700	172,200
<b>Total</b>			<b>10,484,775</b>	<b>751,550</b>	<b>751,050</b>	<b>750,350</b>	<b>749,450</b>	<b>750,475</b>	<b>3,739,700</b>	<b>2,992,200</b>
<b>2014 MPFA Loan (projected)</b>										
Drawdowns will begin in 2015										
<i>Loan Amt- \$18,000,000</i>										
Principal.....		8/20	17,999,000	1,118,000	1,129,000	1,141,000	1,152,000	1,164,000	5,995,000	6,300,000
Interest.....	1.0%	2-20/8-20	1,468,215	174,875	168,810	157,520	146,110	134,590	496,050	190,260
<b>Total</b>			<b>19,467,215</b>	<b>1,292,875</b>	<b>1,297,810</b>	<b>1,298,520</b>	<b>1,298,110</b>	<b>1,298,590</b>	<b>6,491,050</b>	<b>6,490,260</b>
<b>Total Debt</b>										
<b>Principal.....</b>			<b>42,649,000</b>	<b>3,703,000</b>	<b>3,774,000</b>	<b>3,841,000</b>	<b>3,927,000</b>	<b>4,014,000</b>	<b>14,270,000</b>	<b>9,120,000</b>
<b>Interest.....</b>			<b>5,551,889</b>	<b>883,654</b>	<b>817,376</b>	<b>739,549</b>	<b>656,565</b>	<b>564,900</b>	<b>1,527,385</b>	<b>362,460</b>
<b>Total</b>			<b>48,200,889</b>	<b>4,586,654</b>	<b>4,591,376</b>	<b>4,580,549</b>	<b>4,583,565</b>	<b>4,578,900</b>	<b>15,797,385</b>	<b>9,482,460</b>

## VII. OPERATING BUDGET FINANCIAL CHALLENGES

The most significant cost driver for future operating budgets is the staffing costs needed to address the increasing service demands from a growing county along with increasing regulatory and compliance mandates. Thus, key financial strategies have been developed to focus on three issues related to personnel costs:

### A. Levy-Funded Full-Time Equivalent (FTE) Employees Per 1000 Residents

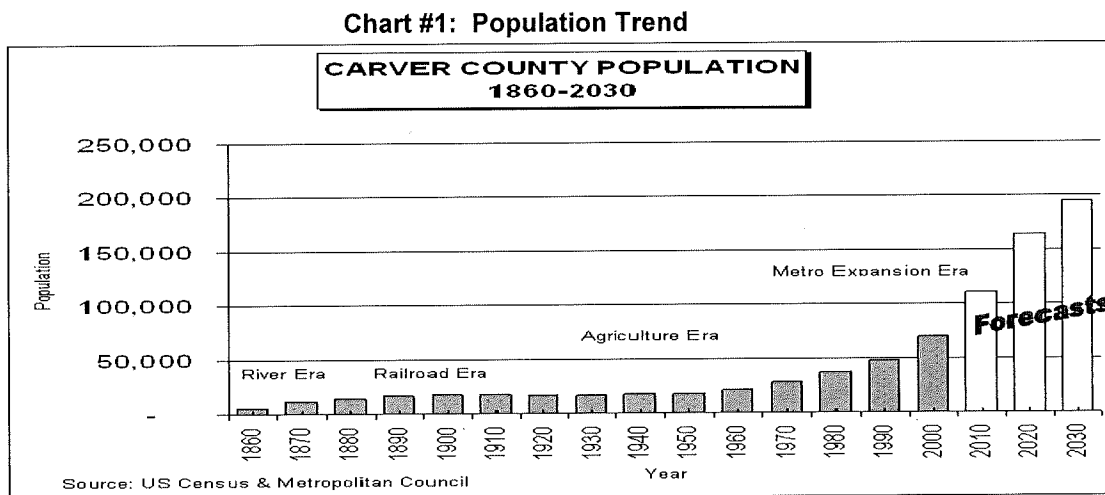
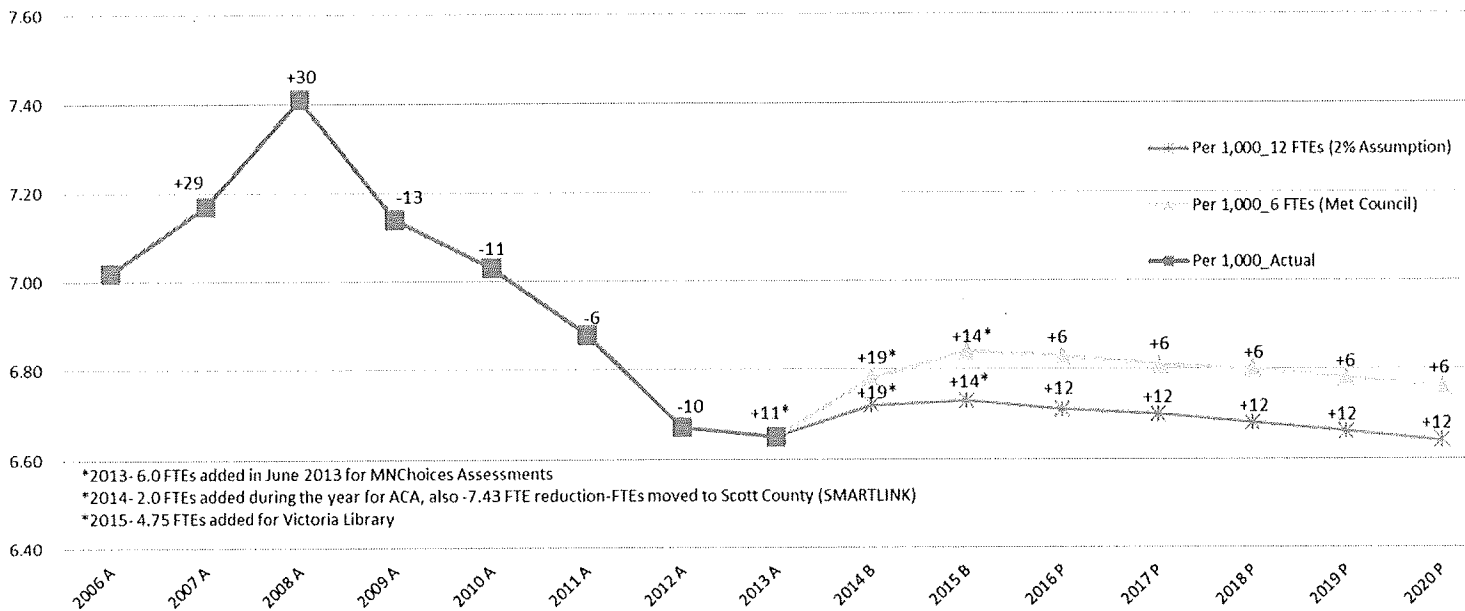


Chart #1 shows the dramatic forecasted increase to almost 200,000 residents by the year 2030. The County's primary strategy to finance increasing service demands from population growth is to hire additional Full-Time Equivalent (FTE) employees at a slower rate than the County's overall growth by:

1. Leveraging technology to gain staff efficiencies: An extensive list of technology projects throughout the County are expected to increase staff efficiencies along with a new focus on LEAN/Kaizen Events which has emerged as a successful new tool to increase process management efficiency.
2. Collaborating with other organizations to enhance service delivery, increase efficiencies, and eliminate duplication of efforts: In 2008, the County created the Association of Carver County Elected Leaders (ACCEL) to facilitate this effort. For 2012, this association was expanded to include appointed city administrators/school superintendents.
3. Implement pay-for-performance that rewards outstanding performance: The long term plan to transition employee groups from a legacy step pay model to a pay-for-performance model was implemented for non-bargaining employees and nine out of eleven bargaining units in 2014.

The FTE Per Thousand Residents graph below compares county FTEs to County residents from 2006 thru 2013. The graph also projects a downward trend of FTEs per thousand residents if the County adds 6 FTEs each year based on the Met Council's 2020 population growth assumption or adds 12 FTEs each year based on the County's population growth of 2% continuing thru 2020. This projection range of 6 – 12 additional FTEs over the next 5 years provides a high-level planning benchmark for future operating budget's most significant cost driver. However, this high-level projection could change dramatically during the annual budget process due to future circumstances that are often outside of the County's control.

**County Employees per 1,000 Citizens Using Two Population Forecasts  
(Adding 6-12 FTEs per Year 2016-2020)**



\*2013- 6.0 FTEs added in June 2013 for MNChoices Assessments  
 \*2014- 2.0 FTEs added during the year for ACA, also -7.43 FTE reduction-FTEs moved to Scott County (SMARTLINK)  
 \*2015- 4.75 FTEs added for Victoria Library

**Population Forecasts:**

\*2014-2020- used two population forecasts:  
 -Metropolitan Council 2020 forecast, and  
 -2% assumption in growth (consistent with the 2012-2013 increase)

(A-Actual, B-Budget, P-Projection)

## **B. Employee Health Insurance**

In 2006, when the County went out for health insurance bids, only one major health insurance carrier offered a bid and two major carriers indicated they would not bid for the County's future business until the County provided consumer-driven health insurance options to its employees. In response, the County developed the following strategies:

1. Plan Design: Consumer-Driven Models  
The latest trend to attempt to slow health care costs is to give consumers more choice in their health care which is commonly referred to as "consumer-driven health plans." In 2009 & 2010, the County Board approved the recommendations of the Health Care Labor Management Committee and created incentives for employees to migrate from the legacy Plan A to: a new "Plan B" – a high-deductible HRA which shares risk with the employee in exchange for lower premiums; an improved Plan C – a Tiered Network where clinics/hospitals with higher care ratings have lower deductibles; or a high-deductible HSA Plan D. The Board also created a cafeteria plan to provide employees with more benefit flexibility.
2. Education/Wellness  
Estimates have calculated that up to 65% of health care costs relate to poor lifestyles choices: what we eat, smoking, alcohol and drug use, lack of exercise, etc. In 2008, the County Board approved the creation of the Health Break Team to create a healthier culture at the County. Employee awareness, participation and support for the various Wellness programs and activities have been growing and are expected to continue in the future.
3. Health Incentive Plan  
Beginning in 2012, the County Board approved the Health Break's Team recommendation for \$100 incentive for employees who participate in the Health Incentive Plan by completing basic Wellness tasks: Biometrics, Health Assessment, Preventive screenings, and one visit to the dentist.

The great news in 2011 was insurance premiums increased by just over 2% and premiums for 2012 actually decreased as a result of very competitive bidding for the County's 5 year contract. In addition, favorable rate caps have been in place and will continue through 2016. However, the County's health insurance claims will go back out to the market and be re-priced for 2017.

The County Administrator recommends the following strategies to minimize health insurance claims as much as possible to reduce future health insurance premiums:

### **Health Break Team**

1. **Develop a Strong Culture of Health**
  - Wellness: Continue annual wellness programs, activities, events, etc. and each year focus on a new, high-profile goal:  
2010: Promote Physical Activity  
2011: Farmer's Market  
2012: Tobacco-Free Campus  
2013: Improve Physical Environmental  
2014: Mental Health & Wellness  
2015: Mental Health & Wellness  
2016 & Beyond: ?
  - Education/Communication: Continue developing and presenting information to all employees on the relationship between employee behaviors and county health insurance claims/premiums.
2. **Increase Health Incentive Plan Participation**
  - 70% Participation: Develop a strategic plan to increase participation in the County's Health Incentive Plan.
3. **Minimize Future Health Insurance Premium Increases**
  - "Targeted Program & Strategy Design": Analyze the county's aggregate health care utilization and health assessment records (records that cannot be traced to the individual employee) to find information that will guide future Plan Design and/or Education/Wellness program changes.
  - County-Wide Risk Factors: Use aggregate data to measure progress on improving employee health risk factors.
  - Culture of Health: Promote a healthy culture to attract, retain, build and maintain a healthful and productive workforce.

### **Health Care Labor Management Committee**

- Insurance Plan Design & Administration: Continue to research and analyze various insurance models and options to minimize future health insurance premiums, including self-insuring health and/or dental claims.
- "Cadillac Tax": Analyze and consider options to mitigate the impact of the Affordable Care "Cadillac" tax.

### C. Other Post-Employment Benefits (OPEB) - GASB Statements 43 & 45

The Governmental Accounting Standards Board (GASB) requires that governments disclose the actuarial valuation of their post-employment benefits in their financial statements. Governments are not required to fund this liability or make a contribution. However, many governments are advance funding their OPEB liability with an OPEB Annual Contribution because:

- Rating agencies view a large, unfunded OPEB Liability as an increased risk that could negatively impact a government's credit rating.
- State statutes create an opportunity for OPEB contributions to earn a higher interest rate if they are deposited in a separate trust.

As background, Carver County has two types of post-employment benefits:

- Subsidized Health Insurance Payments – For employees hired before June 1, 2010, Carver County Policy provides eligible employees who retire with at least 20 consecutive years of service, the same coverage as an active employee until eligible for Medicare. Eligible employees who have attained the age of 60 years are provided the same County contribution as active employees toward the cost of health insurance under this Policy.
- Access to Group Insurance – MN Statutes requires that pension-eligible retirees be given access to the County's group insurance plan for the same premium as active employees until Medicare eligibility (retiree pays 100% of the premium). The State mandate that blends the premium for more costly to insure retirees and the less costly active employees creates what is called an Implicit Rate subsidy.

The annual actuarial contribution for these two benefits, commonly referred to as the OPEB Annual Contribution, is \$970,488 as of 1/11/13. The majority (approximately three-fourths) of Carver County's OPEB Contribution is attributed to the State Law requiring Retiree's Access to Group Insurance.

In the 2009 - 2015 Budgets, the annual levy allocation for OPEB was increased by \$100,000 each year to a total of \$700,000 in 2015. In addition, the county budgets \$175K for contributions to retired employees for health insurance. The plan is to increase by \$100K for 3 more years (2016 – 2018) which will put our annual contribution slightly above the actuarial contribution starting in 2018. This over funding would continue until the county catches up on its accumulated liability for the initial years when the County's actual contribution was below its actuarial contribution.



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**2015 Carver County Regional Rail Authority Budget and Levy**

Primary Originating Division/Dept: <input type="text" value="Finance"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text"/>	Item Type: <input type="text" value="Ditch/Rail Authority"/>
Amount of Time Requested: <input type="text" value="15"/> minutes Presenter: <input type="text" value="David Frischmon"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

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

**BACKGROUND/JUSTIFICATION:**

The CCRRA is requesting \$120,000 levy for 2015. The amount remains unchanged since 2008. This levy amount will be used to accumulate the necessary local funding for activities related to the acquisition, development, preservation of infrastructure, and maintenance of CCRRA property.

CCRRA is now moving forward with land stewardship activities for the Dakota Regional Rail Line.

Additional federal funds are expected to be awarded to construct a bituminous trail along the recently acquired Union Pacific Rail line in 2015 or 2016. The federal funds will provide up to 80% of the construction cost. The remaining share will be partially paid for by the CCRRA along with design and construction administration fees. The CCRRA will also provide land stewardship service along this corridor.

Finally, a portion of the CCRRA levy has funded 50% of a Parks and Highway Maintenance position since 2013. This position assists with corridor stewardship along the former Dakota Rail and Union Pacific Rail corridors.

**ACTION REQUESTED:**

Motion to Approve 2015 Budget and Property Tax Levy Resolution

<b>FISCAL IMPACT:</b> <input type="text" value="Other"/> If "Other", specify: <input type="text" value="see below"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

Related Financial/FTE Comments:  
 Based on the new tax based created from new construction, the 2015 tax Impact from the CCRRA's \$120,000 levy will be a decrease compared to 2014 for the average value home.

Office use only:  
 RBA 2014- 2957

# Carver County Regional Rail Authority

## Description

The Carver County Regional Rail Authority (CCRRA) is governed by five Commissioners appointed by the Carver County Board of Commissioners. In Carver County the CCRRA Commissioners are the County Board Commissioners. The Public Works Division manages projects and work activities for the CCRRA. The purpose of the CCRRA is to provide for the preservation and improvement of local rail service for agriculture, industry, or passenger traffic and provide for the preservation of abandoned rail right-of-way for future transportation uses, when determined to be practicable and necessary for the public welfare, particularly in the case of abandonment of local rail lines. The CCRRA levies separately from Carver County to fund regional rail projects and activities. **The proposed 2015 levy is \$120,000, the same as 2014.** Several other funding sources are used to augment the CCRRA levy for property acquisition, corridor preservation, management and development. The following table summarizes the CCRRA Fund.

Revenues		2013 Actual	2014 Budget	2015 Requested Budget	Dollar Inc/Dec 2014-15	Percent Inc/Dec 2014-15
<b>Account #/Category</b>						
5000	Taxes & Penalties	119,281	120,000	120,000	-	0.00%
5100	Licenses & Permits	-	-	-	-	0.00%
5200-5400	Intergovernmental	259	-	-	-	0.00%
5500	Charges for Services	-	-	-	-	0.00%
5600	Fines & Forfeitures	-	-	-	-	0.00%
5700	Investment Earnings	-	-	-	-	0.00%
5750	Gifts & Contributions	-	-	-	-	0.00%
5800-5900	Other Revenues	459	2100	2,100	0	0.00%
<b>TOTAL REVENUES</b>		<b>119,999</b>	<b>122,100</b>	<b>122,100</b>	<b>0</b>	<b>0.00%</b>
<b>Expenditures</b>						
6000	Public Assistance	-	-	-	-	0.00%
6100	Personal Services	-	-	-	-	0.00%
6200-6300	Services & Charges	2,232	161,272	74,000	-87,272	-0.54%
6400-6500	Material & Supplies		10,000	11,100	1,100	0.11%
6600	Capital Outlay		-	-	-	0.00%
6700	Debt Services	-	-	-	-	0.00%
6800	Other Expenses		-	-	-	0.00%
6900	Transfers	36,000	36,000	37,000	1,000	.02%
<b>TOTAL EXPENDITURES</b>		<b>38,232</b>	<b>207,272</b>	<b>122,100</b>	<b>-85172</b>	<b>-.41%</b>
<b>CAPITAL RESERVES USED</b>		<b>(81,767)</b>	<b>85,172</b>	<b>-</b>	<b>(85,172)</b>	<b>-100.00%</b>
<b>DIFFERENCES BETWEEN REVENUES &amp; EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

CCRRA is currently involved with two rail corridors, the Dakota Rail Line and the Union Pacific Rail Line, both of which have been rail banked and approved for interim trail use. Activities and projects on these corridors are described below.

### **Dakota Rail Line**

The CCRRA partnered with the Hennepin County and McLeod County Regional Railroad Authorities and the Minnesota Department of Transportation (MnDOT) in 2000 to acquire the abandoned Dakota Rail Line. The goal of the acquisition was to preserve the corridor for future transportation and provide an interim trail use along the abandoned line which serves several purposes including providing a non-motorized transportation corridor, a recreational corridor and an effective method to preserve and manage the corridor for future rail transportation. A portion of this line extends 12 miles across the northern part of Carver County from the west to east county line. Survey work has been done to identify what is railroad property, and signage has been installed to identify the railroad boundary.

The County Parks Department completed a Regional Trail Master Plan for developing the Dakota Regional Trail in 2006. This master plan supports a number of non-motorized uses along the rail corridor while preserving it for future transportation.

### ***Phase I Dakota Rail Regional Trail***

Federal Transportation Enhancement funding was awarded to Carver County through the 2007 Regional Solicitation process to construct a pedestrian trail from the east County line to the city of Mayer. In 2009 the project received additional federal funds through the American Recovery Reinvestment Act (ARRA). This new trail segment completed in 2011 is the first regional trail operated by Carver County. Additional funding for the construction of the trail on Carver County Regional Railroad Authority property was provided by the CCRRA levy and funds from the Legacy Amendment, Parks and Trails Fund (sales tax).

### ***Phase II Dakota Rail Regional Trail***

This segment of trail connects to Phase I of the trail in Mayer and continues west to the county line past the City of New Germany a distance of approximately 5 miles. The trail is a 10-foot wide bituminous trail consistent with the previously constructed Phase I segment of the trail. Construction for this segment of trail was completed in 2012. In the 2009 Regional Solicitation, Carver County was awarded \$1 million in federal Transportation Enhancement funds to construct the trail. Additional funding for the trail was provided by the CCRRA levy and funds from the Legacy Amendment, Parks and Trails Fund (sales tax). This project completes the Dakota Rail Regional Trail and provides an effective way to preserve the corridor for future rail.

### ***Dakota Rail Corridor Management and Stewardship***

During 2010 and 2011, buildings were removed from Dakota Rail corridor in New Germany. These building included a feed mill, storage building and an old garage building located in the depot area of New Germany. The buildings were in a dilapidated state and no longer served a productive function.

With completion of the trail construction comes long term maintenance and stewardship. A long term maintenance plan (e.g. seal coating, crack filling, pavement repair etc) is planned. **The day**

**to day stewardship (e.g. weed control, tree trimming, cleanup, grooming, sweeping, drainage corrections etc) of the corridor has been accomplished with the addition of a new Parks/Highway Maintenance Worker position in 2013.** The position is proposed to be funded 50% out of the CCRRA levy and 50% out of the Public Works Road and Bridge fund. The 50% from CCRRA will be transferred to the Road and Bridge operating budget. This position performs parks and trail maintenance in the summer and plows snow on the county highways in the winter.

## **Union Pacific Rail Line**

### ***Corridor Acquisition***

Beginning in 2008, the Carver County Regional Rail Authority in conjunction with the Scott County Regional Railroad Authority have worked to acquire the Union Pacific Railroad Chaska Industrial Lead, a 5 mile rail line that extends from the United Sugars business in Chaska to the City of Carver and across the Minnesota River near Merriam Junction. The acquisition was completed in 2011. Stated purposes for acquiring the railroad corridor included preservation of the corridor for future transportation, utilities, road right-of-way, as well as interim trail use. Acquisition of the railroad corridor was funded from Metropolitan Council Acquisition Opportunity Fund, Metropolitan Council Environmental Services fund, as well as the Carver and Scott County Regional Railroad Authorities.

### ***Extension of the Minnesota River Bluffs Regional Trail***

In 2011, Carver County submitted an application for federal Transportation Enhancement funding to construct an extension of the Minnesota River Bluffs Regional Trail along the Union Pacific Rail corridor from Chaska Athletic Park to the City of Carver. The project was awarded \$551,200 in federal funding for construction in 2015. The local match for the project will come from the CCRRA levy and the Legacy Parks and Trail Fund. Engineering work got underway in 2014.

The 2015 CCRRA projects and activities are summarized below.

### ***2015 Major Planned Projects/Activities***

- Minnesota River Bluffs Trail (UP Rail Line) Completion of Construction Plans and construction inspection – \$74,000.
- Continue with Parks/Highway Maintenance Worker for railroad corridor stewardship and trail maintenance (50% CCRRA levy) - \$37,000. Transfer funds to Road and Bridge operating fund.

## **Goals and Objectives**

Goal #1: Complete construction plans and construction of 2.1 miles of the Mn River Bluffs Trail

Supports County Goal #1 Communities: Create and maintain safe, healthy and livable communities

Objective: Complete construction 2.1 miles of trail.

Goal #2: Continue ongoing stewardship activities to maintain railroad infrastructure and land.

Supports County Goal #1 Communities: Create and Maintain safe, healthy and livable communities

Objective: Maintain investment in infrastructure and address land stewardship issues such as weeds, diseased trees, and drainage issues, cleanup, sweeping, blowing etc.

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

Date: December 16, 2014 Resolution: \_\_\_\_\_  
Motion by Commissioner: \_\_\_\_\_ Seconded by Commissioner: \_\_\_\_\_

**CERTIFYING 2015 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 2015.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that there by, 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, 2015, to wit::

CARVER COUNTY REGIONAL RAIL AUTHORITY \$120,000

**ADOPTION OF 2015 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 2015 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>\$122,100</u>	<u>\$122,100</u>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that the 2015 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 2015 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 Finance 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 2015 budget when purchased must conform with State Statute 471.345 as amended. Any capital expenditure (object code 6600's) greater than \$5,000 not itemized in the budget 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 16<sup>th</sup> day of December, 2014, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 16th day of December, 2014.

\_\_\_\_\_  
David Hemze  
County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approve an Attraction and Retention Range for the Clinical Nurse Specialist Classification**

Primary Originating Division/Dept: <input type="text" value="Community Social Services"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="Gary Bork"/> Title: <input type="text" value="Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="5"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value="Gary Bork"/> Title: <input type="text" value="Director"/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The County created a Clinical Nurse Specialist in Psychiatry in 1999. The position was originally placed in Pay Grade 15 by the County's compensation consultant and approved for a market adjustment to Pay Grade 17 on June 15, 1999. The Division hired a Clinical Nurse Specialist in September of 1999 and she was the only person to hold that position until her resignation in 2013. At that time she was one of about 70 Clinical Nurse Specialists in the state. Employee Relations has recruited twice for the vacancy. The first recruitment which ended September 27, 2013 produced one candidate to be interviewed and the candidate withdrew. The second recruitment ended February 21, 2014 and produced no candidates. The Division has used two specialized staffing agencies, Staff Care and Blackbird Personnel. Both agencies have informed us that our salary range (\$62,212 to \$93,038) is too low. A Clinical Nurse Specialist in Family Practice typically is hired in the \$95,000 to \$105,000 range and one in Psychiatry is \$10,000 to \$20,000 more.

The Division had three contract Psychiatrists. Our long term Psychiatrist retired in December of 2013. Between the Psychiatrist and Clinical Nurse Specialist, First Street Center had eight days of psychiatric coverage while there was a shortage in psychiatry in the state. At this time our remaining two contract Psychiatrists are providing 3 plus days of psychiatric coverage. The Division's current contract rate for a Psychiatrist is \$155 per hour and we have budgeted for a 15% increase to \$178.25 for 2015. The current rate has been in effect since September 2007. The comparison cost of an hour of a Clinical Nurse Specialist in Psychiatry is \$75.57 (salary & benefits). The Division was able to contract with Staff Care for some very limited Clinical Nurse Specialist time at the rate of \$108.00 per hour.

First Street Center utilizes the Psychiatrist and the Clinical Nurse Specialist for assessing and prescribing prescription medications. Family Practice doctors prescribe anti-depressants and anxiety medications. As a public mental health clinic we case manage the serious and persistent mentally ill clients. The medications used for schizophrenia and bi-polar disorders require the specialty of doctors and nurses trained in psychiatry. Currently, First Street Center is not offering psychiatric services to new clients.

The Division is proposing to increase the salary range of the Clinical Nurse Specialist classification to \$82,000 to \$129,000. This would put the Division in a position to have a salary that is more competitive with the current market.

Employee Relations has negotiated a Memorandum of Agreement with AFSCME Local Union No. 2789 for the 2013 - 2015 Labor Agreement.

The Division would also request that the Classification be titled "Nurse Practitioner - Psychiatry."

**ACTION REQUESTED:**

Motion to approve the Memorandum of Agreement, 2014-2015 Attraction and Retention Range for Nurse Practitioner-Psychiatry, to the 2013 - 2015 Social Services AFSCME Local Union No. 2789 Labor Agreement, setting the salary range at \$82,000 to \$129,000.

Motion to change the Classification from "Clinical Nurse Specialist" to "Nurse Practitioner - Psychiatry".

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

**FUNDING**



<b>FTE IMPACT:</b> None	<b>County Dollars =</b>	
<b>QUOTES OR BIDS OBTAINED:</b> N/A	Health Insurance & Me...	\$157,204.00
	<b>Total</b>	\$157,204.00

**Related Financial/FTE Comments:**

The Division has modeled the potential reimbursement from Medical Assistance, Health Insurance and Managed Care Organizations and determined that a full time Clinical Nurse Specialist should be able to generate \$181,000 in reimbursement. The Division believes that this is a conservative estimate.

*Office use only:*

RBA 2014- 2726

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Award of Bid for S.A.P. 010-640-010: CSAH 40 BRIDGE NO. 10545 OVER BEVENS CREEK**

Primary Originating Division/Dept:

**Meeting**

Date:

Contact:  Title:

**Item Type:**

Amount of Time Requested:  minutes

Presenter:  Title:

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Bridge No. 10545 is located at the crossing of CSAH 40 and Bevens Creek, approximately 0.4 miles south of CSAH 50. Due to the condition of this bridge, it is in need of replacement and should be done soon as possible. The current concrete deck girder bridge will be replaced with a continuous slab span concrete bridge.

The Engineer's estimate is \$989,513. Local Bridge Bond Funds (State GO bonds) will cover 50% (\$372,818) of the bridge construction cost which is estimated to cost \$745,635 with the county paying the other 50% of the bridge and the roadway approach costs.

Bids will be opened on December 11 and the low bid information and abstract will be available at the County Board meeting. Public Works requests a contract award as soon as possible to allow the contractor to work as soon as is feasible to do so.

**ACTION REQUESTED:**

Award a construction contract for S.A.P. 010-640-010, CSAH 40 BRIDGE replacement over BEVENS CREEK to the low responsible bidder.

**FISCAL IMPACT:**

If "Other", specify:

**FUNDING**

County Dollars =

Bridge Bond Funds

**FTE IMPACT:**

**Total**

**QUOTES OR BIDS OBTAINED:**

Related Financial/FTE Comments:

Office use only:

RBA 2014 - 2946

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Award of Bid for S.A.P. 010-599-018: 166th ST BRIDGE NO. 10J32 OVER SILVER CREEK**

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="Scott A. Smith"/> Title: <input type="text" value="Design Engineer"/>	Item Type: <input type="text" value="Regular Session"/>
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" value="Public Works Director/County ..."/>	

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

**BACKGROUND/JUSTIFICATION:**

Bridge No. 10J32 is located at the crossing of 166th St and Silver Creek in San Francisco Township. The bridge is located 1.5 miles west of CSAH 41.

This bridge was on a county plan for future replacement in 2016, but due to the June flooding, this bridge experienced significant impacts making it unsafe and unusable for the public and is in need of replacement as soon as possible.

Town Bridge funds will be used along with money secured from FEMA to construct the bridge. Costs not covered by Town Bridge funds or FEMA will be paid by San Francisco Township per the JPA between the county and the township. The County is acting as the agent for the Township for this project, in order for the township to get the state funds.

The current timber slab span bridge will be replaced with twin 14' X 10' precast concrete box culverts.

The Engineer's estimate is \$425,573.10. Town Bridge Funds will cover 100% of the bridge construction costs except for \$10,000 which the Township has to pay. The township is responsible for the road approach costs. The County has no cost in the project.

Bids will be opened on December 11 and the low bid information and abstract will be available at the County Board meeting. Public Works requests a contract award as soon as possible to allow the contractor to work as soon as is feasible to do so.

**ACTION REQUESTED:**

Award a construction contract for S.A.P. 010-599-018, 166th St. bridge replacement over SILVER CREEK to the low responsible bidder.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> <b>County Dollars =</b> <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	FEMA <input type="text"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="Yes"/>	Town Bridge Funds <input type="text"/>
	Township <input type="text"/>
	<b>Total</b> <input type="text" value="\$0.00"/>

Related Financial/FTE Comments:  
The FEMA funds are unknown as this time as we are awaiting a response from them as to the amount. The Town Bridge account will be able to cover the entire cost if FEMA funds do not materialize.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution Setting 2015 County Attorney and County Sheriff Compensation**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division ..."/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Di..."/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals &amp; 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 2015 compensation for these two elected officials.

Market data is attached for both the Sheriff and County Attorney positions. Sheriff Olson's 2014 salary is set at \$132,000 and County Attorney Metz' 2014 salary is \$135,000. Based on the market data from comparable counties for 2014, an increase of \$5,056 or 3.83% would be required to bring the Carver County Sheriff to the 2014 average sheriff salary. The Carver County Attorney is currently \$14,373 below the average salary compared to his peers. An increase of 10.65% would be required to bring his salary to the current year market average.

When Carver County last conducted a comprehensive compensation study in 2008, the Board's goal was to bring all positions within a corridor of 80% to 120% of the market. Carver County's approach with regard to compensation and the pay-for-performance program has been to provide competitive pay with regard to the market, and reward strong performance and employee initiative.

With regard to internal trends, the majority of the County's employees are on a pay-for-performance system. The County's settled collective bargaining agreements have established a 2015 pay-for-performance increase pattern of 0% for "needs improvement," 2% for "solid performer," 3.25% for "exceeds expectations," and 4.25% for "outstanding" performance. These increases will take effect March 9, 2015.

Similar to the approach taken last year, the Board may wish to consider differentiating between the 2015 increases for the County Sheriff and County Attorney in order to effectively move both positions closer to their respective market comparison rates. For example, the Board could consider providing the Sheriff a \$5,000 base salary increase effective January 1, 2015; and provide the County Attorney a January 1 increase of \$8,000. These increases would be the same as those provided in January of 2014. This would allow the Board to move both positions' salaries closer to the market and would set the County Sheriff's 2015 salary at \$137,000 and the County Attorney's 2015 salary at \$143,000.

The action requested is to approve the Resolution setting the 2015 compensation for the County Sheriff at \$137,000 and for the County Attorney at \$143,000; and providing both with the same cafeteria benefits as other County employees.

**ACTION REQUESTED:**

Motion to approve the Resolution setting the 2015 compensation for the County Sheriff at \$137,000 and for the County Attorney at \$143,000; and providing both with the same cafeteria benefits as other County employees.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$0.00"/>
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

Related Financial/FTE Comments:

METRO AREA COUNTY COMPARISONS SHERIFF SALARIES

	Dakota County	Anoka County	Washington County	Scott County	Carver County	Salary Average (Excluding Carver)
2011 Base Salary	\$139,381.00	\$128,500.00	\$130,000.00	\$117,872.00	\$115,000.00	\$128,938.25
2012 Base Salary	\$132,700.00	\$128,500.00	\$132,600.00	\$117,872.00	\$120,000.00	\$127,918.00
2013 Base Salary	\$136,735.00	\$132,555.00	\$135,795.00	\$121,408.00	\$127,000.00	\$131,623.25
2014 Base Salary	\$139,600.00	\$137,342.00	\$142,590.00	\$128,692.00	\$132,000.00	\$137,056.00
Start Date	2012	2011	2007	2007	2011	

METRO AREA COUNTY COMPARISONS ATTORNEY SALARIES

	Dakota County	Anoka County	Washington County	Scott County	Carver County	AVERAGE SALARY (Excluding Carver)
2011 Base Salary	\$154,868.00	\$141,000.00	\$128,000.00	\$128,000.00	\$115,000.00	\$137,967.00
2012 Base Salary	\$160,330.00	\$141,000.00	\$131,840.00	\$128,000.00	\$120,000.00	\$140,292.50
2013 Base Salary	\$163,004.00	\$141,000.00	\$135,795.00	\$138,432.00	\$127,000.00	\$144,557.75
2014 Base Salary	\$165,500.00	\$143,811.00	\$142,590.00	\$145,590.00	\$135,000.00	\$149,372.75
Start Date	1987	2011	2011	2003	2011	

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

## Resolution: 2015 County Attorney and County Sheriff Compensation & Benefits

DATE \_\_\_\_\_ RESOLUTION NO. \_\_\_\_\_  
 MOTION BY COMMISSIONER \_\_\_\_\_ SECONDED BY COMMISSIONER \_\_\_\_\_

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**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 2015 elected staff salaries; and

**WHEREAS**, the Carver County Board of Commissioners intends to provide 2015 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 2015:

- A. The County Sheriff's 2014 salary shall be increased by \$5,000.00 for 2015, from \$132,000.00 to \$137,000.00.
- B. The County Attorney's 2014 salary shall be increased by \$8,000.00 for 2015, from \$135,000.00 to \$143,000.00.
- 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 \$670.00; employee + child(ren) \$775.00; employee + spouse \$1,075; or family, \$1,350.00 throughout 2015, 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 2015 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 2015 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 16<sup>th</sup> day of December, 2014, 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, 2014

\_\_\_\_\_  
County Administrator



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution Setting 2015 County Commissioner Compensation**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division ..."/>	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 Di..."/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The County Board has the authority 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, and indicates that the Carver County Commissioners are below the average salary rate among comparable counties. An increase of \$12,463 or 27.43% would be required to bring the Commissioner salary to the 2014 market average.

With regard to internal trends, the majority of the County's employees are on a pay-for-performance system. The County's settled collective bargaining agreements have established a 2015 pay-for-performance increase pattern of 0% for "needs improvement," 2% for "solid performer," 3.25% for "exceeds expectations," and 4.25% for "outstanding" performance. These increases will take effect March 9, 2015.

In 2014 the Commissioner salaries included a very modest increase of \$1,323, moving the annual salary from \$44,105 to \$45,428. In 2013, the Commissioner salaries were increased from the 2012 amount of \$43,346 to \$44,105. During the two preceding years, in 2011 and 2012, the Commissioners salaries were decreased by 0.5% each year.

Taking into consideration the need to bring the Carver County Commissioner salary closer to the market, it is recommended that the Board consider an increase of no less than 2.5% to reasonably address the Commissioner salary. This minimum recommended amount is in line with the average budgeted percentage increase for County employees. While still leaving the Commissioner salary below the comparable market average, this would increase the current salary by \$1,136, moving the 2014 rate of \$45,428 to an annual 2015 salary of \$46,564.

The Resolution provides annual salaries to be set by the Board; cafeteria benefits at the same rate as other employees; and expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair, and \$515 for the other Commissioners.

The action requested is to approve the Resolution increasing Carver County Commissioner salaries by 2.5% to a 2015 annual salary of \$46,564; and setting monthly expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair and \$515.00 for the others; and setting benefits consistent with other County employees.

**ACTION REQUESTED:**

Motion to approve the Resolution setting the County Commissioner 2015 annual salary at \$46,564; setting monthly expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair and \$515.00 for the others; and setting benefits consistent with other County employees.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$297,401.00"/> _____ <b>Total</b> <input type="text" value="\$297,401.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	

Related Financial/FTE Comments:

**METRO AREA COUNTY COMPARISONS COMMISSIONER SALARIES**

	Dakota County	Anoka County	Washington County	Scott County	Carver County	Average Salary (Excluding Carver)
<b>2012 Base Salary</b>						
Commissioner	\$66,400	\$59,945	\$52,713	\$47,480	\$43,346	\$56,635
Chair	\$66,400	\$58,770	\$52,713	\$47,480	\$43,346	\$56,341
Vice Chair		\$58,770	\$52,713	\$47,480	\$43,346	\$52,988
<b>2013 Base Salary</b>						
Commissioner	\$68,000	\$59,945*	\$52,713	\$48,904	\$44,105	\$56,539
Chair	\$68,000	\$59,945	\$52,713	\$48,904	\$44,105	\$57,391
Vice Chair	NA	\$59,945	\$52,713	\$48,904	\$44,105	\$53,854
<b>2014 Base Salary</b>						
Commissioner	\$70,100	\$61,144	\$52,713	\$50,860	\$45,428	\$58,704
Chair	\$70,100	\$61,144	\$52,713	\$50,860	\$45,428	\$58,704
Vice Chair	\$70,100	NA (Anoka HR could not confirm)	\$52,713	\$50,860	\$45,428	\$57,891

**\*Additional Compensation Notes**

**Dakota County**

2012	Additional \$1000 lump sum
2013	Additional \$600 lump sum
2014	*Stipend possibility, HR is emailing more information next couple of days*

**Anoka County**

2012	Commissioners received an additional \$5,300 annually and Chair received an additional \$5,900 annually
2013	Commissioners received an additional \$5,300 annually and Chair received an additional \$5,900 annually In 2013 not all commissioners are at \$59,945 due to forgoing increase
2014	Commissioners received an additional \$5,300 annually and Chair received an additional \$5,900 annually

**Washington County**

2012	Nothing reported
2013	Nothing reported
2014	Nothing reported

**Scott County**

2012	Chair receives an additional \$150/mo; Vice Chair receives an additional \$75/mo
2013	Chair receives an additional \$150/mo; Vice Chair receives an additional \$75/mo
2014	Chair receives an additional \$150/mo; Vice Chair receives an additional \$75/mo; Additional \$50/day when meetings attended

**Carver County**

2012	Chair receives an additional \$615/mo; Vice Chair receive \$540/mo; Commissioners receive \$515/mo.
2013	Chair receives an additional \$615/mo; Vice Chair receive \$540/mo; Commissioners receive \$515/mo.
2014	Chair receives an additional \$615/mo; Vice Chair receive \$540/mo; Commissioners receive \$515/mo.

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

## Resolution: 2015 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 2015 County Commissioner salaries; and

**WHEREAS**, the Carver County Board of Commissioners intends to provide 2015 insurance benefits for Commissioners within the established cafeteria system;

**THEREFORE, BE IT RESOLVED**, Carver County shall provide County Commissioners with the following compensation in 2015:

- A. The County Commissioner 2014 annual salary amount shall be increased by \$1,136 for 2015, from \$45,428 to \$46,564.
- B. County Commissioner monthly expense allowances shall be set at \$615.00 for the Board Chair, \$540.00 for the Vice-Chair and \$515.00 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 \$670.00; employee + child(ren) \$775.00; employee + spouse \$1,075; or family, \$1,350.00 throughout 2015, 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 2015 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 2015 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 16<sup>th</sup> day of December, 2014, 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, 2014

\_\_\_\_\_  
County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

2014 Year in Review

Primary Originating Division/Dept: Administration (County)

**Meeting**

Date: 12/16/2014

Contact: Nick Koltavy Title:

**Item Type:**

Regular Session

Amount of Time Requested: 10 minutes

Presenter: Gayle Degler Title: Board Chair

Attachments:  Yes  No

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Board Chair Gayle Degler will highlight Carver County accomplishments and events in 2014.

**ACTION REQUESTED:**

No action requested

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

**Total** \$0.00

**QUOTES OR BIDS OBTAINED:** N/A

Related Financial/FTE Comments:

*Office use only:*

RBA 2014 - 2948

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Land Acquisition for CSAH 11 Construction Project #SP 010-611-006**

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="12/16/2014"/>
Contact: <input type="text" value="Bill Weckman"/> Title: <input type="text" value="Program Delivery Manager"/>	Item Type: <input type="text" value="Closed Session"/>
Amount of Time Requested: <input type="text" value="30"/> minutes Presenter: <input type="text" value="Bill Weckman/Larry Martin"/> Title: <input type="text" value="Program Delivery Manager"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

**BACKGROUND/JUSTIFICATION:**

In 2012-2013, the County realigned and reconstructed CSAH 11 from CSAH 61 to Engler Blvd (CSAH 10). As a consequence of the realignment and reconstruction, the County obtained right-of-way from numerous property owners along the CSAH 11 corridor. In order to complete the road construction in a timely manner, condemnation proceedings against several property owners was initiated by the County. Hearings were held before a condemnation commission and damages were awarded.

The County appealed the awards on PID #'s 04.0011100 & 04.0010610. The property owners filed a cross-appeal. As part of the appeal process, mediation is required in order to try to resolve the matter. A mediation session is scheduled for December 18, 2014.

The county also appealed the commissioner awards on PID #s 30.0070200, 30.0070400, and 30.0070210. The property owners filed cross-appeals. Trials on these parcels are scheduled to begin on December 9, 2014.

**ACTION REQUESTED:**

Motion to enter into closed session pursuant to Minn. Stat. Section 13D.05 to discuss the trials for PID #'s 30.0070200, 30.0070400 and 30.0070210 and the upcoming mediation session on PID #s 04.0011100 & 04.0010610.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	
<b>QUOTES OR BIDS OBTAINED:</b> <input type="text" value="N/A"/>	
Related Financial/FTE Comments: <input type="text"/>	

*Office use only:*

RBA 2014- 2928