



CARVER COUNTY

minnesota

Carver County Board of Commissioners
November 24, 2020
Work Session

Under Minnesota Statute 13D.021 the County Board has made a determination that opening the Carver County Government Center is not practical or prudent because of a health pandemic and an emergency has been declared under chapter 12.

The physical meeting location (Board Room) is closed because it is not feasible to be open due to the health pandemic. Individuals who wish to provide public comments related to the work session can do so by email at: admin-contact@co.carver.mn.us or by leaving a voicemail at (952) 361-1516.

The work session will be webcast live at: <https://www.youtube.com/user/CarverCountyMN/live>

All five Commissioners will be attending the work session in person with appropriate social distancing.

WORK SESSION

- 9:00 a.m. **A. COMMUNITIES: Create and maintain safe, healthy and livable communities**
 - 1. Update on Development at Lake Waconia Regional Park and a Request to Begin Planning Work for a Waterfront Service..... 1
- 9:30 a.m. **B. FINANCES: Improve the County’s financial health and economic profile**
 - 1. 2020 3Q Budget to Actual Review and 2022 Long Term Financial Plan 2
 - 2. Creating a COVID19 Budget Stabilization Account..... 3
 - 3. Consider changing Board of Equalization members 4

David Hemze
County Administrator

UPCOMING MEETINGS

- December 1, 2020 9:00 a.m. Board Meeting
- December 3, 2020 6:00 p.m. 2021 Budget Public Hearing
- December 8, 2020 No Meeting
- December 15, 2020 9:00 a.m. Board Meeting
- December 22, 2020 9:00 a.m. Board Work Session
- December 29, 2020 No Board Meeting
- January 5, 2021 9:00 a.m. Organizational Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Update on Development at Lake Waconia Regional Park and a Request to Begin Planning Work for a Waterfront Service Center

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|---|--|
| Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/> | Meeting Date: <input type="text" value="11/24/2020"/> |
| Contact: <input type="text" value="Martin Walsh"/> Title: <input type="text" value="Parks and Recreation Director"/> | Item Type: <input type="text" value="Work Session"/> |
| Amount of Time Requested: <input type="text" value="30"/> minutes Presenter: Staff, HGA Architects and Eng Title: <input type="text"/> | Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/> | |

BACKGROUND/JUSTIFICATION:

In 2019, Carver County contracted with HGA Architects and Engineers for schematic design of a new waterfront building and picnic shelter. Deliverables HGA provided to the County included site plan for buildings, building layout, exterior images for a preferred design and construction cost estimating.

Carver County was recently notified that it would receive \$2,500,000 in state bonds to develop a waterfront service center in the park. Additionally, these state bonds are to be matched with an additional \$2,500,000 of County funds.

Staff and consultant will seek direction for design and public engagement services for the development of a waterfront service center in the park.

ACTION REQUESTED:

Direction is requested to proceed with a contract with HGA Architects for public engagement and preliminary design services for the waterfront service center at Lake Waconia Regional Park.

| | |
|---|--|
| FISCAL IMPACT: <input type="text" value="Included in current budget"/> | FUNDING |
| If "Other", specify: <input type="text"/> | County Dollars = <input type="text" value="\$8,000.00"/> |
| FTE IMPACT: <input type="text" value="None"/> | Total <input type="text" value="\$8,000.00"/> |
| <input checked="" type="checkbox"/> Insert additional funding source | |

Related Financial/FTE Comments:

Pending finalization of the scope of service, the estimated cost for public engagement and preliminary design is \$8,000. Funds are available in the professional service budget of the Parks Department for this work.

Office use only:

RBA 2020 - 7237

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2020 3Q Budget to Actual Review and 2022 Long Term Financial Plan

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

2020 Q Budget to Actual Review:

County staff will present a high-level overview on the Finance staff's 3Q Review with all Divisions.

2022 Long Term Financial Plan:

The 2022 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. 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:

None - Board review and direction only. Formal Board approval for the 2022 Long Term Financial Plan will be requested at the December 15th Board meeting.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7245

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Creating a COVID19 Budget Stabilization Account

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|--|--|
| Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/> | Meeting Date: <input type="text" value="11/24/2020"/> |
| Contact: <input type="text" value="David Frischmon"/> Title: <input type="text"/> | Item Type: <input type="text" value="Work Session"/> |
| Amount of Time Requested: <input type="text" value="15"/> minutes | Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Presenter: <input type="text"/> Title: <input type="text"/> | |
| Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/> | |

BACKGROUND/JUSTIFICATION:

The Governmental Accounting Standards Board ("GASB") Statement #54 defines how Fund Balance can be presented in a local governments Comprehensive Annual Financial Report ("CAFR"). The highest level of Fund Balance is "Restricted" by statute or bond covenant such as a "Restricted for Debt Service". The next level is a Fund Balance "Commitment" for a specific and non-routine purpose such as to create a Budget Stabilization Account. The County Board's Year-End Savings Account is presented as an "Assigned" Fund Balance and fund balance needed for working capita/capital cash flow is not separately presented but is included in "Unassigned" Fund Balance.

County staff recommends that as of 12/15/20 the County Board "Commit" up to \$9.0M of CRF funds that were used to reimburse the County for 2020 budgeted staff time in a COVID19 Budget Stabilization Account to create short-term budget flexibility when addressing the following budget challenges directly related to the COVID19 public health emergency:

1. State aid cuts/cost shifts
2. Revenue decrease: increase in delinquent property tax payments, lower sales tax from an economic slowdown, serving fewer customers due to social distancing and increased cleaning requirements in between customers - License Centers, Encore, etc.
3. Increased costs for due to continuing demand for public health measures and economic support

GASB Statement #54 recommends that the following information related to a Budget Stabilization Account be disclosed in the notes to the CAFR:

- a. The authority for establishing stabilization accounts - County Board.
- b. The requirements for additions to the stabilization amount - none as this is expected to be a one-time occurrence specifically related to the COVID19 Public Health Emergency.
- c. The conditions under which stabilization amounts may be spent - Formal action by County Board similar to the Year-End Savings ("YES") Account. Amounts in the COVID19 Budget Stabilization Account may be redeployed for other purposes with appropriate due process by the County Board.

ACTION REQUESTED:

None - informational only. Depending on board direction, staff anticipates requesting formal adoption of a COVID19 Budget stabilization account as part of the formal approval of the 2021 Budget on December 15, 2020

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

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7188

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Consider changing Board of Equalization members

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Board of Equalizations currently consists of Board members and the County Auditor. Several metro counties have transitioned to real estate professionals serving as the Board of Equalization.

ACTION REQUESTED:

Requesting Board direction on appointing real estate professionals to the Board of Equalization.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2020 - 7238