

Carver County Leaders Meeting
 December 11, 2012 – 7:30 a.m.
 EOC Room



Carver County Board of Commissioners
 December 11, 2012
 Regular Session
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

PAGE

- | | | | |
|-----------|----|---|-----|
| 9:00 a.m. | 1. | a) CONVENE
b) Pledge of allegiance
c) Public comments (limited to five minutes) | |
| | 2. | Agenda review and adoption | |
| | 3. | Approve minutes of November 27, 2012 Regular Session | 1-3 |
| | 4. | Community Announcements | |
| 9:00 a.m. | 5. | CONSENT AGENDA

<i>Communities: Create and maintain safe, healthy and livable communities</i>
5.1 Approval of contract with Dr. David Willey/Valley Family practice as medical consultant 4
5.2 Reitz Lake Restoration grant extension – Amend BWSR agreement 5

<i>Culture: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government</i>
5.3 Revised PTO roll back effective date for nonbargaining staff 6

<i>Growth: Manage the challenges and opportunities resulting from growth and development</i>
5.4 Approve attendance at out of state conference – Marcus Zbinden 7
5.5 Special event permit – 3 rd Annual Central Raiders Wrestling Club Winter Splash..... 8-11
5.6 Larry Dubbe – farm related business 12-16

<i>Finances: Improve the County’s financial health and economic profile</i>
5.7 Community Social Service Warrants NO ATT
5.8 Commissioners’ Warrants NO ATT | |
| 9:10 a.m. | 6. | FINANCES: Improve the County’s financial health and economic profile
6.1 Final 2013 Property Tax Levy and Budget 17-53
6.2 2014 Long Term Financial Plan..... 54-95 | |
| 9:35 a.m. | | RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY | |
| 9:35 a.m. | 7. | FINANCES: Improve the County’s financial health and economic profile
7.1 2013 Levy and Budget for the Regional Rail Authority..... 96-102 | |

- 9:40 a.m. ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS CARVER COUNTY BOARD
- 9:40 a.m. **8. CULTURE: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government**
- 8.1 **Closed Session** to discuss the County Administrator's annual Performance evaluation 103
- 10:20 a.m. ADJOURN REGULAR SESSION
- 10:20 a.m. **BOARD REPORTS**
1. Chair
 2. Board Members
 3. Administrator
 4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

- | | |
|-------------------|--|
| December 18, 2012 | 7:30 a.m. Legislative Breakfast, American Legion, Chanhassen |
| December 18, 2012 | 9:30 a.m. Board Meeting |
| December 25, 2012 | No Meeting |
| January 1, 2013 | No Meeting |
| January 8, 2013 | 9:00 a.m. Organizational Session |

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on November 27, 2012. Chair James Ische convened the session at 9:02 a.m.

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

Members absent: None

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

Workman moved, Maluchnik seconded, to approve the minutes of the November 20, 2012, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Contract with Tierney Brothers, Inc. to provide digital signage at five library branches.

Approved the donation of copiers/printers to Norwood Young America, Hamburg and Cologne.

Authorized the Public Health & Environment Division Director to contract with the Carver-Scott Educational Cooperative for the "Help Me Grow Program" during the year 2013, subject to contract review by Attorney/Risk Management.

Approved authorizing limiting business hours in non 24/7 facilities on December 24, 2012, to 8:00 am – 12 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 during the remainder of the payroll period to accommodate the reduction of hours on the 24th.

Approved joint powers agreement with Dahlgren Township and authorized the Chair and County Administrator to sign the agreement subject to review by Attorney/Risk Management.

Approved the following abatements:

30.9520032	Rosantina Franco
25.4263702	Lauren Klobuchar
10.0330610	Jesse W. Olson
30.1260560	Michael Duzan
07.3500230	James H. Johnson
25.7551280	Eric Dugdale

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Degler moved, Maluchnik seconded, to open the public hearing on proposed changes to the County's fee for service schedule. Motion carried unanimously.

David Frischmon, Financial Services, explained Statutes allows the County to update its fee schedule to reflect any increases in costs and recommended that the Board adopt a revised fee schedule for 2013.

No public testimony was received.

Maluchnik moved, Degler seconded, to close the public hearing. Motion carried unanimously

Maluchnik offered the following Resolution, seconded by Degler:

Resolution #47-12
Adopting Ordinance 48-2013, the 2013 Carver County Fee Schedule

On vote taken, all voted aye.

Ordinance 48-2013, Amendments to Ordinance 48, the Carver County Fee-For-Service Schedule.

The following is a summary of the essential elements of Ordinance 48-2013 for the purpose of publication as required by M.S. Section 375.51. A printed official copy of the ordinance is available for inspection by any person during regular business hours at the office of the Carver County Auditor, or a copy may be purchased from the Carver County Finance Department. Ordinance 48-2013 provides for the 2013 Carver County Fee Schedule, which is a list of fees that Carver County charges to cover its costs associated with providing various services, including but not limited to recording, filing, certifying, providing copies, solid waste fees, and services provided by any county office, official, department, court, or employee. There is a reasonable relation between the fee and the cost of providing the service.

Martin Walsh, Parks, requested the Board approve a purchase agreement for land within the Lake Waconia Regional Park boundary. He explained they had reached an agreement for the purchase of the last remaining parcel of the Park. He indicated, when fully acquired, the Park would be 130 acres with a half mile of shoreland. Walsh pointed out there currently are about 102,000 annual users.

He highlighted the public input that has occurred over many years and the Acquisition Master Plan that was adopted in 1995. In 2001 the Development Master Plan was approved by the Board and the Met Council. Walsh noted in 2008 the City of Waconia approved the Legacy Village Plan and that plan showed the elimination of Old Beach Lane and the location of a trail to access the Park from the West.

Walsh stated benefits of acquiring the parcel included social, environmental, recreational, economic and public safety. He identified funding sources and indicated, over time, the County would be fully reimbursed for the purchase amount.

Maluchnik moved, Degler seconded, to approve the purchase agreement of \$3,250,000, plus related acquisition costs estimated at \$50,000; authorize the Chair to sign the agreement and to authorize the Director of Public Works or his designated staff to proceed with signing closing documents for the acquisition. Motion carried unanimously.

Dave Hemze, County Administrator, requested the Board adopt the County's 2013 Legislative Priorities. He stated the intent of the platform was not to cover all bases but to identify the top local priorities and rely on AMC and MICA to expand on the list.

He reviewed the issues related to governance and finances. Lyndon Robjent, Public Works, highlighted the road and bridge priorities and Martin Walsh, Parks, identified the County's priorities related to aquatic invasive species inspections and Parks and Trails legacy funding. Hemze pointed out the meeting in December to review the priorities with the County's legislative delegation.

Lynch moved, Degler seconded, to adopt Carver County's 2013 Legislative Priorities as presented. Motion carried unanimously.

Workman moved, Degler seconded, to adjourn the Regular Session at 9:58 a.m. Motion carried unanimously.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of Contract with Dr. David Willey/Valley Family Practice as Medical Consultant

Primary Originating Division/Dept: <input type="text" value="Sheriff"/>	Meeting Date: <input type="text" value="12/11/2012"/>
Contact: <input type="text" value="Reed Ashpole"/> Title: <input type="text" value="Commander, Sheriff's Office"/>	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:

The Sheriff's Office is requesting the renewal of a contract with Dr. David Willey as medical consultant for the Jail Medical Unit. In addition, this contract has been expanded for Dr. Willey to also act as medical consultant for the Carver County Community Health Board and Public Health Department, as required by Minnesota Statute 145A. The Sheriff's Office and Public Health & Environment Division collaborated to create one contract using the same medical consultant, resulting in increased county partnerships and significant cost savings.

The medical consultant provides consultation, assistance, and supervision of delegated medical functions for the Carver County Community Health Board/Public Health Department staff and Jail Medical Unit staff, to ensure appropriate medical advice for health services. He reviews, renews or develops standing orders for delegated medical functions performed by the Public Health Department staff and Jail Medical staff on an annual basis. He provides phone consultation as needed to both nursing staffs and pharmaceutical prescriptions to the Jail nursing staff. He serves as the medical liaison between the Carver County Community Health Board/Public Health staff, the Jail Medical Unit staff and health professionals/organizations in Carver County and other county departments.

This is a three year contract, effective 1/1/2013 through 12/31/2015.

ACTION REQUESTED:

Motion to approve and sign the contract with Dr. David Willey/Valley Family Practice, for medical consultant services to the Sheriff's Office and the Community Health Board/Public Health Department.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text" value="\$45,000.00"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$45,000.00"/>

Related Financial/FTE Comments:

\$12,000 per year 01-201-235-1682-6260 and \$3,000 per year 01-460-460-2399-6260

Office use only:

RBA 2012- 1453

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Reitz Lake Restoration Grant Extension - Amend BWSR Agreement

Primary Originating Division/Dept: <input type="text" value="Public Health & Environment - Planning & Water Mgm"/>	Meeting Date: <input type="text" value="12/11/2012"/>
Contact: <input type="text" value="Paul Moline"/> Title: <input type="text" value="PWM Manager"/>	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:

The County Board approved the FY2011 Clean Water Fund (CWF) Reitz Lake Restoration Grant Agreement in March 2011 in the amount of \$127,551. The purpose of the grant is to install water quality improvement practices in an around Reitz Lake. The majority of this grant has been completed, but weather and permitting issues have required a request for a one year extension to the grant period to complete installation. The request has been granted by the Board of Water and Soil Resources (BWSR); the County Board chair's signature of the Grant Agreement Amendment is required to complete the process. There is no fiscal impact, the only change is adding one year to the grant period to end on Dec. 31, 2013.

ACTION REQUESTED:

Motion to authorize Board chair to sign the BWSR CWF Reitz Lake Restoration Grant Agreement Amendment.

FISCAL IMPACT: <input type="text" value="None"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1488

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Revised PTO Roll-back Effective Date for Non-Bargaining Staff

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/11/2012"/>
Contact: <input type="text" value="Doris Krogman"/> Title: <input type="text" value="Employee Relations Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The non-bargaining employees have been on paid time off (PTO) rather than the traditional time off system with vacation, sick leave and floating holidays since 2009. PTO has an annual roll-back date each year when an employee's PTO balance is reduced to 700 hours. Since the implementation of PTO, we have seen the difficulty of having the annual roll-back of PTO at the calendar year end. Also, some of the bargaining units that have migrated to PTO in recent collective bargaining agreements have negotiated the annual roll-back at a more mutually advantageous time of year, the beginning of the first payroll period in October of each year.

The requested action is to modify Personnel Policy on PTO with the language below to revise the roll-back date for non-bargaining employees to the beginning of the first payroll period in October of each year.

"PTO may accumulate above 700 hours during the year, but as of the beginning of the first payroll period of October each year, beginning in 2013, each employee's PTO balance shall be reset to the lesser of 700 hours or their actual accrued, unused PTO hours."

ACTION REQUESTED:

Modify Personnel Policy language to revise the annual roll-back date for excess PTO balances to the beginning of the first payroll period in October of each year, beginning in 2013.

FISCAL IMPACT: <input type="text" value="None"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	

Related Financial/FTE Comments:

Office use only:
 RBA 2012- 1485

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approve Attendance at Out-Of-State Conference - Marcus Zbinden

Primary Originating Division/Dept: <input type="text" value="Public Health & Environment - Environ. Svc."/>	Meeting Date: <input type="text" value="12/11/2012"/>
Contact: <input type="text" value="Michael Lein"/> Title: <input type="text" value="Env. Services Manager"/>	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: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

Environmental Services staff person Marcus Zbinden has been very involved in leading the County's organic waste composting program and in State and regional issues related to compost site operation and regulation development. He has been offered a scholarship by the Minnesota Composting Council to attend the United States Composting Council's Annual Conference & Trade Show. The conference will be held in Orlando, Florida from January 28 to January 31, 2013. Total cost of the conference, including airfare and hotel, is about \$1,250. The MN Composting Council will reimburse Carver County for \$1,000 of these expenses. The remainder of the cost would be covered by funds already existing in the Environmental Services Conference and Training budget.

ACTION REQUESTED:

Approve attendance of Marcus Zbinden at the US Composting Council's Annual Conference and Trade Show in Orlando, Florida, January 28 – January 31, 2013.

FISCAL IMPACT:
 If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text"/>
Solid Waste Service Fee	\$250.00
MN Compost Council	\$1,000.00
Total	\$1,250.00

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1492

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Special Event Permit - 3rd Annual Central Raiders Wrestling Club Winter Splash (PH/E)

Primary Originating Division/Dept:

Contact: Title:

Amount of Time Requested: minutes

Presenter: Title:

Meeting
Date:

Item Type:

Attachments: Yes No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

File #A20120660. This request is for an Administrative Special Event Permit for the 3rd Annual Central Raiders Wrestling Club Winter Splash, to be held at Baylor Park, on March 16, 2013. The Central Raiders Wrestling Club is an organization that is made up of parents, coaches, and past wrestlers. The club promotes the sport of wrestling by providing senior scholarships, equipment, youth programs and more for grades K-12 throughout the communities of Norwood Young America, Hamburg and Cologne.

The 3rd Annual Winter Splash will be conducted in similar fashion as previous years. The event will be held from 11:00 a.m. - 5:00 p.m. Parking will be available for volunteers and emergency response personnel however, participants and spectators are encouraged to park at Central High School and take a bus to Baylor Park. The applicant is working with a vendor to provide portable restrooms. The food vendor at the event is licensed with the County. No raffle or alcohol sales will be conducted at the event. Similar to the Special Olympics Polar Plunge, last year the event had 75 "jumpers" and approximately 250 spectators.

The County Parks Department will also be providing authorization for the event. The applicant is working with Ridgeview Medical, EMT's from Hamburg, Cologne and NYA Fire Departments, Carver County Dive Team and the Carver County Sheriff's Office for this year's event. Liability Insurance and a copy of the waiver form has been submitted.

ACTION REQUESTED:

A motion authorizing the issuance of a Certificate of Zoning Compliance (#A20120660), for the March 16, 2013 3rd Annual Central Raiders Wrestling Club Winter Splash at Baylor Park.

FISCAL IMPACT: <input type="text" value="None"/>	FUNDING
<i>If "Other", specify:</i> <input type="text"/>	County Dollars = <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	<input type="text"/>
	Total <input type="text" value="\$0.00"/>

Related Financial/FTE Comments:

Office use only:
RBA 2012- 1486

COUNTY OF CARVER
CERTIFICATE OF ZONING COMPLIANCE

FILE/CERTIFICATE # A20120660

DATE ISSUED: December 11, 2012

TYPE OF CERTIFICATE: ONE TIME SPECIAL EVENT – 3rd Annual Central Raiders Wrestling Club Winter Splash

This permit certificate is issued for the Central Raiders Wrestling Club Winter Splash to be held on March 16, 2013. The event is being coordinated by Joel Kidrowski on behalf of the Central Wrestling Club and will be held at Baylor Park. Activities for the event include a food vendor, costume contest, and jumping into the water.

The one-day event will begin at 11:00 a.m. with jumping anticipated to start at 1:00 p.m. The event will be concluded by approximately 5:00 p.m. Approximately 250-500 individuals are anticipated to attend with roughly 100 of those individuals registered to jump into the water. This event is allowed with a Certificate of Zoning Compliance, pursuant to Chapter 152, section 152.074 B6 of the Carver County Code.

This certificate is issued to:

**Joel Kidrowski/Central Raiders Wrestling Club
14610 County Road 53
Cologne, MN 55322**

And is not transferable to another person or to another parcel of property.

Purpose of Certificate: To certify that the permittee and/or organization to which this certificate is issued is permitted and authorized to hold the Central Raiders Wrestling Winter Splash event on March 16, 2013 at Baylor Park. The event shall take place in accordance with the conditions listed on this permit and in accordance with Chapter 152 of the Carver County Code.

THE FOLLOWING CONDITIONS ARE ATTACHED AND MUST BE COMPLIED WITH:

1. The Permit is valid only for March 16, 2013.
2. The permittee shall obtain and comply with the Special Event Permit from the Carver County Parks Department.

Amanda Schwabe
Associate Planner

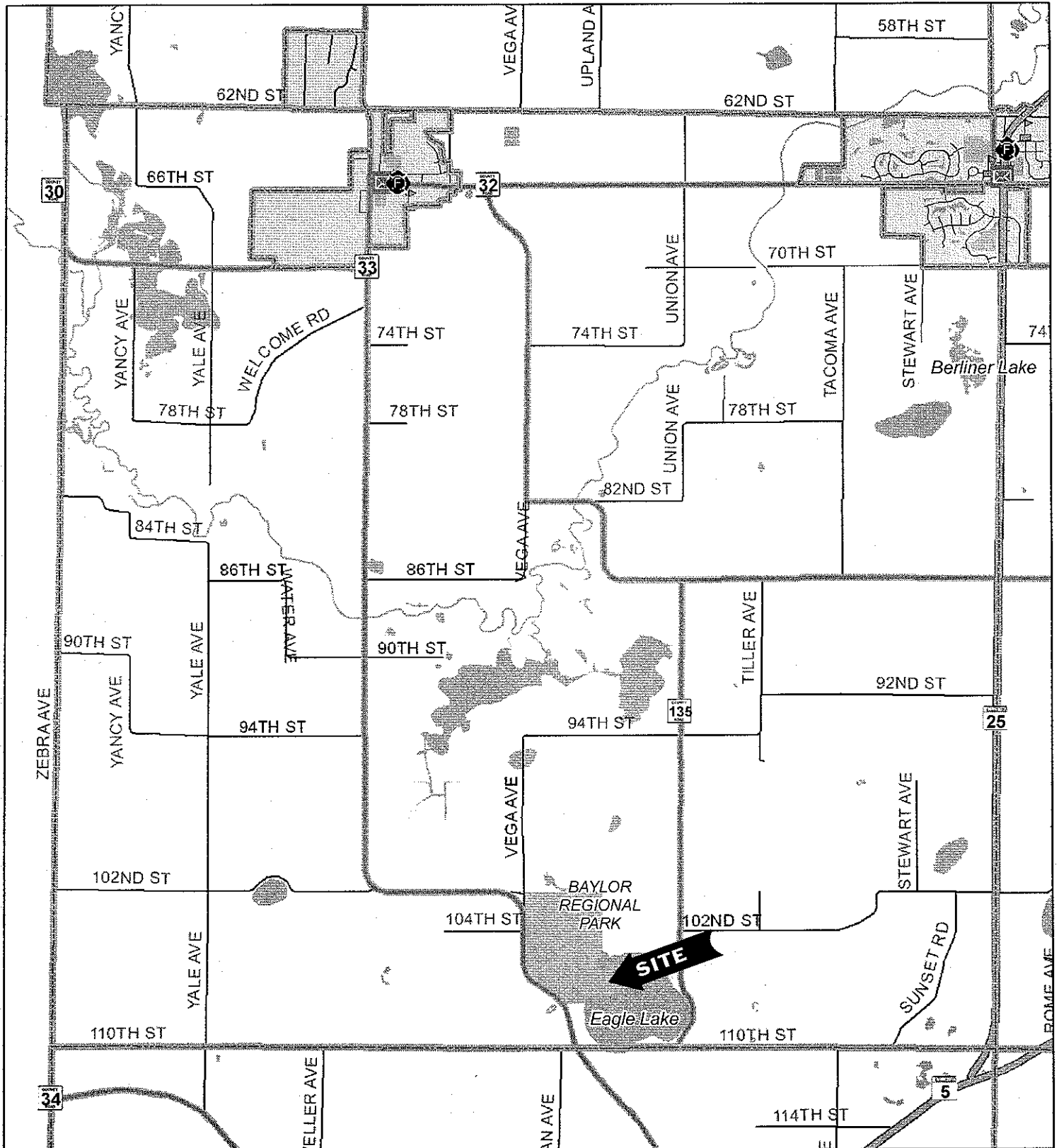
THIS CERTIFICATE IS ISSUED FOR MARCH 16, 2013, AND IS NOT EFFECTIVE UNTIL SIGNED:

I HAVE READ THE ABOVE CONDITIONS AND AGREE TO FOLLOW THEM. I REALIZE THAT FAILURE TO ABIDE BY THE CONDITIONS IS A VIOLATION OF THE ZONING ORDINANCE. I AGREE THAT THE ZONING ADMINISTRATOR OR A DESIGNATED REPRESENTATIVE MAY ENTER UPON THE SUBJECT PROPERTY TO CHECK FOR COMPLIANCE OR FOR REVIEW PURPOSES. I AGREE THAT BY SIGNING BELOW I AM RESPONSIBLE TO OBTAIN COMPLIANCE WITH BUILDING AND FIRE CODES, AND FOOD HANDLING REQUIREMENTS FROM ANY AND ALL LOCAL AND STATE AGENCIES. I ALSO UNDERSTAND THAT THIS IS NOT A BUILDING PERMIT AND THAT OTHER PERMITS MAY BE REQUIRED.

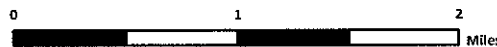
Signature of Certificate Holder

Date

CAMDEN TOWNSHIP



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



Carver County Board of Commissioners Request for Board Action



Agenda Item:

Larry Dubbe - Farm Related Business (PH/E)

Primary Originating Division/Dept: <input type="text" value="Public Health & Environment - Land Mgmt."/>	Meeting Date: <input type="text" value="12/11/2012"/>
Contact: <input type="text" value="Amanda Schwabe"/> Title: <input type="text" value="Associate Planner"/>	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:

File #PZ20120039. The Planning Commission recommended approval of a new Conditional Use Permit (CUP) for an existing Farm Related Business (Larry Dubbe - Pine Products, Inc.) to allow for an increased operational area for the storage of mulch materials. The applicant is proposing screening around the increased operational area in the form of landscaping. The business currently operates under CUP #11273 issued in 1991 which will be terminated and superseded by this new CUP. The applicant is compliant with the conditions of his original CUP and is not proposing any other additional changes to the operation. The Waconia Town Board recommended approval of the request at their October 12, 2012 meeting.

ACTION REQUESTED:

A motion to adopt Findings of Fact and issue Order #PZ20120039 for the issuance of a Conditional Use Permit.

FISCAL IMPACT: <input type="text" value="None"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total \$0.00
FTE IMPACT: <input type="text" value="None"/>	

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1484

COUNTY OF CARVER
PLANNING COMMISSION RESOLUTION

FILE #: PZ20120039

RESOLUTION #: 12-11

WHEREAS, the following application for a Conditional Use Permit has been submitted and accepted:

FILE #: PZ20120039

APPLICANT/OWNER: Larry Dubbe

SITE ADDRESS: 11780 Co Rd 32, Waconia

PERMIT TYPE: Farm Related Business

PURSUANT TO: County Code, Section 152.079 C2

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 09-015-1600

WHEREAS, said application was duly considered at a public hearing held by the Carver County Planning Commission at its regular meeting of November 20, 2012; and,

WHEREAS, the Carver County Planning Commission finds as follows:

1. Larry Dubbe owns approximately 27.45 acres located in the Southeast Quarter (SE ¼) of the Southwest Quarter (SW ¼) of Section 15, Waconia Township. The property is improved with a house with attached garage, a barn and several accessory structures. The barn and existing accessory structures are utilized for their business, Pine Products, Inc., which was permitted as a Farm Related Business with Conditional Use Permit (CUP) #8498. The site is located in the Agriculture Zoning District, Shoreland Overlay District of Scheuble Lake, and the CCWRMO – Carver Creek Watershed.
2. The applicant requested a new CUP to continue to operate a farm related business with an expanded operational area. The proposed operational area would include a 200 foot by 200 foot gravel pad for the storage of mulch materials in the northwest corner of the property pursuant to Section 152.079 of the Carver County Zoning Code.
3. Pine Products, Inc. was permitted with a CUP for a Farm Related Business in 1991. The Farm Related Business is related to the grinding and distributing of wood products to create sawdust materials for use as animal bedding. According to the applicant, all wood scrap is brought in from local companies, processed and stored inside to keep it dry or delivered out the same day to local farms (including dairy, hog and poultry) and stables to help keep their animals clean, safe and dry.
4. Since the early 1990's the business has been very successful and the original CUP was amended to allow for additional buildings as well as the sale of landscape supplies (mulch, dirt and rock products). The landscape materials were introduced as a way to utilize mulch materials that were not suitable to be used for animal bedding (e.g. wet). According to the applicant, 80-85% of the business sales are animal bedding with the remainder falling under the landscape supplies.
5. The proposed increase to the operational area is located in the northwest corner of the property and would consist of a gravel pad approximately 200 feet by 200 feet. The pad would be used to store mulch that is brought in during the winter months, to supply the needs for spring and early summer sales. According to the applicant, this area will alleviate the need to move the mulch multiple times on the site and also help while road restrictions are on. The submitted operational plan and site plan are consistent with the plans which were approved by previous CUP's. No

additional buildings are proposed for the business.

6. Additional screening is proposed for the increased operational area which will consist of pine and spruce trees on the east and southwest side of the new storage area. It is anticipated that the height of the trees after two years will be 8 to 10 feet.
7. Currently, the operation involves ten (10) to twelve (12) employees, five (5) of which are family members and two (2) are part-time. Mr. & Mrs. Dubbe are two (2) of the five (5) employees and also homestead the property. The Zoning Code requires the applicant to submit a copy of workers compensation insurance.
8. The applicant has estimated approximately 50-70 vehicle trips (including employees, deliveries and walk-in customers) to be generated per/day in and out of the site. The submitted operational and site plan indicates approximately 15 parking spaces for employees and customers on a gravel surface. The business has 1 company vehicle, six (6) straight axle trucks and two (2) semi tractors; approximately twelve (12) semi-trailers. According to the Carver County Zoning Code, a sales facility is required to have at least one (1) parking space for each 400 sq. ft. of sales floor space. The existing parking spaces exceed the minimum number required as it pertains to the amount of existing sales floor space. Additional parking spaces may be required if additional structures are constructed or modified to be utilized as sales floor space. The site can be modified accordingly to accommodate additional parking, as needed.
9. Any permits in the Shoreland Overlay District require compliance of all Subsurface Sewage Treatment Systems (SSTS). A new system was installed in 2012 for the house. Pine Products provides portable restrooms on site for their employees.
10. The applicant is not requesting any new or additional signage. The existing sign is within the size allowance pursuant to Chapter 154, Sign Regulations.
11. The proposed operations meets the requirements of Section 152.079 of the Zoning Code, provided as long as 70% of the business produces a product or involves a process that utilizes locally grown commodities or the sales and/or purchasing of products of the local agricultural economy.
12. The Waconia Town Board reviewed and recommended approval of the CUP request during their October 12, 2012 Town Board meeting.

THEREFORE, BE IT RESOLVED, THAT The Carver County Planning Commission hereby recommends the issuance of Conditional Use Permit #PZ20120039 for a Farm Related Business on the land described in Exhibit "A" of the permit application. The Planning Commission further recommends that this permit shall terminate and supersede the prior approved Conditional Use Permit #11273. The Planning Commission further recommends that the following conditions be attached to the permit:

1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible.
2. Pine Products, Inc. shall operate in accordance with the submitted operation and site plans. These plans shall be attached to and be considered part of this permit. Any future buildings will require discussion with Land Management for a determination as to whether an application for amendment or similar consideration is necessary.
3. The existing structure(s), not utilized for the business, shall be used only by the occupant(s) of the residence for agriculture, personal storage, hobbies, recreation, entertainment, family uses, private maintenance and repair activities, and for the keeping of animals and appurtenant equipment and supplies, and as otherwise regulated by this Ordinance.
4. The Permittee shall submit a copy of Worker's Compensation insurance for all employees annually to the Land

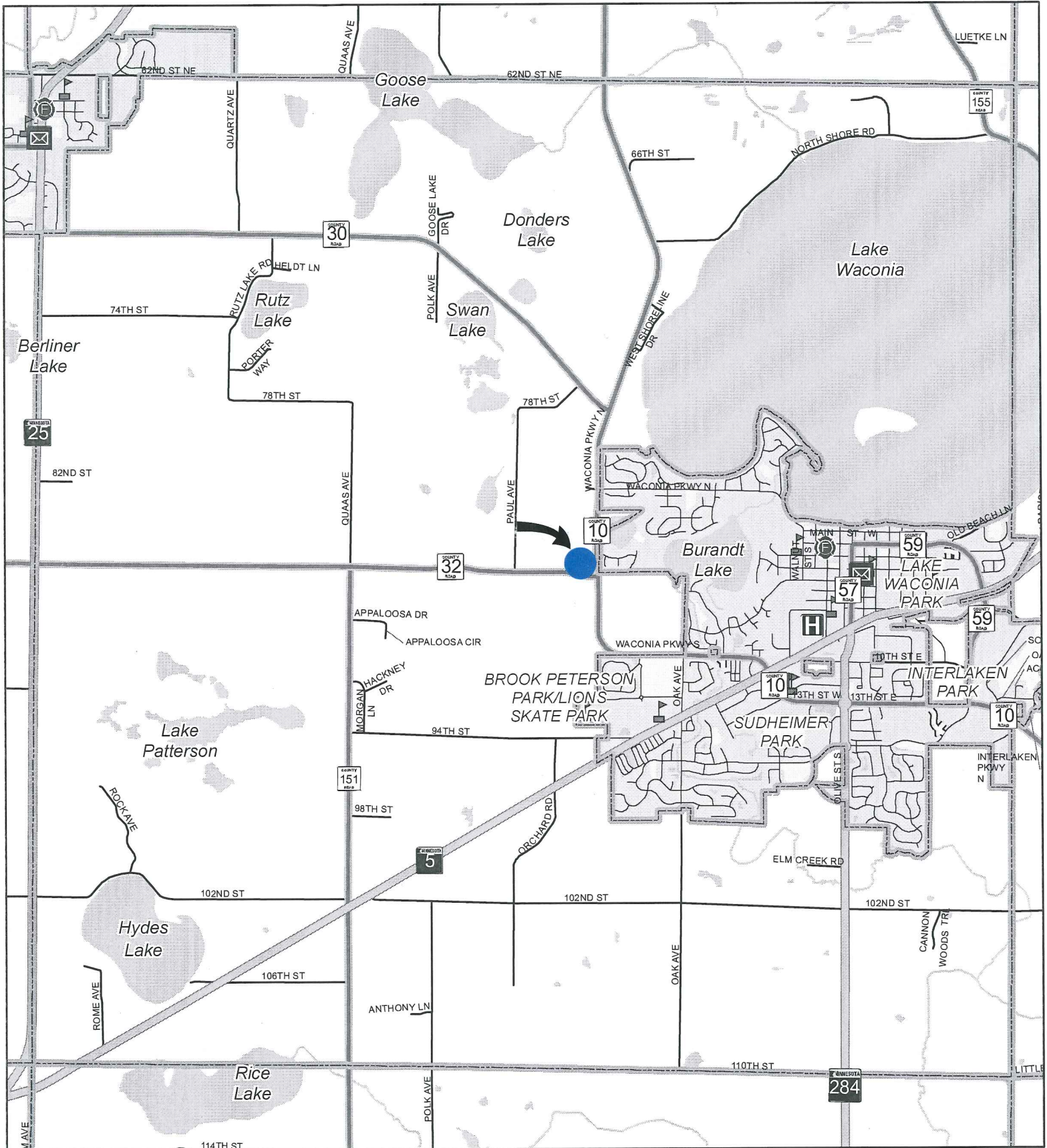
Management Dept.

5. The Permittee shall keep a contract for portable restrooms in effect and provide the most current copy of the portable restroom agreement/contract to the Land Management Dept.
6. The Permittee shall comply at all times with the County standards as detailed in Chapter 52, Subsurface Sewage Treatment Systems, Chapter 152 – Zoning Code, and Chapter 154 – Sign Regulations. The Permittee shall not exceed the allowed square footage of signage per property.
7. Screening/landscaping shall be maintained according to the submitted site plan.
8. No burning of material in connection with the business is permitted.

ADOPTED by the Carver County Planning Commission this 20th day of November, 2012.

Ted Beise, Chair
Planning Commission

WACONIA TOWNSHIP



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



Carver County Board of Commissioners Request for Board Action



Agenda Item:

Final 2013 Property Tax Levy and Budget

Primary Originating Division/Dept: Administration (County)

Meeting

Date: 12/11/2012

Contact: David Frischmon Title: Finance Director

Item Type:

Regular Session

Amount of Time Requested: 15 minutes

Presenter: David Hemze/David Frisch... Title: Administrator and Finance Dir...

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County Administrator's Recommended 2013 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 2013 Budget process began at a May 2012 workshop where the County Board directed staff to implement the Administrator's Recommended 2013 Budget Strategy.

The County Board and staff have had several workshops, Board meetings and a Public Hearing to discuss the 2013 Property Tax Levy and Budget

ACTION REQUESTED:

Motion to approve the 2013 Property Tax Levy and Budget Resolutions

FISCAL IMPACT: Other

If "Other", specify: See below

FUNDING

County Dollars =	
Total	\$0.00

FTE IMPACT: Increase budgeted staff

Related Financial/FTE Comments:

The County Administrator's recommended 2013 levy of \$45,629,720 is a 1.9% increase compared to 2012 that captures the incremental tax base created by new construction. Consistent with the 2013 Budget Strategy, the impact on the County's average value home will be a slight decrease in County property taxes in 2013 compared to 2012.

Office use only:

RBA 2012- 1495

Budget Overview

Administrator's Budget Message

This County Administrator's 2013 Preliminary Recommended Budget applies prioritized resources to fund Carver County services. The recommendations included in this document reflect the continued difficult economic times being experienced locally in Carver County, as well as nationally and internationally.

The County Board directed that the County's 2013 tax impact on the average-value home decrease, which will be the eight year in a row that the County's average-value home will pay less in County taxes compared to the previous year. This recommendation limits the 2013 levy increase to only capturing new construction tax base. This will increase the 2013 levy by \$850,000 (1.9%) to \$45,629,720 compared to the 2012 property tax levy of \$44,779,720. The recommendation allocates 100% of the 2013 levy increase to fund capital projects.

On the operating cost side, maintaining the same general level of services in 2013 is estimated to cost an additional \$500,000. This recommendation proposes offsetting \$500,000 in tax levy cuts and new revenue along with flat-lining all other operating costs.

The County Board plans to hold a public hearing on the 2013 Budget on December 6, 2012. The Board is expected to adopt the final 2013 levy and budget on Tuesday, December 11, 2012. The 2013 Budget Book will provide a broad overview of historical budget trends and 2013 budget recommendations and narrative summaries for all county divisions and departments, elected officials, and programs and services that receive financial support from the County.

The Board is also expected to approve the 2014 Long-Term Financial Plan on December 11, 2012. The County uses the Long-Term Financial Plans along with the Annual Budget to connect financial strategies to the County's short-term and long-term strategic goals and objectives. The County began using long-term financial planning in 2008 primarily to establish a roadmap for funding significant road and building projects in the future. Over the years, funding future significant operating cost drivers such as health insurance and building security have also been addressed in the Long-Term Financial Plan. The 2014 Long-Term Financial Plan focuses on the four areas that will significantly impact future Property Tax Levies and Budgets: Capital Improvement Plans; Facilities, Vehicles and Equipment Replacements; Bonding & Debt Service; and Operating Budget Financial Challenges. It will be used as a strategy planning tool to fund significant operating challenges and capital projects beyond the 2013 Budget.

The hard work county staff provided in assisting with the preparation of this budget should be acknowledged. In particular, the assistance of Division Directors, Managers and finance staff were instrumental in preparing this recommendation and is greatly appreciated.

Budget Summary

The 2013 Preliminary Budget totals \$88,589,305 which is a decrease of \$8.7 million from the 2012 Budget.

2012-2013 Budget Comparison		
Revenue	2012 Budget	2013 Budget
Taxes & Penalties	46,581,767	47,426,767
Licenses & Permits	723,760	714,760
Intergovernmental	27,442,648	23,037,627
Charges for Services	11,278,583	10,995,020
Fines & Forfeitures	250,933	240,834
Investment Earnings	2,282,607	2,185,067
Other Revenues	3,315,402	3,989,230
Total Revenues	91,875,700	88,589,305
Expenditures		
Public Assistance	4,992,011	4,581,935
Personal Services	51,885,886	52,514,847
Services & Charges	9,866,591	10,146,540
Material & Supplies	4,001,601	3,937,232
Capital Outlay	20,737,365	11,531,859
Debt Services	4,421,021	4,554,175
Other Expenses	(34,405)	(101,485)
Transfers	1,410,978	1,424,202
Total Expenditures	97,281,048	88,589,305
Capital Reserves Used	5,405,348	-

This chart compares the revenue and expenditure amounts for 2012 and 2013. The most significant change in the 2013 Budget is in Capital Outlay. This is primarily due to a decrease in Road and Bridge Capital Improvement Projects in 2012 that were funded by one-time turnback funds from the State that were received in 2009, federal grants, and unspent funds from the 2008A bond issue that were used for Road and Bridge CIP projects. Thus, the Capital Outlay decrease did not have an impact on the County's tax levy.

The budget process did, however, require spending cuts in other areas. Staff identified approximately \$500,000 in levy savings and revenue increases for the 2013 Budget.

See Attachment A for a summary of the recommended \$500,000 in levy savings and revenue increases and Attachment B for staffing changes.

Budget Strategies

In addition to decreasing taxes on the average-value home, the 2013 Budget was developed using the following strategies set by the County Board:

- **Fund new FTEs without increasing the property tax levy:**

The County Administrator's recommended 2013 Budget proposes a 3.02 increase in FTEs. However, the net impact on the County's tax levy from staffing changes in the 2013 Budget is a decrease of more than \$70,000 due to offsetting levy savings in other areas of the budget and revenue increases. See Attachment B for these Staffing Changes list.

- **Capture the Tax Base from New Construction for Capital Projects:**

The County Administrator's Recommended 2013 Tax Levy increases by \$850,000 (1.9%) compared to the 2012 Levy. This increase captures the new tax base from new construction to fund the following capital projects:

- \$425,000 Debt Service for Road/Bridge Projects funded by a 2014 Bond Sale (for example, Highways 101 and 61 Project)
- \$150,000 Debt Service for Engler Blvd. Project
- \$275,000 shift of CPA funds from general operations to fund capital projects in the County's three Capital Improvement Plans.

See Attachment C for this new Capital Projects list.

- **Continue to levy dollars to pay for capital replacement at a consistent level, as opposed to cutting back to balance the County's operating budget.**

The 2013 Budget maintains a capital replacement budget funded by the tax levy of \$1.43 million to pay for the replacement of facilities, vehicles and equipment. This amount was the same for the 2012 Budget *See Attachment D for this replacement schedule.*

- **Become more efficient and effective as an organization.**

Two Divisions are proposing reorganizations to realign their operations to respond to current and future service demands:

- The increased cost for the Public Works reorganization will be offset by levy savings and revenue increases. *See Attachment E for more information on the proposed Public Works reorganization.*
- The Community Social Services reorganization will result in a tax levy savings. *See Attachment B for more information on the levy impact for these proposed reorganizations.*

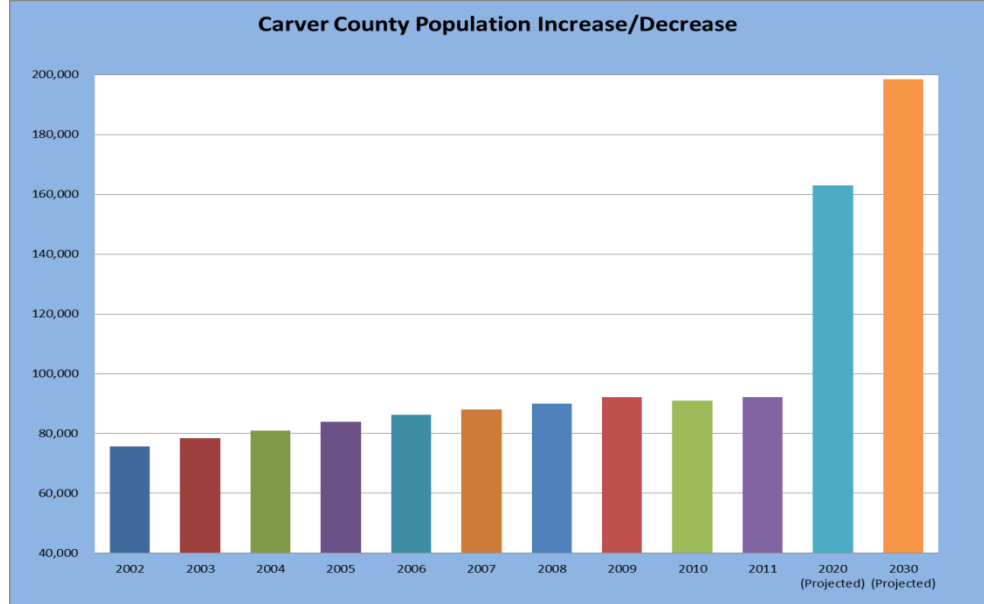
Trend Data

The following are key historical trends that were used to form the foundation of the 2013 Budget.

Population: Out of 87 counties in Minnesota, Carver County's estimated 2011 population of 92,104 is the 11th highest. Over the last decade Carver County had the fourth highest rate of population growth in the state at 21.75% adding a total of 16,454 residents. Carver County's population growth is expected to continue into the future.

The following shows the 2002-2009 and 2011 U.S. Census Bureau's population estimates as well as the 2010 Census populations. Based on the 2000 Census figures, the Metropolitan Council projects Carver County's population to increase to 198,500 by 2030, which would be a 114% increase from the 2011 Metropolitan Council estimate.

<u>Year</u>	<u>Population</u>
2002	75,653
2003	78,343
2004	80,963
2005	83,882
2006	86,271
2007	88,096
2008	90,043
2009	92,107
2010	91,042
2011	92,104
2020	162,880
	<i>(Projected)</i>
2030	198,500
	<i>(Projected)</i>

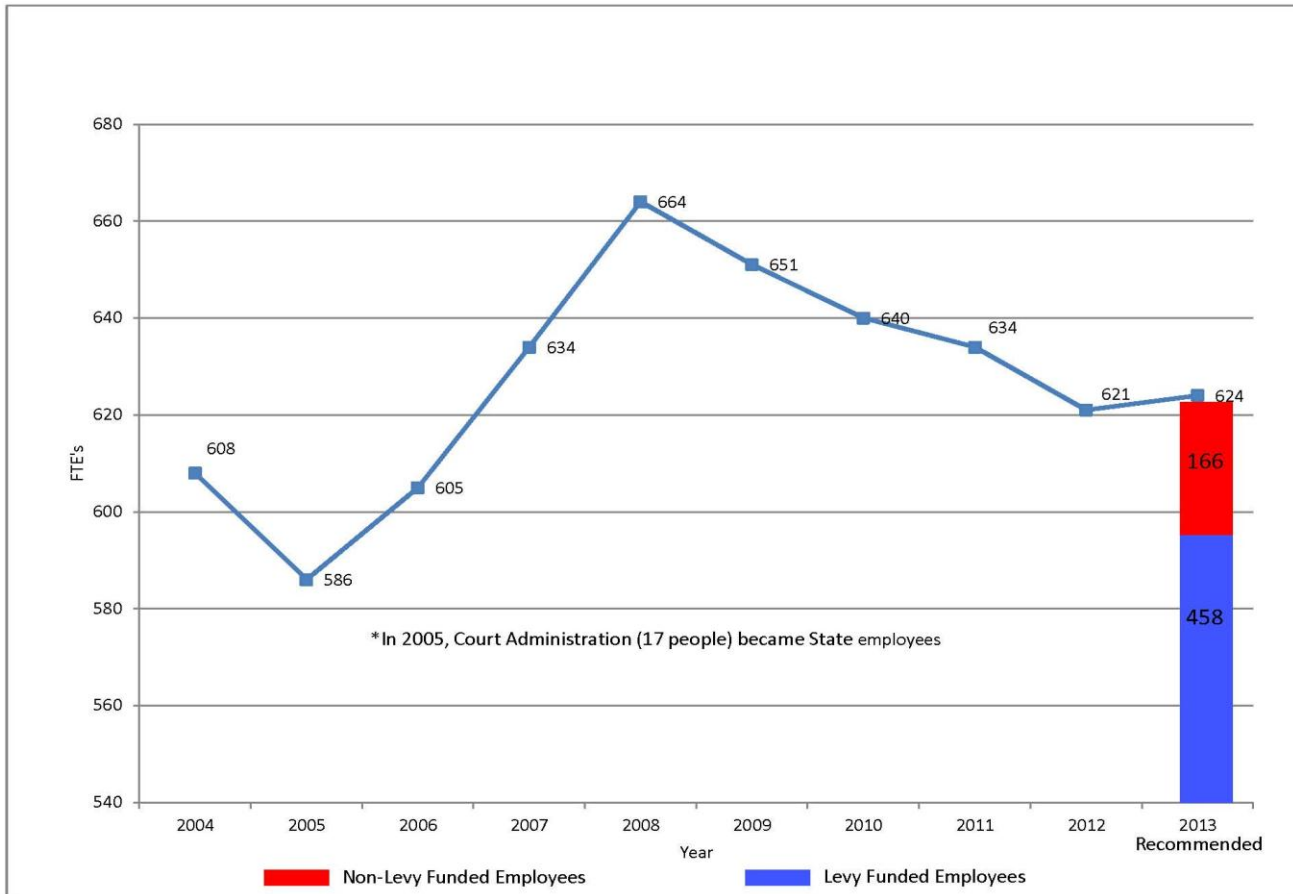


Population growth is the biggest factor related to service demand pressure for Carver County. Significant growth increases the need for public investment in infrastructure and impacts service delivery for government entities.

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 16.4 percent of the total County population in 2030, up from 8.7 percent in 2011.

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. The following chart shows the changes in the number of County employees in the past decade. The graph also provides the number of Full-Time Equivalent (FTE) employee positions that are funded by levy and non-levy funding sources. Based on the 2013 budget figures, it is estimated that 26.6% of FTEs will be funded by other sources of revenue that the County has identified to help lower the need to use levy funds. Some of the other revenue sources include: contract revenue, fees for services, and grants.

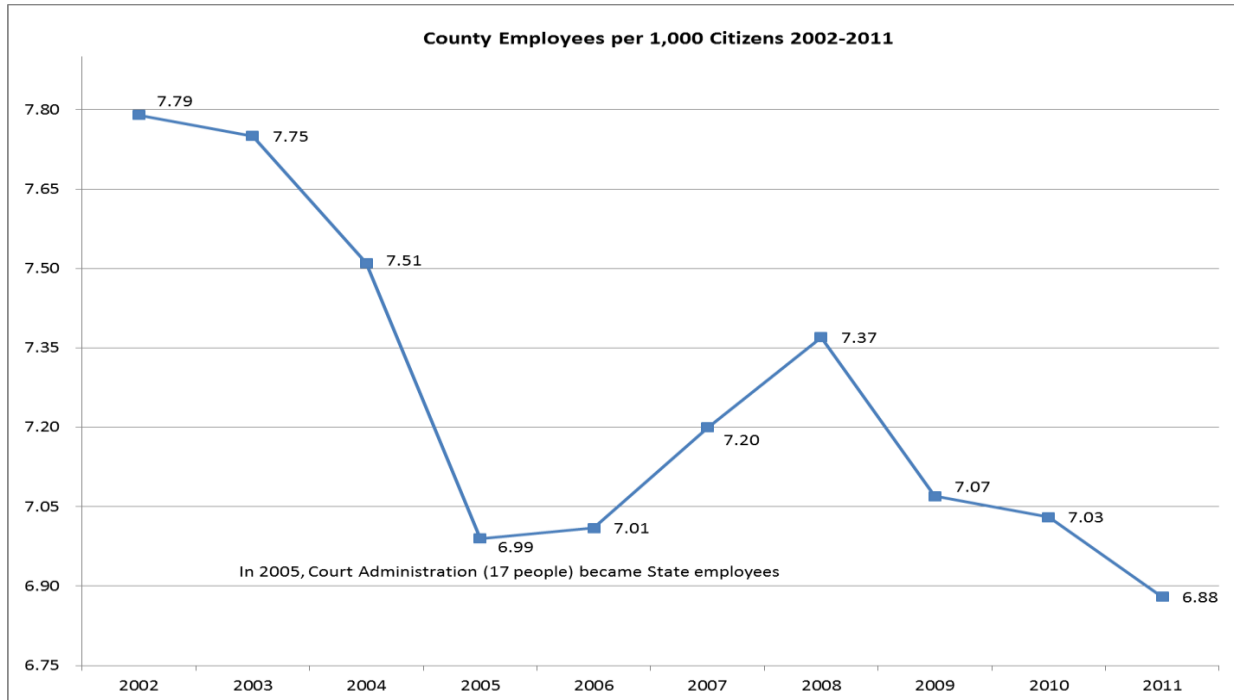
Total Number of County Full-Time Equivalent Positions 2004-2013



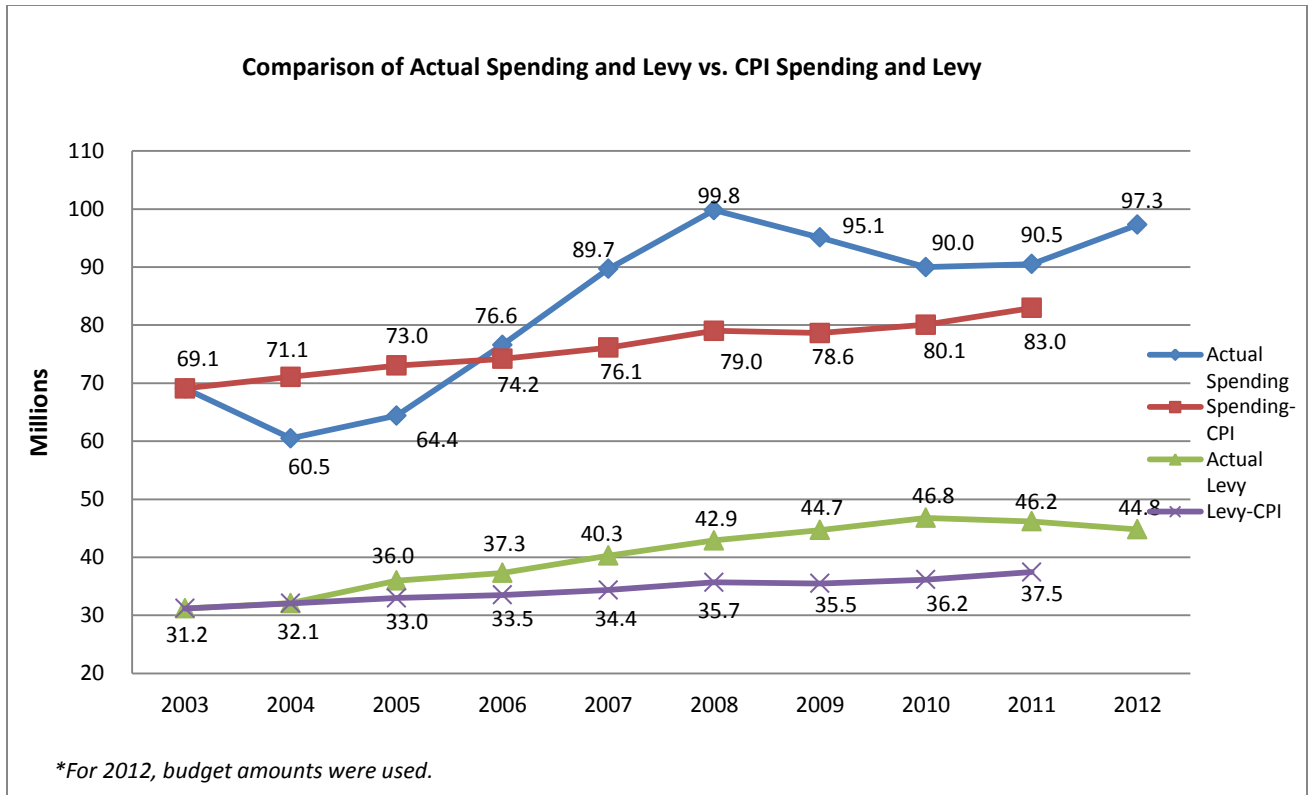
The total number of Full-Time Equivalent (FTE) employee positions was 664 in 2008. Budget adjustments made due the loss of state aid has resulted in a loss of 40 FTE employee positions over the past five years. The 2013 recommended budget proposes an increase of 3.02 FTEs from the 2012 FTE count to a total of 624 FTE positions according to Attachment B. While the chart shows additional levy funded positions for 2013, offsetting budget cuts and revenue increases result in a net tax levy savings from 2013 staffing changes of more than \$70,000. *See Attachment B for the Staffing Changes list.*

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.

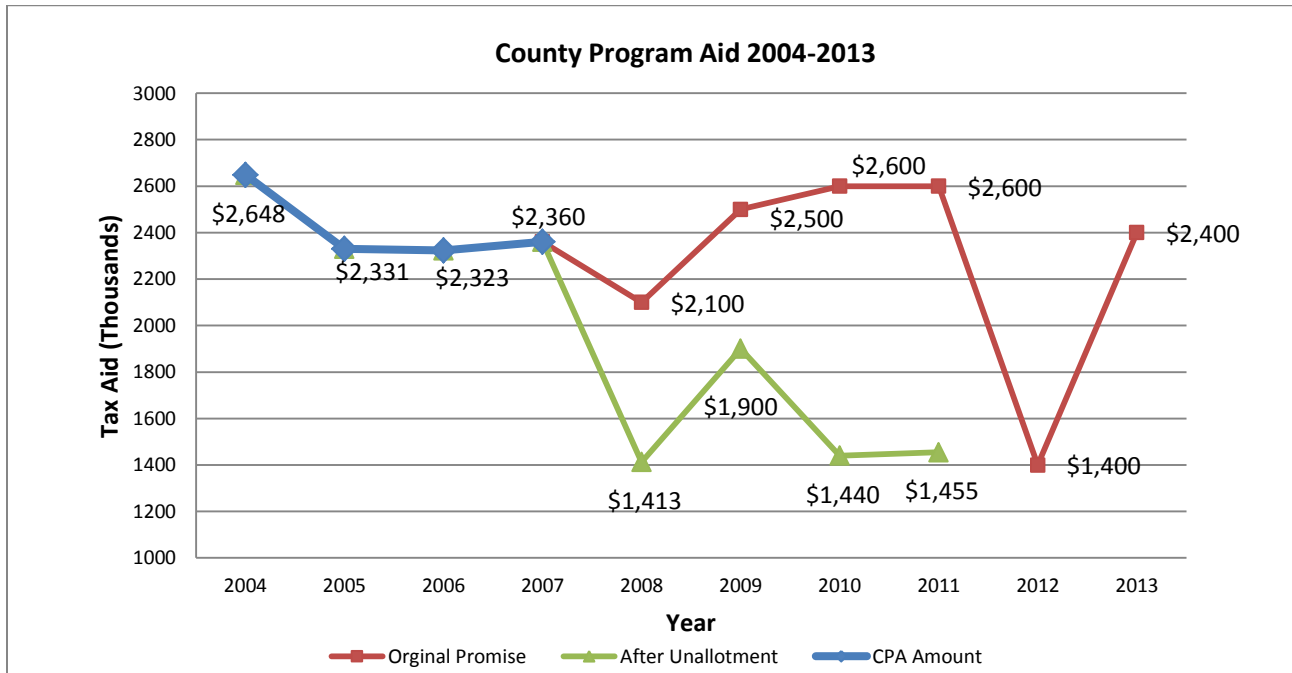
The following chart shows the fluctuation in the number of employees per 1,000 citizens. It has gone from a high of 7.79 employees per 1,000 citizens in 2002 to a low of 6.88 in 2011. Since 2008 there has been a steady decrease in the number of employees per 1,000 citizens as a result of continual improvement 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 tax levy has increased on the same trend as inflation but at a higher rate due to rapid growth in the county. The following 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.



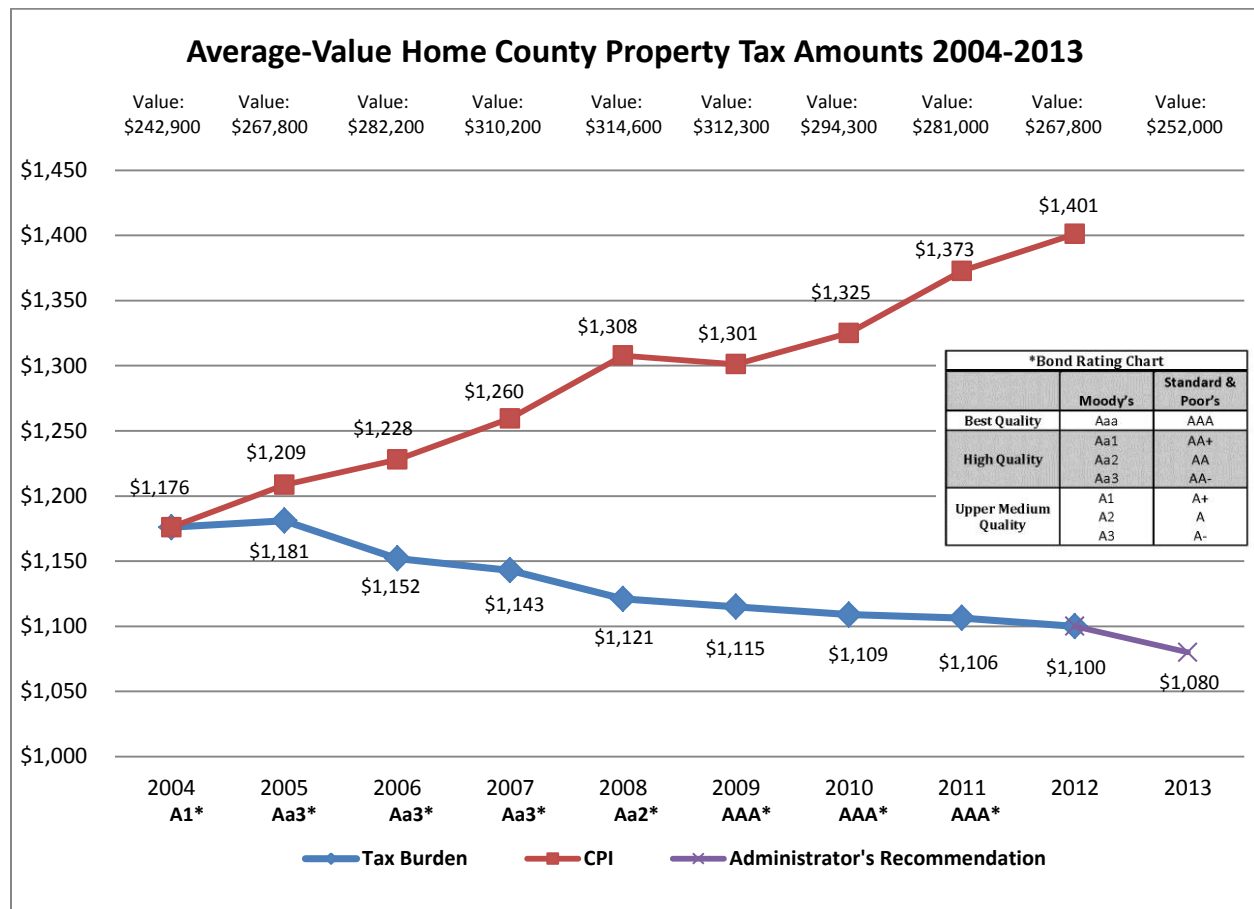
State Aid - County Program Aid and Market Value Homestead Credit: As the following chart indicates, Carver County experienced a significant loss in County Program Aid (CPA) from the State of Minnesota from 2004 to 2013.



In the 2013 budget, the State has promised to pay \$2.4 million; however, the final amount actually received is far from certain given the continued fiscal pressure on the State's budget. It is planned that approximately \$1.1 million will be used in the operating budget and any additional amount will be go back into the CIP funds for capital improvement projects.

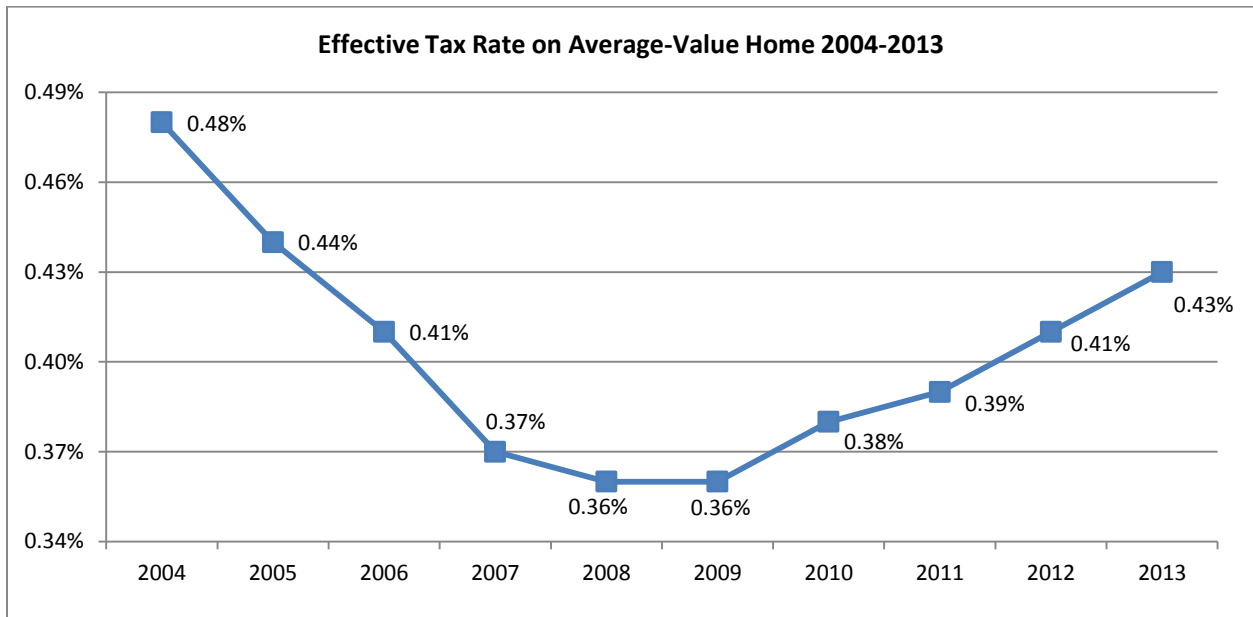
Property Taxation: The Board has continued its strategy of setting the levy to decrease the County's tax-impact on an average-value home. The value of the average home in Carver County decreased from \$267,800 in 2012 to \$252,000 in 2013. The County's portion of the total property tax bill on an average-value home will decrease slightly from \$1,100 in 2012 to \$1,080 in 2013.

The following chart shows the changes in average home values and taxes from 2004 to 2013. It also shows how the average home's property tax has continually decreased compared to Consumer Price Index (CPI), which has grown over the past several years.

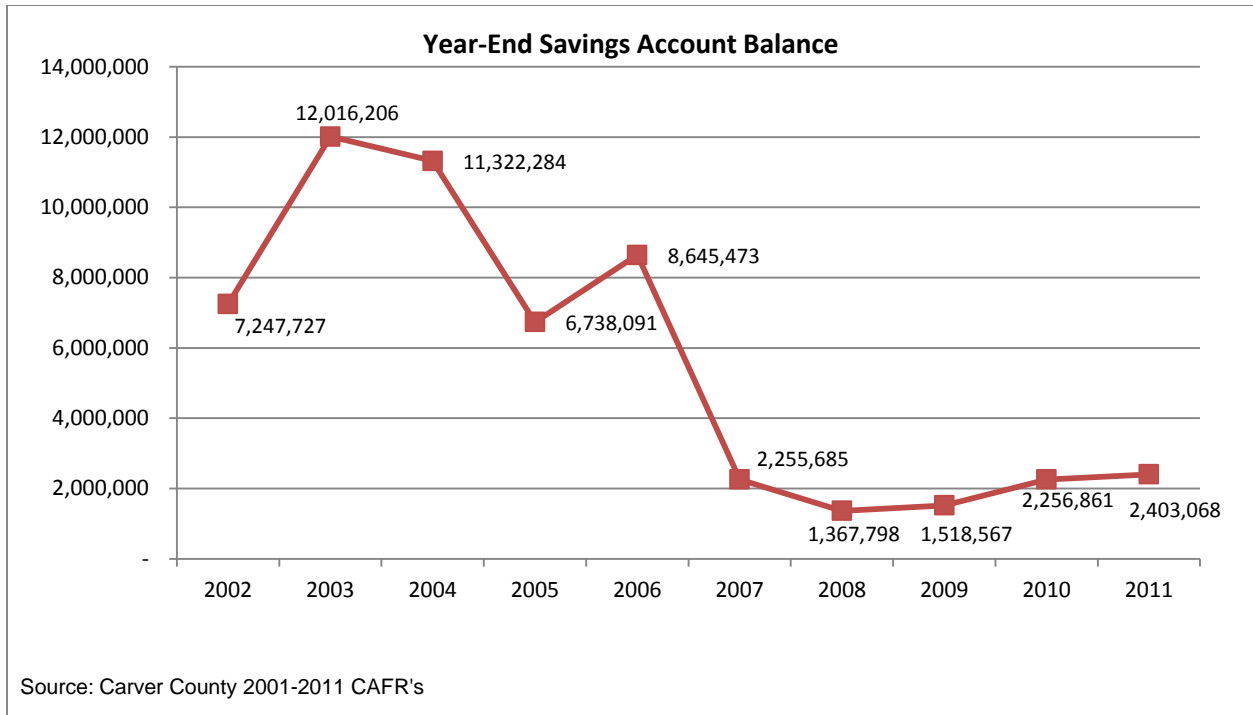


Effective Tax Rate: The effective tax rate is the percentage of market value a homeowner is paying in property taxes. It is calculated by taking the home's market value and dividing it by the tax. The rapid pace of rising home values and the relatively modest rate of tax increases by the

County resulted in a decreasing effective tax rate over the past decade. The upward movement on this trend reflects the decreasing valuation of homes that began in 2009.



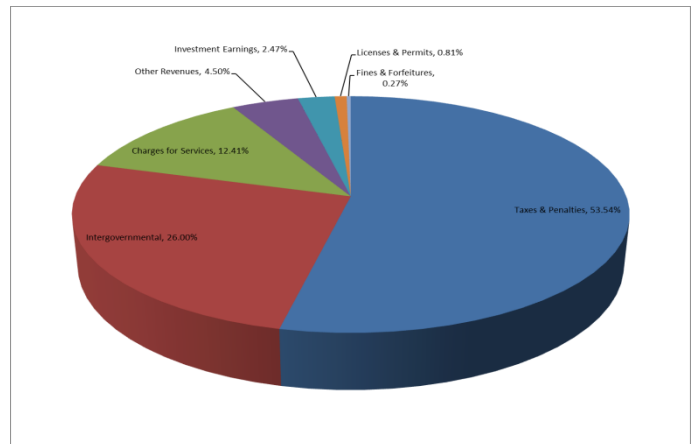
Year-End Savings Account: The Year-End Savings (YES) Account designates up to 5 percent of the County’s reserves for future unknowns such as emergencies, disasters, capital projects, and intergovernmental funding cuts. The YES Account’s balance over the past decade was approximately \$5.6 million. Significant 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. The YES account balance for year-end 2011 was \$2,403,068. Based on current projections, it is estimated the YES account balance at year-end 2012 will remain around \$2.4 million. The following chart shows the trend in this account’s balance.



Revenues

The 2013 Budget totals \$88,589,305 in revenues, which is a decrease of \$3,286,395 compared to the 2012 budget. The following lists the sources of revenues for 2013, and the chart shows percentage of the total associated with each revenue amount.

2013 Budget Revenue	
Taxes & Penalties	47,426,767
Intergovernmental	23,037,627
Charges for Services	10,995,020
Other Revenues	3,989,230
Investment Earnings	2,185,067
Licenses & Permits	714,760
Fines & Forfeitures	240,834
Total Revenues	88,589,305



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 2013 Budget includes the amount of property taxes levied for the year and penalties.

Each year, the levy request is determined by first applying all other funding sources against the costs for the budget year and then determining the amount needed to cover remaining costs. Once established, property tax amounts cannot be adjusted upward during the year.

The County Administrator’s recommended total combined levy of \$45,629,720 for 2013 is an increase of 1.9%, or \$850,000, from the 2012 levy. 100% of the 2013 levy increase is allocated to fund capital projects. Revenues from the property tax levy will constitute approximately 53.56% of all county revenues for 2013.

2013 Property Tax Levy

General Fund	\$28,694,615
Road and Bridge Fund	4,043,585
Community Social Services Fund	7,002,345
Buildings Capital Improvement Fund	100,000
Road & Bridge Capital Improvement Fund	1,500,000
Parks and Trails Capital Improvement Fund	50,000
Debt Services Fund	4,116,175
Unestad Tax Abatement	123,000
Total Levy County	\$45,629,720
Carver Watershed Management Organization	\$ 524,984
Total Combined Levy	\$46,154,704

The increase in the tax levy is the end-result of a 2013 Budget Strategy adopted by the County Board of Commissioners in May 2012. The County’s portion of the total property tax bill on average-value homes will decrease slightly for 2013.

Intergovernmental and Other Revenues: Intergovernmental funding, which decreased by \$4,405,021 from the 2012 Budget to the 2013 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 \$27,442,648 in 2012 to \$23,037,627 in 2013 due primarily to decreases in federal and state funding for 2013 Road and Bridge project.

The Other Revenues category totals \$3,989,230. It includes gifts and donations, miscellaneous revenue from contracts, and transfers between funds.

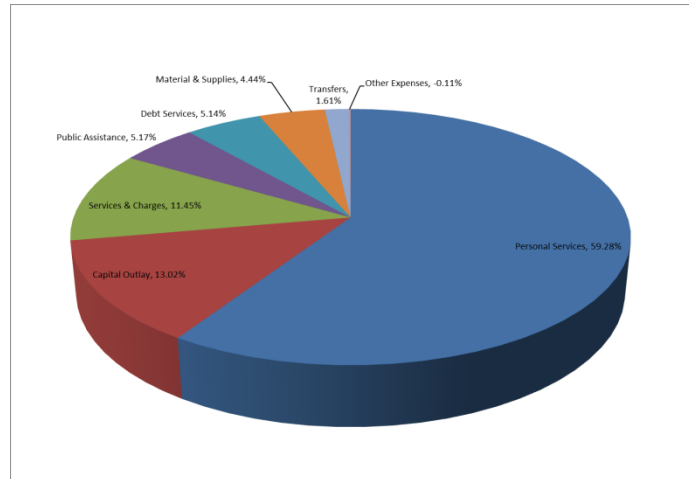
Charges for Services: The third-highest revenue source comes from Charges for Services, which totals \$10,995,020 in the 2013 Budget, a decrease of \$283,563 from 2012. This revenue category refers to the County’s acquisition of revenue from the professional services the County provides for a fee and other services and charges covered in its Fee-for-Service Schedule.

Investment Earnings: The revenue from investment earnings is budgeted at \$2,185,067 in 2013, compared to \$2,282,607 in 2012. This decrease of \$97,540 in investment earnings is the result of decreasing interest rates.

Expenditures

The 2013 Budget totals \$88,589,305 in expenditures, which is a decrease of \$8,691,743 compared to the 2012 budget. Fewer capital projects in 2013 funded by non-tax levy dollars is the primary reason for the decreased 2013 Budget. The following lists the expenditures for 2013, and the chart shows the percentage of the total expenditure associated with each category.

2013 Budget Expenditures	
Personal Services	52,514,847
Capital Outlay	11,531,859
Services & Charges	10,146,540
Public Assistance	4,581,935
Debt Services	4,554,175
Material & Supplies	3,937,232
Transfers	1,424,202
Other Expenses	(101,485)
Total Expenditures	88,589,305



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 2013 is \$52,514,847, which is an increase of \$628,961 from the 2012 budgeted amount of \$51,885,886. The 2013 Budget include moderate salary and benefit increases which were offset by levy savings and revenue increases.

After years of seeing health insurance costs increase at a rate much higher than inflation, the County’s health insurance premiums had a relatively small 4% increase for 2011 and an actual decrease for 2012. This improvement is attributed, in part, to a strategy that is moving employees away from a legacy high-cost health insurance plan to less expensive consumer-driven health insurance plans. The 2013 Budget continues this positive trend with no increase in the County’s contribution to employee health insurance premiums.

Conference and Training: The 2013 Budget includes \$377,658 for conference and training for County staff development. *See Attachment F for a listing of conference and training for each County division.*

Capital Outlay: The County’s second highest expenditure category is \$11,531,859 for capital

improvements. A number of capital projects are included in the 2013 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 2013 Budget includes \$4,581,935 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 2013 is \$410,076 less than the 2012 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 2013 Budget, \$4,554,175 is being budgeted for Debt Services, which is an increase of \$533,154 from the previous year. This is due to principal payments starting in 2013 the 2012A Engler Boulevard Project bond sale.

2013 Recommended Levy Adjustments - Attachment A

Division	Department	Item	Levy Savings	Effective Date/Impact
CSS	CSS	OPEB Federal Reimbursement	\$40,000	Allocating OPEB in personnel services budget and using OPEB Trust allows for Federal Reimbursement
Court Services	Court Services	Increased Court Fees	\$10,000	Favorable trend due to fee increases, new STS contract and effective collection efforts
Employee Relations	Employee Relations	Unemployment Compensation	\$100,000	Budget for unemployment compensation not needed due to 2013 Budget proposing only one lay-off
Court Services	Court Services	Juvenile Placements	\$75,000	Reflects favorable downward trend from effective best practices
Public Works	Public Works	Road Salt	\$30,000	Reflects favorable downward trend due to best practices
Sheriff's Office	Admin & Jail	Police State Aid and Inmate Jail revenues	\$100,000	Reflects favorable 3-year average trends
Administrative Services	Library	Office equipment and Non-capitalized capital	\$25,000	Consolidate and reduce non-capitalized capital line items
Public Health & Environment	Public Health	Vacant FTEs	\$70,000	Eliminate vacant .5 Adm Asst (\$24K) and .5 PH nurse (\$46K)
Taxpayer Services	Taxpayer Services	Revenue and various expenses	\$50,000	State approved License Center fee increases and consolidate and reduce various expenditure line items due to favorable trends
GRAND TOTAL =			\$500,000	

Attachment B: Staffing Changes

Division/Department	Division Requested FTE's	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
Requested for 2013:						
Restructuring - Reorganization & Changes in Hours						
Court Services	1.00		Court Services Agent I	\$ 58,042	\$ - *	\$ -
Court Services	0.50		Collections Officer	21,888	- *	-
Library Services	0.05		Administrative Assistant	8,182	8,182	8,182
Library Services	(0.85)		Library Assistant	(27,111)	(27,111)	(27,111)
Library Services	0.50		Library Technology Assistant	21,828	21,828	21,828
Attorney's Office	0.32		Law Clerk	14,127	- *	-
Public Health & Environme	(1.00)		Data Program Coordinator	(69,698)	(69,698)	(69,698)
Public Health & Environme	1.00		Planner	70,264	70,264	70,264
Public Health & Environme	(0.50)		PHN-Public Health Nurse	(46,088)	(46,088)	(46,088)
Public Health & Environme	(0.50)		Administrative Assistant	(23,490)	(23,490)	(23,490)
Sheriff's Office	1.00		Civilian Criminalist	65,085	61,360 *	61,360
Sheriff's Office	(1.00)		Deputy Sheriff	(61,360)	(61,360)	(61,360)
Social Services	0.50		Re-organization	(4,142)	(4,142) **	(4,142)
Subtotal	1.02	0.00		\$ 27,527	\$ (70,255)	\$ (70,255)
Approved in 2012: Associated savings/cost will carryover 2013						
Public Works	1.00		Assistant Division Director	\$ 104,197	- *	-
Public Works	1.00		Operations Manager	\$ 89,542	- *	-
Public Works	1.00		Highway & Parks Maintenance	\$ 69,831	- *	-
Public Works	(1.00)		Highway Foreman	\$ (90,846)	- *	-
Public Works	(1.00)		Assistant Mechanic	\$ (71,202)	- *	-
Public Works	1.00		Phase II Re-organization	\$ 66,478	- *	-
Subtotal	2.00	0.00		\$ 168,000	\$ -	\$ -
Totals	3.02	0.00		195,527.00	(70,255.00)	(70,255.00)

* Costs have been offset by changes in other areas of the budget

** reflects net costs balanced out with revenue changes

Attachment C: Capital Projects by Fund for 2013

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Adopted	Requested	Recommended	
Parks & Trails Capital Improvements						
		Local Contribution for Advanced Funded Park Land Acquisitions (Levy)	50,000	50,000	50,000	-
		TBD Park & Trail Projects (25% of CPA not allocated to operating budget)	-	68,750	68,750	(68,750)
526-001		Dakota Trail Phase II (CCRRA Transfer)	170,000	-	-	170,000
		Dakota Trail Phase II Construction (Federal Grant)	1,000,000	-	-	1,000,000
		Dakota Trail Phase II Trail Head (TBD)	50,000	-	-	50,000
		Dakota Rail Regional Trail Connection to CSAH 10 (Local grant)	192,000	-	-	192,000
		Southwest Regional Trail (Chaska / Victoria trail) Park & Trails Fund		141,360	141,360	(141,360)
		Southwest Regional Trail (Chaska / Victoria trail) Federal		436,640	436,640	(436,640)
		Southwest Regional Trail (Chaska / Victoria trail) Municipal Participation		48,000	48,000	(48,000)
		34-520-XXX-XXXX-6610	1,462,000	744,750	744,750	717,250
Fund #34 Total	34-XXX-XXX-XXXX-66XX		1,462,000	744,750	744,750	717,250
Levy Dollars - Fund #34			50,000	50,000	50,000	-

Building and Other Capital Improvements (Pay As You Go With State CPA)

		Mayer library lockers (2011 State CPA)	30,000	-	-	(30,000)
974-01		Watertown Library remodel (2011 State CPA)	50,000	-	-	(50,000)
		Data and Phone Cabling Needs - County Facilities (2011 State CPA)	100,000	-	-	(100,000)
		Building Security Projects (Levy)	-	100,000	100,000	100,000
		TBD Building Projects (25% of CPA not allocated to operating budget)	-	68,750	68,750	68,750
		30-XXX-XXX-XXXX-6630	180,000	168,750	168,750	(11,250)
Fund #30 Total	30-XXX-XXX-XXXX-66XX		180,000	168,750	168,750	(11,250)
Levy Dollars - Fund #30			-	100,000	100,000	-

Regional Rail Authority Right-of Way Capital Improvements

		U P Line Response Action Plan and Stewardship (Levy)	45,000	-	-	(45,000)
		Transfer to Park & Trail for Dakota Rail Line (Levy)	70,000	-	-	(70,000)
		Transfer to Park & Trail for Dakota Rail Line (Reserves)	100,000	-	-	(100,000)
		Dakota Rail Line Stewardship (Levy)	5,000	-	-	(5,000)
		TBD Regional Rail Authority Projects (Levy) (Reduce for 2013 by PT FTE)	-	74,000	74,000	74,000
		15-XXX-XXX-XXXX-6630	220,000	74,000	74,000	(146,000)
Fund #30 Total	30-XXX-XXX-XXXX-66XX		220,000	74,000	74,000	(146,000)
Levy Dollars - Fund #15			120,000	74,000	120,000	-

Attachment C: Capital Projects by Fund for 2013

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Adopted	Requested	Recommended	
Road & Bridge Capital Improvements						
Highway Maintenance						
	305-032	Sign Replacement Project ('10 State Aid/'11 - '13 County Levy)	125,000	125,000	125,000	-
		03-304-000-0000-6520	125,000	125,000	125,000	-
Professional Services						
	307-027	CSAH 11 at TH 7 Roundabout (State Aid Regular)	50,000	-	-	(50,000)
	307-022	CSAH 61 Improvements (Fund Balance)	24,000	-	-	(24,000)
	307-022	CSAH 61 Improvements (Municipal / State Participation)	350,000	-	-	(350,000)
	307-033	CSAH 14, SAP 010-614-007 (Fund Balance)	40,000	-	-	(40,000)
	307-034	TH101 Reconstruction Turnback (Municipal / State Participation)	150,000	-	-	(150,000)
	307-035	TH212 NYA To Cologne (Federal)	1,324,650	-	-	(1,324,650)
	307-035	TH212 NYA To Cologne (Municipal / State Participation)	166,000	-	-	(166,000)
	307-035	TH212 NYA To Cologne (Fund Balance)	166,000	-	-	(166,000)
	307-005	CSAH 10 Bridge #5882 (State Aid Municipal)	-	-	-	-
	307-007	CSAH 30 Bridge #7118 (State Aid Regular)	100,000	-	-	(100,000)
	307-008	CSAH 40 Bridge #4655 (State Aid Regular)	70,500	-	-	(70,500)
	307-009	CSAH 41 Bridge #2784 (State Aid Regular)	70,500	-	-	(70,500)
	307-010	CSAH 43 Bridge #10501 (State Aid Regular)	70,500	-	-	(70,500)
	307-036	CSAH 30 and 33 New Germany Utility Replacement (State Aid Municipal)	543,000	-	-	(543,000)
	307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (State Aid Regular)	-	221,250	221,250	221,250
	307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (Municipal / State)	-	221,250	221,250	221,250
	307-050	CSAH 50 1.3 M West CSAH 40 (State Aid Regular)	50,000	-	-	(50,000)
	307-8690	Carver Bridge #L2526 Replacement (Municipal / State)	-	100,000	100,000	100,000
	307-8701	CSAH 61 TB Improvements (TH101 to East County Line) (Municipal / State)	-	582,137	582,137	582,137
	307-8701	CSAH 61 TB Improvements (TH101 to East County Line) (County Other)	-	145,534	145,534	145,534
	307-8705	CSAH 61 Reconstruction "Y" Intersection Area (Municipal / State)	-	544,000	544,000	544,000
	307-8705	CSAH 61 Reconstruction "Y" Intersection Area (County Other)	-	136,000	136,000	136,000
		32-307-000-0000-6680	3,175,150	1,950,171	1,950,171	(1,224,979)
Construction						
	307-001	CSAH 11 (TH212 to CSAH 10) State Aid Regular	513,461	-	-	(513,461)
	307-001	CSAH 11 (TH212 to CSAH 10) Federal	2,805,968	-	-	(2,805,968)
	307-001	CSAH 11 (TH212 to CSAH 10) County Bonds - 2008	2,238,665	-	-	(2,238,665)
	307-007	CSAH 30 Bridge #7118 (State Bridge Bonds)	375,000	-	-	(375,000)
	307-007	CSAH 30 Bridge #7118 (County Program Aid)	425,000	-	-	(425,000)
	307-008	CSAH 40 Bridge #4655 (State Aid Regular)	510,000	-	-	(510,000)
	307-008	CSAH 40 Bridge #4655 (State Bridge Bonds)	510,000	-	-	(510,000)
	307-009	CSAH 41 Bridge #2784 (State Aid Regular)	-	-	-	-
	307-009	CSAH 41 Bridge #2784 (State Bridge Bonds)	345,000	-	-	(345,000)
	307-009	CSAH 41 Bridge #2784 (County Program Aid)	345,000	-	-	(345,000)
	307-010	CSAH 43 Bridge #10501 (State Bridge Bonds)	415,000	-	-	(415,000)
	307-010	CSAH 43 Bridge #10501 (Count Program Aid)	415,000	-	-	(415,000)
	307-019	Safety Set Aside (County Levy)	175,000	175,000	175,000	-
		TBD Road & Bridge Projects (50% of CPA not allocated to operating budget)	-	137,500	137,500	137,500
	307-022	CSAH 61 Improvements (Fund Balance)	120,000	-	-	(120,000)
	307-024	CSAH13 / TH5 Turn Lane and CSAH11 / TH5 Turn Lane (State Aid Regular)	350,000	-	-	(350,000)
	307-027	CSAH 11 at TH 7 Roundabout (State Aid Regular)	150,000	-	-	(150,000)
	307-033	CSAH 14, SAP 010-614-007 (Fund Balance)	250,000	-	-	(250,000)
	307-037	CSAH 10 Engler Development Project (Other Funding Source)	1,371,683	-	-	(1,371,683)
	307-8638	CSAH 10 Bridge #5882 (State Aid Regular)	-	750,000	750,000	750,000
	307-8638	CSAH 10 Bridge #5882 (State Aid Municipal)	-	400,000	400,000	400,000
	307-8638	CSAH 10 Bridge #5882 (Bridge Bonding)	-	750,000	750,000	750,000
	307-8669	TH 101 Reconstruction (State Aid Regular)	-	400,000	400,000	400,000
	307-8675	Gates and Signals at CSAH 31 and MPLRR (State Aid Regular)	-	20,000	20,000	20,000
	307-8675	Gates and Signals at CSAH 31 and MPLRR (Federal)	-	180,000	180,000	180,000
	307-8690	Carver Bridge #L2526 replacement (Bridge Bonding)	-	500,000	500,000	500,000
		32-307-000-0000-6681	11,314,777	3,312,500	3,312,500	(8,002,277)
Right of Way						
	307-006	CSAH 18 (Audubon to Powers) State Aid Regular	325,000	-	-	(325,000)
	307-006	CSAH 18 (Audubon to Powers) Municipal / State Participation	325,000	-	-	(325,000)
	307-007	CSAH 30 Bridge #7118 (State Aid Regular)	100,000	-	-	(100,000)
	307-009	CSAH 41 Bridge #2784 (State Aid Regular)	-	-	-	-
	307-8638	CSAH 10 Bridge #5882 (State Aid Municipal)	-	200,000	200,000	200,000
	307-8638	CSAH 10 Bridge #5882 (Municipal / State Participation)	-	200,000	200,000	200,000
	307-8705	CSAH 61 Reconstruction "Y" Intersection Area (Municipal / State)	-	1,040,000	1,040,000	1,040,000
	307-8705	CSAH 61 Reconstruction "Y" Intersection Area (County Other)	-	260,000	260,000	260,000
		32-307-000-0000-6685	750,000	1,700,000	1,700,000	950,000
Resurfacing/Maintenance						
	307-8000	Resurfacing/Maintenance (County Levy)	1,200,000	1,200,000	1,200,000	-
	307-8000	Resurfacing/Maintenance (State Aid)	800,000	800,000	800,000	-
		32-307-000-0000-6684	2,000,000	2,000,000	2,000,000	-
Fund #32 Total		32-307-XXX-XXXX-66XX	17,364,927	9,087,671	9,087,671	(8,277,256)
Road & Bridge Levy Dollars - Fund #32			1,500,000	1,500,000	1,500,000	-

Attachment D: 2013 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Approved	Requested	Recommended	
Administrative Services - Facilities						
Building Improvements - 6640						
	02-110	WEC IMPROVEMENTS (paid by WEC lease revenue*)	10,000	10,000	10,000	-
	01-110	Facilities - Manager Initiatives	377,500	377,500	377,500	-
		Building Improvements 01-110-000-0000-6640	387,500	387,500	387,500	-
Dept Total	01-110-XXX-0000-66XX		387,500	387,500	387,500	-
Administrative Services - Information Services						
Manager Capital Initiatives						
		Technology - Manager Initiatives	406,000	328,000	328,000	(78,000)
		Software: 01-049-000-0000-6655	406,000	328,000	328,000	(78,000)
		Total 01-049-000-0000-66XX	406,000	328,000	328,000	(78,000)
Dept Total	01-049-XXX-XXXX-66XX		406,000	328,000	328,000	(78,000)
Administrative Services - Library						
Administration						
	974-02	Curbside Book Return	5,000	-	-	(5,000)
		Equipment: 01-014-500-0000-6660	5,000	-	-	(5,000)
		Total 01-014-500-0000-66XX	5,000	-	-	(5,000)
Chanhassen	501-01	Chanhassen Library Automated Materials Handling Belt	12,000	-	-	(12,000)
		Equipment: 01-014-501-0000-6660	12,000	-	-	(12,000)
		Total 01-014-501-0000-66XX	12,000	-	-	(12,000)
Chaska		Building: 01-014-502-000-6660	-	-	-	-
		Total 01-014-502-0000-66XX	-	-	-	-
Waconia		Copy machine	-	-	-	-
		Equipment: 01-014-503-0000-6660	-	-	-	-
		Total 01-014-503-0000-66XX	-	-	-	-
Library - Continued		Copy machine	-	-	-	-
Watertown		Equipment: 01-014-504-0000-6660	-	-	-	-
		Total 01-014-504-0000-66XX	-	-	-	-
Norwood Young America		Equipment: 01-014-505-0000-6660	-	-	-	-
		Total 01-014-505-0000-66XX	-	-	-	-
Dept Total	01-014-XXX-XXXX-66XX		17,000	-	-	(17,000)
Administrative Services - University of Minnesota Extension						
		Equipment: 01-601-000-0000-6660	-	-	-	-
		Software: 01-601-000-0000-6655	-	-	-	-
Dept Total	01-601-XXX-XXXX-66XX		-	-	-	-
Administrative Services - Veterans Services						
			-	-	-	-
Dept Total	01-120-000-0000-66XX		-	-	-	-
Attorney						
		Equipment: 01-090-000-0000-6660	-	-	-	-
		01-090-XXX-XXXX-66XX	-	-	-	-
Court Services						
		Software: 01-252-252-0000-6655	-	-	-	-
		Equipment: 01-252-252-0000-6600	-	-	-	-

Attachment D: 2013 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Approved	Requested	Recommended	
Dept Total	01-252-XXX-0000-66XX		-	-	-	-
Employee Relations - Personnel Services						
		Equipment: 01-050-000-0000-6660	-	-	-	-
Dept Total	01-050-000-0000-66XX		-	-	-	-
Finance						
		Equipment: 01-045-000-000-6660	-	-	-	-
Dept Total	01-045-000-0000-66XX		-	-	-	-
Public Health & Environment - Emergency Management						
		Software: 01-280-280-0000-6655	-	-	-	-
		Equipment: 01-280-280-0000-6660	-	-	-	-
		Total Capital Outlay 01-280-66XX	-	-	-	-
Public Health & Environment - Land Management						
		01-123-160-XXXX-6630	-	-	-	-
Public Health & Environment - Environmental Services (Paid by Solid Waste Fees)						
		Bobcat-Environmental Center*	35,000	-	-	(35,000)
		01-123-130-XXXX-6660	35,000	-	-	(35,000)
Public Health & Environment - Planning & Water (Paid by WMO Levy)						
		Carver County Water Mgmt. Organization Project Fund*	123,000	123,000	123,000	-
		01-123-XXX-XXXX-6630	123,000	123,000	123,000	-
Division Total	01-123-XXX-XXXX-66XX		158,000	123,000	123,000	(35,000)
Sheriff's Office						
Recreational Services						
	231-01	Two Snowmobiles	-	-	-	-
		Equipment 01-201-231-1652-6660	-	-	-	-
		Total Capital Outlay 01-201-231	-	-	-	-
Jail						
		Jail Maint. - (Funded in Facilities Budget)	-	-	-	-
		Equipment: 01-201-235-0000-6660	-	-	-	-
		Total Capital Outlay 01-201-235	-	-	-	-
Patrol						
	236-01	Vehicles	237,438	257,438	257,438	20,000
		Vehicles: 01-201-236-0000-6670	237,438	257,438	257,438	20,000
		Total Capital Outlay 01-201-236	237,438	257,438	257,438	20,000
Investigation						
		Equipment: 01-201-239-0000-6655	-	-	-	-
Crime Lab						
	239-	Equipment: 01-201-239-1713-6660	-	-	-	-
		Total Capital Outlay 01-201-239	-	-	-	-
911 Communication						
	240-	MDCs and Radios	50,000	50,000	50,000	-
		Next Generation Phone System (equipment paid by 911 fees*)	-	30,000	30,000	30,000
		Equipment: 01-201-240-0000-6660	50,000	80,000	80,000	30,000
		Total Capital Outlay 01-201-240	50,000	80,000	80,000	30,000
Dept Total	01-201-XXX-XXXX-66XX		287,438	337,438	337,438	50,000
Public Works - Road & Bridge Administration						

Attachment D: 2013 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Approved	Requested	Recommended	
Engineering		Equipment: 03-301-000-0000-6660	-	-	-	-
		Total Capital Outlay: 03-301	-	-	-	-
		Synchro/ SimTraffic Software	5,000	-	-	(5,000)
		Software: 03-303-000-0000-6655	5,000	-	-	(5,000)
		Handheld GPS (Asset Management)	10,000	-	-	(10,000)
		Equipment: 03-303-000-0000-6660	10,000	-	-	(10,000)
Highway Maintenance		Equipment: 03-303-000-0000-6670	-	-	-	-
		Total Capital Outlay: 03-303	15,000	-	-	(15,000)
		AVL System Costs	-	20,000	20,000	20,000
		Equipment: 03-304-000-0000-6655	-	20,000	20,000	20,000
		AVL / GPS for plow trucks	20,000	20,000	20,000	-
		Asphalt Curb Machine (NON LEVY FUNDS)	-	-	-	-
		Equipment: 03-304-000-0000-6660	20,000	20,000	20,000	-
		305-003 Semi Tractor	180,000	-	-	(180,000)
		305-020 Pickups	47,000	71,500	71,500	24,500
		305-003 Tandem (NON LEVY FUNDS)	-	-	-	-
		JetVac (NON LEVY FUNDS)	-	106,000	106,000	106,000
		Hwy Vehicles: 03-304-000-0000-6670	227,000	177,500	177,500	(49,500)
		305-005 Cracksealing Routers (2)	16,000	-	-	(16,000)
		Cracksealing Melter Kettle	-	36,000	36,000	36,000
		Tanker Trailer	-	50,000	50,000	50,000
	Trailer Message Boards (NON LEVY FUNDS)	-	40,000	40,000	40,000	
	Air Compressor	-	30,000	30,000	30,000	
	305-014 Pick Up Broom (Non-Levy Funds*)	200,000	-	-	(200,000)	
	305-006 Asphalt Roller - 1 ton (Non-Levy Funds*)	30,000	-	-	(30,000)	
	305-007 Trailer Message Boards (Non-Levy Funds*)	40,000	-	-	(40,000)	
	305-008 Ditch Cleaning Bucket	9,000	-	-	(9,000)	
	Hwy Eq: 03-304-000-0000-6690	295,000	156,000	156,000	(139,000)	
	Total Capital Outlay: 03-304	542,000	373,500	373,500	(168,500)	
Equipment Maintenance		Fleet Management	10,000	10,000	10,000	-
		Software: 03-306-000-0000-6655	10,000	10,000	10,000	-
		Wheel Balancer	14,000	-	-	(14,000)
		Forklift	20,000	-	-	(20,000)
		Equipment Maint: 03-306-000-0000-6660	34,000	-	-	(34,000)
		Mechanics Truck (NON LEVY FUNDS)	-	-	-	-
		Equip Maint Vehicles: 03-304-000-0000-6670	-	-	-	-
	Total Capital Outlay 03-306	44,000	10,000	10,000	(34,000)	
Surveyor		Digital Level	-	16,000	16,000	16,000
		Equipment Maint: 03-310-000-0000-6660	-	16,000	16,000	16,000
	Total Capital Outlay 03-310	-	16,000	16,000	16,000	
Dept Total	03-XXX-XXX-XXXX-66XX	601,000	399,500	399,500	(201,500)	
Public Works - Parks Administration						
		Park Maintenance Projects (paid by increase in park permit fees*)	28,000	26,000	26,000	(2,000)
		Site Improvements: 01-520-000-0000-6610	28,000	26,000	26,000	(2,000)
		Trail Maintenance Blower	7,000	-	-	(7,000)
		Disc Mower	8,500	-	-	(8,500)
		Skid Loader	-	60,000	60,000	60,000
		Utility Vehicle	-	13,000	13,000	13,000
		Equipment: 01-520-000-0000-6660	15,500	73,000	73,000	57,500
		Light Utility Truck	27,000	-	-	(27,000)
		Vehicles: 01-520-000-0000-6670	27,000	-	-	(27,000)
Dept Total	01-520-XXX-0000-66XX	70,500	99,000	99,000	28,500	
Social Services						
		Replacement Client Transport Vehicles (1 @ \$25,000)	22,000	25,000	25,000	3,000
		Vehicles 11-405-700-XXXX-6670	22,000	25,000	25,000	3,000
Dept Total	11-XXX-XXX-XXXX-66XX	22,000	25,000	25,000	3,000	
Taxpayer Services - Elections						
			6,000	-	-	(6,000)

Attachment D: 2013 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Approved	Requested	Recommended	
		Equipment: 01-040-065-000-6660	6,000	-	-	(6,000)
Dept Total	01-040-XXX-0000-66XX		6,000	-	-	(6,000)
County Totals			1,955,438	1,699,438	1,699,438	(256,000)
		*Non-Levy Dollars Available to Pay	<u>(478,000)</u>	<u>(269,000)</u>	<u>(269,000)</u>	<u>209,000</u>
		<i>Net Levy Dollars Needed</i>	<u>\$ 1,477,438</u>	<u>\$ 1,430,438</u>	<u>\$ 1,430,438</u>	<u>\$ (47,000)</u>

Attachment E: Reorganization Proposals

Public Works Division Reorganization Proposal

Public Works continues to experience increased services demands as a result of added road miles from new highway construction, expansion of existing roadways, and transfers of roadways from the State to the County. In addition, greater burden is being put on the County road system as a result of the State's underinvestment in the trunk Highway System. This translates into more traffic and greater maintenance requirements for our roads and bridges.

It is also important to note that Carver County has been assigned a lead role in major road projects including:

- Expansion of TH 212 between Chaska and Norwood Young America.
- River crossings that address the increased frequency of flooding on the Minnesota River and Crow River, including County road river crossings and State highway river crossings (Hwy. 101 and Hwy. 41).

In addition to increasing service demands for roads and bridges, the public has also expressed an interest in greater recreational opportunities from the Park and Trails systems. The regional trails systems have benefited from significant federal, state and local investment, however, the County Park facilities are aging and in need of increased maintenance and modernization.

The Public Works Division is proposing a reorganization to assist in addressing the increased service demands being placed on the division. This reorganization calls for the addition of eight new employee positions and the elimination of six positions. The net result is the addition of 2 Full-Time Equivalents (FTE) employee positions. When fully implemented, the proposed reorganization is expected to cost an estimated \$204,000 in additional personnel costs. This proposal will not, however, require an increase in property tax dollars allotted to the division.

The proposed reorganization will align the County's Public Works Division with most urban county models for Public Works organization. As a result of this reorganization, the division will be comprised of four departments as opposed to the current six department organization. The new organizational structure will be as follows:

1. Administration Department (unchanged).
2. Program Management Department (includes the former Engineering Department and Surveying & Mapping Department).
3. Operations Department (includes the former Highway Maintenance Department and Equipment Maintenance Department).
4. Parks Department (unchanged).

The primary goal of this reorganization is to establish an organizational structure that will better meet the increased demands on Public Works to respond to the following needs:

- Expanding County road system.
- Expanding trail system.
- Aging infrastructure.

- Expanded role in regional issues.
- Changes in laws, rules and regulations.
- Increased competition for grant funding/reduced grant funding for projects.

The main objective of this proposal is to implement organizational and staffing changes that will position the division into one that is better able to meet increased demands. The implementation of staffing changes is being proposed over two phases. Phase 1 includes the following changes:

- Create a new Assistant Division Director position. This individual will be the manager of the Program Delivery and Management Department supervising employees from the former Engineering Department and Surveying & Mapping Department groups. He/she will also assist the Division Director in the day-to-day management of the division.
- Create a new Operations Manager position to supervise employees from the former the Highway Maintenance Department and Equipment Maintenance Department.
- Create a new combined Highway Maintenance/Parks Maintenance position to assist with parks and trails maintenance and snow plowing.
- Eliminate a Highway Foreman position.
- Eliminate the Assistance Mechanic position.

Phase 2 is more complex and may require some revisions following the implementation of Phase 1. Any changes to Phase 2 will be brought back to the County Board for approval before being initiated. Phase 2 currently includes the following recommendations:

- Create a new Program Manager position within the Engineering group in the Program Delivery and Management Department to supervise project design, traffic, and right-of-way functions.
- Create a new Construction Engineer/Supervisor position within the Engineering group to supervise construction functions.
- Create a new Design Engineer position responsible for in-house design and consultant design services.
- Create two new Assistant Highway Maintenance Supervisor positions in the Operations Department to supervise the Highway Maintenance group.
- Eliminate the Assistant County Engineer position.
- Eliminate the Project Engineer position.
- Eliminate the Construction Coordinator position.
- Eliminate the Highway Maintenance Superintendent position.

The net increase of 2 FTEs for this reorganization will not require any additional property tax levy dollars. Nearly all of the cost will be covered by outside funding sources. A summary of the estimated funding plan includes the following:

\$75,000 **County Road and Bridge Fund.** A substantial portion of County Road and Bridge Fund comes from the County State Aid Highway (CSAH) Maintenance Fund which is made up of proceeds from state fuel tax, motor vehicle sales tax and license tab fees appropriated by formula to counties. The fund has increased since 2008 when the Legislature increased the motor fuel tax.

\$93,000

County Road and Bridge CIP Fund: The fund currently pays for construction, right of way acquisition and consultant services for road and bridge projects and is now proposed to pay for a small portion of in-house engineering salaries. The first \$83,000 will be funded by the County State Aid Highway Construction (CSAH) Fund which is also made up of proceeds from state fuel tax, vehicle sales tax and license tabs fees. The remaining \$10,000 will be funded from a portion of the tax levy that currently goes to the County Road and Bridge CIP Fund.

\$ 36,000

Carver County Regional Rail Authority Levy

Total \$204,000

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2013**

2013

DIVISION - DEPT.	DESCRIPTION	2012 Budget	Recommended	Inc./Dec
Commissioners				
	AMC Annual Conference (5)	4,000	4,000	-
	AMC Legislative (1)	500	500	-
	Health Conference (1)	900	900	-
	MICA	250	250	-
	National Conferences			
	2 Transportation Fly-ins (1 attends each)	3,000	3,000	-
	NACO Legislative (1)	2,000	2,000	-
	NACO Annual (1)	2,000	2,000	-
	Miscellaneous - One day conferences (5)	970	970	-
	Retreat	1,000	1,000	-
Total	01-001-000-0000-6332	14,620	14,620	-
County Administration				
	AMC Annual Conference	650	650	-
	MCMA/MACA Annual	725	725	-
	MACA Fall	475	475	-
	NACO/ICMA National	2,000	2,000	-
	Misc.- Administrator/staff	250	250	-
Total	01-030-000-0000-6332	4,100	4,100	-
Administrative Services - Administration				
	APMP Meetings	200	200	-
	MCMA/MACA Annual Conference	1,350	1,350	-
	ICMA National Conference	3,600	3,600	-
	Misc. Training	1,500	1,500	-
Total	01-048-000-0000-6332	6,650	6,650	-
Administrative Services - Facilities				
Facilities Management				
	Boiler Chemical - Water Treatment - Electrical	500	1,800	1,300
	Siemens Control Apogee Training	3,500	1,000	(2,500)
	Amag Security	2,000	1,800	(200)
	IFMA - Local	2,200	700	(1,500)
	IFMA National	-	1,800	1,800
	Tuition Requests:	800	-	(800)
Total	01-110-000-0000-6332	9,000	7,100	(1,900)
Administrative Services - Info Information Technology				
Technical Services				
	Sr. System Engineer - MCSE	3,400	2,400	(1,000)
	Sr. System Engineer - VMWare World (out of State)	-	1,000	1,000
	System Engineer - Technical Conference	4,800	3,400	(1,400)
	Support Analyst - MCDST Certification	-	1,400	1,400
	Tech. Supervisor - Data Center Conference (out of State)	2,400	2,400	-
		-	-	-
		-	-	-
	01-049-046-0000-6332	10,600	10,600	-
Information Services - Continued				
Central Services				
	Clerical Support and SharePoint	1,000	1,000	-
	01-049-060-0000-6332	1,000	1,000	-
Records Management				
	ARMA National Fall Conf. (out of state)	3,750	2,000	(1,750)
	ARMA State Conf,	500	500	-
	Records Mgmt Certification	500	-	(500)
		-	-	-
	On Base (out of state)	4,200	3,500	(700)
	01-049-061-0000-6332	8,950	6,000	(2,950)
GIS				
	ESRI International Conf. (out of state)	2,000	2,000	-
	GIS Training - Local	2,000	2,400	400
	ESRI Developers Summit (2 out of state)	3,000	4,600	1,600
		-	-	-
		-	-	-
		-	-	-
	MN GIS/LIS Conf.	1,200	1,200	-
	01-049-062-0000-6332	8,200	10,200	2,000
WEB				
	Web and SharePoint (2 out of state)	4,000	3,000	(1,000)

	Share Point Development	5,300	4,300	(1,000)
	01-049-066-0000-6332	9,300	7,300	(2,000)
DBA				
	DBA Training	2,000	2,000	-
		-	-	-
	01-049-064-0000-6332	2,000	2,000	-
PMO				
	Proj. Management Trng.	2,000	5,450	3,450
	Business Analyst Trng.	500	1,500	1,000
	PMO Office Practices	400	400	-
	Supervisory Trng.	600	600	-
	01-049-063-0000-6332	3,500	7,950	4,450
Total	01-049-XXX-XXXX-6332	43,550	45,050	1,500

Administrative Services - Library

	Professional staff YALSA Executive Committee American Library Association Conference-mid winter January 2013, Seattle, WA	1,000	1,000	-
	American Library Association Annual Conference June 2013, Chicago, IL	1,000	2,500	1,500
	2012 Public Library Association March, 2012, Philadelphia	2,400		(2,400)
	2012 IUG Meeting April 2013, San Francisco, CA	1,600	1,500	(100)
	Minnesota Library Association Conference October, 2013 St. Cloud, MN	1,000	2,000	1,000
Total	01-014-500-0000-6332	7,000	7,000	-

Administrative Services - University of Minnesota Extension

	Support Staff Training	-	-	-
Total	01-601-000-0000-6332	-	-	-

Administrative Services - Veteran Services

	120 National County Veterans Service Officer Conference at Reno, Nevada, June 1-8, 2013	1,000	1,500	500
	120 Minnesota County Veterans Service Officer Conference at Nissawa, MN - Sept. 9-11, 2013	1,450	1,000	(450)
	120 County Veterans Service Officer Assistant's & Secretary Association Conference at St. Cloud - Sept. 23-25, 2013	450	500	50
Total	01-120-000-0000-6332	2,900	3,000	100

Attorney

	This partially includes funds for rigorous, hands-on trial advocacy for new attorneys paid for by U.S. Department of Justice dollars to the national training center in South Carolina. This also includes continued training for existing staff.	11,500	11,000	(500)
Total		11,500	11,000	(500)

Court Services - Probation

	Correctional Evidence-Based Practices (LS/CMI, YLS, MI, Case Planning, etc.)	1,500	1,000	(500)
	Cognitive Skills training & offender programming	500	350	(150)
	APPA National Probation Training Institute (Out-of-State) AZ 01-2013	2,000	2,400	400
	MN Association of County Probation Officers (MACPO) - Spring Conference	1,200	1,000	(200)
	MACPO Regional Training for Probation Officers	250	-	(250)
	Supervision strategies and treatment methods for Probation Officers	-	650	650
	Minnesota Corrections Association (MCA) - Fall Institute	500	600	100
	Female Offender Conference- local	250	-	(250)
	Train the Trainer in Best Practices	600	-	(600)
Total	01-252-XXX-XXXX-6332	6,800	6,000	(800)

Employee Relations - Personnel Services

	MACHRMA Spring Conference	300	300	-
	MACHRMA Fall Conference	400	400	-
	MPELRA Summer Conference	500	500	-
	MPELRA Winter Session	200	200	-
	ADA, WC, FMLA, COBRA	200	300	100
	SHRM Seminars	400	200	(200)
	Support, MCIT Seminars	800	600	(200)
	Legal Update Seminars	900	900	-

	NPELRA or IPMA Out-of-State Conference	2,000	2,000	-
	IPMA Local, Regional or National Conference	600	600	-
	Professional Maintenance	200	-	(200)
	PRIMA National Conference	2,000	2,000	-
Total	01-050-000-0000-6332	8,500	8,000	(500)

Finance

	National GFOA Conference (2)	3,100	3,100	-
	Minnesota GFOA Conference (2)	2,200	2,200	-
	MCCC Annual Conference	1,250	1,250	-
	Grant Workshop/Training	1,000	1,000	-
	Additional Staff Training (IFS, Year-end)	1,250	1,250	-
	Treasurer's Mid-Year Conference	750	750	-
Total	01-045-000-0000-6332	9,550	9,550	-

Property Records & Taxpayer Services -

Taxpayer Services

Administration

	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	4,150	4,150	-
	01-040-040-0000-6332	9,500	9,500	-

License Center

	MN Assoc. of County Officers	600	600	-
	Deputy Registrar Annual Meeting	600	600	-
	Staff Training	800	800	-
	01-040-055-0000-6332	2,000	2,000	-

Elections

	MN Assoc. of County Officers	600	600	-
	Sec. of State Training	600	600	-
	Staff Training	600	600	-
	01-040-065-0000-6332	1,800	1,800	-

Total	01-040-XXX-XXXX-6332	13,300	13,300	-
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Property Records & Taxpayer Services -

Property Assessment

	MAAO Fall Conference	1,220	1,220	-
	MAAO Seminars	700	700	-
	CLE Seminars	750	750	-
	MCCC Annual Conference	500	500	-
	Appraisal Training	3,400	3,400	-
Total	01-047-000-0000-6332	6,570	6,570	-

Property Records & Taxpayer Services -

Property Records

	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	-
Total	01-100-000-0000-6332	5,589	5,589	-

Public Health & Environment - Administration

	AMC State Conference	325	325	-
	Land Use, Environmental or Water Resource issues workshop or seminar	475	475	-
	01-123-000-XXXX-6332	800	800	-

Public Health & Environment - Land Management

	Planning/Zoning Administrators workshop or conference	700	700	-
	Tuition Reimbursement	400	400	-
	Continuing Education - Building Plan Technician Certification and Septic Certification	500	500	-
	01-123-160-XXXX-6332	1,600	1,600	-

Public Health & Environment - Environmental Services

Administration

	Annual Agricultural Inspectors Conference	300	300	-
	Annual MPCA Sewage Treatment System Con. Education	400	400	-
	Annual MPCA County Feedlot Officers Training	350	400	50

	Annual Water Planner's Conference	-	-	-
	Misc. professional conferences or work related tuition reimbursement	500	400	(100)
	National Environmental Health Assoc. Conference [Out of State] / or tuition reimbursement - Manager	1,000	1,000	-
	Feedlot and Water Quality misc. conferences	400	1,000	600
Solid Waste				
	RAM/SWANA Annual Conference [2]	300	450	150
	SWAA Annual conference	400	300	(100)
	Misc. special issue conferences	500	450	(50)
	National Household Hazardous Waste Conf. - Out of State	300	500	200
Industrial Hazardous Waste				
	National Hazardous Waste Conference - Out of State	300	300	-
	MN GroundWater Conference	150	150	-
	Misc. special issue conferences	500	400	(100)
	Management Training [Senior Environmentalist]	300	200	(100)
	OSHA/Safety Training	300	300	-
	01-123-130-0000-6332	6,000	6,550	550
Public Health & Environment - Planning & Water Management				
	Various water related, ISTS, WCA, Erosion Control Conferences, seminars, training sessions	750	750	-
	ESRI Annual User Conference - Out of State	1,000	1,200	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	-
	01-123-123-XXXX-6332	4,200	5,900	1,700
Total	01-123-XXX-XXXX-6332	12,600	14,850	2,250
Public Health & Environment - Emergency Management				
	AMEM Emergency Management Conference	1,446	1,500	54
	Governor's Emergency Mgmt Conf.	408	600	192
	Emergency Management Training	306	600	294
	Hazardous Materials Training	900	900	-
	Staff Tuition Reimbursement	-	5,100	5,100
Public Health Preparedness				
	NACCHO National Preparedness Conf. - Out of State	-	1,800	1,800
	Incident Command System Training	-	200	200
	In-State Training for Public Health Preparedness	-	450	450
Total	01-280-XXX-XXXX-6332	3,060	11,150	8,090
Public Health & Environment - Public Health				
Public Health Department - Leadership				
	National Public Health Conference - Out of State: potentially NACCHO, APHA, ASTHO or other public health focused conference	1,420	1,420	-
	AMC State Conference	325	320	(5)
	CHS State Conference	2,250	1,500	(750)
	LPHA State Conference	750		(750)
	Minnesota E-Health Summit	450	450	-
	CPHEO Public Health Institute Seminars	1,000	1,000	-
	Staff Tuition Reimbursement	3,000	3,000	-
	Staff Computer Trainings	750	750	-
Family Health and Disease Prevention & Control Unit				
	Training for Maternal & Child Health	1,500	1,500	-
	Training for Youth Development/Family Home Visiting	1,000	1,000	-
	Training for Disease Prevention & Control	2,000	2,000	-
	National Conference - Out of State: focused on Family Health, Family Home Visiting, DP&C or Immunizations	-	4,500	4,500
Planning & Promotion Unit				
	Health Promotion Focused Conference - Out of State	-	2,300	2,300
	Aging Focused Conference - Out of State	-	1,200	1,200
	ESRI Annual User conference - Out of State	-	1,400	1,400

	APA Planners National Conference - Out of State	1,500	-	(1,500)
	APA Planners State Conference	500	-	(500)
	Statewide Age and Disability Conference	-	-	-
	Aging Focus Workshops and Seminars	800	-	(800)
	Planning and Health Promotion Workshops and Seminars	1,350	3,000	1,650
	Assessment, Planning, and Evaluation Trainings	1,000	-	(1,000)
	GIS Conference & Training	-	660	660
Public Health Preparedness - see PH&E, Emergency Management Dept. for 2013 request				
	NACCHO National Preparedness Conf. - Out of State	3,000	-	(3,000)
	Incident Command System Training	200	-	(200)
	In-State Training for Public Health Preparedness	450	-	(450)
Total	01-460-XXX-XXXX-6332	23,245	26,000	2,755
Public Works - Road & Bridge Administration				
	MCEA Institute	500	500	-
	Highway Accountants Conference (2)	700	800	100
	AMC Annual Conference	550	550	-
	NACE Annual Conference	1,450	1,450	-
	MTA Fly In	1,300	1,300	-
	MTA Annual Meeting	100	100	-
	MAPA (MN Asphalt Pavement Assoc.)	50	100	50
	Miscellaneous	1,050	1,200	150
	03-301-000-0000-6332	5,700	6,000	300
Engineering				
	MCEA Institute	500	1,500	1,000
	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	3,000	3,000	-
	Miscellaneous Training - CADD Applications	7,200	7,200	-
	03-303-000-0000-6332	15,000	16,000	1,000
Highway Maintenance				
	Examples: Safety & Wellness Conferences			
	Equipment Training, Snow Rodeo, Pesticide	2,100	6,000	3,900
	03-304-000-0000-6332	2,100	6,000	3,900
Equipment Maintenance				
	Hydraulic, Electrical, & Welding Training	1,500	4,000	2,500
	03-306-000-0000-6332	1,500	4,000	2,500
Surveyor				
	MSPS Conference	1,500	1,500	-
	MSPS Conference / Seminar	1,500	1,500	-
	ERSI Conference, San Diego	2,500	4,500	2,000
	GIS / LIS Training, ERSI Classes	1,000	1,000	-
	Certified Survey Tech	500	500	-
	GIS / LIS Conference	600	600	-
	03-310-000-0000-6332	7,600	9,600	2,000
Total	03-XXX-XXX-XXXX-6332	31,900	41,600	9,700
Public Works - Parks				
	MRPA Annual Conference	1,200	1,200	-
	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	-
Total	01-520-000-0000-6332	2,700	2,700	-
Sheriff's Office				
Administrative Services Division - \$4,750		4,750	6,200	1,450
	Clerical Support (15)			
	MSA Summer Conference			
	MSA Winter Conference			
	Administrative Services Manager (PLEAA Conference)			
	Sheriff MSA Jail Conference			
	Chief Deputy			
Jail Services Division - \$9,000		9,000	9,000	-
	Jail Training-Confr, Mgmt Training, etc			
	From SS Other			

Operation Services Division - \$14,710		14,710	10,340	(4,370)
Investigation Division				
Crime Technician				
School Resource Officer/Gangs/Bike Patrol				
Restorative Practices				
SERT				
Patrol Services Division - \$12,220		12,220	12,220	-
training - State POST, OSHA mandated, elective, 1st Responder, PRISIM, ADA, etc.				
Traffic Safety/Criminal Interdiction/Weights/Scales				
K-9 Trials and Certifications				
Supervisor Development				
Support Services Division - \$11,436		11,436	12,406	970
ATV				
Civil Process				
Conceal and Carry				
Warrants				
Dive Team				
Community Service Officers (CSO)				
Court/Baliffs				
Reserves				
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)				
01-201-201-1603-6335		52,116	50,166	(1,950)
Reserves-				
Reserves		-	1,000	1,000
02-204-000-0000-6332		-	1,000	1,000
Explorers - \$1,800				
Explorers		1,800	2,750	950
02-205-000-0000-6332		1,800	2,750	950
Posse - \$3,750				
Posse Training		3,750	3,750	-
02-203-000-0000-6332		3,750	3,750	-
911 Communication - \$7,680				
Communications		4,200	4,200	-
APCO/NENA MSA State Conference-(6)		3,480	3,480	-
02-911-000-0000-6332		7,680	7,680	-
Total	01-201-XXX-XXXX-6335	65,346	65,346	(1,000)
Social Services				
National Workforce Conference - Out of State		850	-	(850)
Workforce Conference - Out of State - Out of State - 1		850	850	-
National Eligibility Workers Assoc Conf - Out of State - 1		850	850	-
National Child Support Assoc Conf Out of State - 2		1,600	1,800	200
OJJDP Regional Training - Out of State - 2		1,500	1,200	(300)
Midwest Conf on Child Sexual Abuse - Out of State - 2		1,200	1,055	(145)
MPTA Conference - Out of State - 2		750	1,000	250
OJJDP Training on Safe Schools - Out of State - 1		-	-	-
NACBHD Annual Conference - Out of State		590	-	(590)
National ACT Conference - Out of State		650	-	(650)
Emergency Psychiatry Annual Conference - Out of State		531	531	-
Solution Focused Brief Therapy National Conference - Out of State		800	1,200	400
Susie Essex Workshop on Denied Child Abuse - Holland - 2			4,500	4,500
National Attachment Conference - Out of State - 1			1,800	1,800
National Symposium on Child Abuse			750	750
National Conference Community on Behavior Health			900	900
Compassion & Choices Conference			850	850
Conferences within State		57,171	51,197	(5,974)
Total	11-XXX-XXX-XXXX-6332	67,342	68,483	1,141
County Totals		355,822	377,658	20,836



CARVER
COUNTY

FY 2013

Budget Resolutions

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

Date: December 11, 2012

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**CERTIFYING
2013 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 2012.

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, 2013, to wit:

GENERAL FUND	\$28,694,615
Road and Bridge Fund	4,043,585
Community Social Services Fund	7,002,345
Buildings Capital Improvement Fund	100,000
Road & Bridge Capital Improvement Fund	1,500,000
Parks and Trails Capital Improvement Fund	50,000
Debt Services Fund	4,116,175
Unestad Tax Abatement	123,000
Total Levy County	\$45,629,720
Carver Watershed Management Organization	524,984
Total Combined Levy	\$46,154,704

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 11th day of December, 2012, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 11th day of December, 2012.

County Administrator

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

Date: December 11, 2012

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2013 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 2013 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:

2013 CARVER COUNTY BUDGETS

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund**	\$46,197,986	\$46,197,986
Road and Bridge Fund	6,639,585	6,639,585
Community Social Services Fund	19,844,514	19,844,514
Buildings CIP Fund	168,750	168,750
Road & Bridge CIP Fund	9,402,671	9,402,671
Parks & Trail CIP Fund	744,750	744,750
Debt Service Fund	4,554,175	4,554,175
County Ditch Fund	1,270	1,270
Self-Insurance Revolving Fund	<u>1,035,604</u>	<u>1,035,604</u>
Total	\$88,589,305	\$88,589,305

***Includes WMO budget*

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2013 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 2013 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 2013 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 2013 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 2013 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 2013 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.

The County Board is the governing body for the Carver County Water Management Organization (CCWMO), per MN Statute 103B.231 and is subsequently authorized to approve the CCWMO Tax levy, annual budget expenditures, and items related to implementing the CCWMO plan.

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 11th day of December, 2012, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 11th day of December, 2012.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2014 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 2014 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 2014 Long Term Financial Plan Resolution

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

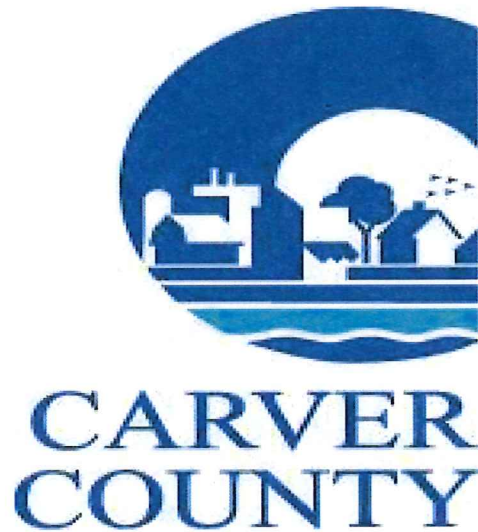
Total

Related Financial/FTE Comments:

The Plan is a long range planning tool and as such the projects listed in the Plan are financial placeholders only. Projects are not approved until they are included in the Annual Levy and Budget process.

Office use only:

RBA 2012- 1494



2014 (&Beyond) Long Term Financial Plan

Expected Adoption December 18, 2012

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CARVER COUNTY
Board of Commissioners

Jim Ische, Chair
District #5

Gayle Degler, Vice Chair
District #1

Tom Workman
District #2

Tim Lynch
District #4

Randy Maluchnik
District #3

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Attorney
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Sheriff
Jim Olson

Appointed Staff

County Administrator
David Hemze

Administrative Services Director

Steve Taylor

Community Social Services Director

Gary Bork

Employee Relations Director

Doris Krogman

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: _____
Motion by Commissioner: _____

Resolution: _____
Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2014 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 2014 Long Term Financial Plan is hereby adopted and placed on the County's website.

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

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18th day of December, 2012, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2012.

County Administrator

III. EXECUTIVE SUMMARY

This 2014 (& Beyond) Long Term Financial Plan, (the “Plan”) along with the 2013 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: In addition to Federal, State, Regional and Local dollars which provide over 75% of the funding for Road & Bridge projects, the Board approves a Road & Bridge Capital and Debt Service Levy. The Long Term Plan anticipates the growth in the County’s tax base will partially finance Road & Bridge capital projects that are being driven by the County’s growth. Thus, once the County’s tax base starts expanding again, the Plan expects to capture a portion of the County’s increasing tax base from new construction by increasing the County’s Road & Bridge Levy. This hoped for increase in the Road & Bridge Levy is expected to be sustainable since it will be generated by capturing a portion of the tax based created by new construction in the previous year.

State Aid: The Administrators recommended 2013 Budget shifts 20% of the expected 2013 CPA from the County’s operating budget to the County’s CIPs. This is anticipated to be the first of five 20% shifts which will result in five years 100% of CPA that actually shows up will be shifted to CIPs based on the following percentages:

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

State Sales Tax “Legacy Funds:” The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to

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100%	Total State Aid

State Sales Tax “Legacy Funds:” The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to

be around \$250,000 each year. These funds, commonly referred to as “Legacy Funds,” have initially been designated in the Plan for the local match to Federal Grants which are financing both phases of the Dakota Line Rail-to-Trail Project and the 41/Lake Minnewashta Underpass and Trail.

Local Share for Park Land Acquisition: In past years, the County has been reimbursed 100% from the Metropolitan Council for parkland acquisitions that were included in the County’s Regional Park Master Plan. Starting in 2009, the Met Council requires a 25% non-reimbursable local contribution for parkland acquisitions. Thus, the County Board started levying a \$50,000 Parkland Acquisition Capital Levy in 2009.

CIP Summaries:

Buildings CIP: The next major phase of building capital projects is scheduled for 2020. These Phase II building projects, which total slightly less than \$10 million, include:

- 6th Courtroom being added to the Justice Center
- Government Center Administrative West Building remodel, and
- Two new libraries being furnished in Victoria and Carver.

To better serve the expected growth in the county’s population and tax base, two 20,000 sq. ft. buildings located in cities to the West of the Chaska Courthouse Campus are planned for 2030 and 2040.

A funding source for these building projects has not been identified at this time.

Roads & Bridges CIP: The 2030 Comprehensive Plan identifies \$840 million of road and bridge projects to meet the needs of the projected growth in population and employment in the next 20 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. Expansion, connectivity, and other emerging projects have been prioritized into A, B, and C categories with a goal of completing Priority A projects within 12 years.

Parks and Trails CIP: This CIP has been set-up to focus on acquiring the final piece of land for the Lake Waconia Regional Park and sustainability projects to maintain the County's existing park and trail system. Once these needs have been addressed, the next round of park and trail development projects will be developed and funding sources identified. 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 CIP: 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 advance-funding agreement and therefore must be spent within the Lake Waconia Regional Park.

Regional Rail Authority CIP: 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 for this CIP is the Regional Rail Authority \$120K tax levy. To maintain the railroad corridor trails, a part-time maintenance worker is being proposed in the 2013 Budget with 50% funding provided by the Rail Authority levy.

B. Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2013 Budget includes the purchase of just under \$1.4 million for facilities, vehicles and equipment replacement. The Plan has a replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2014 - 2018 tax levy dollars that average just over \$1.6 million a year. Thus, the County's current tax levy support for facilities, vehicles and equipment replacement covers approximately 87% of the division requested replacement schedule. Either levy support for the replacement schedule will need to be increased in the coming years and/or the replacement schedule needs to be reduced in future years.

C. Bond Sales and Debt Service

The Plan identifies the necessary financial capacity for the County's road & bridge, park and trail, and buildings for the next 10 to 15 years

The County is currently working with Scott County and the State of Minnesota on a potential Hwy 101/61 project. The County Board designated \$3 million of reserves from 2011, primarily resulting from 2011 vacancy savings, and set aside in the 2013 Budget \$425 thousand of new debt service levy for this project.

In 2015, the County's total debt service decreases by \$1.3 million as a bond will be paid off in 2014. This Plan anticipates the Board continuing this levy for 2015 and beyond to complete the financing package for the 101/61 project. Any debt service levy that is not needed for the 101/61 project is expected to be split according to County Board policy as follows: 50% to the Road and Bridge CIP, 25% to the Parks and Trail CIP and 25% to the Buildings CIP.

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.

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.
- Building security is an emerging county wide issue that needs funding. The Administrator's Recommended 2013 Budget includes \$100,000 of levy funding for the Building CIP to implement the building security task force recommended improvements over the next five years.

The County Board carries the ultimate budget authority. The 2013 Annual Budget and the 2014 (and Beyond) Long Term Financial Plan are expected to be approved at the December 18, 2012 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 five CIPs:

- Buildings (including furnishing Libraries) – Fund #30
- Roads & Bridges – Fund #32
- Parks & Trails - Fund #34
- Lake Waconia Event Center – Fund #02 (Restricted Funds)
- Regional Rail Authority – Fund #15

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

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

- Phases II, III and IV of the Justice Center, Government Center and Administration West Remodeling and Expansion Project
- Library books and shelves for new Victoria and Carver libraries

The next phase of building projects is planned for 2020. Funding sources have not been identified at this time.

Please see the Buildings CIP summary on the next page for further details.

BUILDINGS
CAPITAL IMPROVEMENT PLAN - Fund #30
2013

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION	2013	2014	2015	2016	2017	2018
JUSTICE CENTER and GOVERNMENT CENTER:									
PHASE Ia: Courts 2nd floor w 4th courtroom/Lower level and IEC Build-out	2008	8,200,000	8,200,000						
PHASE Ib: Central Plant Project (boiler, chillers, roofs, etc.) (2)	2008	5,500,000	5,500,000						
PHASE Ic: Admin. North: Elevator Upgrade and Parking Lot Resurface (paid by savings in other Phase I projects)	2011	-	\$0						
PHASE Id: Security Review and Enhancements	2011	50,000	\$50,000						
PHASE Id: Security Task Force Projects	2014	400,000	\$420,000						
PHASE Id: Security Task Force Projects	2015	200,000	\$220,000						
PHASE IIa: Fifth Courtroom: Remodeling of Justice Center 1st Floor	2017	500,000	\$580,000						
PHASE IIb: Administrative West Renovations	2025	3,200,000	4,926,000						
PHASE IIc: Sixth Courtroom: Remodeling of Justice Center 2nd Floor	2030	1,600,000	\$2,460,000						
LICENSE CENTERS:									
Chaska - remodel	2008	1,200,000	1,200,000						
Chanhassen - new	2008	3,500,000	3,500,000						
ENVIRONMENTAL CENTER:									
Reuse Room Expansion (Paid for by grant funds/solid waste fees)	2014	50,000	-						
JOINT MNDOT/PUBLIC WORKS FACILITY:									
County contribution 20% of total project cost	2010	1,870,000	\$1,870,000						
FURNISHING LIBRARIES (1):									
Norwood Young America - Relocated Expansion	2010	425,000	\$425,000						
Victoria - New	2020	1,300,000	\$1,710,000						
Carver - New	2020	1,300,000	\$1,710,000						
TECHNOLOGY:									
Fiber Optic Loop connecting county buildings - County 20% share of Federal BTOP grant	2010	1,500,000	1,500,000						
LAND ACQUISITION:									
Chan License Center land plus preliminary architectural/construction manager services	2007	645,000	645,000						
Land for New County Building - Off Courthouse Campus (Phase IIIa or IVa)	2008	-	-						
Land for New County Building - Off Courthouse Campus - Phase IIIa	2025	500,000	\$770,000						
Land for New County Building - Off Courthouse Campus - Phase IVa	2035	500,000	\$1,040,000						
NEW COUNTY BUILDINGS - OFF COURTHOUSE CAMPUS:									
PHASE IIIB: New County Building not on Chaska Courthouse Campus (20K sq. ft.)	2030	5,000,000	\$10,200,000						
PHASE IVB: New County Building not on Chaska Courthouse Campus (20K sq. ft.)	2040	7,500,000	\$16,750,000						
Projects Total		\$ 44,940,000	\$ 63,676,000						
Projected Cash Flow									
BEG FUND BALANCE:									
Building Security Capital Levy shifts to operating levy for security FTEs in 2014		\$ 156,323	\$ 325,073	\$ 42,573	\$ 42,573	\$ 42,573	\$ 28,823	\$ 303,823	\$ 73,823
State Aid - 25% allocated to Buildings CIP (\$275K shifted from operating to CIPs each year for 5 years)		100,000	-	-	-	-	-	-	-
Project Costs		68,750	(420,000)	(220,000)	(220,000)	(220,000)	275,000	350,000	350,000
PROJECTED YEAR END FUND BALANCE: (Fund #30)		\$ 325,073	\$ 42,573	\$ 28,823	\$ 303,823	\$ 73,823	\$ 423,823	\$ 423,823	\$ 423,823

(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 20 years, the County 2030 Comprehensive Plan 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 in approximately \$840 million with a maximum expected revenue of \$235 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 \$840 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 20 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. New roads connections and expansions have previously been prioritized using an ABC ranking. The goal established with the 2010-2015 CIP was to complete Priority A projects in 12 years or two CIP cycles. This requires traditional funding and bonding. The current 2013-2018 CIP continues to fund preservation, safety, bridge replacements, and identify high priority expansion and connectivity projects.

The ABC priority system will be refined in 2013 to utilize 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. Other projects will be 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. Community Support (Is project supported/requested by city)
- vii. Funding Availability (Measures how many funding opportunities exist)
- viii. Roadway Condition (Measures pavement condition)
- ix. Freight Needs (Is roadway on the 10-Ton network)
- x. Transit and Ped/Bike Needs (Measure transit and trail importance)

It should be noted that this performance measurement system has yet to be tested for reasonableness and will likely be refined before implementation in the 2014-2019 CIP.

To develop a feasible Road and Bridge CIP, future expansion, connectivity, and emerging projects have been prioritized with a goal to complete the top priority projects (Priority A) within 12 years (Over 2 CIPs).

In 2009, several Road and Bridge CIP scenarios were developed by:

- Assuming \$225,000 annual levy increase
- Assuming \$700,000 in annual County Program Aid (CPA).
- Funding preservation and safety goals
- Assuming state bridge bonds are available for bridge replacement
- Funding county match on known and pending federal projects
- Funding county match on known local and MnDOT projects
- Partially funding Priority A Expansion and Connectivity projects.

Due to the extremely tight budget and struggling economy, the County's Levy for Road and Bridge projects has not increased as planned and the County's Program Aid/State Aid has not been available as planned to fund Road & Bridge projects. Thus, completing Priority A projects within 12 years is no longer possible.

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 several Priority A Expansion/Connectivity/Emerging projects(dependent on grants and bonding):
 - 2 on CSAH 18 between CSAH 13 (Bavaria Road) and CSAH 15 (Galpin Blvd)
 - CSAH 14 (Pioneer Trail) construction with a new RR underpass in Chaska.
 - CSAH 10 (Engler Blvd) reconstruction in Chaska.
 - CSAH 10 reconstruction north of Waconia.
 - A potential new Crow River crossing in Watertown.

- CSAH 61 (old TH 212) reconstruction in Chanhassen.
- TH 101 reconstruction in Chanhassen.
- A potential new TH 101 Bridge over the Minnesota River.
- Anticipates \$137,500 county program aid increase in 2013 and each year thru to 2018 to replace bridges and partially fund highway projects.
- Anticipates a Hwy 101/61 bond sale of \$9.4M in 2014.

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

**ROAD & BRIDGE
CAPITAL IMPROVEMENT PLAN - Fund #32
2013**

DESCRIPTION	ESTIMATED START YEAR	PROJECT COSTS
COUNTY PORTION OF ROAD & BRIDGE PROJECTS:		
CSAH 10 Bridge - Watertown(CPA)	2013	-
CSAH 50 Bridge/Culvert (CPA)	2014	137,500
CSAH 10, 30 to TH 7 (CPA)	2015	275,000
CSAH 18, 13 to TH 41 (Bonds, CPA)	2016	412,500
Watertown River Crossing (Bonds)	2016	812,500
CSAH 10, 11 to W. Chaska Creek (CPA)	2017	825,000

Totals \$ 2,462,500

	2013	2014	2015	2016	2017	2018
PROJECTED BEG. FUND BALANCE:	\$1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Road & Bridge Capital Levy - Maintenance	1,500,000	1,560,000	1,623,000	1,689,150	1,758,608	1,831,538
Portion of Debt Service Levy from Bonds paid off in 2014	-	-	800,000	800,000	800,000	800,000
State Aid - 50% allocated to Road & Bridge CIP	137,500	275,000	412,500	550,000	687,500	700,000
Projected Wheelage Taxes	315,000	315,000	315,000	315,000	315,000	315,000
Transfer to Debt Service Fund for Wheelage Tax supported bonds	(315,000)	(315,000)	(1,115,000)	(1,115,000)	(1,115,000)	(1,115,000)
Summary of Road & Bridge Projects listed in Long Term Financial Plan:						
County Portion Road & Bridge Construction Projects adjusted for inflation (2)- (6281)	-	(137,500)	(275,000)	(412,500)	(812,500)	(825,000)
Safety Set Aside - (8888)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
Traffic Signing/Striping Project - (6520)	(262,500)	(262,500)	(262,500)	(262,500)	-	-
Annual Road Resurfacing Costs - (6284)	(1,200,000)	(1,260,000)	(1,323,000)	(1,389,150)	(1,458,608)	(1,531,538)
PROJECTED YEAR END FUND BALANCE: (R&BCIP - Fund #32) (1)	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000

(1) Reserves and Safety Set Aside are built in to the Plan to provide financial cushion against inflation, project overruns and scope enhancements.

(2) \$9.4M Bond Sale in 2014 for Hwy101/61 Bridge and Road project with debt service of \$800K from bonds expiring in 2014.

**CARVER COUNTY PUBLIC WORKS
ROAD AND BRIDGE CONSTRUCTION CIP
2013-2018**

2014			Construction CIP						FUNDING SOURCE											
CRS / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year	AIC	AIC 599 FEDERAL	AIC 599 MUNI. / ST.	AIC 599 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA					
03-02-000-0000			2014	CON							1,260,000									
8000	OVERLAYS	OL	2014	CON																
8345	CSAH 50 Culvert #L2787 Extension over Bevens Creek	BR	2012	PS											275,000					
			2014	CON											50,000					
8637	CSAH 18 - Reconstruction TH 41 to Galpin.	RE	2013	PS																
			2014	ROW		750,000														
8667	CSAH 18 - Reconstruction Audubon to Powers	RE	2013	PS																
			2014	CON		490,000														
8640	CSAH 10 - Reconstruction From CSAH 30 to TH7.	RE	2013	PS											310,000					
			2015	CON																
8641	CSAH 61 Misc. Maint. & Safety Improvements: 11 to East County Line	RE	2014	PS						3,597,244										
8697	CSAH 11 at 6th Street Intersection Improvements	RE	2013	PS																
			2014	CON						400,000										
			2014	ROW						100,000										
8700	TH 101 River Crossing from CSAH 61 to Scott County River Bridge	BR	2014	PS									2,458,466							
			2014	CON				8,041,534												
8701	CSAH 61 TB Improvements: TH 101 to East County Line - Reconstruction	RE	2013	PS																
			2015	CON																
8705	CSAH 61 Reconstruction from Bluff Creek to East 101 ("Y" area)	RE	2014	PS																
			2014	CON				126,000												
			2014	CON				1,260,000												
8009	SAFETY SET ASIDE		2013	ROW																
8008	Signage/Striping		2014	CON																
			2014	PS											140,000					
			2014	CON																
2005B	2005 Bond Sale (9.9M)		2005	DS								931,566								
2008B	2008 Bond Sale (11.4M)		2008	DS								756,200			315,000					
	PROFESSIONAL SERVICES																			
	CONSTRUCTION																			
	RIGHT-OF-WAY																			
	DEBT SERVICE																			
2014 CIP TOTALS											4,249,397									
											4,977,600	8,003,589								
														9427,534						
															4,097,244	1,560,000	1,689,796	2,458,466	315,000	775,000
																			37,553,626	

"Other" in 2014 is the YES account. (Total assigned to 101 = \$3 million - use in 2013 & 2014) Placeholder for remaining CSAH 61 Maint \$ from 2009
State (County TurnBack Account) fund eligible \$60,000 additional levy from 2013 for overlays for inflation

**CARVER COUNTY PUBLIC WORKS
ROAD AND BRIDGE CONSTRUCTION CIP
2013-2018**

JOB / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year	AC	FUNDING SOURCE																	
					AC 269 SAK	AC 389 SAM	AC 569 FEDERAL	AC 689 MUN./ST.	AC 689 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA					
8000	OVERLAYS	OL	2015	CON	882,000										1,323,000							
8640	CSAH 10 - Reconstruction From CSAH 30 to TH7.	RE	2015	PS	82,500		3,540,000														802,500	
8701	CSAH 61 TB Improvements: TH 101 to East County Line - Reconstruction	RE	2015	PS	145,534				582,137													
			2015	CON					5,821,370													
8008	Signing/Striping		2014	CON											125,000							
8009	SAFETY SET ASIDE		2015	CON											175,000							
	Transfer		2015	PS	100,000																	
2005B	2005 Bond Sale (9.9M)		2005	DS																		
2008B	2008 Bond Sale (11.4M)		2008	DS																		
2014B	2014 Bond Sale (9.5M)		2014	DS																		
	PROFESSIONAL SERVICES				245,534				582,137													
	CONSTRUCTION				964,500				5,821,370													
	RIGHT-OF-WAY																					
	DEBT SERVICE																					
2015 CIP TOTALS					1,210,034		3,540,000	6,403,507							1,623,000	2,483,357					315,000	912,500
															1,455,342	2,483,357					315,000	912,500
															17,942,741	2,483,357					315,000	912,500

\$63,000 additional levy from 2014 for overlays for inflation
plus \$800,000 in debt service levy from 2015 expiring debt + growth

State (County TurnBack Account) fund eligible

JOB / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year	AC	FUNDING SOURCE																	
					AC 269 SAK	AC 389 SAM	AC 569 FEDERAL	AC 689 MUN./ST.	AC 689 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA					
8000	OVERLAYS	OL	2016	CON	926,100										1,389,150							
8637	CSAH 18 - Reconstruction TH 41 to Galpin.	RE	2013	PS	1,402,500																	
			2014	CON				2,212,500														
8009	SAFETY SET ASIDE		2016	CON											300,000							
8008	Signing/Striping		2016	CON											125,000							
2005B	2005 Bond Sale (9.9M)		2016	PS	100,000																	
2008B	2008 Bond Sale (11.4M)		2008	DS																		
2014B	2014 Bond Sale (9.5M)		2014	DS																		
	PROFESSIONAL SERVICES				100,000																	
	CONSTRUCTION				2,328,600				2,212,500													
	RIGHT-OF-WAY																					
	DEBT SERVICE																					
2016 CIP TOTALS					2,428,600			2,212,500							1,814,150	2,483,415					315,000	1,050,000
															1,814,150	2,483,415					315,000	1,050,000
															10,303,665	2,483,415					315,000	1,050,000

\$66,150 additional levy from 2015 for overlays for inflation
plus \$800,000 in debt service levy from 2015 expiring debt + growth

CARVER COUNTY PUBLIC WORKS ROAD AND BRIDGE CONSTRUCTION CIP 2013-2018

2017 JOB / SERVICE # 03-507-000-xxxx	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year		FUNDING SOURCE													
			2017	2018	AC 259 SAR	AC 359 SAM	AC 599 FEDERAL	AC 689 MUNI / ST.	AC 689 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	GPA	
8000	OVERLAYS	OL	2017	CON	972,405							1,458,608						
8348	3rd ST Carver Culvert #L4967 Replacement - City Project	BR	2017	CON					441,000									
			2017	CON														
8681	CSAH 13 reconstruction from TH 5 to TH 7.	RE	2014	PS		430,000												
			2017	CON	1,950,000													1,050,000
			2015	ROW		500,000												
8009	SAFETY SET ASIDE		2017	CON							300,000							
8008	Signing/Striping		2017	CON							125,000							150,000
	Transfer		2017	PS	100,000													
2005B	2005 Bond Sale (9.9M)		2005	DS										927,728				
2008B	2008 Bond Sale (11.4M)		2008	DS										757,000				315,000
2014B	2014 Bond Sale (9.5M)		2014	DS										800,000				
	PROFESSIONAL SERVICES																	
	CONSTRUCTION				100,000	430,000				180,000								
	RIGHT-OF-WAY				2,922,405					441,000								1,200,000
	DEBT SERVICE					500,000												315,000
					3,022,405	930,000				680,000	441,000			1,883,608	2,484,728			315,000
														1,883,608	2,484,728			1,200,000
																		1,200,000
	2017 CIP TOTALS																	

10,956,741

\$69,458 additional levy from 2016 for overlays for inflation
plus \$800,000 in debt service levy from 2015 expiring debt + growth

2018 JOB / SERVICE # 03-507-000-xxxx	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year		FUNDING SOURCE													
			2018	2019	AC 259 SAR	AC 359 SAM	AC 599 FEDERAL	AC 689 MUNI / ST.	AC 689 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	GPA	
8000	OVERLAYS	OL	2018	CON	1,021,025								1,531,538					
8677	CSAH 10 (Engler) Reconstruction from CSAH 11 to West Chaska Creek.	RE	2015	PS	960,000													
			2018	CON				4,800,000										
			2016	ROW	800,000				260,000									
			2018	CON														
8009	SAFETY SET ASIDE		2018	CON														
8008	Signing/Striping		2018	CON														
	Transfer		2018	PS	100,000													
2005B	2005 Bond Sale (9.9M)		2005	DS														
2008B	2008 Bond Sale (11.4M)		2008	DS														
2014B	2014 Bond Sale (9.5M)		2014	DS														
	PROFESSIONAL SERVICES																	
	CONSTRUCTION				1,060,000													
	RIGHT-OF-WAY				1,021,025													
	DEBT SERVICE				800,000													
					2,881,025													
	2018 CIP TOTALS																	

14,371,891

\$72,930 additional levy from 2017 for overlays for inflation
plus \$800,000 in debt service levy from 2015 expiring debt + growth

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 are being consumed to repay the County for previous land acquisitions.

Funding for land acquisition is a part of the County's strategy to provide matching funds to assist with acquisitions funding provided by the Metropolitan Council for park and trail acquisitions. Current acquisition includes land needed for Waconia Regional Park and the County Road 10 Dakota Rail Regional Trail Connections and land needed for the Southwest Regional Trail Connection. Other possible acquisition areas are shown on the County's Comprehensive Plan. In the past years, the County has been reimbursed 100% from the Met Council for parkland acquisitions that is consistent with a Regional Park Master Plan. Starting in 2009, the Met Council required a non-reimbursable local contribution for parkland acquisitions. As a result, the County Board started levying a \$50,000 Parkland Acquisition Capital Levy in 2009. This levy will continue in 2013.

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 \$266,000 for new projects consistent with the language of the constitutional amendment. For Carver County, two projects are identified for the funding. The first is Phase 2 of the Dakota Rail Regional Trail and the second is the TH 41 Trail Underpass at Lake Minnewashta Regional Park. These funds will be used as the local match to secure more than \$2.5 million in Federal Transportation Enhancement Grants.

Finally, the County hopes to once again shift County Program Aid ("CPA") from funding operations to pay-as-you-go capital projects for the 2013 Budget. An increase of \$68,750 is expected to be shifted to Parks & Trail CIP each and every year thru 2018 up to a total of \$350,000.

Dakota Rail Line Phase II

The former Dakota Rail Line has been abandoned. Railroad iron and ties have been removed. The salvage operation of iron and ties has left the corridor in a state of disrepair and rutted condition making the corridor hard to inspect and treat for weeds, which makes interim use for snowmobiling, hiking, and mountain biking difficult. Some additional cleanup work is needed to remove discarded rail ties and miscellaneous junk from the property.

Survey work has been done to identify railroad property and initial signage has been installed to identify the railroad boundary. Additional signage to identify the regional railroad property is needed in areas of encroachment.

This former rail line is inviting to snowmobilers, hikers and others looking to explore the corridor and adjacent scenic areas of the Crow River, Lake Waconia, and Lake Minnetonka. During 2006, the County process to develop a regional trail master plan for the Dakota Regional Trail was completed. This master plan supports a number of non-motorized uses. It also allows snowmobiling provided a permit is issued to a qualifying snowmobile organization.

Federal funding has been approved for the 2009-2010 and 2011-2012 funding cycles to construct a pedestrian trail from the east County line to the west County line. Federal funds are to provide 80% of the construction cost for the trail. The other 20% of construction cost, plus engineering services, will be financed by the Carver County Regional Railroad Authority, Carver County, and the Metropolitan Regional Parks System. Design and engineering work needed for the creation of construction documents on Phase II of the trail from the City of Mayer to the West county line nearing completion. Actual construction work is expected to begin 2012 with an expected completion date in 2013.

Lake Waconia Regional Park Land Acquisition

County Staff is working on acquiring park land consistent with the Lake Waconia Regional Park Master Plan. The County Board has adopted as one of its Legislative Initiatives, to continue the strategy to partner with the State Legislature and the Department of Natural Resources (DNR) with continued support from the Metropolitan Council for the acquisition of land needed for a boat access and other land at Lake Waconia Regional Park. Although the strategy has not been successful, progress was made by raising the level of awareness of the boat access project with upper level officials of the DNR and with area legislators. The County Board is expected to adopt this strategy as a Legislative Initiative for the 2013 bonding cycle.

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.

Southwest Regional Trail Connection in Victoria and Carver

In Victoria, construct and pave of a segment of the former railroad is planned from the Steiger Lake boat access parking drive west to Kirke-Lachen Park a distance of approximately ¾ mile.

In Chaska, construct and pave a 1/3 mile connection from the Minnesota River Bluffs regional Trail to and existing trail along Engler Blvd.

These two segments represent the north and south end of the Southwest Regional Trail.

Carver County has been awarded federal funding to construct the project. Federal funding is matched with a 20 percent construction participation. Additionally, the County is responsible for the design and engineering for the project.

Dakota Rail Regional Trail Connection to County Road 10

The County Road 10 Bridge at the Dakota Rail Regional Trail has been delayed as work continues to acquire land needed for the trail connection. A trail connection consistent with the approved trail master plan is planned in conjunction with the bridge replacement project. The estimated cost for the work is \$192,000. Parks and Trails Funds provided through the Metropolitan Council are planned to be used for this project. In 2011, negotiations for acquiring land needed for the trail connection have been suspended until a settlement is reached on right-of-way acquisition for the County Road 10 Bridge. New funding for the trail project will also need to be programmed. Should the project move forward, a budget amendment would be required.

PARK DEVELOPMENT CAPITAL PROJECTS

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

It is planned that the heating system for the Baylor Regional Park Maintenance Shop equipment storage area would be replaced. Funds to finance the project are captured from park user fees.

County and regional planning for Baylor Regional Park provides guidance for possible expansion of the park boundary. Funds for additional land acquisition for the park are not programmed.

Lake Minnewashta Regional Park

Minnewashta Regional Park continues in a state of under development. Gravel roadways will be in use for an undetermined amount of time, and development of municipal water and

sewer in the park will be many years into the future.

The park is experiencing difficulties with stormwater. Stormwater runoff is eroding large gullies in the park which is an ecological concern due to the park's proximity to Lake Minnewashta and other wetland areas. A paved roadway with accompanying stormwater management facilities is an obvious need and would provide for sustainable use of the park.

The current design of the park and increased use has also created other operational issues that are difficult to manage. Currently, the park has two boat accesses that are not visible from the gate entrance/gatekeeper position. Boaters and other park users often ignore parking restrictions at the boat access. The gatekeeper is unaware of the parking situation and continues to send boaters to a full boat access parking lot exasperating the parking situation and causing confusion for boaters as to where they should launch their boat and park. The 2002 revised master plan for the park combines the two boat facilities and moves the gatekeeper position in close proximity to one combined boat access to monitor watercraft traffic and problems. Another operational issue is group use events. Minnewashta Regional Park hosts a number of large scouting activities. These activities compete with the same high-use space the general public has at the beach and picnic areas. The updated master plan converts Boat Access #2 to a group use facility separating the group activity and conflict from the general use public beach and picnic areas. Improvements to infrastructure and new facilities are requested but unfunded for this park area.

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.

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 Park and Trails CIP and Met Council Advance Funding Reimbursement on the next pages for further details.

PARKS & TRAILS
CAPITAL IMPROVEMENT PLAN - Fund #34
2012

DESCRIPTION	PERCENT PAID BY Others	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION	COUNTY CIP	Federal Grant (1) /Other Sources
PHASE I - East County Line to Mayer Rail to Trail (1): Project Construction Costs	100%	2010	2,225,000	2,225,000	-	2,225,000
Park Land Acquisition - Local share (Advance funded by Reserves designated for park land acquisition)	0	2010	226,512	226,512	226,512	-
Lake Minnewashta Regional Park - Trail and Underpass	83%	2011	1,510,000	1,510,000	260,000	1,250,000
PHASE II - Mayer to West County Line Rail to Trail (1): Project Prelim Engineering Trail and TrailHead	0%	2012	220,000	220,000	220,000	-
Park Land Acquisition - Local share (Advance funded by Reserves designated for park land acquisition)	0	2013	700,000	728,000	728,000	-
Park and Trail Sustainability Projects	0	2014	300,000	324,000	324,000	-
Park and Trail Sustainability Projects	0	2015	300,000	337,000	337,000	-
Park and Trail Sustainability Projects	0	2016	300,000	351,000	351,000	-
Lake Minnewashta Regional Park - Phase I Development	0	2020	1,500,000	2,053,000	1,553,000	500,000
Lake Waconia Regional Park - Phase I Development	0	2025	3,000,000	4,618,000	3,118,000	1,500,000

Totals Project Costs

	2012	2013	2014	2015	2016
\$	403,204	493,204	75,204	61,204	34,204
\$	50,000	50,000	50,000	50,000	50,000
\$	260,000	260,000	260,000	260,000	260,000
\$	-	-	-	-	-
\$	-	-	-	-	-
\$	(220,000)	(728,000)	(324,000)	(337,000)	(351,000)
\$	493,204	75,204	61,204	34,204	(6,796)

Projected Cash Flows

BEG. FUND BALANCE:
 Parkland Acquisition Levy
 Sales Tax Legacy Allocation
 Grant Reimbursement for Project Work Already Completed
 State Aid - 25% to Park & Trail CIP
 25% of County Debt Service for Bonds paid off in 2014
 One-Time Project Costs

PROJECTED YEAR END FUND BALANCE: (Fund #34) (2)

(1) Federal grants have been awarded to fund 80% of the trail construction costs.

PARKLAND ACQUISITION DESIGNATION - Fund #34
ESTIMATED COUNTY CONTRIBUTION (1) AND MET COUNCIL ADVANCE FUNDING SCHEDULE
 2013

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED COUNTY CONTRIBUTION (1) AND ADVANCE FUNDING				
		2008	2009	2010	2011	2012
Parkland acquisition - Waconia Event Center \$2,511,061 - no County contribution:	-	-	-	-	-	-
Parkland acquisition	2009	-	-	-	-	-
Parkland acquisition - Country Store \$858,664 - Local Contribution:	2010	-	-	226,152	-	-
Parkland acquisition - \$1.95M UP Line acquisition - no County Contribution. (CCRRA, Met Council, Scott)	2011	-	-	-	-	-
Parkland acquisition	2012	-	-	-	-	-
Parkland acquisition - Local contribution	2013	-	-	-	700,000	-
Parkland acquisition	2014	-	-	-	-	-
Parkland acquisition	2015	-	-	-	-	-
Parkland acquisition	2016	-	-	-	-	-
Parkland acquisition	2017	-	-	-	-	-
Totals			\$ 926,152			

BEG. FUND BALANCE:

	2013	2014	2015	2016	2017
Board Designation to Advance Fund Park Land Acquisition					
Property tax levy designated for County's local share of Met Council reimbursed park land acquisition.	2,986,643	2,336,643	2,574,143	2,624,143	3,049,143
UP Line acquisition - purchase price loaned to CCRRA	50,000	50,000	50,000	50,000	50,000
UP Line acquisition - 100% Reimbursed by others	-	-	-	-	-
Met Council annual reimbursement for Parkland Acquisition paid out of \$4M Designation	-	187,500	-	375,000	-
Met Council up-front reimbursement for land acquisition	-	-	-	-	-
Parkland acquisition costs - reimbursable from Met Council	-	-	-	-	-
Parkland acquisition costs - County contribution (1)	(700,000)	-	-	-	-
PROJECTED YEAR END PARKLAND ACQUISITION RESERVE BALANCE: (Fund #34)	\$ 2,336,643	\$ 2,574,143	\$ 2,624,143	\$ 3,049,143	\$ 3,099,143

(1) Prior to 2009, the County was reimbursed by the Met Council for 100% of the parkland acquisition that was advanced funded by the County. Rules now in effect for any new purchases require a local contribution that is not reimbursable from the Met Council. A new \$50,000 capital levy for parkland acquisition has been collected starting in 2009 to accumulate funds for this local contribution.

Year Fully Reimbursed for WEC land acquisition by Met Council according to current formula (Country Store land acquisition reimbursed same year as purchase)

Beg designation	\$ 4,000,000
County contribution: new formula requires 25% local contribution	(926,152)
Remaining Board Designated Funds once fully reimbursed by Met Council	3,073,848
County Funds from \$50K Levy since 2009 thru 2017	455,674
Designated Funds for Park Land Acquisition	<u>\$ 3,529,572</u>

D. LAKE WACONIA EVENT CENTER CIP – FUND #02 (Restricted Funds)

In 2008, the County advance funded for the Met Council \$2.5 million for the Lake Waconia Ballroom land acquisition consistent with the County's Master Plan for Lake Waconia Regional Park (LWRP). While the land acquisition was a key element of Park's Master Plan, the Ballroom facility was not. However, since implementing the LWRP Master Plan is not anticipated in the foreseeable future, the County Board was interested and the Met Council was willing to allow the Ballroom to stay open until the County was ready to implement the next phase of the LWRP Master Plan. Thus, after considering several potential operators, the County signed a six-year lease agreement with Lancer Hospitality to operate the Ballroom facility. Lancer Hospitality operates facilities under similar lease agreements with a number of other organizations throughout the Twin Cities including the State of Minnesota's Minnesota Zoo and the City of Brooklyn Center's Edinburgh Clubhouse.

In May 2009, Lancer Hospitality started operating the ballroom facility as the Lake Waconia Event Center. Under the terms of the lease agreement, Lancer pays 12% of its gross receipts to the County.

Any funds the County receives from Lancer Hospitality is required to be spent within Lake Waconia Regional Park, including the Event Center Building, in compliance with the Met Council's advance funding agreement.

Please see Lancer Hospitality's 2013 Business Plan and the Lake Waconia Event Center CIP on the next pages for more details.

Lancer Hospitality

Lake Waconia Event Center

Business Plan for October 1, 2012 to October 1, 2013

Lancer Hospitality holds the facility management contract for Lake Waconia Event Center. The Event Center is the location of a variety of public and private events. Private events at the facility include wedding receptions, corporate events and other social functions. Public events include dances, comedy shows and musical performances.

- I. **Scope of Operations:** Lancer will continue to book and host a variety of catered events at Lake Waconia Event Center. While we expect to host more wedding receptions than anything else we will also market the Event Center for holiday parties, retirement dinners, bar and bat mitzvahs and other social events. Lancer will also continue to host public events in which we book entertainment and invite the community to attend. These events in the past have included comedy shows and musical performances.

- II. **Marketing:** Lancer will market the facility in a variety of ways including:
 - a. Print advertising in the circular publication MN Bride
 - b. Our Lake Waconia Event Center page on the Lancer Catering website
 - c. The promotion of the Lake Waconia Event Center at 2 to 3 wedding shows
 - d. Posting the Event Center on the Knot.com wedding planning website
 - e. Radio advertisements
 - f. Print advertising in business publications such as Minnesota Meetings and Events and the Business Journal.

Lancer will also promote the facility through professionally crafted sales collateral and menus. Lancer's marketing department will ensure that every piece of communication that comes from or about Lake Waconia Event Center reflects a polished, professional image.

- III. **Capital Improvements:** Lancer is working closely with the county to coordinate the updates needed for smooth operations and to comply with code issues. We hope that with increased traffic and use of the facility it will become financially viable for us to install ventilation hoods in the kitchen and build-out that space so that the kitchen can become a full-service on-site kitchen. We have undertaken such projects at other facilities we serve and are confident in our ability to accomplish this project if we can

increase use of the space to the degree necessary to support this level of capital investment. If revenue projections are realized kitchen build-out would take place within two years.

- IV. Revenue Projections:** For 2013 and beyond, Lancer projects hosting 30+ wedding receptions, 10+ corporate and social private catered events and 5+ public entertainment events. Gross revenue projected for 2013 and beyond is \$350,000.

LAKE WACONIA REGIONAL PARK - WACONIA EVENT CENTER
 CAPITAL IMPROVEMENT PLAN - Restricted Funds (Fund #02)
 2013

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	(Includes Adjustment For Inflation)		
			COUNTY	MET COUNCIL	LANCER
Landlord Responsibility - County:					
Parking lot - 50/50 split with Lancer	2014	30,000	15,600	-	15,600
Regional Park Responsibility - Met Council (1): (Advance Funded by County)					
Master Plan Development Phase I - Professional Services	2015	25,000	-	27,000	-
Connect Regional Park Buildings to City Sewer System	2021	250,000	-	342,100	-
Tenant Responsibility - Lancer:					
Update kitchen, building interior and exterior	2014	200,000	-	-	208,000

Total Project Costs

\$ 505,000

2013 2014 2015 2016 2017

Projected Cashflow:

Beginning Restricted Funds Cash Balance:	\$	(2,653)	\$	18,347	\$	23,747	\$	44,747	\$	65,747
County's Building Rental Income Based on a Percentage of Lancer's Gross Receipts (2)		42,000		42,000		42,000		42,000		42,000
Building Facility/Equipment Repair and Replacement		(15,000)		(15,000)		(15,000)		(15,000)		(15,000)
Building and Grounds Insurance Premium		(6,000)		(6,000)		(6,000)		(6,000)		(6,000)
County Funded Capital Projects		-		(15,600)		-		-		-

PROJECTED YEAR END CASH BALANCE - RESTRICTED FUNDS (3):

\$ 18,347 \$ 23,747 \$ 44,747 \$ 65,747 \$ 86,747

(1) County cash flows the project costs from Board designated funds for park land acquisition which are then reimbursed by the Met Council.

(2) Lancer projected gross receipts of \$350K @ 12%.

(3) Use of these funds is restricted by Met Council bonding authority which was used to fund the land acquisition and the Ballroom.

E. REGIONAL RAIL AUTHORITY CIP – FUND #15

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 for this CIP is the Regional Rail Authority \$120K tax levy. To maintain the railroad corridor trails, a part-time maintenance worker has been proposed in the 2013 Budget with 50% funding provided by the Rail Authority levy.

Please see the Regional Rail Authority CIP on the next page for more details

REGIONAL RAIL AUTHORITY
CAPITAL IMPROVEMENT PLAN - Fund #15
2013

DESCRIPTION	PERCENT PAID BY Fed Grant	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION		CCRRA CIP	Met Council, Scott & cities
				2014	2015		
Dakota Rail to Trial Phase I - Transfer	0	2010	82,561	82,561	82,561	82,561	-
Dakota Rail to Trial Phase II - Transfer	0	2011	144,704	144,704	144,704	144,704	-
UP Line: Trail Acquisition	0	2011	2,094,018	2,094,018	2,094,018	404,935	1,689,083
Trail Design		2013	76,000	76,000	76,000	76,000	
Totals Project Costs			\$ 2,397,283	\$ 2,397,283	\$ 2,397,283	\$ 708,200	\$ 1,689,083

Projected Cash Flows

	2013	2014	2015	2016	2017
BEG. FUND BALANCE:					
CCRRA Tax Levy	\$ 4,778	\$ 2,578	\$ 75,608	\$ 147,853	\$ 219,296
Annual Trail Stewardship/Maintenance	120,000	120,000	120,000	120,000	120,000
Insurance Premium	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Transfers for 50% of maintenance worker	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
One time project costs	(38,500)	(39,270)	(40,055)	(40,857)	(41,674)
	(\$76,000)	-	-	-	-
PROJECTED YEAR END FUND BALANCE: (Fund #15)	\$ 2,578	\$ 75,608	\$ 147,853	\$ 219,296	\$ 289,922

VI. BONDING AND DEBT SERVICE

The long term financial plan identifies the necessary financial capacity for the County's building, road & bridge, and park & trail projects for the next 10 to 15 years.

The County is currently working with Scott County and the State of Minnesota on a potential HWY 101/61 bridge and road project. The County Board designated \$3 million of reserves from 2011, primarily resulting from 2011 vacancy savings, and set aside in the 2013 Budget \$425 thousand of new debt service levy for this project.

In 2015, the County's total debt service decreases by \$1.3 million as a bond will be paid off in 2014. This Plan anticipates the Board continuing this levy for 2015 and beyond to complete the financing package for the Hwy 101/61 project. Any debt service levy that is not needed for the Hwy 101/61 project is expected to be split according to County Board policy as follows: 50% to the Road and Bridge CIP, 25% to the Parks and Trail CIP and 25% to the Buildings

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.

Please see the 5 year Debt Service schedule on the next page for more details.

**CARVER COUNTY
CHASKA, MINNESOTA
COMBINED SCHEDULE OF BONDS PAYABLE
December 31, 2012**

Bond Type	Interest Rates	Payment Due Date	Original Amt. Issued	Amount Outstanding 12/31/12	2013	2014	2015	2016	2017	2018 to 2022	2023 to 2024
2005 G.O. Capital Improvement											
Principal.....		2/1	10,000,000	6,345,000	\$690,000	\$720,000	\$745,000	\$775,000	\$805,000	2,610,000	-
Interest.....	3.5-4.2%	2-1/8-1		1,074,494	238,738	211,595	183,394	153,940	122,728	164,099	-
Total				7,419,494	928,738	931,595	928,394	928,940	927,728	2,774,099	-
2008A General Obligation											
Principal.....		5/1	18,695,000	11,990,000	1,980,000	2,040,000	760,000	785,000	815,000	4,580,000	1,030,000
Interest.....	3.0% - 4.0%	5-1/11-1		2,261,988	409,550	344,225	297,775	270,738	240,700	678,400	20,600
Total				14,251,988	2,389,550	2,384,225	1,057,775	1,055,738	1,055,700	5,258,400	1,050,600
2008B General Obligation											
Principal.....		2/1	5,020,000	4,275,000	280,000	295,000	305,000	320,000	330,000	1,875,000	870,000
Interest.....	4.0% - 4.8%	2-1/8-1		1,250,847	180,098	168,598	156,598	144,098	131,098	428,223	42,134
Total				5,525,847	460,098	463,598	461,598	464,098	461,098	2,303,223	912,134
2012A General Obligation Tax Abatement											
Principal.....		2/1	1,460,000	1,460,000	-	125,000	125,000	125,000	130,000	530,000	425,000
Interest.....	0.6-2.6%	2-1/8-1		191,466	24,393	24,018	23,143	22,018	20,580	61,455	15,859
Total				1,651,466	24,393	149,018	148,143	147,018	150,580	591,455	440,859
Total Debt											
Principal.....			35,175,000	24,070,000	2,950,000	3,180,000	1,935,000	2,005,000	2,080,000	9,595,000	2,325,000
Interest.....				4,778,795	852,779	748,436	660,910	590,794	515,106	1,332,177	78,593
Total				28,848,795	3,802,779	3,928,436	2,595,910	2,595,794	2,595,106	10,927,177	2,403,593

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. 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

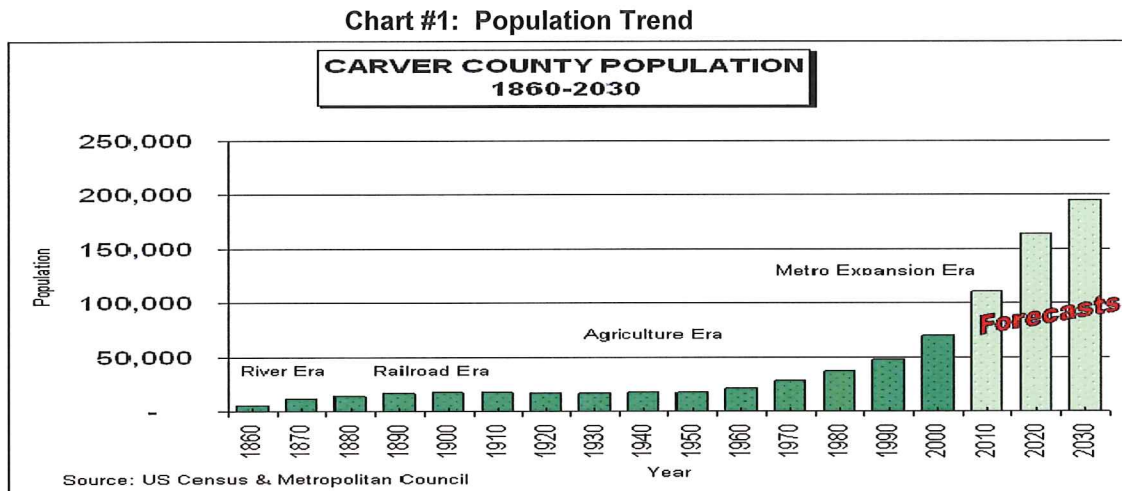


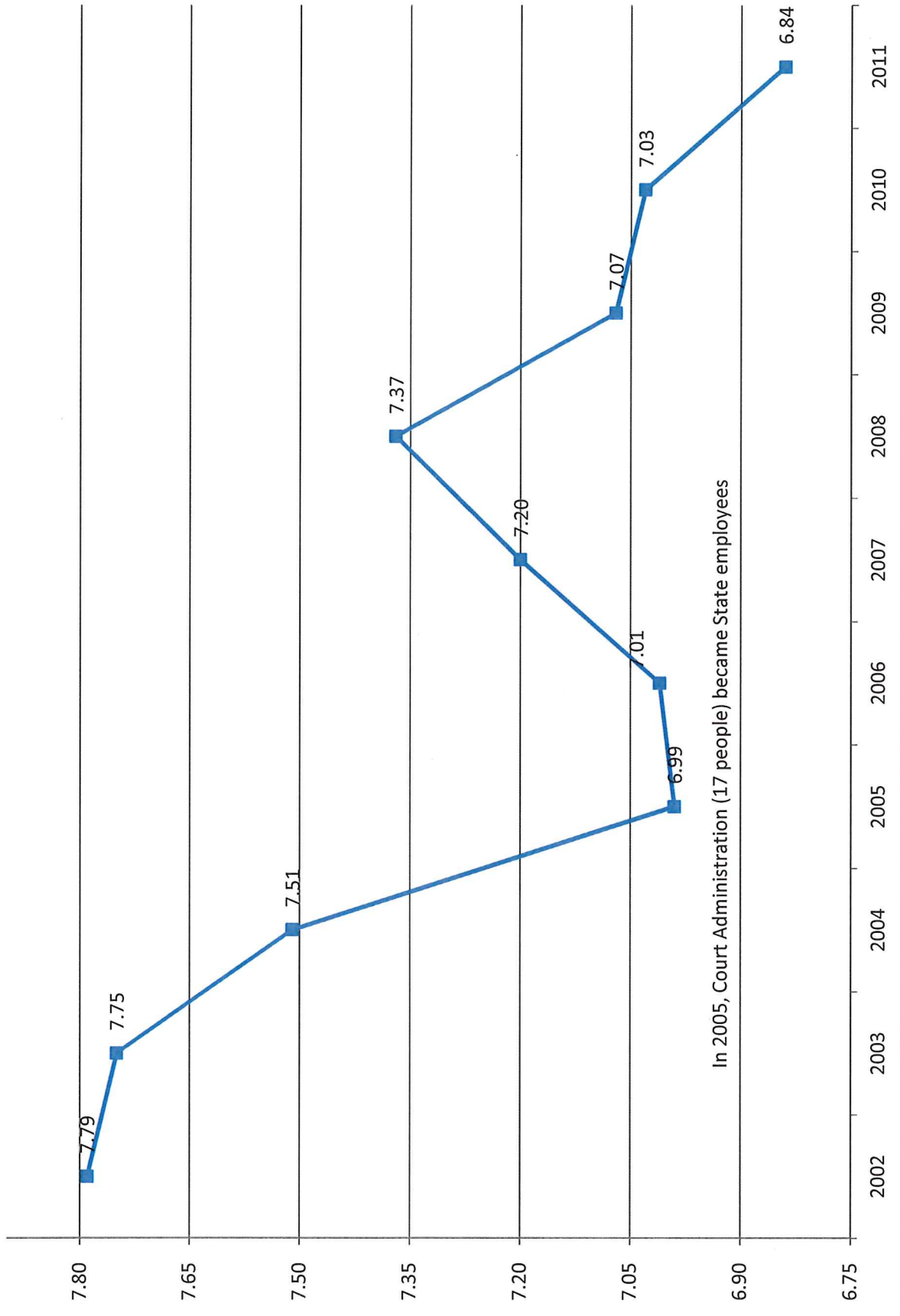
Chart #1 shows the dramatic forecasted increase to almost 200,000 residents by the year 2030. The County's primary strategy to finance increasing service demands from population growth is to hire additional Full-Time Equivalent (FTE) employees at a slower rate than the County's overall growth by:

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. Develop a pay-for-performance model that rewards outstanding performance: Two employee groups will be on pay-for-performance for 2013 as a pilot project to begin to transition the County from the current legacy step pay model to a pay-for-performance model.

The following levy-funded FTE Per Thousand Residents graph will be used to measure the County's overall progress of this strategy.

The following 5 year levy funded FTE projection was created to assist in planning for the County's future staffing needs.

County Employees per 1,000 Citizens 2002-2011



FTE List by Division

5 Year Projection

	2012 Approved	2012 Changes	2012 Final	2013 Requested Changes	2014 Projection	2015 Projection	2016 Projection	2017 Projection	2018 Projection
DIVISION:									
County Administration*	7.00	-	7.00	-	-	-	-	-	-
DIVISION:									
Administrative Services	85.32	0.60	85.92	(0.30)	3.20	2.00	0.50	1.00	-
DIVISION:									
Attorney's Office	28.88	-	28.88	0.32	-	-	-	-	-
DIVISION:									
1st Judicial District	14.55	-	14.55	1.50	-	-	-	-	-
DIVISION:									
Employee Relations	9.00	-	9.00	-	1.00	-	-	-	-
DIVISION:									
Financial Services	7.70	-	7.70	-	-	-	-	-	-
DIVISION:									
Property Records & Taxpayer Services	40.90	-	40.90	-	-	-	-	-	-
DIVISION:									
Public Health & Environment	46.23	0.10	46.33	(1.00)	0.40	-	-	-	-
DIVISION:									
Public Works	55.14	-	55.14	2.00	-	-	-	-	-
DIVISION:									
Sheriff's Office	159.26	(3.00)	156.26	-	-	-	-	-	-
DIVISION:									
Social Services	170.30	0.90	171.20	0.50	0.06	3.24	0.50	0.90	-
DIVISION:									
County Totals	624.27	(1.40)	622.87	3.02	4.66	5.24	1.00	1.90	-

* Includes Commissioners

** Currently projections are not included, will be added for the final version.

***Portion of FTE that is levy funded

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 lifestyle 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 has been growing and is expected to continue in the future.

3. \$100 Health Incentive Plan

For 2012, the County Board approved the Health Break's Team recommendation for \$100 incentive for employees who take basic Wellness actions like Biometrics, Health Assessment, Preventive screenings, exercise, etc.

The great news is insurance premium increases have slowed considerably. For 2011, 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 are in place for the next five years.

To continue the positive momentum, the County Board provides the following direction for the next several years:

4. Health Break Team:

A. **Increase Participation in the County's Wellness Program**

Work with the new health insurance broker to develop a 3-5 year strategic plan to increase participation in the County's Wellness Program. Eventually utilize the aggregate data collected to help: **Develop a Strong Culture of Health** and **Minimize Future Health Insurance Premium Increases**

B. **Develop a Strong Culture of Health**

- County-wide: Develop an annual target to focus on. i.e. 2012: Tobacco, 2013: Healthy Weight, 2014 and Beyond: ?
- Individuals: Increase employee awareness of and ideally take responsibility for personal risk factors. i.e. "Know Your Numbers" Campaign
- Management: Encourage, promote and model healthy behaviors

C. **Minimize Future Health Insurance Premium Increases**

- Increase employee awareness of the relationship between unhealthy behavior and county health insurance claims i.e. update the "*Tame the Beast*" powerpoint presentation
- "*Data mine*" the County's aggregate health care utilization records (records that cannot be traced to the individual employee) to find information that will be useful when considering future Plan Design and/or Education/Wellness program changes. The goal is to mitigate/lower areas of high claims in the County's health care utilization.
- Work with new health insurance broker to develop specific strategies to "*bend the future health insurance cost curve*" by changing county-wide risk factors. For example, lower county-wide BMI/cholesterol levels, reduce # of smokers/employees with more than 3 high risk factors, etc.

5. Health Care Labor Management Committee:

Research the possibility of self-insuring for health insurance as a strategy to minimize future health insurance premiums.

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 employees who retire at or after age 60 with at least 20 consecutive years of service, the same coverage as an active employee until eligible for Medicare. The contribution for this coverage has been capped by the County Board at its current contribution level and is not expected to increase with medical trend.
- 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 \$1,019,997 as of 1/11/11. 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 - 2013 Budgets, the annual levy allocation for OPEB was increased by \$100,000 each year to a total of \$500,000 in 2013. In addition, the county budgets \$175K for contributions to retired employees for health insurance. The plan is to increase by \$100K for 5 more years (2014 – 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.

D. Building Security

Building security is an emerging county wide issue that needs County Board and staff attention. A cross-section of County staff is in the process of developing a plan to gradually increase the security of the County's building. The cost of these phases will be operating costs due to increased labor as well as capital for new screening equipment and building remodeling. The goal is to start implementing high-impact, low-cost changes as soon as possible and then identify the projects with medium to high cost as well as possible funding sources. \$50,000 of one-time funds was set aside in the 2011 Budget to develop an initial plan for increasing building security and a \$100,000 levy allocation to the Building CIP has been included in the Administrator's Recommended 2013 Budget . This new funding source has been added to the Building CIP to provide funding for security projects over the next several years.

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

Date: December 11, 2012

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2014 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 2014 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 11th day of December, 2012, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 11th day of December, 2012.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2013 Levy and Budget for the Regional Rail Authority ("CCRRA")

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="12/11/2012"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Director of Finance"/>	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" value="Director of Finance"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

The CCRRA is requesting \$120,000 levy for 2013. 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.

Federal funding has been approved to a construct a bituminous trail on the former Dakota Rail Line from the East County line to the West County line. These federal funds provide up to 80% of the construction cost to build the Dakota Rail Regional Trail. The other 20% of construction, plus the design and construction administration fees will be partially paid for by the CCRRA. Phase I was completed in 2011 and Phase II is expected to be completed in 2013.

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, the CCRRA will fund 50% of a new Parks and Highway Maintenance position beginning in 2013. This position will assist with corridor stewardship along the former Dakota Rail and Union Pacific Rail corridors.

ACTION REQUESTED:

Adopt a motion approving the CCRRA's 2013 tax levy and budget resolution.

FISCAL IMPACT: <input type="text" value="Other"/>	FUNDING
If "Other", specify: <input type="text"/>	County Dollars = <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$0.00"/>

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1496

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 2013 levy is \$120,000. 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		2011 Actual	2012 Budget	2013 Requested Budget	Dollar Inc/Dec 2012-13	Percent Inc/Dec 2012-13
Account #/Category						
5000	Taxes & Penalties	114,310	120,000	120,000	0	0.00%
5100	Licenses & Permits	-	-	-	-	0.00%
5200-5400	Intergovernmental	184	-	-	-	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	1,689,085	-	2,100	2,100	0.00%
TOTAL REVENUES		1,803,579	120,000	122,100	2,100	1.75%
Expenditures						
6000	Public Assistance	-	-	-	-	0.00%
6100	Personal Services	-	-	-	-	0.00%
6200-6300	Services & Charges	28,767	50,000	81,100	31,100	62.20%
6400-6500	Material & Supplies	84	-	5,000	5,000	0.00%
6600	Capital Outlay	2,124,345	-	-	-	0.00%
6700	Debt Services	-	-	-	-	0.00%
6800	Other Expenses	711	-	-	-	0.00%
6900	Transfers	144,704	170,000	36,000	(134,000)	-78.82%
TOTAL EXPENDITURES		2,298,611	220,000	122,100	(95,400)	-44.50%
CAPITAL RESERVES USED		495,032	100,000	-	(100,000)	-100.00%
DIFFERENCES BETWEEN REVENUES & EXPENDITURES		-	-	-	-	0%

CCRRA is currently involved with two rail corridors, the Dakota Rail Line and the Union Pacific Rail Line, both of which have been abandoned. 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 abandoned rail line 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) will be developed in

2013 which will be used for future budget planning. **The day to day stewardship (e.g. tree trimming, cleanup, grooming, sweeping etc) of the corridor is proposed to be accomplished with the addition of a new Parks/Highway Maintenance Worker position for 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 will perform trail maintenance in the summer and plow 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 will begin in 2013.

The 2013 CCRRA projects and activities are summarized below.

2013 Major Planned Projects/Activities

- Hire new Parks/Highway Maintenance Worker for trail maintenance (50% CCRRA levy) - \$36,000. Transfer funds to Road and Bridge operating fund.
- Minnesota River Bluffs Trail (UP Rail Line) Design – \$76,500.

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

Date: December 11, 2012 Resolution: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

CERTIFYING 2013 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 2013.

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, 2013, to wit::

CARVER COUNTY REGIONAL RAIL AUTHORITY \$120,000

ADOPTION OF 2013 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 2013 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 2013 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 2013 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 2013 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 11th day of December, 2012, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 11th day of December, 2012.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Closed Session to Discuss the County Administrator's Annual Performance Evaluation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/11/2012"/>
Contact: <input type="text" value="Doris Krogman"/> Title: <input type="text" value="Employee Relations Director"/>	Item Type: <input type="text" value="Closed Session"/>
Amount of Time Requested: <input type="text" value="40"/> minutes Presenter: <input type="text" value="David Hemze"/> Title: <input type="text" value="County Administrator"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

Each year, the County Board provides an evaluation of the County Administrator's performance. Historically, that has been done based on his anniversary date. Beginning with the 2012 calendar year, all evaluations are going to be completed on the calendar year basis. The Administrator is included in this new pattern.

Statute allows the Board to meet in closed session to discuss performance with their direct reports; and the County Administrator reports directly to the Board, so a closed session is allowed for this discussion. At the next regular session, a summary of the evaluation will be shared for public record.

ACTION REQUESTED:

Motion to enter closed session as provided by Minnesota Statute, to discuss County Administrator Hemze's 2012 performance.

FISCAL IMPACT: <input type="text" value="None"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$0.00"/>

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1446