



Carver County Board of Commissioners
 December 13, 2011
 Regular Session
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

PAGE

9:15 a.m.	1.	<ul style="list-style-type: none"> a) CONVENE b) Pledge of allegiance c) Public comments (limited to five minutes) d) Introduction of New Employees 	
	2.	Agenda review and adoption	
	3.	Approve minutes of November 22, 2011 Regular Session and December 1, 2011, Budget meeting.....	1-5
	4.	Community Announcements	
9:15 a.m.	5.	CONSENT AGENDA	
		<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.1	Resolution for railroad crossing signal agreement #96952 with the State of Minnesota	6-7
	5.2	Grant agreement to construct 2.6 miles of trail at Lake Minnewashta Regional Park & TH 41	8-9
	5.3	PH/E-approval of Emergency Management Performance Grant	10
	5.4	Approval of home and community based waiver services contract	11
	5.5	Addendum No. 2 design and engineering for Phase 1 of the Dakota Rail Regional Trail.....	12
	5.6	Donation and transfer agreement for the Main Street Bridge in Carver...	13
		<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	5.7	Final payment Phase 1 Dakota Rail Regional Trail	14
		<i>Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government</i>	
	5.8	Assessor's CAMA USA Maintenance and support agreement	15-16
		<i>Finances: Improve the County's financial health and economic profile</i>	
	5.9	Community Social Services warrants	NO ATT
	5.10	Commissioners' warrants.....	SEE ATT
9:15 a.m.	6.	FINANCES: Improve the County's health and economic profile	
	6.1	Public Hearing - 2012 County fee schedule	17-44

9:25 a.m.	7. CONNECTIONS: Develop strong public partnerships and connect people to services and information	
	7.1 Aquatic invasive species inspection at Lake Minnewashta Regional Park	45-47
10:00 a.m.	8. FINANCES: Improve the County's health and economic profile	
	8.1 Final 2012 Property tax levy and budget	48-68
	8.2 2013 Long term financial plan.....	69-107
	8.3 Financial Policy Manual – proposed changes to fund balance, fixed asset and accounts receivable policies	108-155
10:30 a.m.	RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY	
	8.4 2012 Levy and budget for the Regional Rail Authority	156-157
10:30 a.m.	ADJOURN AS REGIONAL RAIL AUTHORITY AND CONVENE AS COMMUNITY HEALTH BOARD	
10:40 a.m.	9. CONNECTIONS: Develop strong public partnerships and connect people to services and information	
	9.1 Approval of DHS Child and Teen Checkups Administrative Services Grant	160-161
	9.2 Approval of amendment to Twin Cities Public Health Mutual Aid Contract.....	162
	9.3 Approval of Local Public Health Act Funding – 2012 assurances and Agreements.....	163
10:50 a.m.	10. CULTURE: Provide an organizational culture which fosters individual Accountability to achieve goals and sustain public trust and confidence in County government	
	10.1 Resolution appointing designated agents of the Carver County Community Health Board	164-167
10:55a.m.	ADJOURN AS THE COMMUNITY HEALTH BOARD AND CONVENE AS THE CARVER COUNTY DITCH BOARD	
	11. GROWTH: Manage the challenges and opportunities resulting from Growth and development	
	11.1 Ditch assessments for pay 2012.....	168
11:00 a.m.	ADJOURN AS THE DITCH BOARD AND RECONVENE AS THE COUNTY BOARD	
	12. CULTURE: Provide an organizational culture which fosters individual Accountability to achieve goals and sustain public trust and confidence in County government	
	12.1 Closed session – labor negotiations.....	169
12:00 p.m.	ADJOURN REGULAR SESSION	

12:00 p.m.

BOARD REPORTS

1. Chair
2. Board Members
3. Administrator
4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

December 20, 2011	7:30 a.m. Legislative Breakfast, American Legion, Chanhassen
December 20, 2011	9:30 a.m. Board Meeting
December 27, 2011	No Meeting
January 3, 2012	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 22, 2011. Chair Randy Maluchnik convened the session at 9:15 a.m.

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

Members absent: None.

Under public comments, Ken Wencil, representing the Riley-Purgatory-Bluff Creek Watershed District, invited the Board to attend the “Evening at the Watershed” to be held at the Chanhassen American Legion on December 6th. He stated this would be an opportunity for everyone to get to know each other and work together.

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

Workman moved, Degler seconded, to approve the minutes of the November 15, 2011, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Resolution #60-11, Approving the Contract between Midwest Vending, Inc. and Carver County.

Professional services agreement with Madden Galanter Hansen, LLP in the amount of \$60,000.

Approved the three year contract renewal with Procentive Software in the amount of \$77,580.

Community Social Services’ actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Martin Walsh, Parks, appeared before the Board to review the Park Commission’s recommendation to fund inspections for aquatic invasive species at Lake Minnewashta Regional Park for 2012. He pointed on the ongoing dialogue that began with the Homeowners Association earlier this year. Walsh explained the Park Commission recommended funding be provided for inspections and explained the Park Commission’s reasoning for supporting the funding. He pointed this was contrary to staff’s recommendation.

He explained the County could enter into a contract arrangement with DNR to provide inspection services. He stated a number of levels of service can be provided and highlighted the services

provided under each level. Walsh reviewed the training that would be required and the potential need to direct someone to a decontamination station.

Dave Peterjohn, 3921 Hawthorne Circle, Excelsior, stated he was a resident of the County and requested the Board's support for this project. He pointed out that the DNR is not in a position to adequately protect all lakes and the DNR is overwhelmed with the number of lakes in Minnesota. He stated high traffic lakes are vulnerable and this pilot program is designed to benefit all County lakes. He stated boat owners were likely to go to other lakes as well and there is a benefit outside of Lake Minnewashta.

He pointed out the consequences of infestation. He suggested Lake Minnewashta was an ideal candidate because there was one public access, defined park hours, it is under the management of the County Parks and the Lake Minnewashta Homeowners Association was a dedicated partner. He believed this action would prove to be a progressive action by the County to test and see if it was something that could be implemented throughout County Parks.

Steve Gunther, 3628 Hickory Road, Chanhassen and 1500 Meadow Lane, Chaska, stated he has been a resident since 1998 and President of the Lake Minnewashta Preservation Association. He stated he has been working with the DNR and the County for a number of months on this issue. He stated he was very concerned about the infestation of aquatic invasive species and believed there would be significant financial impacts and impacts on the recreational use of lakes. He pointed out the lakes in close proximity that are now infested and that they have been working as actively as they can with the DNR and while the DNR has the authority they do not have the resources. He pointed out the number of lakes that DNR needs to protect and random inspections are all they could hope for from the DNR.

He suggested that the communities needed to step up and DNR needs to get authority to delegate inspections to a lower level of government. He indicated once that happens they would have the ability to act as the gatekeeper to prevent the spread of invasive species. Gunther stated they need to budget funding in the event the authority is delegated to the County and when asked to step up and implement the program. He stated they needed both the authority and the funds. He believed this was a local problem in that they have resources they want to protect and they cannot rely on the DNR. Gunther recommended the Board support the Park Commission's recommendation and allocate the \$30,000 in the 2012 budget. He also expressed his support of the Board's legislative priority asking the State to put higher emphasis on the prevention of aquatic invasive species.

The Board discussed the extent of the control they have of the lakes within in the County and potential for other lakes to also ask for assistance.

Eric Evenson, representing Minnehaha Creek Watershed District, stated if zebra mussels are established it would affect the quality of life on the lake and the ecology of the lake will destroy fisheries. He stated his Board is also trying to understand what their role will be and they have been talking with communities. He stated, if they were going to do something, it has to be done in a collaborative manner and if they were to proceed would work with communities that want to do something. He stated he would be willing to discuss this with his Board to see if they were willing to match the resources the County is offering.

Bill Olson, Minnehaha Creek District Manager, stated they have been discussing this for about a year and highlighted his discussions with the DNR. He stated their ten-year plan is up for renewal in 2017 and currently do not have anything allocated for aquatic invasive species. He indicated they needed to have a plan amendment in place. He added he would support a joint effort to fund a stop gap that would bridge them to a point where the watershed plays a major role.

Evenson stated the logistics are in place to have something in place by May 15th and believed his Board would be willing to assist if they had a partnership on the cost share. He clarified he would be comfortable recommending to his Board a 50-50 cost share to do something at Lake Minnewashta.

Evenson agreed to bring this issue before his Board at their December 8th meeting and to ask his Board if they are interested in a partnership. He saw no reason they could not have an agreement prepared by the end of the year.

The Board discussed not acting on this item until the Minnehaha Creek Watershed District Board has had an opportunity to discuss it as well as staff having future discussions with other watershed districts and possibly other lake associations to come up with a plan.

Workman moved, Degler seconded, to table action on the aquatic invasive species inspections at Lake Minnewashta Regional Park to the December 13, 2011, Board meeting. Motion carried unanimously.

David Hemze, County Administrator, requested the Board adopt the County's 2012 legislative priorities. He pointed out last week they reviewed the list at their work session and, as in the past, they focused on a handful of issues. He acknowledged there were many other issues, but they were relying on other groups or associations for assistance on those.

He explained each of the issues that related to capital projects, control and management of intrusive species and protecting or increasing County revenue sources. Lyndon Robjert, Public Works, highlighted the priorities under his Division. Hemze clarified that the issue to prevent the spread of aquatic invasive species was submitted to AMC so that item would also be considered as part of their platform.

Degler moved, Ische seconded, to adopt Carver County's 2012 legislative priorities as outlined. Motion carried unanimously.

Gary Bork, Community Social Services, requested the Board approve the hiring of a Health Care Navigator position in Mental Health to be paid out of grant money. He stated the position would work with the outpatient unit to increase revenues by moving county paid therapy sessions to medical assistance.

Ische moved, Degler seconded, to approve the creation of a 1.0 FTE health care navigator and related budget amendment. Motion carried unanimously.

David Frischmon, Finance, requested the Board adopt a Resolution authorizing and awarding the sale of general obligation tax abatement bonds. He noted the public hearing held on November 1st and indicated the bonds would be used to finance the County's portion of the joint powers agreement with the City of Chaska for the Engler Boulevard improvement project.

He stated sealed bids were opened this morning and the County was reaffirmed its Triple AAA bond rating.

Carolyn Drude, Ehlers and Associates, reviewed the six bids received. She stated the best bid was received from United Bankers Bank. She indicated they were able to reduce the size of the bond sale as costs were not as high as estimated. She explained, in order to make the award, she was asking the Board to approve the Resolution distributed.

Ische offered the following Resolution, seconded by Lynch:

Resolution #61-11
Resolution Awarding Sale of \$1,460,000 General
Obligation Tax Abatement Bonds, Series 2012A, Fixing
the Form and Specifications Thereof, Providing
for their Execution and Delivery, and Providing
for their Payment

On vote taken, all voted aye.

Degler moved, Workman seconded, to adjourn the Regular Session at 11:36 a.m. Motion carried unanimously.

David Hemze
County Administrator

BUDGET PUBLIC HEARING

December 1, 2011

A public hearing on the proposed 2011 budget was held at the Government Center in Chaska on December 1, 2011. Chair Maluchnik convened the meeting at 6:00 p.m.

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

Commissioners absent: None.

Chair Maluchnik explained the purpose of the meeting was to take public comments on the County's proposed 2012 budget.

David Hemze, County Administrator, shared a video explaining the recent changes to the market value homestead credit.

John Siegfried, Chaska, referred to his appearance at last year's budget meeting and his request that the Board look at the budget and make some reductions. He acknowledged reductions had been made and thanked the Board.

No other comments were received and the meeting was adjourned at 6:10 p.m.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution for Railroad Crossing Signal Agreement #96952 with the State of Minnesota

Primary Originating Division/Dept: <u>Public Works - Engineering</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Lyndon Robjent</u> Title: <u>County Engineer/PW Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

This agreement is for the installation and maintenance of railroad crossing signals at the intersection of CSAH 33 (aka Oak Ave) with the tracks of the Minnesota Prairie Line, Inc. in Carver County, Minnesota, and appointing the Commissioner of Transportation agent for the County to supervise said project and administer available Federal Funds in accordance with Minnesota Statute, Section 161.36. The County's share of the cost shall be 10 percent of the total signal cost.

This project is included in the 2011-2014 State Transportation Improvement Program but is being moved up to the 2012 STIP year, replacing a project that was planned (now dropped) in the City of Minneapolis.

ACTION REQUESTED:

Adopt the attached resolution authorizing the Chair of the County Board and the County Administrator to sign Mn/DOT Agreement #96952.

FISCAL IMPACT: Other

If "Other", specify:

Proposed in 2012 Budget

FTE IMPACT: None

FUNDING

County Dollars =	\$0.00
Federal	\$127,213.20
County State Aid	\$14,134.80
Total	\$141,348.00

Related Financial/FTE Comments:

In 2012 CIP - County portion will be paid with County State Aid Highway funds (motor fuel tax).

Office use only:
RBA 2011- 804

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: December 13, 2011

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

RAILROAD CROSSING SIGNAL AGREEMENT NO. 96952 WITH THE STATE OF MINNESOTA

BE IT RESOLVED that the County of Carver enter into an agreement with the Minnesota Prairie Line, Inc. and the Commissioner of Transportation for the installation and maintenance of railroad crossing signals at the intersection of CSAH 33 (aka Oak Ave) with the tracks of the Minnesota Prairie Line, Inc. in Carver County, Minnesota, and appointing the Commissioner of Transportation agent for the County to supervise said project and administer available Federal Funds in accordance with Minnesota Statute, Section 161.36. The County's share of the cost shall be 10 percent of the total signal cost.

BE IT FURTHER RESOLVED that the County Board Chair and County Administrator are hereby authorized to execute said agreement and any amendments thereto for and on behalf of the County.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 13th day of December, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2011.

Dave Hemze

County Administrator

S:\R&B\GRM\CSAH\33\Agmt. No. 96952 with State of MN - resol

Subscribed and sworn to before me this
 _____ day of _____, 2011.
 Notary Public _____
 My Commission expires _____

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Grant Agreement to Construct 2.6 miles of Trail at Lake Minnewashta Regional Park & TH 41

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>Parks Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u> </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u> </u> Title: <u>Parks Director</u>	

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

BACKGROUND/JUSTIFICATION:

In 2012, Carver County will construct 2.6 miles of trail in Lake Minnewashta Regional Park and along TH 41 including a grade separated crossing under TH 41. Sub Grant Agreement # 2011-106 provides \$257,000 in Metropolitan Council Parks and Trails funds towards the project. Currently it is estimated that \$218,390 is needed from Grant SG #2011-106 for the project. There is a potential for \$38,610 in surplus funds from the grant agreement depending on actual bids and or any cost overage. Should surplus funds be available from the grant at the conclusion of the project, the County should ask for the Metropolitan Council to amend the Grant agreement to utilize any unspent funds from the grant for Phase II of the Dakota Rail Regional Trail. The Board would need to take action at a later date to amended the grant agreement. Since it is not known at this time what the actual project cost would be, it is not recommended that the grant agreement be amended at this time.

In 2007, Carver County was awarded \$1,090,000 in Federal Transportation Enhancement Funds to construct 2.6 miles of trail and trail underpass at TH 41 into Lake Minnewashta Regional Park. On July 27, 2010 the County Board approved a memorandum of understanding with the City of Chanhassen which outlined management of the project, cost participation and ongoing operations, ownership, and cost participation for future rehabilitation of the trail after it is constructed. The City of Chanhassen at its October 10, 2011 council meeting approved a Joint Powers Agreement which is consistent with the July 27, 2010 Memorandum of Understanding. The Joint Powers Agreement further defines the cost participation by the County and City. Carver County approved the Joint Powers Agreement on November 1, 2011. The estimated project cost including design, engineering and inspection services is approximately \$2.1 Million. The local match by the City of Chanhassen is projected to be \$624,254. Carver County's portion is \$426,390. The County's share for construction and design and engineering is planned to come from Metropolitan Council Parks and Trails funds and Metropolitan Council Capital Improvement Bonds from the 2011 Legislative session.

ACTION REQUESTED:

Approve Sub Grant Agreement # 2011-106 with the Metropolitan Council and authorize the Board Chair to sign the agreement.

FISCAL IMPACT: None
If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	\$0.00
Met. Council P&T Funds	\$218,390.00
Met Council Bonds	\$208,000.00
Federal	\$1,090,000.00

City of Chanhassen	\$624,254.00
Total	\$2,140,644.00

Related Financial/FTE Comments:

Office use only:
RBA 2011- 843

Carver County Board of Commissioners Request for Board Action



Agenda Item:

PH/E - Approval of Emergency Management Performance Grant

Primary Originating Division/Dept: <u>Public Health & Environment - Emergency Mgmt.</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Ken Carlson</u> Title: <u>Emergency Management M...</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u> </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u> </u> Title: <u> </u>	

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

BACKGROUND/JUSTIFICATION:
This Emergency Management Performance Grant (EMPG) is awarded based on an annual request for federally funded financial assistance from the State of Minnesota, Department of Public Safety – Homeland Security & Emergency Management Division, and is used to support the Carver County Emergency Management Program. The effective date of this grant period is 1/1/11 to 12/31/11.

ACTION REQUESTED:
Motion to approve/sign grant contract and accept grant funds in the amount of \$47,547 from the State of Minnesota, Department of Public Safety - Homeland Security & Emergency Management Division.

FISCAL IMPACT: <u>Included in current budget</u> <i>If "Other", specify:</i> <u> </u>	FUNDING
	County Dollars = <u> </u>
	Dept of Public Safety - ... <u>\$47,547.00</u>
FTE IMPACT: <u>None</u>	Total <u>\$47,547.00</u>

Related Financial/FTE Comments:
Funds were included in the 2011 budget for Emergency Management in anticipation of receiving this grant. The amount budgeted was \$48,000 in account 01-280-280-1904-5446.

Office use only:
RBA 2011- 870

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of Home and Community Based Waiver Services Contract

Primary Originating Division/Dept: <u>Community Social Services</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Brian Esch</u> Title: <u>Social Services Supervisor</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Renewal of Rene Kress, Reach Alternatives Consulting Home and Community Based Waiver Services contract to provide services and supports to clients who have developmental disabilities. Waiver contracts are approved on a 5 year basis. This contract is funded 100% by Medicaid dollars for clients on state and federal waiver programs. No county funding is used with this contract

ACTION REQUESTED:

Recommend approval of host county contract with Rene Kress, Reach Alternatives Consulting.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	\$0.00
Medical Assistance	\$10,000.00
<input style="width: 100%; height: 15px;" type="text"/>	
Total	\$10,000.00

Related Financial/FTE Comments:

None

Office use only:

RBA 2011- 889

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Addendum No 2. to Professional Services Agreement with SRF Consulting, Inc. for Engineering for Phase 1 of the Dakota Rail Regional Trail

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>Parks Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

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

BACKGROUND/JUSTIFICATION:

Phase 1 of the Dakota Rail Regional is completed. As the project progressed there were additional services provided by SRF Consulting, Inc. which are outside of the scope of services identified in the original contract and Addendum No. 1. Addendum No. 2 addresses the below listed services related to the project.

1. **Regulated Waste Evaluation to track hazardous material from railroad bridges= \$540**
2. **Mayer Storm Sewer Pipe Crossing , Mayer reimbursed the County, cost = \$1,576**
3. **Failed Crushing Process, testing and trouble shooting on how to use or incorporate ballast material into sub grade = \$6,487**
4. **Braun Engineering -Testing of crushed ballast \$2,180**
5. **FHWA Review/Audit of project for compliance with federal regulations = \$2,256**
6. **Lake Waconia Overlook Improvements \$1,514**
7. **Mayer Trailhead Addition of Kiosk Structure, concrete slab = \$2,248**
8. **Goose Lake Drive Drainage = \$17,737**
9. **Additional Inspection Time =\$7,600.**

Initial contract Amount was for \$234,921
Addendum No 1., ARRA coordination \$29,500
Addendum No 2., Additional Services \$44,306

Total contract Amount \$308,727

ACTION REQUESTED:

Approve Addendum No. 2 with SRF Consulting Group, Inc. for \$44,306 and authorize the County Board Chair to sign the addendum.

FISCAL IMPACT: Included in current budget
If "Other", specify:

FTE IMPACT:None

FUNDING

County Dollars =	\$0.00
Parks and Trails Funds	\$44,306.00
Total	\$44,306.00

Related Financial/FTE Comments:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Donation and Transfer Agreement for the former Union Pacific Railroad Bridge over Main Street in Carver

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>Parks Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <u> </u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u> </u> Title: <u> </u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Carver County entered into a Donation and Purchase and Sale Agreement with Union Pacific Railroad for acquisition of the railroad corridor in Chaska, Carver and Scott County. Within the agreement the Main Street Bridge in Carver was to be removed along with the bridge that crosses the Minnesota River. The City of Carver has requested that the Main Street Bridge remain due to historic and aesthetic interest. The City of Carver has worked out a Donation and Transfer Agreement with the contractor, Omaha Track and Materials, who is responsible for removing the bridge and is under contract with Union Pacific Railroad to do so. Omaha Track and Materials would donate the bridge to the City of Carver. The agreement also requires that Union Pacific Railroad and Carver County consent to the arrangement between the City and Omaha Track and Materials due to the existing Donation and purchase and Sale Agreement.

Under the terms of the agreement the City of Carver becomes fully responsible for the bridge including any environmental issues that may arise with the structure.

ACTION REQUESTED:

Upon approval by the County Attorney's Office, the Board authorizes the Board Chair to sign consenting to the terms of the Donation and Transfer Agreement between the City of Carver and Omaha Track and Materials.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =		\$0.00
Total		\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Should transportation be reestablished on the railroad corridor, additional cost may be incurred for the removal of the Main Street Bridge. This cost would be born by the railroad that reestablishes rail transportation.

Office use only:
RBA 2011- 902

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Final Payment Phase I Dakota Rail Regional Trail

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>Parks Director</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

Bids were opened on January 5, 2010 for the construction of approximately 6.9 miles of bituminous trail on the Dakota Rail Regional Trail corridor, extending from the east county line to the City of Mayer. The engineer's estimate for the project was \$1,967,939. The project received authorization to use \$1,042,000 of Federal Transportation Enhancement Funds, and \$550,000 of Federal American Reinvestment Recovery Act Funds (Stimulus Funds). In addition, it was anticipated that approximately \$375,939 in local funds would be needed as a match to the Federal Transportation Enhancement funds and provide the remaining funding needed to balance the cost of construction.

The County received very favorable bids for the project. Nine contractors provided bids for the project. The low bidder was Chard Tiling and Excavating out of Belle Plaine with a low bid of \$1,244,713.71.

Additionally, MNDOT swapped Transportation Enhancement Funds (TE) for American Reinvestment Recovery Act (ARRA) Funds. This change financed the construction of the project with ARRA funds. Further, a new Surface Transportation Fund (STP) for any overruns, supplemental agreements, and/or change orders in the amount of \$69,704 was authorized.

Work on the project has been completed and the final pay application has been prepared. Total construction cost with change orders comes to an amount of \$1,255,876.63

ACTION REQUESTED:

Authorize final payment to Chard Excavating and Tiling for the amount of \$27,125.06 and finalize the contract for a total of \$1,255,876.63.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	\$0.00
ARRA	\$550,680.00
Transportation Enhanc...	\$564,156.00
Parks and Trails	\$141,040.63
Total	\$1,255,876.63

Related Financial/FTE Comments:

Office use only:

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Assessor's CAMA USA Maintenance & Support Agreement

Primary Originating Division/Dept: <u>PRTS - Property Assessment</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Mark Lundgren</u> Title: _____	Item Type: <u>Consent</u>
Amount of Time Requested: _____ minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: _____ Title: _____	

Strategic Initiative:
Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

BACKGROUND/JUSTIFICATION:

CAMA USA is the assessment software tool used by the Assessor's office. This agreement is negotiated through MCCC and is a renewal of a prior 3 year contract.

ACTION REQUESTED:

Approve the CAMA USA Maintenance & Support Agreement effective January 1, 2012 through December 31, 2016.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$12,000.00
Total	\$12,000.00

FTE IMPACT: None

Related Financial/FTE Comments:

The \$12,000.00 cost is an annual amount.

Office use only:
RBA 2011- 875



Minnesota Counties Computer Cooperative

100 Empire Drive Suite 201
Saint Paul, MN 55103-1845

(651) 917-6969
Fax: (651) 917 6989
www.mnccc.org

RATIFICATION STATEMENT

The Board of Commissioners of _____ County has ratified the CamaUSA Maintenance and Support Agreement dated October 13, 2011 between the Minnesota Counties Computer Cooperative CAMA User Group and ACS:

This Agreement will be effective January 1, 2012 through December 31, 2016. Ratification of this agreement commits this County to participation in the Minnesota Counties Computer Cooperative CAMA User Group and to purchase support for the CamaUSA from ACS through December 31, 2016.

Signed: _____
County Board Chair

Date: _____

Attest: _____

Title: _____

Date: _____

*Please return signed statement to MCCC no later than December 16, 2011.
Thank you!*

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2012 County Fee Schedule

Primary Originating Division/Dept: <u>Finance</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>David Frischmon</u> Title: <u>Finance Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>David Frischmon</u> Title: <u>Finance Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

A public hearing has been scheduled for proposed changes to the County's fee for service schedule (including the Carver County Regional Rail Authority). State Law allows the County and the Rail Authority to charge fees to cover its costs associated with providing various services. Notice of this public hearing has been placed in the County's legal newspaper.

A summary of the proposed changes and the complete 2012 Fee Schedule are attached, none of the proposed changes are considered significant.

ACTION REQUESTED:

1. Open the public hearing and take public comments
2. Motion to approve the 2012 County Fee Schedule

FISCAL IMPACT: Other

If "Other", specify:

Included in Administrator's Recommended 2012 Budget

FUNDING

County Dollars =	
Total	\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011- 914

2012 Fee Schedule Change Form

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Countywide Fees	Photocopying (Black & White) 8½” x 11” and 8 ½” x 14”	\$0.25/page – public	No change.	-	Legal size paper added to description.
	5-Year Long-Term Financial Plan	\$40	No change.	-	Description changed from “Capital Improvement Plan.”
	Non-Sufficient Fund (NSF) Checks and Other Returned Checks	\$30/check	No change.	-	Description changed to include “and Other Returned Checks.”
Administrative Services Information Technology Media	Personal Computer CD (no AS400)	\$30/each	Taken off the fee schedule.	-	No requests for this media in 2 years; most software now on servers rather than AS400.
	Personal Computer CD (AS400 interaction)	\$40/each	Taken off the fee schedule.	-	See above.
	AS400 Media	\$70/each	Taken off the fee schedule.	-	See above.
	CD-ROM/DVD	\$25/each	Taken off the fee schedule.	-	No requests for this media in 2 years.
Library	Re-useable Bag	\$1	Taken off the fee schedule.	-	Discontinued selling re-useable bags.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Library	Non-Minnesota resident Library user fee		\$60	\$0	Carver County Library rarely has non-Minnesota residents apply for Library cards. This fee is in line with other MELSA Library fees for non-Minnesota residents.
Library Supplies and Services	Floppy disk	\$1	Taken off the fee schedule.	-	The Library has discontinued selling floppy disks.
Community Social Services Encore Adult Day Services Program	See Attachment A: Encore Adult Day Services Program Sliding Fee Scale for list of services, fees	\$73 Daily rate	\$74 Daily Rate	\$1,092 based on current number of clients who pay the full daily rate.	Daily rate increased by \$1 and other fees in Program Sliding Fee Schedule (see Attachment A) increased incrementally.
Transportation	SmartLink Transit fares	-	-	-	New language added to the fee description: “The Met Council sets the fares for transit services. The following fees reflect the current fares set by the Council.”

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Court Services/ Probation	Juvenile Delinquency Diversion	\$75/appointment	\$85/appointment		
	Adult Supervision Fee* (Per MN Stat. 244.18)	\$225/year	\$235/year		
	Safe Streets	\$600	\$650 program fee		
	Program Fee* - Adult & Juv. (EMG, DWC, T4C, other cognitive skills classes or special in-house probation programs)	\$150	\$150 for in-house clients \$250 for referrals from other probation or correctional agencies		New fee added for referrals from other probation and correctional agencies.
	Pre-Trial Services Fee – Adult cases only (PBT testing, etc.)	\$75	\$75 (or \$100 with pre-court evaluation)		Language added to reflect total cost with pre-court evaluation.
	Electronic monitoring services including: EHM, GPS, Mems, Scram and Scram X and other testing devices and services.	Daily fees apply as established by contract with vendor (Midwest Monitoring & Surveillance, Inc. contract through 12/31/2014)	Daily fees and administrative costs apply as established by contracts or agreements with vendors, ranging from \$15-\$20/per day (adults) and \$5-\$10/per day (juveniles).		Description of service changed to include additional electronic monitoring services. Fee language changed to give a price range for daily fees for adults/juveniles.
Financial Services	Manufactured Home collection fee for delinquent taxes (Revenue Recapture)	\$15/parcel	\$30		Fee was incorrect in 2011 Fee Schedule.
PR&TS Division Taxpayer Services	Set-up License	\$100.00	No change.		Description changed from Liquor License Set-up.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Taxpayer Services	On-Sale Liquor License	Fee varies per township	\$2,000.00	\$3,025.00	Description changed from On-Sale Intoxicating Liquor.
	On-Sale Sunday Liquor License	\$200.00	No change.		Description changed from On-Sale Sunday Intoxicating Liquor.
	Off-Sale Liquor License	\$100.00	No change.		Description changed from Off-Sale Intoxicating Liquor.
Liquor Licenses	On-Sale 3.2 Beer & Wine Cooler License	\$150.00	No change.		Description change – old name: On-Sale Non-Intoxicating Liquor.
	Off-Sale 3.2 Beer & Wine Cooler License	\$75.00	No change.		Description change – old name: Off-Sale Non-Intoxicating Liquor.
	On-Sale Temporary Liquor License	\$100.00	No change.		Description change – old name: On-Sale Intoxicating (Temporary).
	On-Sale Temporary 3.2 Beer & Wine Cooler License	\$50.00	No change.		Description change – old name: On-Sale Non-Intoxicating (1 day).
Customer Service	Certification by Hand & Seal (R/P/M) – Auditor	\$10.00	\$15.00		

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Certificate of Real Estate Value (CRV) Hand Pulled & Copied	\$5.00	\$10.00 per copy		
	Written Tax Estimate	\$15.00	\$20.00 per parcel		
	Written Tax Search	\$10.00 per parcel per year	No change.		Description change – old name: Written Searches.
	Plat Certification Fee	\$35.00	\$50.00		
	Name/Address Labels	\$2.00 per sheet	No change.		Description change – old name: Cost per sheet of labels.
	Claim Against Bond (Set-up fee)	\$20.00 plus \$0.25 per copy/page	\$25.00 plus \$0.25 per copy/page		
Elections	Precinct Finder (Countywide)	\$40.00	\$50.00		
	Precinct Finder (Individual entity)	\$20.00	\$25.00		
	Registered Voter Certificate	\$10.00	\$15.00		
Taxation	Abatement requested by entity	\$75.00	\$75.00 per parcel		
	Auditor's Certificate	\$200.00	\$300.00	\$2,600.00	
	Update existing Auditor Certificate	\$100.00	\$150.00	\$200.00	Description change – old name: Update existing certificate.
	Audit Verification of Tax District	\$100.00	\$150.00	\$800.00	
	Certification of Ten Largest Taxpayers	\$65.00	\$75.00	\$260.00	

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Confession of Judgment: Set-up Fee Court Costs	\$75.00 \$10.00	\$100.00 No change.	\$50.00	
	Confession of Judgment Closing Fee	\$25.00	No change.		Description change – old name: Closing Fee.
	Escrow Processing Fee	Automated \$150.00/year Manual \$5/parcel	Automated \$150.00/year Manual \$5/parcel per request.		
	1 st Time Delinquency Fee (per parcel)	\$25.00	No change.		Description change – old name: 1 st Time Delinquent Publish Fee.
Special Assessments	Special Assessments Entry Fee per parcel/per entry	\$4 per parcel/per entry – Pay 2011 \$5 per parcel/per entry – Pay 2012	\$5 per parcel/per entry		Remove: \$4 per parcel/per entry – Pay 2011
Tax Increment Financing	Set-up Base Fee	\$400.00	\$450.00	\$50.00 – based on last year’s charges.	
	Set-Up Per Parcel Charge	\$25.00	\$35.00	\$70.00 – based on last year’s charges.	Description of service changed to add “Set-Up.”

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Maintenance Base Fee	\$150.00	\$200.00	\$1,000.00 – based on last year’s charges .	
	Maintenance Per Parcel Charge	\$25.00	\$35.00	\$11,110.00 – based on last year’s charges	Description of service changed to add “Maintenance.”
	Plan Modification	\$200.00	\$250.00	\$0 – based on last year’s charges.	
	Decertification	\$200.00	\$250.00	\$100.00 – based on last year’s charges.	Description changed from Early Decertification.
	Modification Per Parcel Charge	-	\$35.00		New fee.
	TIF Base Adjustment Fee	-	\$200.00		New fee.
	Knockdown per parcel	\$25.00	\$35.00	\$0 – based on last year’s charges	
License Center Passports	Age 16 & over*	\$75.00	\$110.00	NA	Federal \$
	Under age 16*	\$60.00	\$80.00	NA	Federal \$
	Passport card over 16*	\$20.00	\$30.00	NA	Federal \$
	Passport card under 16*	\$10.00	\$15.00	NA	Federal \$
	Renewal*	\$75.00	\$110.00	NA	Federal \$

	Photos	\$10.00	\$12.00	\$6,100	
Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Title Registration	*Filing Fee/Registration	\$4.50	\$6.00	\$49,000	This fee increased as of 7/1/2011.
	*Filing Fee/Long application	\$8.50	\$10.00	\$12,000	This fee increased as of 7/1/2011.
Vital Statistics	Vital Statistics	\$13	Remove		Left the "Type of Service" description as Vital Statistics. Removed the Service description and the fee amount of \$13.
Birth Certificates	Certified	\$26	\$26 (State \$17 – County \$9)		Adding breakdown info.
	Non-certified	\$13	\$13 (State \$4 – County \$9)		Adding breakdown info.
	Additional	\$19	\$19 (State \$17 – County \$2)		Adding breakdown info.
	Birth Verification	\$9	\$9 (County only)		Adding breakdown info.
	Statement of No Record Found	\$16	\$16 (State \$7 – County \$9)		Adding breakdown info.
Death Certificates	Certified	\$13	\$13 (State \$4 – County \$9)		Adding breakdown info.
	Non-certified	\$13	\$13 (State \$4 – County \$9)		Adding breakdown info.
	Additional	\$6	\$6 (State \$4 – County \$2)		Adding breakdown info.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Amendment to Certified Death Record (after 45 days)	\$40	\$40 (County only)		Adding breakdown info and adding clarification text to Service name description.
	Fetal Death Report	\$9	\$9 (County only)		Adding breakdown info.
	Statement of No Record Found	\$13	\$13 (State \$4 – County \$9)		Adding breakdown info.
Marriage Licenses & Certificates	Marriage License (Full Fee)	\$115	\$115 (State \$90 – County \$25)		Adding breakdown info and adding additional text to Service name description.
	Marriage License (Reduced Fee with Educator’s Statement of 12 hour minimum)	\$40	\$40 (State \$15 – County \$25)		Adding breakdown info.
	Marriage Certificate (Certified)	\$9	\$9 (County only)		Adding breakdown info.
	Statement of No Record Found	\$9	\$9 (County only)		Adding breakdown info.
	Marriage License Amendment	N/A	\$10 (County only)		New fee. Expected to be rarely used.
Notary Commissions	Notary Public Commission Recording Fee	\$20	\$20 (County Only)		Adding breakdown info.
	Notary Verification (per document)	\$5	\$5 (County Only)		Adding breakdown info.

Ordinations	Credentials of Ordination filing	N/A	\$10 (County only)	\$400/year	New fee.
Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Public Health & Environment Environmental Services Hazardous Waste Generator Fees	Absent for pre-arranged appointment	\$25	Taken off the fee schedule.	-	Fee is not used and not needed.
	Follow-up inspection for the purpose of obtaining information concerning generator's non-compliance with the department's cited violations	\$50	Taken off the fee schedule.	-	Fee is not used and not needed.
	Address change only	\$25	Taken off the fee schedule.	-	Fee is not used.
	Ownership change only	\$25	Taken off the fee schedule.	-	Fee is not used.
	Additional staff time for application review	\$40	\$50	\$0 - minimal	Fee is changed to make staff time charges consistent across Division. Is rarely used but still needed.
Subsurface Sewage Treatment System Construction Permits	Alternative System	\$450	Taken off the fee schedule.	-	No longer relevant. Terms have changed with recently amended ordinance.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Food, Beverage, Lodging System & Commercial	10,000 gallons	\$2,850	Taken off the fee schedule.	-	No longer relevant with new ordinance and licenses.
Other Subsurface Sewage Treatment System Fees	Curtain Drain Septic System Monitoring	\$300 (\$50 soil review + \$50 monitoring) + \$200 installation	No change.	-	Changed title of this section to “Other Subsurface Sewage Treatment System Fees” to separates this section from the preceding “SSTS Construction Permits.”
	Soils Review	\$50	\$100	-	Rarely used fee, but it needs to be larger due to effort required if it is used.
Solid Waste Transfer Station	30 cubic yard/day: Application Fee Annual license fee	\$75	No change.	-	Description changed to add “One Time Application Fee” – to clarify this is a fee for the initial permit application and not a yearly fee.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	<100 tons/day: Application fee Annual license fee	\$250	No change.	-	Description changed to add “One Time Application Fee” – to clarify this is a fee for the initial permit application and not a yearly fee.
	101-250 tons/day: Application Fee Annual license fee	\$500	No change.	-	Description changed to add “One Time Application Fee” – to clarify this is a fee for the initial permit application and not a yearly fee.
	More than 250 tons/day: Application fee Annual license fee Late payment Penalty	\$500	No change.	-	Should now read “One Time Application Fee” – clarifies that this is a fee for the initial permit application and not a yearly fee.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Public Health & Environment Land Management	Professional Services required for review of an application or board/commission determination(s)	Applicant shall reimburse the County for any expenditure for professional services for review of variance, permit, plat, minor subdivision, and EAW-EIS-AUAR, applications.	Applicant shall reimburse the County for any expenditure for professional services for review of variance, permit, plat, minor subdivision, and EAW-EIS-AUAR, Water Management, WCA applications. Staff is authorized to consolidate fees as needed if multiple permits are required.	None	Description changed to include Water Management and WCA applications. Reduces duplicate fees for landowners when multiple permits are necessary and require identical staff and professional services review.
	Permit for Manufactured/Modular Home (Permanent)	Value as calculated: Building valuation minus the purchasing price of the home including transportation.	No change.	-	Description changed to add the word "Modular."
	Temporary Farm Related or Elderly Parent Manufactured Home	\$250	No Change.	-	Description changed from "homes" to "home."
	Plumbing Permit	\$65	\$65 minimum or \$5/fixture, whichever is greater	-	Clarification of current fee.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Residential appliance installation, improvement, or repair	\$15	Taken off the fee schedule.	-	Service is not being used.
	Erosion Control	0.0004 of value – where permit involves significant earthmoving – e.g. new homes, large buildings.	No change.	-	Description changed to include “e.g.” before “new homes, large buildings.”
	Demolition Permit for projects supervised by Fire Departments	\$65	No change.		Description changed to include the words “projects supervised by” Fire Departments.
Other Land Management Fees	Administrative Special Use Permits		\$100 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour.)		Addition to this part of the fee schedule; similar to Planning and Water Management permit fee.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Administrative permit for excavating/filling or a driveway that includes wetlands and/or Level 1 or Level 2 Water Rules approval		\$150 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour.)		Addition to this part of the fee schedule; similar to Planning and Water Management permit fee.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Administrative permit for excavating/filling or a driveway that includes Level 3 Water Rules approval		\$1,250 (\$500 permit fee + \$750 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: <ul style="list-style-type: none"> • Engineering Costs. The applicant shall reimburse the County for engineering review cost above \$750. • Staff Costs. The applicant shall reimburse the County for staff costs, including staff of the SWCD, over \$500 up to a maximum of \$1,000 total, at a rate of \$50/hour. 		Addition to this part of the fee schedule; similar to Planning and Water Management permit fee that is a clarification for a Level 3 that includes Administrative Permit.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Platting Process – Preliminary Plat through Final Plat Process including developer’s contract and legal reviews	\$600 for one lot + \$100 for each additional lot + \$40/hour plus Attorney’s Office fee	\$600 for one lot + \$100 for each additional lot + \$50/hour plus Attorney’s Office fee	\$1,500 total for all of the Land Management and Planning and Water Management permit hourly fee increases from \$40 to \$50/hour.	Hourly fee increased from \$40/hour to \$50/hour. Fee updated to better reflect actual staff costs and overhead; \$50/hour matches the rate(s) used by SWCD and in grant applications. Hourly rates haven’t increased since 2004; \$50/hour is modest compared to other entities.
Conditional Use Permit (CUP)	AGRICULTURE: Feedlot, 152.076 A Conditional Use Permit required solely for bringing an uncertified liquid manure storage area, which was designed and/or installed with guidance from Carver SWCD, into compliance and not associated with an expansion or substantial change in operation exempt from these fees. This exemption does not include feedlot permit fees.	\$250 (less than 300 animal units) \$350 (300 to 599 animal units) \$500 + \$40/hour up to \$1,000 (600+ animal units)	\$250 (less than 300 animal units) \$350 (300 to 599 animal units) \$500 + \$50/hour up to \$1,000 (600+ animal units)		Hourly fee increased from \$40/hour to \$50/hour.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Additional Density Options: 152.078 Example: High amenity; Wooded/Lakeshore Lot, or Conservation Incentive CUP	\$500 for first residential lot + \$100 for each additional residential lot + \$40/hour up to \$1000	\$500 for first residential lot + \$100 for each additional residential lot + \$50/hour up to \$1000		Hourly fee increased from \$40/hour to \$50/hour.
	Home-Based Business: 152.079 Example: Recycling/Solid Waste, Farm Related Business, Home Extended Business, Commercial Kennels, Stables, Aquaculture, Retail Nurseries, School Bus Service, Bed and Breakfast, Contractor's Yard, Commercial Radio Station, Utility/Essential Service	\$500 + \$40/hour up to \$1000	\$500 + \$50/hour up to \$1000		Hourly fee increased from \$40/hour to \$50/hour.
	Large-Scale Activities; Essential Services; RSDs; Renewable Energy, All Others: 152.080, 152.095, 152.147-.149, 152.052- .056, 152.039	\$500 + \$50/hour up to \$1,000	\$500 + \$50/hour up to \$1,000		Hourly fee increased from \$40/hour to \$50/hour.
	Golf Courses	\$500 + \$40/hour up to \$1,000	\$500 + \$50/hour up to \$1,000		Hourly fee increased from \$40/hour to \$50/hour.
	Airports – Other than Personal Use Strip	\$500 + \$40/hour up to \$1,000	\$500 + \$50/hour up to \$1,000		Hourly fee increased from \$40/hour to \$50/hour.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	EAW/EIS/AUAR Process	\$500 fee plus escrow of \$1,000 to reim-burse staff costs at \$40/hour.	\$500 fee plus escrow of \$1,000 to reimburse staff costs at \$50/hour.		Hourly fee increased from \$40/hour to \$50/hour.
Interim Use Permit (IUP)	Interim Use Permit (IUP): 152.082 Example: Mining/ Reclamation, Home Occupation in Detached Structure, Recreational, Educational, Institutional Activities	\$500 + \$40/hour up to \$1,000	\$500 + \$50/hour up to \$1,000, up to \$2,000 for mining/reclamation.		Hourly fee increased from \$40/hour to \$50/hour. Adds lan- guage on \$2,000 for mining/reclamation.
Planning and Water Management Permits	Administrative Permits	\$100 (Applicant shall reimburse the County for engineering costs incurred during application re- view and final inspections. The applicant shall reimburse the County for staff costs, including staff of SWCD, in excess of 5 hours up to a maximum of \$500 at a rate of \$40/hour.)	\$100 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour.)		Hourly fee increased from \$40/hour to \$50/hour.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Administrative permit for excavating/filling or a driveway that includes wetlands and/or Level 1 or Level 2 Water Rules approval	\$150 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$40/hour.)	\$150 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour.)		Hourly fee increased from \$40/hour to \$50/hour.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Administrative permit for excavating/filling or a driveway that includes Level 3 Water Rules approval		\$1,250 (\$500 permit fee + \$750 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: <ul style="list-style-type: none"> • Engineering Costs. The applicant shall reimburse the County for engineering review cost above \$750. • Staff Costs. The applicant shall reimburse the County for staff costs, including staff of the SWCD, over \$500 up to a maximum of \$1,000 total, at a rate of \$50/hour. 		Clarification for a Level 3 that includes Administrative Permit.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Wetland Activity including Level 1 or Level 2 Approval	\$100 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$40/hour.)	\$100 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour.)		Hourly fee increased from \$40/hour to \$50/hour.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Wetland Replacement/Banking/Mitigation <1 acre	\$250 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$40/hour.)	\$250 (Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the SWCD, staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour.)		Hourly fee increased from \$40/hour to \$50/hour.
	Wetland Replacement/ Mitigation =>1 acre	\$350 + \$40/hour up to \$1,000	\$350 + \$50/hour up to \$1,000		Hourly fee increased from \$40/hour to \$50/hour.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Review of Project for Compliance with Water Management Rules	Level 2	\$100: Applicant shall reimburse the County for engineering costs incurred during application review and final inspections. The applicant shall reimburse the County for staff costs, including staff of the Soil Water and Conservation District (SWCD), staff time in excess of 5 hours up to a maximum of \$500 at a rate of \$40/hour.	\$100 + Applicant shall reimburse the County for costs incurred during application review and final inspections as described below: <ul style="list-style-type: none"> • Engineering Costs. The applicant shall reimburse the County for engineering review cost. • Staff Costs. The applicant shall reimburse the County for staff costs, including staff of the SWCD, in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour. 		Hourly fee increased from \$40/hour to \$50/hour; fee re-worded.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
	Level 3	\$500 fee plus \$750 to reimburse for engineering costs included with application: The applicant shall reimburse the County for any engineering cost above \$750. The applicant shall reimburse the County for staff costs (including staff of the SWCD) for any cost over \$500 up to a maximum of \$1,000 total, at a rate of \$40/hour.	\$1,250 (\$500 permit fee + \$750 engineering cost credit) + applicant shall reimburse the County for costs incurred during application review and final inspections as described below: <ul style="list-style-type: none"> • Engineering Costs. The applicant shall reimburse the County for engineering review cost. • Staff Costs. The applicant shall reimburse the County for staff costs, including staff of the SWCD, in excess of 5 hours up to a maximum of \$500 at a rate of \$50/hour 		Hourly fee increased from \$40/hour to \$50/hour; fee re-worded.
Public Health	11x17 Color print/poster Laminated color print/poster	\$2 \$5	Taken off the fee schedule.	-	Not being utilized; posters are available for download off the website.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Immunizations: Private Pay Fees	Hepatitis B – adult Hepatitis B – pediatric Influenza – injectable Mantoux	\$60 \$30 \$25 \$15	No change in fees charged for these vaccines.	-	Heading changed to remove the word “Clinic.” Fees remain the same for these four items. The following vaccines have been deleted as private pay vaccines: DT, DTaP, Haemophilus influenza type b, (Hib), HPV, Influenza –fluMist; MMR, Meningococcal, Pentacel, Pediatrx, Pneumococcal – adult, Polio, Prevnar, Proquad, Rota-Teq, Td, Tdap, Varicella, Zoster.

Division/Dept. Type of Service	Service	Current Fee	Proposed New Fee	Estimated Additional Revenue	Notes/Comments
Immunizations: Minnesota Vaccines for Children (MnVFC) and Un/Under- insured Adult Vaccine (UUAV) Fees	Pneumococcal (adult – PPV23) Prennar (pediatric pneumococcal conjugate – PCV13) Twinrex (HepA/HepB)	\$140 (private pay fee)	\$14 \$14 \$14		New heading adds reference to UUAV fees. DTaP changed to DTaP. Pneumococcal (adult – PPV23), Prennar, and Twinrex added. Fee for all of these vaccines is \$14 each.
	Public Health Nuisance Abatement	Fee is based on the Statute	Fee per MN Statute 145A.08	None	Language changed to be more specific.
Sheriff's Office	Electronic Home Monitoring	\$20	\$20/day	None	Changed to make it clear the fee is \$20 per day.
	Radio Programming	\$46.85/hr	\$48.75/hr	None	Revenue offsets actual expense incurred.
	Detox Transport Fee		\$110 per trip	\$6,000	New fee added under “Other Fees.”
	Squad Videos		\$10/CD plus \$30 research fee	\$200	New fee added under “Other Fees.”

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Aquatic Invasive Species Inspection at Lake Minnewashta Regional Park

Primary Originating Division/Dept: <u>Public Works - Parks</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Marty Walsh</u> Title: <u>Parks Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>15</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Marty Walsh</u> Title: <u></u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

At the November 22nd, 2011 County Board Meeting, The County Board tabled action pertaining to a request to fund aquatic invasive species inspections at Lake Minnewashta Regional Park. The Board heard from the Minnehaha Creek Watershed District that it would consider partnering, assisting with funding and implementing a pilot program for inspections in Carver County. **The Minnehaha Creek Watershed District is to consider the proposed funding for the project at it's December 8th, 2011 meeting. Information from this meeting was not available in time to finalize this agenda, however, the findings and recommendations of the Minnehaha Watershed District will be discussed at the County Board Meeting.**

A recap of the information presented at the November 22, 2012 County Board Meeting follows:

The County Board met in a workshop session on July 26, 2011 to discuss a request for aquatic invasive species (AIS) inspections at Lake Minnewashta Regional Park. The County Board referred the matter back to the Park Commission. The Park Commission discussed the topic of AIS inspections at Lake Minnewashta Regional Park at its August 10, September 14 and November 9th meetings.

At the November 9th meeting, staff reviewed with the Park Commission concerns about the request to fund aquatic invasive species the concerns included the following:

- The pilot program is not recommended. Setting up a pilot program which would not incorporate the other lakes of the County would likely be viewed as inequitable. Other lakeshore owners will request similar considerations.
- Funding for a large scale AIS inspection program across the County is not contemplated. The State administers boat license fees for over 800,000 water craft. License fees often support programs pertaining to the activity the license fee is charged.
- The County does not have the authority to increase fees for AIS inspections at Lake Minnewashta.
- The proposed pilot program would gate public access points but not private access points. Because there would not be barriers at private access points, members of the public would likely view those living on the lake as having special privileges and there is no guarantee that all homeowners would comply.
- The development of a program for AIS needs to be consistent throughout the state. The way to ensure consistency is to have the State oversee the program so it is administered in a consistent manner. A boat user could expect to be treated similarly from one access to another in the state. Information would be distributed state wide through existing means.
- The proposed pilot program puts the County in an awkward position. The County lacks

- legal authority to implement the program. Logistically there would be a number of issues that are not easily overcome.

The proposed pilot program is cumbersome enough to deter people from accessing the lakes.

The recommendation by Parks Department staff was to continue to facilitate DNR inspection programs including related grant program to educate the public and work to prevent the spread of Zebra Mussels to Lake Minnewashta. Further, literature would be distributed to remind boaters about ways to prevent the spread of AIS. Additionally it is requested that the Park Commission recommend to the County Board a resolution adopting as a part of the Board's 2012 legislative platform an AIS legislative priority to have the State DNR develop and implementation plan to prevent the spread of AIS for the 2012 boating season. It is not recommended that the County increase fees or provide general funds for inspection at Lake Minnewashta. It is not recommended that a resolution of support be provided to the Minnehaha Creek Watershed District at this time.

At the November 9th, 2012 Park Commission Meeting, the majority of the park commission members supported the idea of 100 % AIS inspection at Lake Minnewashta Regional Park stating that they believed that the County needed to work to protect the resource of Lake Minnewashta given that the public boat access is located inside the park.

Commission members stated that their reasoning for supporting the 100 % AIS inspections at Lake Minnewashta Regional Park was because the County owned land on the lake, that the State does not have sufficient funds to protect the lake and if the County does nothing who will. The Park Commission made the following recommendation:

The Commission recommended the County provide general funds in the amount of \$30,000 at Lake Minnewashta Regional Park for aquatic invasive species inspections for 2012 covering the hours the park is open. This recommendation is for funding for 2012 only.

ACTION REQUESTED:

Consider a motion to adopt a resolution to fund inspections for aquatic invasive species at Lake Minnewashta Regional Park for 2012 in the amount of \$30,000.

FISCAL IMPACT: Other

If "Other", specify:

FUNDING

County Dollars =	\$30,000.00
<input type="text"/>	<input type="text"/>
Total	\$30,000.00

FTE IMPACT: Increase budgeted staff

Related Financial/FTE Comments:

Comments related to fiscal/FTE impact or funding

Funding for the proposed inspections at Lake Minnewashta Regional Park was not requested as a part of the 2012 Parks Budget Request. It is recommended that funding be provided through the Year End Saving Account of the County.

Office use only:
RBA 2011- 898

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

Date: _____ Resolution No: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

**A Resolution of Support for AIS Inspections
at Lake Minnewashta Regional Park**

WHEREAS, Carver County owns operates Lake Minnewashta Regional Park,

WHEREAS, Lake Minnewashta Regional Park has public boat accesses and,

WHEREAS, the County supports Aquatic Invasive Species Inspections, and

WHEREAS, the County is concerned with the spread of Aquatic Invasive Species Inspections to Lake Minnewashta through the public boat accesses,

NOW, THEREFORE BE IT RESOLVED that the Carver County Board will provide \$30,000 for staffing and related cost to provide aquatic invasive species inspection at Lake Minnewashta Regional Park for 2012 only and further direct the Parks Department staff to develop an appropriate plan to utilize the funding.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the _____ day of _____, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of _____, 2011.

Dave Hemze County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Final 2012 Property Tax Levy and Budget

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>David Frischmon</u> Title: <u>Finance Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>15</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>David Hemze/David Frisch...</u> Title: <u>Administrator and Finance Dir...</u>	

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

BACKGROUND/JUSTIFICATION:

The County Administrator's Recommended 2012 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 2012 Budget process began at a May 2011 workshop where the County Board directed staff to implement the Administrator's Recommended 2012 Budget Strategy.

The County Board and staff have had several workshops, Board meetings and a Public Hearing to discuss the 2012 Property Tax Levy and Budget

ACTION REQUESTED:

Motion to approve the 2012 Property Tax Levy and Budget Resolutions

<p>FISCAL IMPACT: <u>Other</u> If "Other", specify: <u>See below</u></p>	<p>FUNDING</p> <table style="width: 100%;"> <tr> <td>County Dollars =</td> <td style="width: 100px; height: 20px;"></td> </tr> <tr> <td></td> <td style="width: 100px; height: 20px;"></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$0.00</td> </tr> </table>	County Dollars =				Total	\$0.00
County Dollars =							
Total	\$0.00						

Related Financial/FTE Comments:

The County Administrator's recommended 2012 levy of \$44,779,720 is a 3.1% decrease compared to 2011. Consistent with the 2012 Budget Strategy, the impact on the County's average value home will be a slight decrease in County property taxes in 2012 compared to 2011.

Office use only:
 RBA 2011- 912



FY 2012

Budget Resolutions

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

Date: December 13, 2011

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**CERTIFYING
2012 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, 2012, to wit:

GENERAL FUND	\$28,010,138
ROAD & BRIDGE FUND	4,148,311
COMMUNITY SOCIAL SERVICES FUND	7,365,250
PARK & TRAIL CAPITAL IMPROVEMENT FUND	50,000
ROAD & BRIDGE CAPITAL IMPROVEMENT FUND	1,500,000
DEBT SERVICES FUND	3,583,021
UNESTAD TAX ABATEMENT	<u>123,000</u>
TOTAL LEVY COUNTY	<u>\$44,779,720</u>
CARVER WATERSHED MANAGEMENT ORGANIZATION	524,984
TOTAL COMBINED LEVY	<u>\$45,304,704</u>

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 13th day of December, 2011, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2011.

County Administrator

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

Date: December 13, 2011

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2012 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 2012 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:

2012 CARVER COUNTY BUDGETS

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund**	\$45,810,268	\$45,900,268
Road and Bridge Fund	6,655,520	6,655,520
Community Social Services Fund	20,467,714	20,467,714
Buildings CIP Fund	-	-
Road & Bridge CIP Fund	12,364,579	17,679,927
Parks & Trail CIP Fund	1,462,000	1,462,000
Debt Service Fund	4,021,021	4,021,021
County Ditch Fund	1,270	1,270
Self-Insurance Revolving Fund	<u>1,083,548</u>	<u>1,083,548</u>
TOTAL OPERATING	\$91,865,920	\$97,271,268
Road & Bridge Fund Balance	5,315,348	
2011 Reserves (1)	<u>90,000</u>	
TOTAL	97,271,268	97,271,268

***Includes WMO budget
(1)One-time project- Dispatch consolidation study*

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2012 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, funds are hereby appropriated for the execution of the aforementioned 2012 budgets, specifically including the following changes:

- Create a Treasury Internal Service (IS) Fund, which will move up to 37% of next year's General Fund, Road & Bridge Fund, and Community Social Services Fund Operating Budgets from the respective fund balances for cash-flow purposes. The Investment Manager's salary and benefits will be paid out of this fund, and interest will be generated and allocated out of the Treasury IS Fund.
- Create an Other Post Employment Benefit ("OPEB") Internal Service Fund to accumulate County contributions to advance fund the County's OPEB liability in a revocable trust fund.
- Transfer \$100,000 from the 2010 Year End Savings ("Y.E.S.") account to Parks & Trails CIP Fund #34 to provide the 20% local match for Federal grant-funded trail projects.

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 2012 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 2012 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 2012 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 2012 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 2012 budget is adopted by the life of the project and remaining balances shall be carried over from the prior year and for the Debt Service Fund according to bond commitments. Budget appropriations for operating funds can be extended to a subsequent year upon approval of the County Administrator.

BE IT FURTHER RESOLVED, Any unassigned reserves up to 37% of the next year's operating budgets for the General, Community Social Services, and Road & Bridge Funds shall be transferred to the Treasury IS Fund. An additional, up to 5%, of the subsequent year's expenditures for next year's Operating Budgets (General Fund, Road & Bridge, and Community Services) may be transferred to the following funds based on percentage: Road & Bridge CIP (50%), Buildings CIP (25%), and Parks & Trails CIP (25%) as the Year-End Savings ("Y.E.S.") Account to accumulate funds for future one-time capital purchases and/or significant budget variances; this will be assigned fund balance and used at the discretion of the Board.

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 13th day of December, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2011.

David Hemze
County Administrator

Budget Overview

Administrator's Budget Message

This County Administrator's 2012 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 2012 tax impact on the average-value home decrease, which was the same direction the Board provided for the past several years. Determining the county's tax impact on the average-value home primarily involves three factors: the county's tax levy, the property's value, and the Legislature's property class tax rates. Because property values change at varying rates from year to year, the tax burden shifts each year, which has no impact on the tax revenue for the county. Tax revenue to the county is driven by the tax levy set each year by the County Board. For the first time in several years, the State Legislature changed the property class tax rates by adding a Market Value Exclusion for lower-value homes. This will shift the tax burden to commercial properties and higher-valued homes in order to offset the impact from the State elimination of the Homestead Market Value Credit.

This recommendation lowers the 2012 property tax levy by \$1.4 million to \$44,779,720 compared to the 2011 property tax levy of \$46,179,720 to offset the loss of the State's Homestead Market Value Credit which was subsidizing the property tax levy for the County's taxpayers. To make up for the lost revenue from the elimination of the Homestead Market Value Credit, \$1.4 million of the State's County Program Aid that would have funded capital projects on a pay-as-you-go basis will be used to fund general operations for 2012.

On the cost side, maintaining the same general level of services in 2012 was estimated to cost an additional \$1.3 million. Prior to the Legislature's decision to eliminate Homestead Market Value Credit, the 2012 Budget strategy was to flat-line the 2012 tax levy at the same level as the 2011 tax levy. Thus, county staff identified \$1.3 million in across-the-board levy savings to offset the increased operating costs for 2012. The impact from the decreased levy for 2012 will offset the negative impact from the elimination of the State's Homestead Market Value Credit for County taxpayers including owners of average-value home in 2012.

The County Board plans to hold a public hearing on the 2012 Budget on December 1, 2011. The County Board is expected to adopt the final 2012 levy and budget on Tuesday, December 13, 2011. The 2012 Budget Book will provide a broad overview of historical budget trends, 2012 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 [2013 Long-Term Financial Plan](#) on December 13, 2011. 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 2013 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 2012 Budget.

Budget Summary

The 2012 Preliminary Budget totals \$97,281,048 which is an increase of \$3,732,933 million from the 2011 Budget.

2011-2012 Budget Comparison		
Revenue	2011 Budget	2012 Budget
Taxes & Penalties	48,035,379	46,581,767
Licenses & Permits	806,878	723,760
Intergovernmental	25,375,669	27,402,648
Charges for Services	12,377,174	11,278,583
Fines & Forfeitures	244,333	250,933
Investment Earnings	2,515,170	2,282,607
Other Revenues	2,998,512	3,355,402
Total Revenues	92,353,115	91,875,700
Expenditures		
Public Assistance	5,755,915	4,992,011
Personal Services	52,812,621	51,885,886
Services & Charges	10,192,545	11,278,591
Material & Supplies	3,974,873	4,001,601
Capital Outlay	15,532,360	19,325,365
Debt Services	4,480,351	4,421,021
Other Expenses	(373,619)	(34,405)
Transfers	1,173,069	1,410,978
Total Expenditures	93,548,115	97,281,048
Capital Reserves Used	1,195,000	5,405,348

This chart compares the revenue and expenditure amounts for 2011 and 2012. The largest increase in expenditures for the 2012 Budget is in the area of Capital Outlay. This is primarily due to an increase in Road and Bridge Capital Improvement Projects that are 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 will be used for Road and Bridge CIP projects. Thus, the Capital Outlay increase did not drive a levy increase.

The budget process did, however, require spending cuts in other areas. County staff identified approximately \$1.3 million in levy savings for the 2012 Budget. Recommendations to increase efficiencies and

operational changes are reflected in the budget narratives for each division.

See Attachment A for a summary of the recommended \$1.3million in levy savings and Attachment B for staffing changes.

Budget Strategies

In addition to decreasing taxes on the average-value home, the 2012 Budget was developed using the following strategies set by the County Board:

- **Adopt a Voluntary Early Retirement Incentive Plan (VERIP) and continue a soft hiring freeze.**

In June 2010 and June 2011, the Board approved an incentive plan for voluntary retirement designed to provide budget savings by creating the opportunity to reduce or re-structure staff without the cost of self-insured unemployment benefits. There were 17 employees in 2010 and 13 in 2011 who took early retirement through VERIP. Each of these positions, along with any other vacancies, will be reviewed to see if it should be refilled.

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

For the last several years, new capital projects have been funded with revenue sources that did not increase the County's property tax levy. These sources include federal, state and regional grants and County Program Aid (CPA) from the State. For 2012, CPA will not be available as a funding source for capital projects; it will need to be used to fund general operations. *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 2012 Budget maintains a capital replacement budget funded by the tax levy to pay for the replacement of facilities, vehicles and equipment. It totals \$1.48 million which is slightly higher than the 2011 amount of \$1.47 million. *See Attachment D for this replacement schedule.*

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

The County Board approved reorganizations for the County Attorney's Office, Community Social Services Department, and Taxpayer Services Department in 2011. In addition, Administrative Services has proposed reorganization plans for the Library. *See Attachment A for information on the levy savings attributed to these four reorganizations.*

- **Use trend analysis and budgetary pressures to make projections for certain expenditure and revenue categories.**

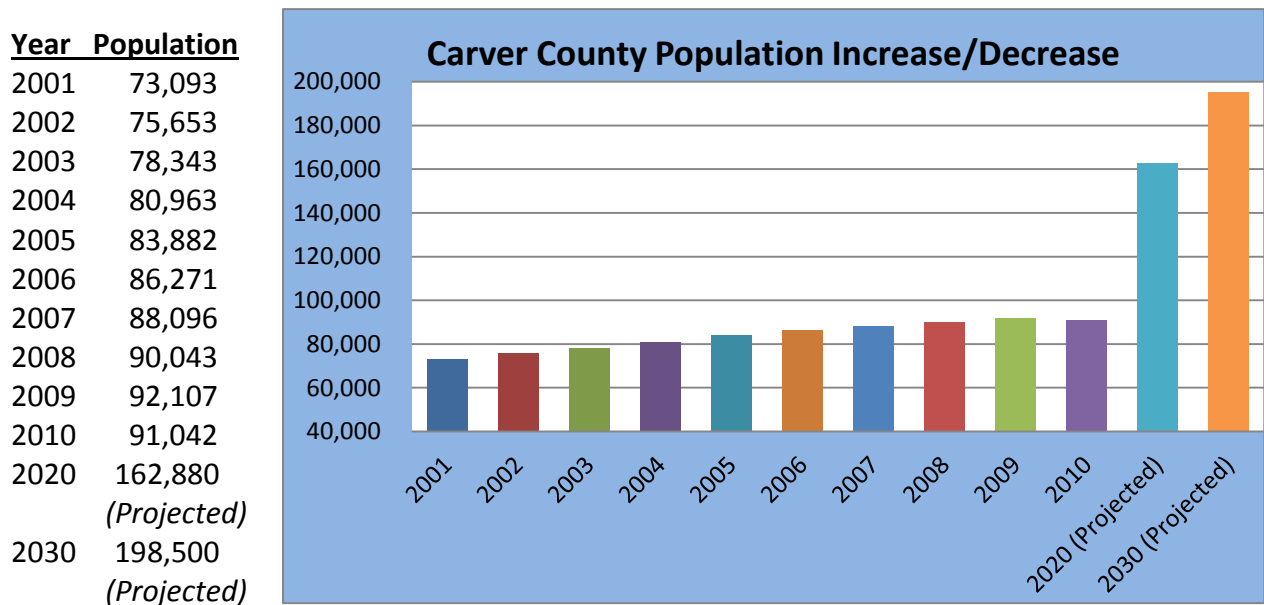
Trend analysis was used to project a \$200,000 decrease in investment income in the 2012 Budget. Projected lower interest rates on investments were primarily responsible for this drop in revenue.

Trend Data

The following are key historical trends that were used to form the foundation of the 2012 Budget.

Population: Out of 87 counties in Minnesota, Carver County’s Census 2010 population of 91,042 is the 11th highest. Over the last decade Carver County had the fifth highest rate of population growth in the state at 29.7% adding a total of 20,837 residents. Carver County’s population growth is expected to continue into the future. Carver County’s population growth is expected to continue into the future.

The following shows the 2000 and 2010 Census populations as well as the U.S. Census Bureau’s population estimates from 2001-2009. Based on the 2000 Census figures, the Metropolitan Council projects Carver County’s population to increase to 198,500 by 2030, which would be as 118% increase from the 2010 Census population.

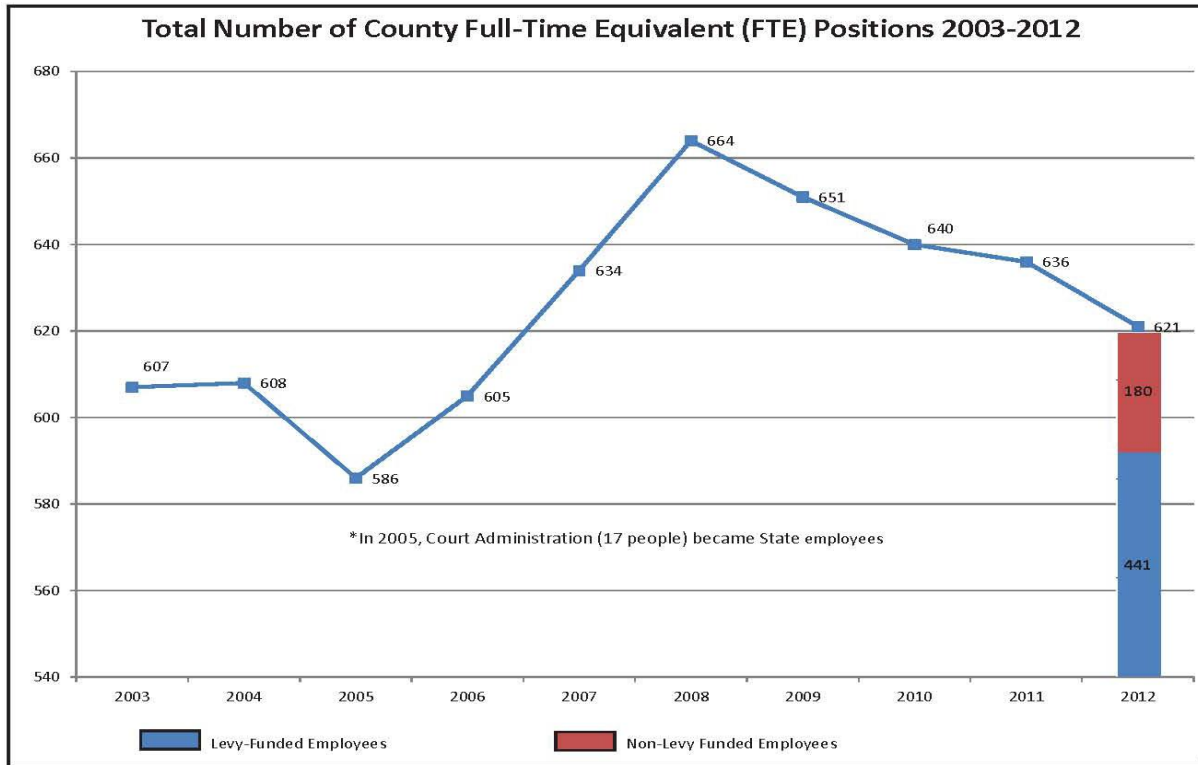


Population growth is the biggest factor related to service demand pressure for Carver County. Significant growth increases the need for public investment in infrastructure and impacts service delivery for government entities.

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 significantly increase by 2030 to 20,820.

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 2012 budget figures, it is estimated that 29% of FTEs will be funded by other sources of revenue that the County has identified to help lower the need to use

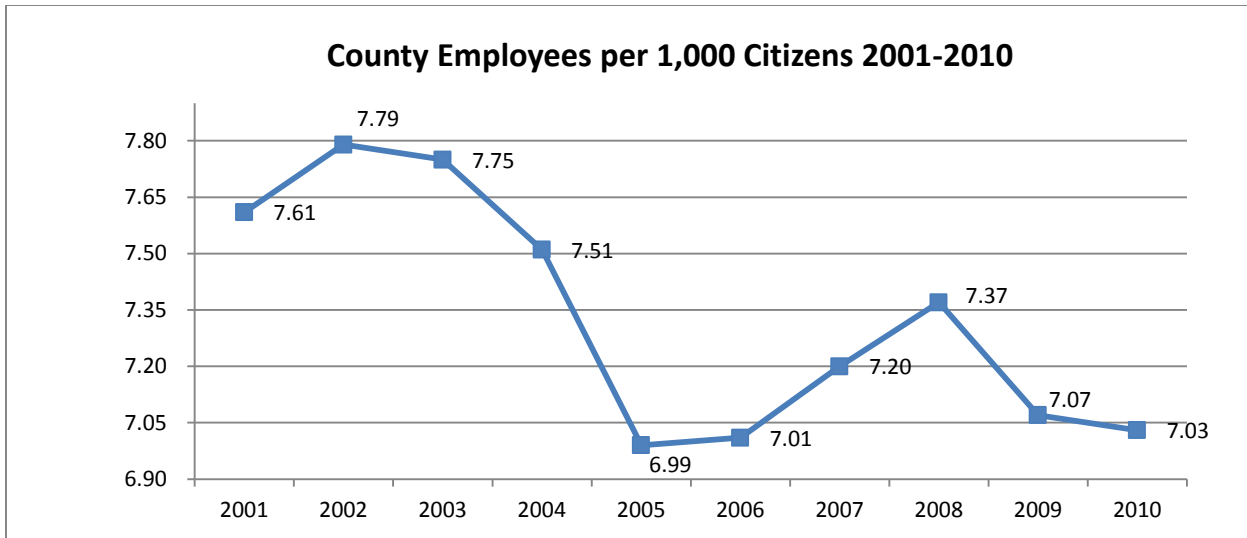
levy funds. Some of the other revenue sources include: contract revenue, fees for services, and grants.



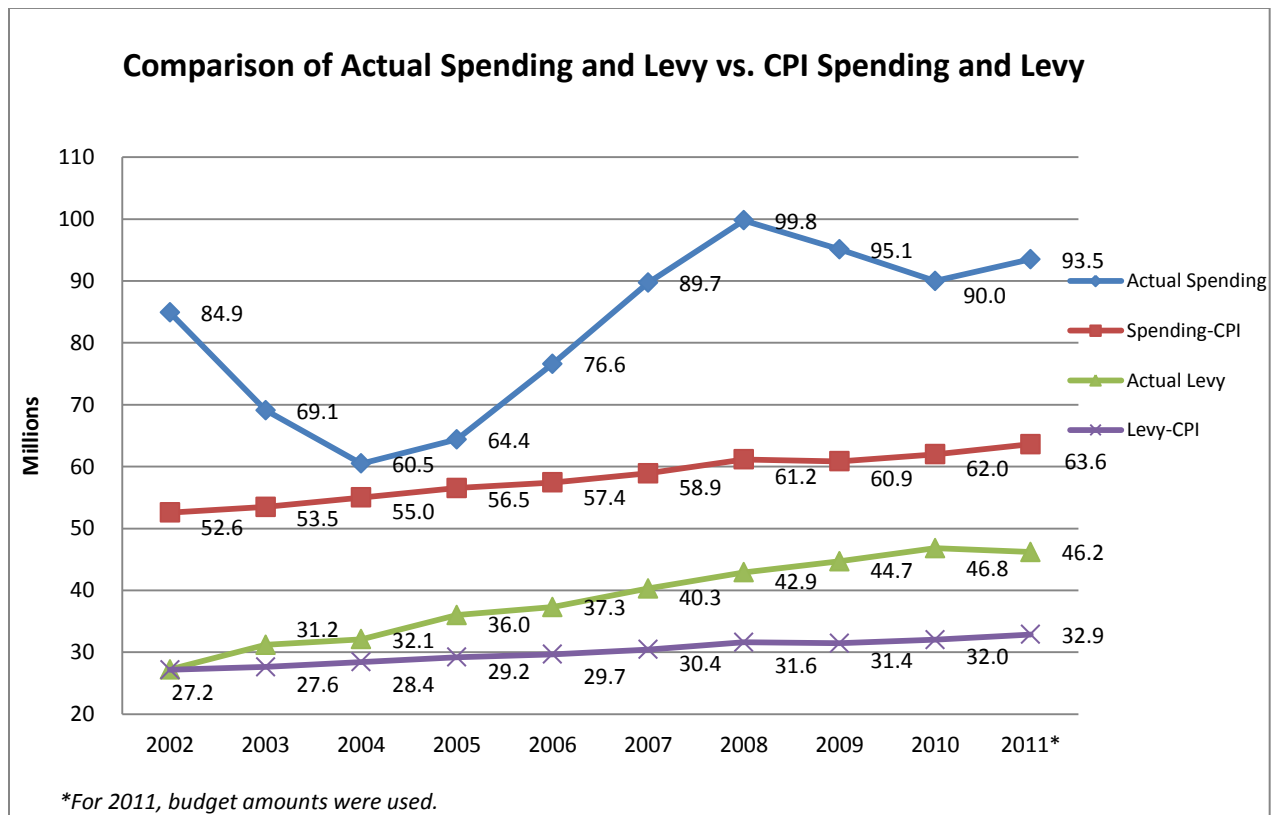
The total number of Full-Time Equivalent (FTE) employee positions increased from 556 in 2001 to a high of 664 in 2008. Budget adjustments made due the loss of state aid has resulted in a loss of 43 FTE employee positions over the past four years. The 2012 recommended budget includes 621 FTE positions.

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.

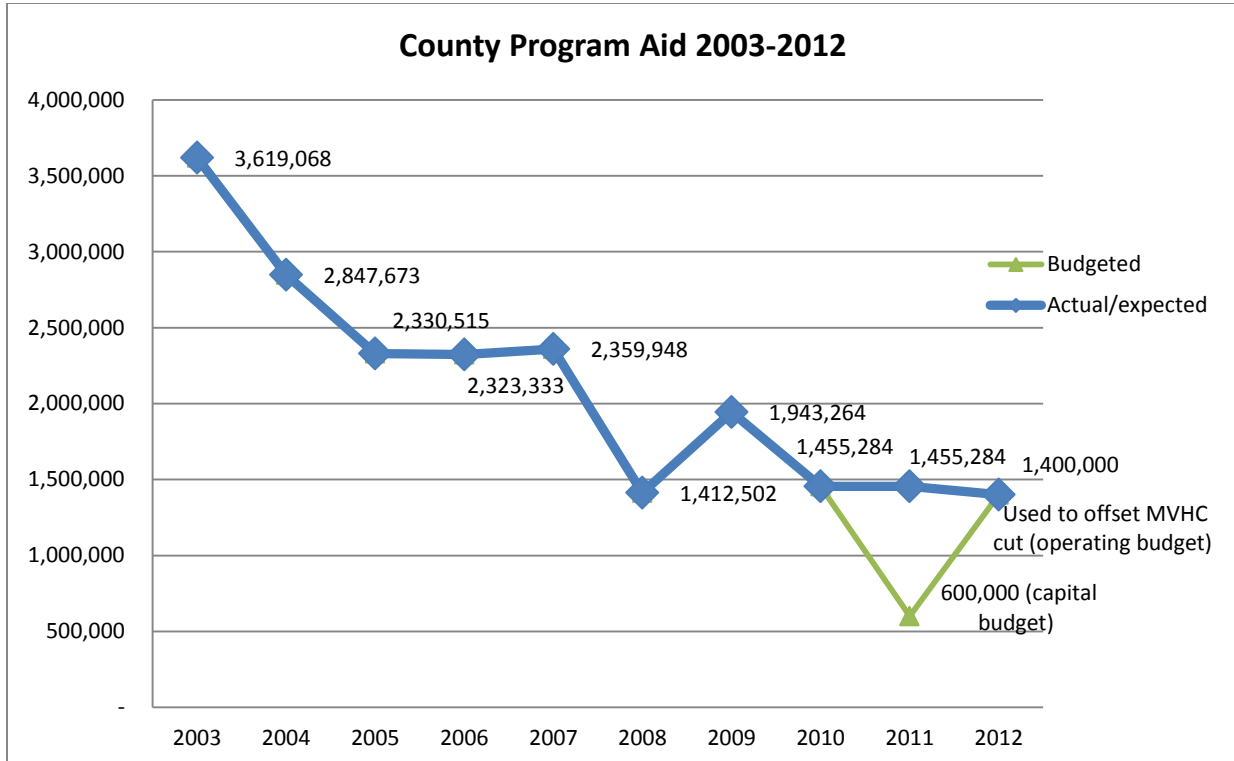
The following chart shows the fluctuation in the number of employees per 1,000 citizens. It has gone from a high of 7.79 employees per 1,000 citizens in 2002 to a low of 6.99 in 2005, when 17 employees became State employees. Since 2008 there has been a steady decrease in the number of employees per 1,000 citizens as a result of continual advancements in technology and efficiencies gained through reorganization.



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 dramatic loss in County Program Aid (CPA) from the State of Minnesota from 2003 to 2012.



The majority of loss in County Program Aid (CPA) occurred between 2003 and 2005. The general trend beyond 2005 was a stabilization of state aid funding with a slight increase projected for 2009. However, the governor unallotted \$761,036 of CPA in December of 2008. Another \$565,646 unallotment of state aid was made in May of 2009, and \$1,148,433 was unallotted in December of 2009. In 2010, the State unallotted \$1.1 million of CPA, and for the first time, the State also made an unallotment to Market Value Homestead Credit (MVHC), reducing it by \$846,807 in 2010.

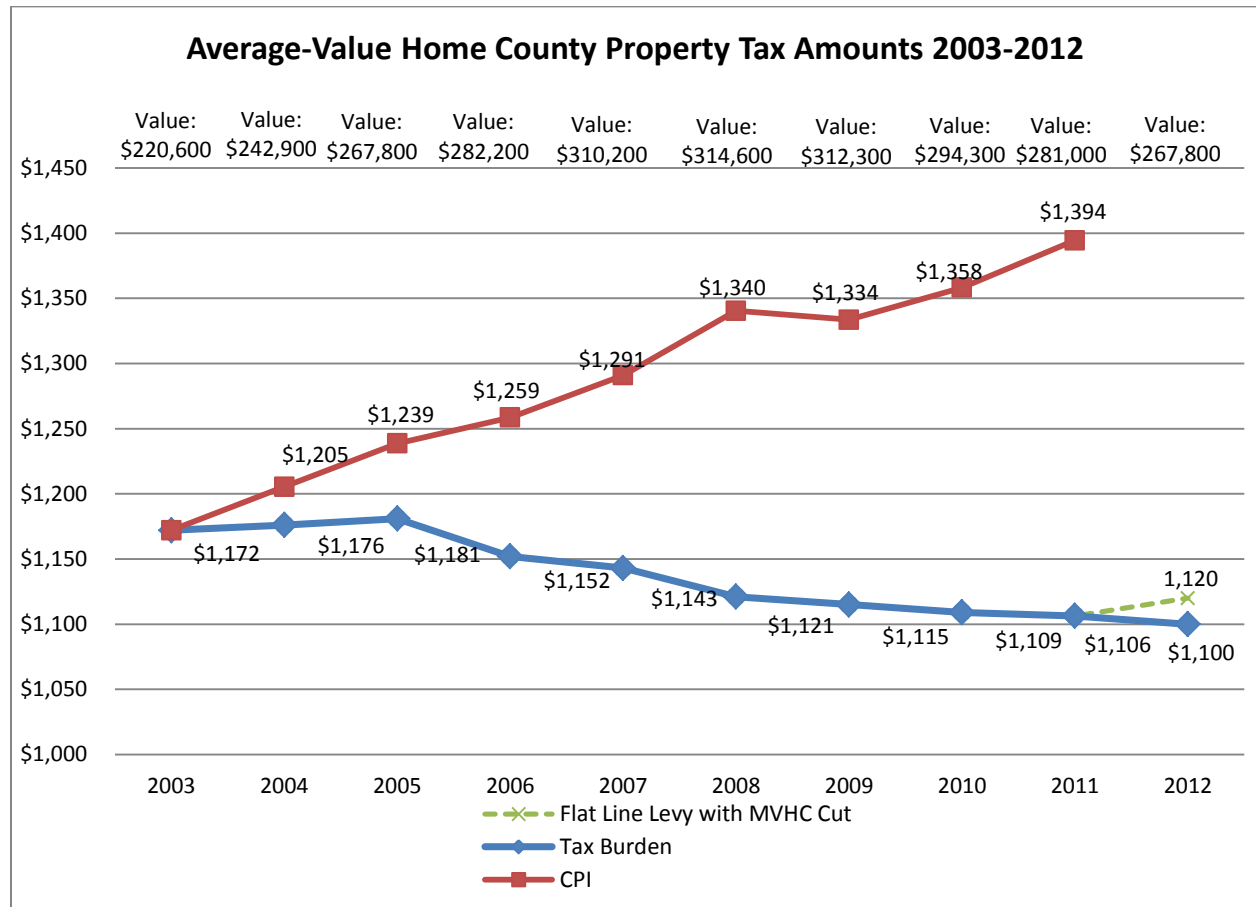
The 2011 Budget included \$600,000 in CPA set aside as a local match for a federal grant for two bridge projects. As it currently stands, the State has unallotted \$1.2 million of CPA in 2011 and has reduced the MVHC by \$1 million. The County will use the CPA funds slated for pay-as-you-go capital improvement projects to partially offset the hit to the operating budget caused by the reduction in MVHC funding.

For 2012, all of the anticipated \$1.4 million in CPA funds will need to be used to offset the elimination of MVHC funding, which had previously subsidized the property tax levy. This is being done in order to avoid passing the State’s budget cuts down to County taxpayers.

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

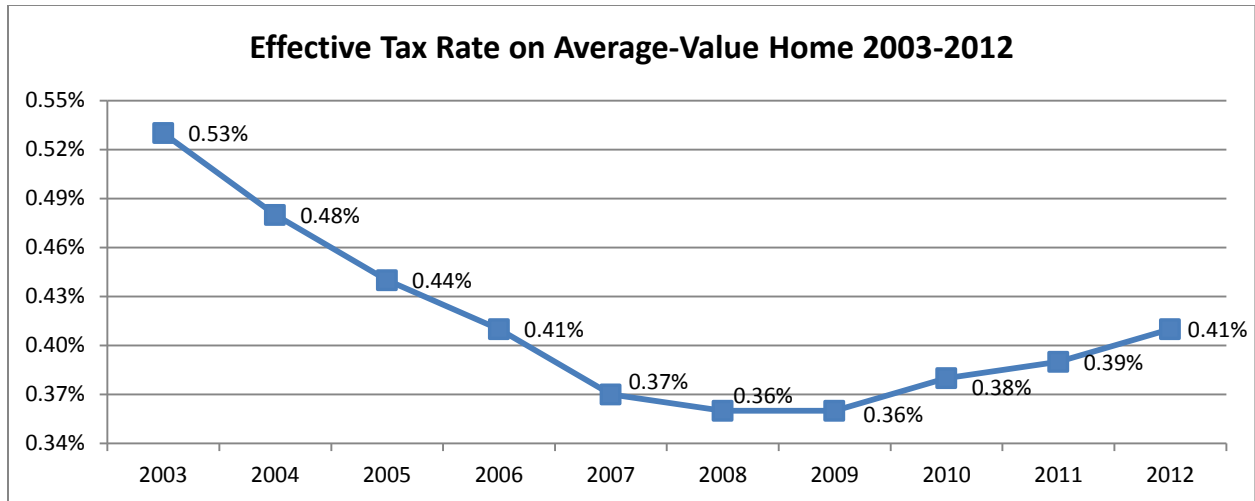
County decreased from \$281,000 in 2011 to \$267,800 in 2012. The County’s portion of the total property tax bill on an average-value home will decrease slightly from \$1,106 in 2011 to \$1,100 in 2012.

The following chart shows the changes in average home values and taxes from 2003 to 2012. It also shows how the average home’s property tax has continually decreased compared to CPI, which has grown over the past several years.

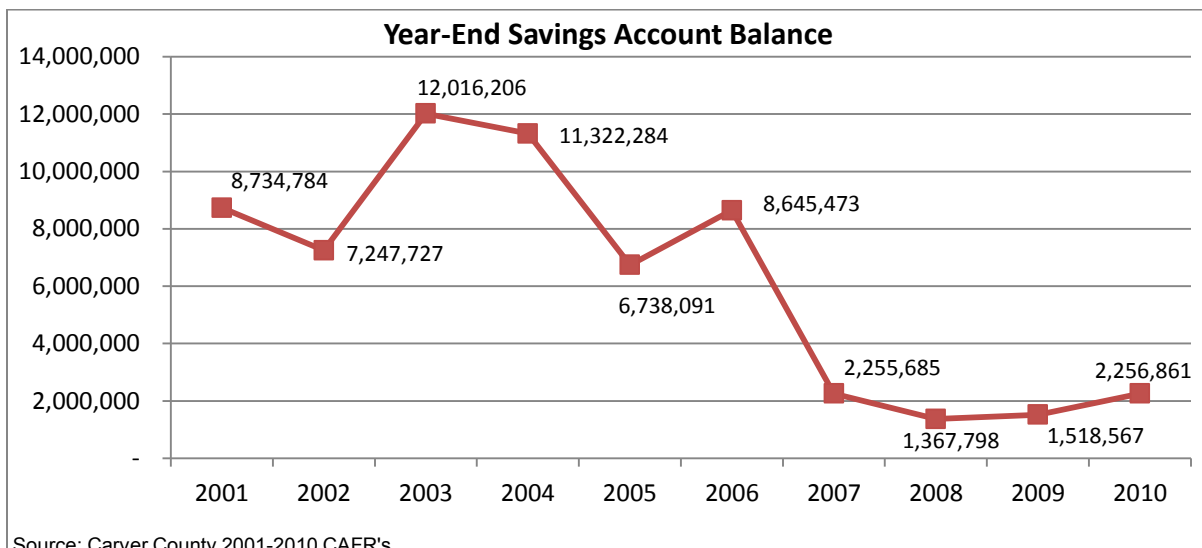


The County’s portion of property taxes for the majority of the average-value commercial properties and higher-valued homes in the County’s will increase slightly in 2012. This increase is a direct result of the State’s new Market Value Exclusion shifting the tax burden from lower-valued homes to commercial properties and higher-valued homes.

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.



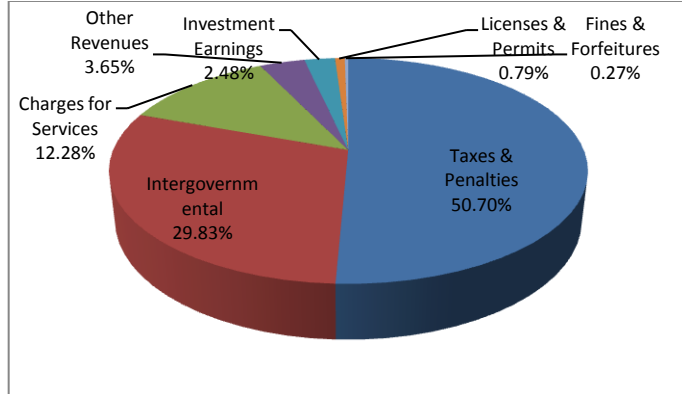
Year-End Savings Account: The Year-End Savings (YES) Account designates up to 5 percent of the County’s reserves for future unknowns such as emergencies, disasters, capital projects, and intergovernmental funding cuts. The YES Account’s balance over the past decade was approximately \$6.2 million. Significant 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 2010 was \$2,256,861. County staff have recommended lowering the YES account balance by approximately \$700,000 in 2011 for the purchase of a new County-wide phone system and for the County’s portion of Park and Trail projects that have been awarded Federal grants. Based on current projections, it is estimated the YES account balance at year-end 2011 will be around \$1.5 million. The following chart shows the trend in this account’s balance.



Revenues

The 2012 Budget totals \$91,875,700 in revenues, which is a decrease of \$477,415 compared to the 2011 budget. The following lists the sources of revenues for 2012, and the chart shows percentage of the total associated with each revenue amount.

2012 Budget Revenue	
Taxes & Penalties	\$46,581,767
Intergovernmental	27,402,648
Charges for Services	11,278,583
Other Revenues	3,355,402
Investment Earnings	2,282,607
Licenses & Permits	723,760
Fines & Forfeitures	250,933
Total Revenues	\$91,875,700



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 2012 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 \$44,779,720 for 2012, is a decrease of 3.03%, or \$1,400,000, from the 2011 levy. Revenues from the property tax levy will constitute approximately 47.83% of all county revenues for 2012.

2012 Property Tax Levy

General Fund	\$28,010,138
Road and Bridge Fund	4,148,311
Community Social Services Fund	7,365,250
Road & Bridge Capital Improvement Fund	1,500,000
Parks and Trails Capital Improvement Fund	50,000
Debt Services Fund	3,583,021
Unestad Tax Abatement	123,000
Total Levy County	\$44,779,720
<u>Carver Watershed Management Organization</u>	<u>\$ 524,984</u>
Total Combined Levy	\$45,304,704

The decrease in the tax levy is the end-result of a 2012 Budget Strategy adopted by the County Board of Commissioners in May 2011. The County's portion of the total property tax bill on average-value homes will decrease slightly for 2012.

Intergovernmental and Other Revenues: Intergovernmental funding, which increased by \$2,026,979 from the 2011 Budget to the 2012 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 increased from \$25,375,669 in 2011 to \$27,402,648 in 2012 due primarily to increases in federal funding for Road and Bridge projects and budgeting for CPA in 2012, due to the State’s cut in MVHC.

The Other Revenues category totals \$3,355,402. It includes collections on grant funding for specific programs, special assessments, and miscellaneous revenue from contracts.

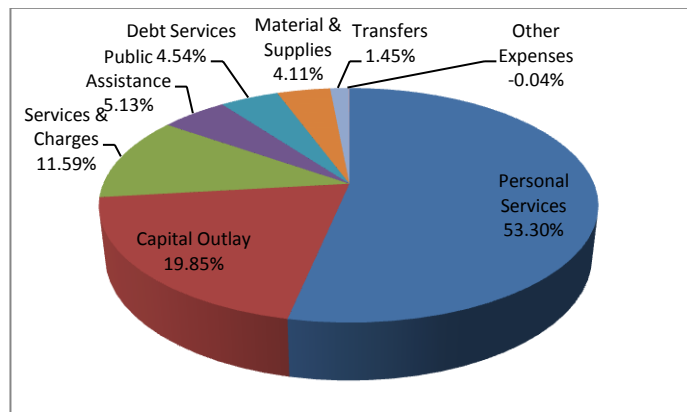
Charges for Services: The third-highest revenue source comes from Charges for Services, which totals \$11,278,583 in the 2012 Budget, a decrease of \$1,098,591 from 2011. This revenue category refers to the County’s acquisition of revenue from the professional services the County provides for a fee and other services and charges covered in its Fee-for-Service Schedule.

Investment Earnings: The revenue from investment earnings totals \$2,282,607 in 2012, compared to \$2,515,170 in 2011. This decrease of \$232,563 in investment earnings is the result of drop in interest rates.

Expenditures

The 2012 Budget totals \$97,281,048 in expenditures, which is an increase of \$3,732,933 compared to the 2011 budget. The following lists the expenditures for 2012, and the chart shows the percentage of the total expenditure associated with each category.

2012 Budget Expenditures	
Personal Services	\$51,885,886
Capital Outlay	19,325,365
Services & Charges	11,278,591
Public Assistance	4,992,011
Debt Services	4,421,021
Material & Supplies	4,001,601
Transfers	1,410,978
Other Expenses	(34,405)
Total Expenditures	\$97,281,048



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 2012 is \$51,885,886, which is a decrease of \$926,735 from the 2011 budgeted amount of \$52,812,621. The 2012 Budget does not include salary or step increases, which is the same as 2010.

After years of seeing health insurance costs increase at a rate much higher than inflation, the County’s health insurance premiums had a 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 preliminary 2012 Budget was developed assuming health insurance costs would increase by \$400,000 in 2012. To continue the positive momentum and results from this strategy, the \$400,000 that was originally set aside for health insurance premiums has been partially reallocated to additional Wellness Incentives for county employees, an increased health insurance waiver and higher dental insurance premiums.

Capital Outlay: The County’s second highest expenditure category is \$19,325,365 for capital improvements. A number of capital projects are included in the 2012 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 2012 Budget includes \$4,992,011 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 2012 is \$763,904 less than the 2011 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 2012 Budget, \$4,421,021 is being budgeted for Debt Services, which is a decrease of \$59,330 from the previous year.

Attachment C: Capital Projects by Fund for 2012

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Adopted	Requested	Recommended	
Parks & Trails Capital Improvements						
		Local Contribution for Advanced Funded Park Land Acquisitions (Levy)	50,000	50,000	50,000	-
015-001		U P Line (Met Council - Advance Funded Land Acquisition Reserves)	835,000	-	-	(835,000)
015-001		U P Line (Local Contribution - CCRRA funds)	165,000	-	-	(165,000)
015-002		Building Removal (CCRRA Reserves)	71,500	-	-	(71,500)
520-013		LMP TH41 Trail and Underpass (Federal Funds)	1,000,000	-	-	(1,000,000)
520-013		LMP TH41 Trail and Underpass (Parks & Trails CIP - Legacy funds)	260,000	-	-	(260,000)
520-013		LMP TH41 Trail and Underpass (City of Chanhassen)	250,000	-	-	(250,000)
520-017		New roofing for Park buildings (Moved to FVE Schedule)	-	26,000	-	-
526-001		Dakota Trail Phase II (CCRRA Transfer)	100,000	170,000	170,000	70,000
		Dakota Trail Phase II Construction (Federal Grant)	-	1,000,000	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	192,000
528-002		LWP (Local Contribution - Park Land Acquisition Reserves)	700,000	-	-	(700,000)
		34-520-XXX-XXXX-6610	3,431,500	1,438,000	1,462,000	(1,969,500)
Fund \$34 Total	34-XXX-XXX-XXXX-66XX		3,431,500	1,438,000	1,462,000	(1,969,500)
Levy Dollars - Fund #34			50,000	76,000	50,000	-

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

973-01		Data & Phone Cabling Needs - County Facilities (State CPA/35% Reserve)	100,000	100,000	-	(100,000)
973-02		Courts Security Improvements (State CPA/35% Reserve)	50,000	-	-	(50,000)
820-01		Sheriff's Office Consolidation Study (Reserve)	-	-	90,000	90,000
		Mayer curbside book return (Moved to FVE Schedule)	-	5,000	-	-
		Chanhassen automated book return belt replacement (Moved to FVE Schedule)	-	12,000	-	-
		Mayer library lockers (TBD)	-	30,000	30,000	30,000
974-01		Watertown Library remodel (TBD)	-	50,000	50,000	50,000
		30-XXX-XXX-XXXX-6630	150,000	197,000	170,000	20,000
		Fire Pagers and System Grant Local Match (State Aid/35% Reserve*)	130,000	-	-	(130,000)
		30-XXX-XXX-XXXX-6601	130,000	-	-	(130,000)
Fund #30 Total	30-XXX-XXX-XXXX-66XX		280,000	197,000	170,000	(110,000)
Levy Dollars - Fund #30			-	-	-	-

Regional Rail Authority Right-of Way Capital Improvements

		Portion of UP Line Land Acquisition (Levy)	120,000	-	-	(120,000)
		U P Line Response Action Plan and Stewardship (Levy)	-	45,000	45,000	45,000
		Transfer to Park & Trail for Dakota Rail Line (Levy)	-	70,000	70,000	70,000
		Transfer to Park & Trail for Dakota Rail Line (Reserves)	-	100,000	100,000	100,000
		Dakota Rail Line Stewardship (Levy)	-	5,000	5,000	5,000
		15-XXX-XXX-XXXX-6630	120,000	220,000	220,000	100,000
Fund #30 Total	30-XXX-XXX-XXXX-66XX		120,000	220,000	220,000	100,000
Levy Dollars - Fund #15			120,000	120,000	120,000	-

Attachment C: Capital Projects by Fund for 2012

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Adopted	Requested	Recommended	
Road & Bridge Capital Improvements						
Highway Maintenance						
305-032		Sign Replacement Project ('10 State Aid/'11 & '12 County Levy)	125,000	125,000	125,000	-
		03-305-000-0000-6520	125,000	125,000	125,000	-
Professional Services						
307-027		CSAH 11 at TH 7 Roundabout (State Aid Regular)	-	50,000	50,000	50,000
307-022		CSAH 61 Improvements (Fund Balance)	-	24,000	24,000	24,000
307-022		CSAH 61 Improvements (Municipal / State Participation)	-	350,000	350,000	350,000
307-033		CSAH 14, SAP 010-614-007 (Fund Balance)	-	40,000	40,000	40,000
307-034		TH101 Reconstruction Turnback (Municipal / State Participation)	-	150,000	150,000	150,000
307-035		TH212 NYA To Cologne (Federal)	-	1,324,650	1,324,650	1,324,650
307-035		TH212 NYA To Cologne (Municipal / State Participation)	-	166,000	166,000	166,000
307-035		TH212 NYA To Cologne (Fund Balance)	-	166,000	166,000	166,000
307-005		CSAH 10 Bridge #5882 (State Aid Municipal)	250,000	-	-	(250,000)
307-007		CSAH 30 Bridge #7118 (State Aid Regular)	-	100,000	100,000	100,000
307-008		CSAH 40 Bridge #4655 (State Aid Regular)	-	70,500	70,500	70,500
307-009		CSAH 41 Bridge #2784 (State Aid Regular)	70,500	70,500	70,500	-
307-010		CSAH 43 Bridge #10501 (State Aid Regular)	-	70,500	70,500	70,500
307-036		CSAH 30 and 33 New Germany Utility Replacement (State Aid Municipal)	-	543,000	543,000	543,000
307-050		CSAH 50 1.3 M West CSAH 40 (State Aid Regular)	-	50,000	50,000	50,000
		32-307-000-0000-6260	320,500	2,582,150	2,582,150	2,261,650
Construction						
307-001		CSAH 11 (TH212 to CSAH 10) County Levy	-	-	-	-
307-001		CSAH 11 (TH212 to CSAH 10) State Aid Regular	920,448	505,239	513,461	(406,987)
307-001		CSAH 11 (TH212 to CSAH 10) Federal	2,805,968	2,805,968	2,805,968	-
307-001		CSAH 11 (TH212 to CSAH 10) County Bonds - 2008	2,077,144	2,230,443	2,238,665	161,521
307-007		CSAH 30 Bridge #7118 (State Aid Regular)	20,000	-	-	(20,000)
307-007		CSAH 30 Bridge #7118 (State Bridge Bonds)	375,000	375,000	375,000	-
307-007		CSAH 30 Bridge #7118 (County Program Aid)	375,000	425,000	425,000	50,000
307-008		CSAH 40 Bridge #4655 (State Aid Regular)	-	510,000	510,000	510,000
307-008		CSAH 40 Bridge #4655 (State Bridge Bonds)	-	510,000	510,000	510,000
307-009		CSAH 41 Bridge #2784 (State Aid Regular)	20,000	-	-	(20,000)
307-009		CSAH 41 Bridge #2784 (State Bridge Bonds)	345,000	345,000	345,000	-
307-009		CSAH 41 Bridge #2784 (County Program Aid)	325,000	345,000	345,000	20,000
307-010		CSAH 43 Bridge #10501 (State Bridge Bonds)	-	415,000	415,000	415,000
307-010		CSAH 43 Bridge #10501 (Count Program Aid)	-	415,000	415,000	415,000
307-019		Safety Set Aside (State Aid Regular)	75,000	-	-	(75,000)
307-019		Safety Set Aside (State Bonds - LRIP)	410,000	-	-	(410,000)
		307-019 Safety Set Aside (County Levy)	175,000	234,000	175,000	-
307-022		CSAH 61 Improvements (Fund Balance)	-	120,000	120,000	120,000
307-024		CSAH13 / TH5 Turn Lane and CSAH11 / TH5 Turn Lane (State Aid Regular)	-	350,000	350,000	350,000
307-027		CSAH 11 at TH 7 Roundabout (State Aid Regular)	-	50,000	150,000	150,000
307-028		TH 284 / TH 5 Signal & Turn Lanes (State Aid Regular)	100,000	-	-	(100,000)
307-033		CSAH 14, SAP 010-614-007 (Fund Balance)	-	250,000	250,000	250,000
307-037		CSAH 10 Engler Development Project (Other Funding Source)	-	1,371,683	1,371,683	1,371,683
307-029		CSAH 30 & 33 Reconstruction (State Aid Municipal)	543,000	-	-	(543,000)
		32-307-000-0000-6281	8,566,560	11,257,333	11,314,777	2,748,217
Right of Way						
307-001		CSAH 11 (TH212 to CSAH 10) State Aid Regular	-	-	-	-
307-006		CSAH 18 (Audubon to Powers) State Aid Regular	-	325,000	325,000	325,000
307-006		CSAH 18 (Audubon to Powers) Municipal / State Participation	-	325,000	325,000	325,000
307-007		CSAH 30 Bridge #7118 (State Aid Regular)	-	100,000	100,000	100,000
307-009		CSAH 41 Bridge #2784 (State Aid Regular)	-	-	-	-
		32-307-000-0000-6260	-	750,000	750,000	750,000
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	-
		32-307-000-0000-6260	2,000,000	2,000,000	2,000,000	-
Fund #32 Total		32-307-XXX-XXXX-66XX	11,012,060	17,307,483	17,364,927	6,352,867
Road & Bridge Levy Dollars - Fund #32			1,500,000	1,725,000	1,500,000	-

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2013 Long Term Financial Plan

Primary Originating Division/Dept: <u>Finance</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>David Frischmon</u> Title: <u>Finance Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>David Frischmon</u> Title: <u>Finance Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The 2013 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 2013 Long Term Financial Plan Resolution

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
Total	\$0.00

FTE IMPACT: None

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 2011- 913



CARVER
COUNTY

2013 (& Beyond) Long Term Financial Plan

Adopted December 13, 2011

Table of Contents

I.	ELECTED AND APPOINTED OFFICIALS	2
II.	LONG-TERM FINANCIAL PLAN RESOLUTION	3
III.	EXECUTIVE SUMMARY	4
IV.	CAPITAL IMPROVEMENT PLANS (CIPs).....	8
	A. Buildings CIP - Fund #30.....	8
	B. Roads & Bridges CIP - Fund #32	10
	C. Parks & Trails CIP - Fund #34	19
	D. Lake Waconia Event Center CIP - Fund #02 (Restricted Funds)	25
	E. Regional Rail Authority CIP – Fund #15.....	29
V.	BONDING AND DEBT SERVICE	31
VI.	OPERATING BUDGET FINANCIAL CHALLENGES	32
	A. Levy-Funded FTE Employees per 1,000 Residents	32
	B. Employee Health Insurance	34
	C. Other-Post Employment Benefits (OPEB)	35
	D. Building Security.....	36
	E. Repairs and Maintenance of Park Buildings and Infrastructure	36
VII.	ATTACHMENTS:	
	A. Consolidated Listing of Capital Projects	A1-A6
	B. Capital Projects Summary by Funds	B1-B15
	C. Capital Projects Summary by Department	C1-C9
	D. Individual Capital Projects	D1-D217

CARVER COUNTY
Board of Commissioners

Randy Maluchnik, Chair
District #3

Gayle Degler
District #1

Tom Workman
District #2

Tim Lynch, Vice Chair
District #4

Jim Ische
District #5

Elected Staff

Attorney
Mark Metz

Sheriff
Jim Olson

Appointed Staff

County Administrator
David Hemze

Administrative Services Director
Director

Steve Taylor

Employee Relations Director

Doris Krogman

Public Health & Environment Director

Randy Wolf

Property Records & Taxpayer Services Director

Mark Lundgren

Community Social Services

Gary Bork

Financial Services Director

David Frischmon

Public Works Director

Lyndon Robjent

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

Date: December 13, 2011
Motion by Commissioner: _____

Resolution: _____
Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2013 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 2013 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 13th day of December, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2011.

David Hemze

County Administrator

III. EXECUTIVE SUMMARY

This 2013 (& Beyond) Long Term Financial Plan, (the “Plan”) along with the 2012 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: During the 2010 Budget process, County Program Aid (“CPA”) was removed from the County’s operating budget and was used to finance capital projects on a pay-as-you-go basis. For 2012, CPA was brought back in to fund the County’s operating budget to mitigate the impact on the County’s taxpayers from the State eliminating the Market Value Homestead Credit program. It is expected that CPA will again be removed from the 2013 County’s operating budget and if any shows up, will be used to finance capital projects on a pay-as-you-go basis based on the following percentages:

- 50% Road & Bridge CIP
- 25% Park & Trail CIP

$\frac{25\%}{100\%}$ Building CIP
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 the Federal Grants which are financing the Dakota Line Rail-to-Trail Project.

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. 2012 capital projects in the Rail Authority CIP are a fund transfer to the Dakota Trail Line project and a development of a stewardship plan for the recently acquired UP Line.

B. Replacement Schedule for Facilities, Vehicles and Equipment

The proposed 2012 Budget includes the purchase of just under \$2 million for facilities, vehicles and equipment replacement. The Plan has a replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2013 - 2017 tax levy dollars that average just over \$2.2 million a year. Thus, the County's current tax levy support for facilities, vehicles and equipment replacement covers approximately 90% 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 by 10%.

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.

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 with the funds being split 50% to the Road and Bridge CIP, 25% to the Parks and Trail CIP and 25% to the Buildings CIP. This new revenue source along with reallocated others in the Road and Bridge CIP are planned to finance a potential \$15 million bond sale for road and bridge projects in 2016.

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 County Board and staff attention. This Plan outlines a general framework to address this issue over the next couple of years.
- Repairs and maintenance of park building and infrastructure has been identified as a significant operating budget financial challenge over the next several years. This Plan pro-actively outlines a strategy for the County Board and staff to address this challenge by dedicating increasing park permit fees to park building and infrastructure repair and maintenance.

The County Board carries the ultimate budget authority. The 2012 Annual Budget and the 2013 (and Beyond) Long Term Financial Plan are expected to be approved at the December 13, 2011 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
2012**

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION
JUSTICE CENTER and GOVERNMENT CENTER :			
PHASE Ia: Courts 2nd floor w 4th courtroom/Lower level and LEC Build-out	2008	8,200,000	8,200,000
PHASE Ib: Central Plant Project (boiler, chillers, 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 IIa: Fifth Courtroom: Remodeling of Justice Center 1st Floor	2016	500,000	\$580,000
PHASE IIb: Administrative West Renovations	2025	3,090,000	4,757,000
PHASE IIc: Sixth Courtroom: Remodeling of Justice Center 2nd Floor	2030	1,542,001	\$2,370,000
LICENSE CENTERS:			
License Center - Chaska remodel	2008	1,200,000	1,200,000
License Center - Chanhausen new	2008	3,500,000	3,500,000
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	1,250,000	\$1,710,000
Carver - New	2020	1,250,000	\$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:			
Cham 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	5,000,000	\$12,900,000
Projects Total		\$ 41,522,001	\$ 58,927,000

Projected Cash Flow

	2012	2013	2014	2015	2016	2017
BEG. FUND BALANCE:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Building Capital Levy	-	-	-	-	325,000	-
State Aid - 25% allocated to Buildings CIP	-	-	-	-	-	-
25% of Debt Service Levy that is no longer needed after bonds paid off in 2014.	-	-	-	325,000	325,000	325,000
Project Costs	-	-	-	-	(580,000)	-
PROJECTED YEAR END FUND BALANCE: (Fund #30)	\$ -	\$ -	\$ -	\$ 325,000	\$ 70,000	\$ 395,000

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

B. ROADS & BRIDGES CIP – FUND #32

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.

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 is not available in 2012 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 a \$225,000 annual levy increase beginning in 2015.
- Anticipates \$350,000 county program aid in 2013 and \$700,000 in 2014 and in the future and to replace bridges and partially fund highway projects.
- Requires \$15,000,000 in bond sale in 2016.

The bond sale in 2016 is required to fully fund the new River Crossing project in Watertown and the CSAH 18 project between Bavaria Road and TH 41. These projects are still in the early development stage and have not yet been approved by the cities and so their construction schedule remains uncertain. If these projects are not ready for construction in 2016, it is anticipated the bonds will be used to fully fund deficient bridge replacements if county program aid is not available and/or fund the portion of CSAH 18 between TH 41 and Galpin Blvd in the event this project is not selected for federal funds. The bonds may also be utilized to fund the CSAH 10 or 14 project mentioned above if they do not receive federal funds. These are all Priority A projects and Public Works will make further recommendation to the County Board on potential bond projects once the federal grant scoring is completed in early 2012.

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

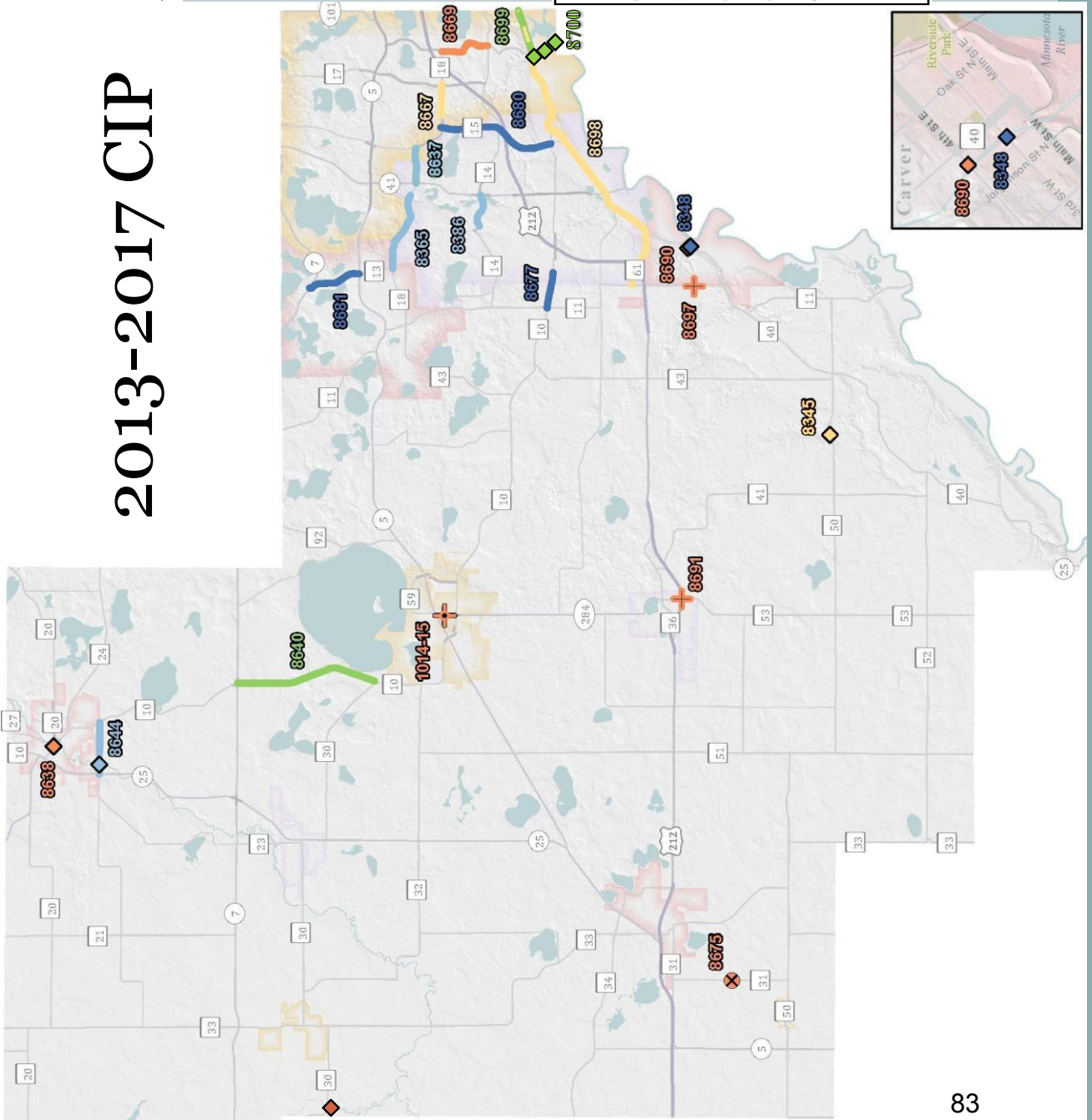
**ROAD & BRIDGE
CAPITAL IMPROVEMENT PLAN - Fund #32
2012**

DESCRIPTION	ESTIMATED START YEAR	PROJECT COSTS										
		2010	2010	2010	2011	2012	2013	2014	2015	2016	2017	
COUNTY PORTION OF ROAD & BRIDGE PROJECTS:												
CSAH 10 Bridge	2010											
CSAH 11	2010											
CSAH 51 Turn Lanes	2010											
CSAH 41 and 43 Bridges	2011											
	2012											
CSAH 50 & 18	2013											
CSAH 18	2014											
CSAH 10 Bridge	2015											
CSAH ??	2016											
Totals												

	2012	2013	2014	2015	2016	2017
PROJECTED BEG. FUND BALANCE:	\$1,000,010	\$1,000,010	\$1,000,010	\$1,000,010	\$1,000,010	\$1,000,010
Road & Bridge Capital Levy - Maintenance	1,500,000	1,500,000	1,500,000	1,725,000	1,950,000	2,175,000
50% of Debt Service Levy from Bonds paid off in 2014	-	-	-	650,000	650,000	650,000
State Aid - 50% allocated to Road & Bridge CIP	-	350,000	700,000	700,000	700,000	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 & \$15M bond sale in 2016 (2)	(315,000)	(315,000)	(315,000)	(315,000)	(1,665,000)	(1,665,000)
Summary of Road & Bridge Projects listed in Long Term Financial Plan:						
County Portion Road & Bridge Construction Projects adjusted for inflation (2)- (6281)	-	(350,000)	(700,000)	(1,575,000)	(450,000)	(675,000)
Safety Set Aside - (8888)	(175,000)	(175,000)	(175,000)	(300,000)	(300,000)	(300,000)
Traffic Sign Replacement Project - (6520)	(125,000)	(125,000)	(125,000)	-	-	-
Annual Road Resurfacing Costs - (6284)	(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)	(1,200,000)
PROJECTED YEAR END FUND BALANCE: (R&BCIP - Fund #32) (1)	\$ 1,000,010	\$ 1,000,010	\$ 1,000,010	\$ 1,000,010	\$ 1,000,010	\$ 1,000,010

(1) Reserves and Safety Set Aside are built in to the Plan to provide financial cushion against inflation, project overruns and scope enhancements.
(2) \$15M Bond Sale in 2016 provides matching local funds for Federal grants for deficient County bridges, build new Watertown bridge and/or new Bridge near Arboretum.

2013-2017 CIP



Note: Map includes unfunded projects dependent on future grants

Legend

- 2013
- 2014
- 2015
- 2016
- 2017
- Bridge
- Railroad
- Other
- Traffic Signal
- Roundabout
- Turn Lane
- Corridor Construction
- Major Project by Others

**CARVER COUNTY PUBLIC WORKS
ROAD AND BRIDGE CONSTRUCTION CIP
2013-2017**

2014		Construction CIP				FUNDING SOURCE											
JOB / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	AC	CON	A/C 299 SAR	A/C 399 SAM	A/C 599 FEDERAL	A/C 699 MUNI./ST.	A/C 699 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	GPA
8000	OVERLAYS	OL	CON		800,000								1,200,000				
8345	CSAH 50 Culvert #L2787 Extension over Bevens Creek	BR	PS		200,000												200,000
8637	CSAH 18 - Reconstruction TH 41 to Galphin.	RE	PS														50,000
8644	CR 122 Extension - Watertown South River Crossing.	NEW	PS		750,000		750,000										
8667	CSAH 18 - Reconstruction Audubon to Powers	RE	PS		365,000		365,000										
8698	CSAH 61 Misc. Maint. & Safety Improvements: 11 to East County Line	RE	PS		350,000		4,977,600	800,000									450,000
8888	SAFETY SET ASIDE	CON	CON		75,000								175,000				
8687	Traffic Sign Replacement	CON	CON										125,000				
2005B	2005 Bond Sale (9.9M)	DS	DS											931,596			
2008B	2008 Bond Sale (11.4M)	DS	DS											754,963			315,000
	PROFESSIONAL SERVICES																
	CONSTRUCTION				1,425,000		4,977,600	800,000				3,597,244	1,500,000				650,000
	RIGHT-OF-WAY				1,115,000			1,115,000									50,000
	DEBT SERVICE													1,686,559			315,000
	2014 CIP TOTALS				2,540,000		4,977,600	1,915,000				3,597,244	1,500,000	1,686,559			700,000
																	17,231,403

**CARVER COUNTY PUBLIC WORKS
ROAD AND BRIDGE CONSTRUCTION CIP
2013-2017**

Revised: November 15, 2011

2015		Construction CIP				FUNDING SOURCE											
JOB / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	A/C	CON	A/C 299 SAR	A/C 399 SAM	A/C 599 FEDERAL	A/C 699 MUNI. / ST.	A/C 699 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA
8000	OVERLAYS	OL	CON		800,000								1,200,000				
8640	CSAH 10 - Reconstruction From CSAH 30 to TH7.	RE	PS		885,000												
			CON		185,000		3,540,000										700,000
			ROW		1,400,000												
8699	CSAH 61 TB Improvements: TH 101 to East County Line - Reconstruction	RE	PS					300,000									
			CON					6,000,000									
			ROW					1,200,000									
8700	TH 101 River Crossing from CSAH 61 to Scott County River Bridge	BR	PS					5,000,000									
			CON					25,000,000									
			ROW														
8687	Traffic Sign Replacement	CON	CON										125,000				
8888	SAFETY SET ASIDE	CON	CON										175,000				
2005B	2005 Bond Sale (9.9M)	DS	DS											928,394			
2008B	2008 Bond Sale (11.4M)	DS	DS											756,075			315,000
	PROFESSIONAL SERVICES							5,300,000									
	CONSTRUCTION							31,000,000					1,500,000				700,000
	RIGHT-OF-WAY							1,200,000									
	DEBT SERVICE													1,684,469			315,000
	2015 CIP TOTALS				3,270,000		3,540,000	37,500,000					1,500,000	1,684,469		315,000	700,000
																	48,509,469

**CARVER COUNTY PUBLIC WORKS
ROAD AND BRIDGE CONSTRUCTION CIP
2013-2017**

Revised: November 15, 2011

2016		Construction CIP				FUNDING SOURCE												
JOB / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	AC	CON	A/C 299 SAR	A/C 399 SAM	A/C 599 FEDERAL	A/C 699 MUNI. / ST.	A/C 699 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA	
8000	OVERLAYS	OL	CON		800,000								1,200,000					
8365	CSAH 18 - Construction CSAH 13 to .3 Mi W of TH 41.	NEW	PS					145,247		938,021								
			CON					994,400		5,721,940								
			ROW							2,395,800							700,000	
8386	CSAH 14 - Construction Bavaria To Village with new TCWRR Bridge.	NEW	PS		940,000			230,000										
			CON		1,480,000		7,000,000	370,000										
			ROW		736,000			184,000										
8637	CSAH 18 - Reconstruction TH 41 to Galpin.	RE	PS		442,500		3,540,000	442,500										
			CON		442,500			442,500										
			ROW		750,000			750,000										
8644	CR 122 Extension. Watertown South River Crossing.	NEW	PS					92,000		519,000								
			CON					915,000		5,060,239								
			ROW			839,761		365,000		365,000			300,000					
8888	SAFETY SET ASIDE		CON															
2005B	2005 Bond Sale (9.9M)		DS											928,940				
2008B	2008 Bond Sale (11.4M)		DS											754,475		315,000		
2016B	2016 Bond Sale (15.0M)		DS															
	PROFESSIONAL SERVICES				1,382,500			909,747		1,457,021								
	CONSTRUCTION				2,722,500	839,761	10,540,000	2,721,900		10,782,179			1,500,000				700,000	
	RIGHT-OF-WAY				1,486,000			1,299,000		2,760,800								
	DEBT SERVICE																	
2016 CIP TOTALS					5,591,000	839,761	10,540,000	4,930,647		15,000,000			1,500,000	1,683,415		315,000	700,000	
											41,099,823							

**CARVER COUNTY PUBLIC WORKS
ROAD AND BRIDGE CONSTRUCTION CIP
2013-2017**

Revised: November 15, 2011

2017		Construction CIP				FUNDING SOURCE												
JOB / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	AC	CON	A/C 289 SAR	A/C 399 SAMI	A/C 599 FEDERAL	A/C 699 MUNI. / ST.	A/C 699 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA	
8000	OVERLAYS	OL	CON		800,000								1,200,000					
8348	3rd ST Carver Culvert #L-4967 Replacement - City Project	BR	PS					80,000										
			CON						441,000									
			ROW															
8677	CSAH 10 (Engler) Reconstruction from CSAH 11 to West Chaska Creek.	RE	PS		960,000			240,000										
			CON		260,000		4,800,000	240,000										
			ROW		1,040,000			260,000										
8681	CSAH 13 reconstruction from TH 5 to TH 7.	RE	PS			430,000		100,000										
			CON			3,000,000												
			ROW			500,000		500,000										
8680	CSAH 15 - Widening from CSAH 10 to CSAH 18	RE	PS		500,000													
			CON		5,000,000													
			ROW		500,000													
8888	SAFETY SET ASIDE		CON										300,000					
2005B	2005 Bond Sale (9.9M)		DS											927,728				
2008B	2008 Bond Sale (11.4M)		DS											757,000			315,000	
2016B	2016 Bond Sale (15.0M)		DS										1,350,000					
	PROFESSIONAL SERVICES				1,460,000	430,000		420,000										
	CONSTRUCTION				6,060,000	3,000,000	4,800,000	240,000	441,000				1,500,000				700,000	
	RIGHT-OF-WAY				1,540,000	500,000		760,000										
	DEBT SERVICE												1,350,000	1,684,728		315,000		
2017 CIP TOTALS					9,060,000	3,930,000	4,800,000	1,420,000	441,000				2,850,000	1,684,728		315,000	700,000	
											25,200,728							

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.

In 2009, the County Board began levying \$50,000 each year for park land acquisition by capturing a portion of the County's increasing tax base from new construction. These funds are intended to help pay a portion of the required local share (25%) for land acquisition at the County Regional Park and Trail areas. This strategy was adopted in response to a change in funding by the Metropolitan Council for land acquisition. In 2008, the Metropolitan Council began requiring Implementing Regional Park Agencies contribute 25% of the cost to acquire land within the regional park areas. The Metropolitan Council would contribute 75% of the land acquisition costs. In previous years, the Metropolitan Council would reimburse Implementing Regional Park Agencies 100% for land that was needed for regional parks and trails.

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 \$250,000 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 from funding operations to pay-as-you-go capital projects for the 2013 Budget. However, CPA is not expected to be a revenue source for the Park & Trail CIP for the foreseeable future.

COUNTY FUNDED PARK & TRAIL CAPITAL
PROJECTS (THIS SECTION NEEDS TO BE REVISED
BASED ON THE RECENT CIP WORK SESSION
INFORMATION. REVISION WILL BE COMPLETED FOR
THE FINAL VERSION.)

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 2012 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 will come from the Metropolitan Council.

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

Additional capital investment needs that are not currently funded in the Park and Trail CIP include the replacement of pavement for the Visitor Center parking lot, new pavement for roadways, and electrical service upgrade for campsite utility pads.

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	500,000	541,000	541,000	-
Park and Trail Sustainability Projects	0	2015	500,000	562,000	562,000	-
Park and Trail Sustainability Projects	0	2016	500,000	585,000	585,000	-
Lake Minnewashta Regional Park - Phase I Development	0	2020	1,500,000	2,053,000	1,553,000	500,000
Lake Waiconia Regional Park - Phase I Development	0	2025	3,000,000	4,618,000	3,118,000	1,500,000
Totals Project Costs						
			\$ 10,881,512	\$ 13,268,512	\$ 7,793,512	\$ 5,475,000

	2012	2013	2014	2015	2016
BEG. FUND BALANCE:	\$ 403,204	\$ 858,997	\$ 440,997	\$ 209,997	\$ 282,997
Parkland Acquisition Levy	50,000	50,000	50,000	50,000	50,000
Sales Tax Legacy Allocation	260,000	260,000	260,000	260,000	260,000
Grant Reimbursement for Project Work Already Completed	365,793	-	-	-	-
State Aid - 25% to Park & Trail CIP	-	-	-	-	-
25% of County Debt Service for Bonds paid off in 2014	-	-	-	325,000	325,000
One-Time Project Costs	(220,000)	(728,000)	(541,000)	(562,000)	(585,000)
PROJECTED YEAR END FUND BALANCE: (Fund #34) (2)	\$ 858,997	\$ 440,997	\$ 209,997	\$ 282,997	\$ 332,997

(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
2012

DESCRIPTION	ESTIMATED COUNTY CONTRIBUTION (1)		ESTIMATED YEAR NEEDED	ESTIMATED COUNTY CONTRIBUTION (1) AND ADVANCE FUNDING	
	2008	2009		2013	2014
Parkland acquisition - Waconia Event Center (\$2,511,061) - Local contribution:	-	-	-	-	-
Parkland acquisition	2009	-	-	-	-
Parkland acquisition - Country Store (\$858,664) - Local Contribution:	2010	226,152	-	-	-
Parkland acquisition - Funded UP Line acquisition - reimbursed 100% by Met Council/CCRRA/Scott County, Etc.	2011	2,051,081	-	-	-
Parkland acquisition	2012	-	-	-	-
Parkland acquisition - Local contribution	2013	950,000	-	-	-
Parkland acquisition	2014	-	-	-	-
Parkland acquisition	2015	-	-	-	-
Parkland acquisition	2016	-	-	-	-
Parkland acquisition	2017	-	-	-	-

Totals \$ 3,227,233

	2012	2013	2014	2015	2016
BEG. FUND BALANCE:	\$ 2,818,502	\$ 3,243,502	\$ 2,343,502	\$ 2,768,502	\$ 2,818,502
Board Designation to Advance Fund Park Land Acquisition	-	-	-	-	-
Property tax levy designated for County's local share of Met Council reimbursemed park land acquisition.	50,000	50,000	50,000	50,000	50,000
UP Line acquisition - purchase price loaned to CCRRA	-	-	-	-	-
UP Line acquisition - 100% Reimbursed by others	-	-	-	-	-
Met Council annual reimbursement for Parkland Acquisition paid out of \$4M Designation	375,000	-	375,000	-	375,000
Met Council up-front reimbursement for land acquisition	-	-	-	-	-
Parkland acquisition costs - reimbursable from Met Council	-	-	-	-	-
Parkland acquisition costs - County contribution (1)	-	(950,000)	-	-	-
PROJECTED YEAR END PARKLAND ACQUISITION RESERVE BALANCE: (Fund #34)	\$ 3,243,502	\$ 2,343,502	\$ 2,768,502	\$ 2,818,502	\$ 3,243,502

(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 Land Acquisition by Met Council according to current formula

Beg designation					
County contribution: new formula requires 25% local contribution	\$	4,000,000			
Remaining Board Designated Funds once fully reimbursed by Met Council		(1,176,152)			
Additional Funds available from 2016 \$375K Met Council Reimbursement after County Fully Reimbursed for Land Acquisition		2,823,848			
County Funds from \$50K Levy since 2009		36,939			
Designated Funds for Park Land Acquisition		382,715			
	\$	3,243,502			

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 2012 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, 2011 to October 1, 2012

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. We expect to continue to promote occasional comedy performances during the next year and 4-6 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 Improvement:** 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: Lancer projects hosting 40+ wedding receptions in the Event Center in 2012. Lancer also projects hosting 20 corporate and social private catered events. Additionally Lancer is projecting to host 5-10 public entertainment events. Gross revenue projected for 2011 is \$300,000. Gross revenue for 2012 is projected at \$400,000.

**LAKE WACONIA REGIONAL PARK - WACONIA EVENT CENTER
CAPITAL IMPROVEMENT PLAN - Restricted Funds (Fund #02)
2012**

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	2013	30,000	15,600	-	15,600
Regional Park Responsibility - Met Council (1): (Advance Funded by County)					
Master Plan Development Phase I - Professional Services	2013	25,000	-	26,000	-
Connect Regional Park Buildings to City Sewer System	2021	250,000	-	355,800	-
Tenant Responsibility - Lancer:					
Update kitchen, building interior and exterior	2014	200,000	-	-	216,300

Total Project Costs

		\$ 505,000			
	2012	2013	2014	2015	2016
Beginning Restricted Funds Cash Balance:	\$ 12,434	\$ 39,434	\$ 50,834	\$ 77,834	\$ 104,834
County's Building Rental Income Based on a Percentage of Lancer's Gross Receipts (2)	48,000	48,000	48,000	48,000	48,000
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):	\$ 39,434	\$ 50,834	\$ 77,834	\$ 104,834	\$ 131,834

Projected Cashflow:

Beginning Restricted Funds Cash Balance:	\$ 12,434	\$ 39,434	\$ 50,834	\$ 77,834	\$ 104,834
County's Building Rental Income Based on a Percentage of Lancer's Gross Receipts (2)	48,000	48,000	48,000	48,000	48,000
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):	\$ 39,434	\$ 50,834	\$ 77,834	\$ 104,834	\$ 131,834

(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 \$400K @ 12%.

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

Actual Cashflow:

Beginning Cash Balance	Actual 2008	Actual 2009	Actual 2010	Actual 10/31/2011	Projected 2011
Land Acquisition - Advance Funded	\$ -	\$ -	\$ -	\$ -	\$ -
Board Designated Funds for park land acquisition	(2,530,000)	-	(8,185)	1,022	1,022
Parks Department Building Funds - capital projects rollover \$	2,530,000	-	-	-	-
Expenditures initially coded to Parks budget	-	100,000	-	-	-
Lease Revenue (02-110-529-5815)	-	(8,794)	-	-	-
Professional & Tech Fees for Service (02-110-529-6260)	-	-	27,726	28,371	34,371
Repair and Maintenance (02-110-529-6310)	-	(17,499)	(7,408)	(5,400)	(5,400)
Building Insurance Premium (02-110-529-XXXX)	-	(41,273)	(4,292)	(8,274)	(10,774)
Miscellaneous expenses (02-110-529-66XX)	-	-	(5,777)	(5,777)	(5,777)
	-	(40,619)	(1,042)	(8)	(1,008)
YEAR END CASH BALANCE - RESTRICTED FUNDS	\$ -	\$ (8,185)	\$ 1,022	\$ 9,934	\$ 12,434

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. 2012 capital projects in the Rail Authority CIP are a transfer to the Dakota Rail trail and the development of a stewardship plan for the recently acquired UP Line.

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

**REGIONAL RAIL AUTHORITY
CAPITAL IMPROVEMENT PLAN - Fund #15
2012**

DESCRIPTION	PERCENT PAID BY Fed Grant	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION		CCRRA CIP	Federal Grant (1) /Other Sources
				2015	2016		
Dakota Rail to Trial Phase II - Transfer	0	2012	170,000	170,000	170,000	170,000	-
Totals Project Costs							
			\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ -

Projected Cash Flows

BEG. FUND BALANCE:										
CCRRA Tax Levy	\$	99,417	\$	(2,997)	\$	64,503	\$	132,003	\$	199,503
Annual Trail Stewardship/Maintenance		120,000		120,000		120,000		120,000		120,000
Insurance Premium		(50,000)		(50,000)		(50,000)		(50,000)		(50,000)
One-Time Project Costs/Transfers		(2,414)		(2,500)		(2,500)		(2,500)		(2,500)
		(170,000)		-		-		-		-
PROJECTED YEAR END FUND BALANCE: (Fund #34) (2)	\$	(2,997)	\$	64,503	\$	132,003	\$	199,503	\$	267,003

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.

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 with the funds being split 50% to the Road and Bridge CIP, 25% to the Parks and Trail CIP and 25% to the Buildings CIP. This new revenue source along with reallocated others in the Road and Bridge CIP are planned to finance a \$15 million bond sale for road and bridge projects in 2016.

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.

The following Five-Year Debt Service schedule offers more details:

CARVER COUNTY CHASKA, MINNESOTA COMBINED SCHEDULE OF BONDS PAYABLE December 31, 2011											
Bond Type	Interest Rates	Payment Due Date	Original Amt. Issued	Amount Outstanding 12/31/11	2012	2013	2014	2015	2016	2017 to 2021	2022 to 2024
2005 G.O. Capital Improvement											
Principal.....		2/1	10,000,000	7,010,000	\$665,000	\$690,000	\$720,000	\$745,000	\$775,000	3,415,000	-
Interest.....	3.9714%	2-1/8-1		1,339,314	264,821	238,738	211,595	183,394	153,940	286,826	-
Total				8,349,314	929,821	928,738	931,595	928,394	928,940	3,701,826	-
2008A General Obligation											
Principal.....		5/1	18,695,000	13,910,000	1,920,000	1,980,000	2,040,000	760,000	785,000	4,405,000	2,020,000
Interest.....	3% - 4%	5-1/11-1		2,732,513	470,525	409,550	344,225	297,775	270,738	858,100	81,600
Total				16,642,513	2,390,525	2,389,550	2,384,225	1,057,775	1,055,738	5,263,100	2,101,600
2008B General Obligation											
Principal.....		2/1	5,020,000	4,545,000	270,000	280,000	295,000	305,000	320,000	1,800,000	1,275,000
Interest.....	4% - 4.8%	2-1/8-1		1,441,944	191,098	180,098	168,598	156,598	144,098	508,255	93,199
Total				5,986,944	461,098	460,098	463,598	461,598	464,098	2,308,255	1,368,199
Total Principal.....			41,875,000	25,465,000	2,855,000	2,950,000	3,055,000	1,810,000	1,880,000	9,620,000	3,295,000
Total Interest.....				5,513,771	926,444	828,386	724,418	637,767	568,776	1,653,181	174,799
Total				30,978,771	3,781,444	3,778,386	3,779,418	2,447,767	2,448,776	11,273,181	3,469,799

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: Population Trend

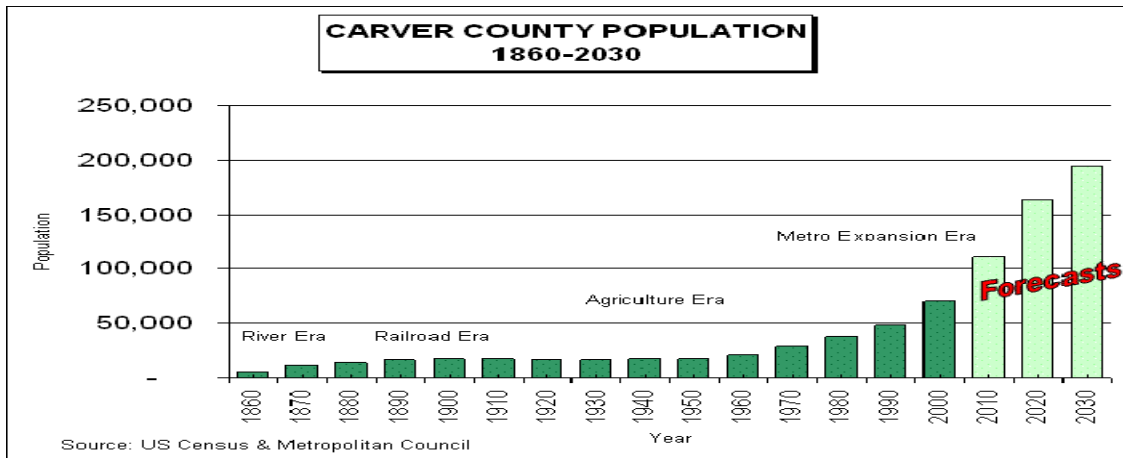
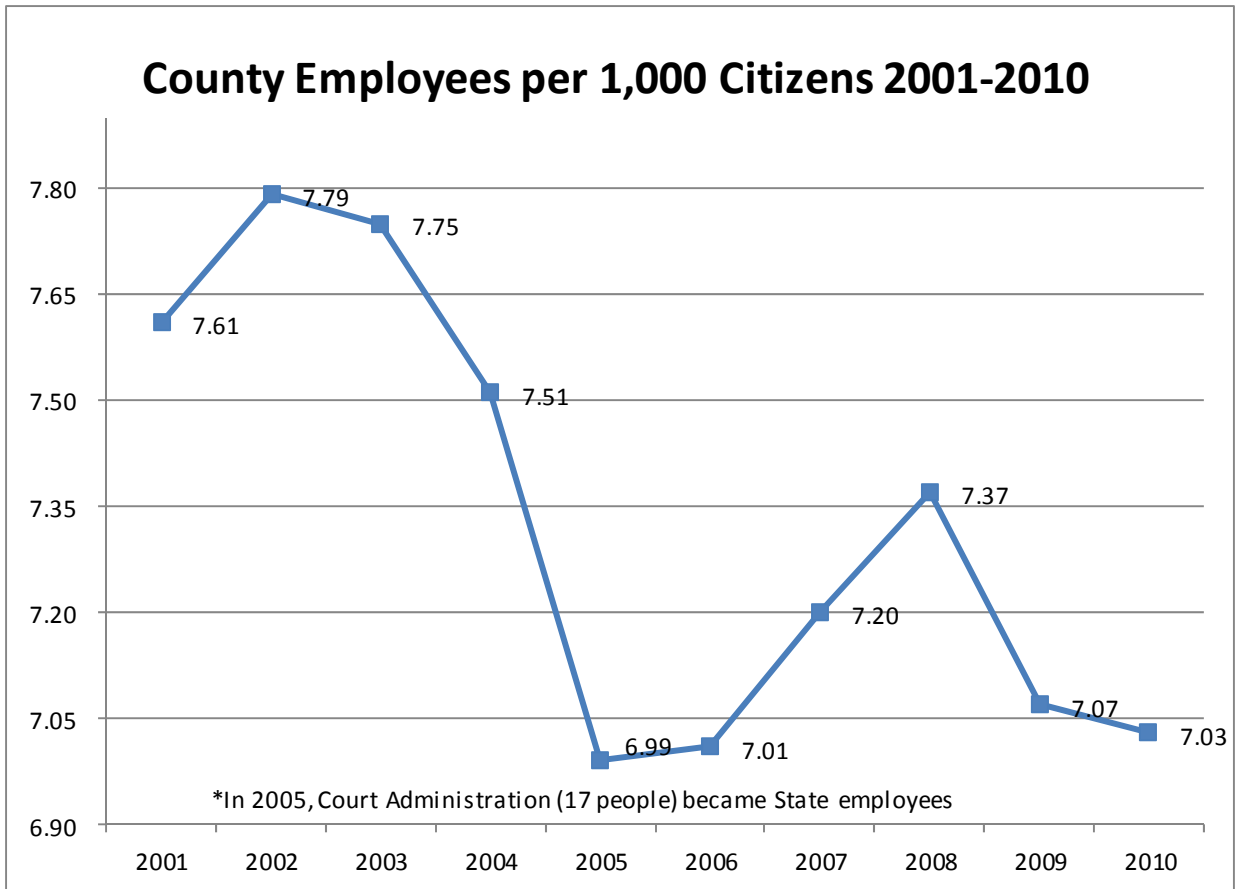


Chart #1 shows the dramatic forecasted increase to almost 200,000 residents by the year 2030. The County's primary strategy to finance increasing service demands from population growth is to hire additional Full-Time Equivalent (FTE) employees at a slower rate than the County's overall growth by:

1. Leveraging technology to gain staff efficiencies: An extensive list of technology projects throughout the County are expected to increase staff efficiencies.
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.
3. Develop a pay-for-performance model that rewards outstanding performance: Employee Relations has begun the process to shift the County from the current legacy step pay model to a pay-for-performance model.

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



To plan for additional staff that will be needed to provide services as the County's population grows to 100,000, the following chart was created as a high-level projection of the County's future staffing needs.

This projection is in the process of being completed.

B. Employee Health Insurance Costs

In 1996, the last time the County went out for bids, only one major health insurance carrier offered a bid and the two major carriers indicated they will not be bid for the County's future business until the County provides 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 50% of health care costs relate to poor choices: what we eat, smoking, alcohol and drug use, etc. In 2008, the County Board approved the creation of a Wellness Committee 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.

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 keep the positive momentum going, the County is focusing on two new strategies:

3. \$ Incentives to Encourage Basic Health Activity

For 2012, the Health Break Committee developed a \$100 incentive for employees who do a basic level of preventative steps like screenings, health assessment, dental check-up, exercise, etc. In addition, the Committee plans to continue analyzing 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.

4. Self-Insure

The Health Care Labor Management Committee is researching the possibility of self-insuring for health insurance as a strategy to save on health insurance costs.

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 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.

The County started addressing funding for its OPEB liability in 2009 with a \$200,000 OPEB contribution (\$100,000 levy allocation and \$100,000 one-time Year-End Savings Account allocation). In the 2010, 2011 and 2012 Budgets, the annual levy allocation was increased by \$100,000 to a total of \$400,000. For 2013 and beyond, the long term financial plan is to continue increasing the annual contribution by \$100,000 each year until the County's annual levy allocation equals the OPEB Annual Contribution. Depending on the length and severity of the current economic slowdown and the related tight County Budget, it is considered likely that it will take 8-12 years before the County's annual levy allocation equals the County's OPEB Annual 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. An initial \$50,000 was set aside in the 2011 Budget to develop an initial plan for increasing building security.

E. Repairs and Maintenance of Park Buildings and Infrastructure

The County's Park system has a growing list of maintenance projects for its buildings and infrastructure driven by more and more visitors using the County's aging park system. The long-term financial strategy to address this operating budget challenge is to designate increased park permit fee revenue to maintain and operate the park system. In the past, increased park permit revenue was swallowed up by the General Fund while increased park maintenance costs had to compete with other needs for general fund tax dollars. Starting in 2010, budgeted increases in park permit fees are being used to fund park maintenance projects. By continuing this funding strategy for future operating park permit fee revenue increases, the Parks Department will have a growing designated non-property tax revenue source that it can use to maintain and operate the County's Park system.

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

Date: December 13, 2011

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2013 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 2013 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 13th day of December, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2011.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Financial Policy Manual - Proposed Changes to Fund Balance, Fixed Asset and Accounts Receivable Policies

Primary Originating Division/Dept: <u>Finance</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>David Frischmon</u> Title: <u>Finance Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>David Frischmon</u> Title: <u>Finance Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Governmental Accounting Standards Board ("GASB") has developed new guidelines for local governments to follow for reporting fund balance in Comprehensive Annual Financial Reports. Most of the changes are cosmetic relating to new terms and definitions. The one substantive change is GASB #54 no longer allows a local government to designate/reserve funds for working capital/cash flow. For Carver County, over \$25M (37% of next year's operating budgets) has been designated by the Board for working capital to cash flow operations until the next round of tax settlements arrive each year in May. Under GASB #54, this \$25M will have to be reported as unassigned for the General Fund. Several Finance Directors from the larger Counties have been interviewing CPA firms for the past year trying to figure out how counties should address this issue for year-end 12/31/11. The County's Finance Director recommends the best alternative is to create a working capital internal service fund even though State Auditor staff has raised concerns about this financial reporting option.

A new policy on Accounts Receivable and modifying an existing policy on Capital Assets are also being proposed by Finance staff. These draft policies are considered necessary for internal bureaucracy but are not otherwise considered significant

ACTION REQUESTED:

Motion to approve proposed changes to the Financial Policies Manual

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>
Total	\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011- 916

2012

Financial Policy Manual



Policies governing Carver County
financial planning, accounting &
finance operations



CARVER
COUNTY

Carver County Financial Services
Government Center Administration Building
600 East Fourth Street, Chaska, MN 55318

Phone: 952-361-1506 Web: www.co.carver.mn.us

Table of Contents

Introduction:

Financial Policy Goals	1
Purpose and Administration	2

Accounting and Financial Planning Policies:

Accepting Credit Cards for Payment*	4
Accounts Receivable (Draft)	6
Budget and Long-Term Financial Plan (Draft)	8
Business/Purchasing Cards	12
Capital Asset Inventory (Draft)	18
Claims*	21
Debt Administration*	24
Electronic Payment Process*	26
Employee Expenses Reimbursement	28
Fund Balance (Draft)	35
Grants**	38
Investments*	41
Sales Tax and Use Tax*	45

Policies Under Development:

Internal Controls
Payroll
Revenue

* Policy previously in the Administrative Policy Manual.

** New policy approved by the County Board in July of 2011.

Financial Policy Goals

Carver County's financial planning and accounting policies support the County's commitment to a long-term vision and the principle of a balanced budget. Goals set forth in financial policies include the following:

- **Balanced Budget:** Financial planning policies and practices will be designed to maintain a commitment to a balanced budget. The Carver County Board of Commissioners will review actual expenditures to the budgeted amounts on a quarterly basis and decide what action, if any, is needed to bring the budget into balance. The public will be informed of any deviation from a balanced budget if it is planned or occurs.
- **Long-Range Planning:** Budget documents will be used for current and long-term financial planning at the department, division, and county levels. The county's most current Annual Budget and its Long-Term Financial Plan will be used to connect financial strategies to the county's short-term and long-term strategic goals and objectives.
- **Asset Inventory:** County staff will inventory and assess the condition of all major capital assets (defined as assets with an initial, individual cost equal to or greater than \$5,000 to more than \$50,000 (amount not rounded) depending on the asset type and category and an estimated life equal to or greater than two years) on an annual basis as part of the budget process for use in the long-term financial planning process.
- **Revenue and Expenditure Control:** The county budget will finance operations from current revenues, avoid the use of one-time revenues for ongoing costs, and minimize reliance on volatile or unpredictable revenues for funding ongoing operations. Fees and charges for select services will be based on the actual costs associated with providing those services. The budget will include a diversity of revenue sources and will maintain adequate financial reserves to meet emergencies, short-term capital improvement, and operating cash-flow needs. A fund balance will be maintained to respond to unexpected changes in revenues or expenditures, such as reductions in state aid. The County will specify appropriate uses for debt and identify the maximum amount of debt and debt services that should be outstanding at any time: It will follow State policy that limits the amount of net general obligation debt to less than 3% of the certified taxable market value.



Carver County – Financial Policy Manual

Purpose and Administration

SECTION: Purpose of Policies and
General Provisions

EFFECTIVE:

AUTHORITY:

REVISED:

Purpose

To provide a basic outline of the financial policy manual (FPM) and its administration.

Policy

Authority

The Carver County Board of Commissioners is responsible for providing policy direction to County government staff and departments. The Board has the authority to issue, modify, or revoke all county-wide policies, procedures, or other directives with or without advance notice.

The County Administrator has the authority to issue and place into effect administrative policies once approved by the Board of County Commissioners. These policies are established to direct all employees in carrying out their duties and responsibilities and to provide an expectation of consistency, accountability, and predictability to the residents of Carver County. The County Administrator has the authority to issue procedures or other directives applicable to the Administrator's Divisions that are not in conflict with the Financial Policy Manual.

The Financial Policy Manual is an official publication of Carver County. The Financial Policy Manual supersedes any other County policies and procedures if there is a discrepancy. If any of these regulations are held invalid by judicial or legislative action, the remainder of these regulations, other than that which has been held invalid, will not be affected.

Administration

The Financial Policy Manual is administered by the Financial Services Division Director. The Financial Services Division Director develops and provides the necessary forms, procedures, and instruction for the implementation of financial policies.

Copies of these policies are made available to all employees and appointing authorities on the County's intranet site. The policies are available for public review on the County's website.

New or amended financial policies may be submitted to the County Administrator and then, if appropriate, to the Board of County Commissioners for approval.

Delegation of Minor Changes

Minor changes that do not affect the intent of the policy or add additional policy statements can be made by the County Administrator. Examples of minor changes include fixing typos, updating references and adding clarifying language to an existing policy statement.

Application

Unless otherwise stated in a specific policy, Carver County financial policies apply to all County Divisions/Offices/Departments/Work Units.

Other Official County Documents and Publications

In addition to the policies in the Financial Policy Manual, the County may distribute information to employees by means of other documents and publications. These include, but are not limited to, employee-wide email and SharePoint announcements and other publications and documents.

Carver County maintains three policy manuals: Administrative Policy Manual, Personnel Policy Manual, and Financial Policy Manual.

Knowledge of Policies

The Financial Policy Manual will be presented to employees as part of their orientation. It is the responsibility of the employee to become familiar with existing and newly adopted policies and procedures and adhere to them.

Division Director Rules

Each Division Director may establish departmental rules of procedure that further the efficient operation of the department in providing services for the County. Such rules of procedure will not conflict with the financial policy manual and will be approved by the County Administrator prior to implementation.



Carver County – Financial Policy Manual

Accepting Credit Cards for Payments

SECTION: Accounting and Finance
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED:

Purpose

To enhance customer convenience, increase certainty of collection, and/or reduce county processing costs by accepting electronic payments, including credit cards, debit cards, or other electronic means.

Policy

Background: In the last two decades, acceptance of nationally recognized credit cards as a payment method has become virtually universal within the private sector. The variety of other electronic payment methods has increased as well. Citizens have begun to ask for the same convenience from the public sector. Benefits to the government include: increased certainty of collection, reduced return check processing costs, accelerated payments and the availability of funds, improved audit trail, reduced cashing costs, and enhanced customer convenience. A third-party processor will be used to process credit card transactions.

Under current statute, the County is required to collect a fee for real property taxes, is prohibited from collecting discount and convenience fees for court charges, and is permitted to collect fees for other charges. If the customer is not charged a fee, the County receives less than the full value of the transaction. Those costs will be considered in setting fees.

Procedures:

- Carver County will review all requests related to credit card or electronic payment acceptance to ensure consistency and compliance with the Carver County credit card and electronic payment acceptance policy. This will be done through the Financial Services Division.
 - All requests for credit card or electronic payment acceptance will be sent to the Carver County Financial Services Division which will coordinate the review and approval process.
 - All requests will include the proposed use of the service, the expected revenue, costs incurred and avoided by use of credit cards, certainty of

collection, treatment of fees, convenience for the customer, types of credit cards to be accepted, and proposed departmental procedures including appropriate separation of duties and security of credit card information.

- Information Services and Financial Services will ensure that interfaces for receipting of revenue are adequate.
- The Board delegates authority to the Carver County Financial Services Division to negotiate rates and add divisions to the master credit card services agreement.
- Divisions are responsible for maintaining procedures for acceptance of credit cards.
- Discount fees are to be budgeted, as an expense, by each division.
- The Carver County Financial Services Division will annually review divisions accepting credit cards and to ensure compliance with the credit card acceptance policy and divisions procedures.
- The Carver County Financial Services Division will analyze the costs and benefits of accepting credit cards as part of the annual budgeting process.

Application: Not all County divisions and departments will accept credit cards. Each area will be evaluated on a regular basis to determine if it makes sense to accept credit cards. The criteria making this determination will depend on the number of transactions, the financial impact, the service provided to the customer, and the impact on County staff efficiency.



Carver County – Financial Policy Manual

Accounts Receivable

SECTION: Accounting and Finance
AUTHORITY:

EFFECTIVE:
REVISED:

Purpose

To ensure sound financial management practices, the proper controls over revenues are imperative in accounts receivable management and general oversight over the various revenues collected. Along with levying for property taxes, Carver County bills for services provided. This generates the need to set up accounts receivables and a process to collect these receivables. This policy ensures proper controls exist over these receivables.

Policy

Collections should be receipted into the financial system and deposited on a timely basis. When at all possible, funds should be sent directly to Financial Services using the following mailing address:

Financial Services Division
Governmental Services Administration Building
P.O. Box 69
600 East 4th Street
Chaska, MN 55318

In the event funds are collected outside of the Financial Services Division, proper internal controls and safeguards should exist over these revenues. The controls are subject to periodic testing by the Financial Services Division.

Returned Checks: All checks returned due to insufficient funds shall be voided and removed from the County's financial software. Financial Services will notify the department of which the check was collected. The department is responsible for rebilling on the returned check along with the additional \$30 charge (or current amount stated in fee-for-service schedule) for non-sufficient funds.

Interest and Penalties: Interest and penalties must be established pursuant to state statute and may be applied differently based on the type of transaction and revenue.

Account Receivables: Payments for services provided by the County that are received within 60 days after year end are to be considered receivables.

Receipt Processing:

- 1) Identify prior year revenues by writing the prior year in the upper right hand corner of the revenue transmittal form.
- 2) Revenues may be reported as separate lines on the same revenue transmittal, by writing the prior year by the lines containing those revenues.

Outstanding Invoices: Sixty (60) days after the end of each fiscal year, divisions are required to notify Financial Services of all outstanding invoices in which payment has yet to be received by the County.

Accounts Receivable Listing: An accounts receivable listing will be compiled by Financial Services for all outstanding receivables after the 60 days. These listings will be submitted to each Division Director for review of accuracy and completeness. The Divisions should review all collection options available and establish internal collection procedures tailored to the nature of their receivables in order to maximize collections. Efforts should be made to pursue the timely collection of delinquent accounts. Divisions through request of Financial Services can submit unpaid obligations to the Minnesota Department of Revenue's revenue recapture program (M.S. 270A.01 to 270A.12) in addition to other means of collection. When cost-effective, the utilization of collection agencies that are familiar with all federal, state and local notice requirements and regulations should be considered and reviewed with the Financial Services Director.

Uncollectable Accounts: Review of the accounts receivable listing for possible uncollectable accounts should be performed periodically to ensure that accounts receivable balances are not overstated. Accounts should be written off the financial accounting records when all collection procedures have been conducted without results (minimum of 3 years) and the Division deems the accounts uncollectable. The Division Director should submit a list of uncollectable accounts to the Financial Services Director with a brief description of the attempt made to collect, the account, and the reason it is considered uncollectable. All requests are reviewed by the Financial Services Director. The Financial Services Director will submit the requests to the County Administrator, who has the authority to approve or deny all or part of these requests. After the write off, these accounts shall continue to be submitted to the Minnesota Department of Revenue's revenue recapture program as appropriate. A record of accounts written off will be maintained for 6 years from the origination date of the initial receivable. At the discretion of the Financial Services Director, an allowance for doubtful accounts may be established based on historic collections.



Carver County – Financial Policy Manual

Budget and Long-Term Financial Plan

SECTION: Financial Planning
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED:

Purpose

In response to the County Board's direction to connect financial strategies to the county's short-term and long-term strategic goals and objectives. To provide a general set of guiding principles for developing the annual budget and the long-term financial plan, along with an overview of the process and schedule.

Policy

Budget Philosophy: Carver County is committed to having a budget and a long-term financial plan that incorporates a long-term vision and supports the principle of a balanced budget, defined as a budget in which the total available resources equal the projected use of funds during normal circumstances. Balancing the county budget will include the planned use of fund balance for a one-time specific project(s) to close any gap between revenues and expenditures.

The county's budget will finance operations from current revenues, avoid the use of one-time revenues for ongoing costs, and minimize reliance on volatile or unpredictable revenues for funding ongoing operations. Fees and charges for select services will be based on the actual costs associated with providing those services. The county will invest all cash holdings in accordance with the Investment Policy to maximize holdings.

It is the county's policy to prepare a budget and a long-term financial plan that meets the following guidelines:

Balanced Budget: Financial planning policies and practices will be designed to maintain a commitment to a balanced budget. The Carver County Board of Commissioners will review actual expenditures to the budgeted amounts on a quarterly basis and decide what action, if any, is needed to bring the budget into balance. The public will be informed of any deviation from a balanced budget if it is planned or occurs.

Fund Balance: The budget will include a diversity of revenue sources and will maintain adequate financial reserves to meet emergencies, short-term capital improvement, and operating cash-flow needs. Funds will be transferred to the Treasury Internal Service (IS)

Fund to respond to unexpected changes in revenues or expenditures, such as reductions in state aid. The County Board will designate 37% of the following year's expenditures as an amount in all operating budgets to be transferred to the Treasury IS Fund. Additionally, up to 5% of the following year's operating budget will be placed in the Year End Savings (YES) account.

Long-Term Planning: The Long-Term Financial Plan is a non-binding assertion of future intent. The Plan includes updated Capital Improvement Plans (Buildings, Road & Bridge, Park & Trail, etc.), a Facilities, Vehicles & Equipment Replacement Schedule and identifies strategies to address future operating budget financial challenges.

Asset Inventory: County staff will inventory and assess the condition of all major capital assets (defined as assets with an initial, individual cost equal to or greater than \$5,000 to more than \$50,000 (amount not rounded) depending on the asset type and category and an estimated life equal to or greater than two years) on an annual basis as part of the budget process for use in the long-term financial planning process.

Accounting Practice: Carver County will maintain a high standard of accounting practices and internal controls. It will follow Generally Accepted Accounting Principles (GAAP) for year-end finance reporting and budget purposes as outlined by the Governmental Accounting Standards Board (GASB). The State Auditor's office will audit county records annually and will issue a financial opinion pursuant to M.S. 6.48 and a management and compliance report.

The Financial Services Division will prepare a comprehensive annual financial report. This report will be available to elected officials, county management, bond-rating agencies, creditors and citizens. The county will submit its comprehensive annual financial report to the Government Finance Officers Association (GFOA) to determine its eligibility to receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.

Public Information: The Financial Services Division will make financial reports and publications available to the public and respond to any requests for additional financial information made by the public. The division will publish an annual budget summary and a summary of financial statements.

Process

The budget will be constructed by line item, and division budgets will be initiated within each division. Division directors will have the authority to exercise maximum flexibility within their approved budget to accomplish the goals and mission of their division and manage the resources provided to the departments in their division.

Division directors are responsible for operating within the approved budget amount. Division budgets will include the cost of software maintenance contracts developed after consultation with the Information Services (IS) Department. The emphasis on expenditure control will be within the separate departments that comprise the divisions.

Any adjustments to the approved department budgets, requested by the originating department and approved by the division director, will be reviewed by the Financial Services Division for transfer of funds from the existing budget or addition of new revenue sources.

The County Administrator or his/her designee is delegated the authority to fill newly created employee classifications or remove incumbents from existing classifications that have been eliminated from the adopted budget. Divisions that have received Board approval for budgets that include itemized Full-Time Equivalent (FTE) capital expenditures, new positions and revised FTEs (revisions that change one classification for another without increasing the total number of FTEs in the department or division) will not have to request Board approval prior to hiring individuals to fill those positions.

Divisions that have received Board approval for budgets that include itemized Furniture, Fixtures and Equipment (FF&E) capital expenditures in their budgets will not have to request prior approval for those expenditures, unless the item is one that requires competitive bidding.

Divisions that have received Board approval for budgets that include itemized expenditures for out-of-state travel for conferences and trainings will not have to request prior approval for those expenditures.

At the end of each budget year, divisions can request that uncompleted professional service obligations, capital appropriations and/or unexpended grants be extended to the subsequent year by submitting a listing to the County Administrator for approval.

The ultimate authority for determining budgetary priorities rests with the County Board. The following schedule will be used to direct the annual budget process.

Schedule

May: County Administrator recommends a strategy for developing next year's annual budget to the County Board.

June: Divisions return completed budget and Capital Improvement Program (CIP) requests to the Financial Services Division and New Personnel Requests to the Employee Relations Division.

July/August: Budget hearings conducted with individual divisions, Administration, and County Board. .

Prior to September 15: County Board sets the preliminary levy for next year in accordance with state statute.

October/November: County Administrator recommends an annual budget and levy for the next year and a long-term financial plan.

December: County conducts a public meeting in accordance with state statute. County Board adopts next year's levy, budget, and a long-term financial plan.

DRAFT



Carver County – Financial Policy Manual

Business/Purchasing Cards

SECTION:	Accounting	EFFECTIVE:	3/3/08
AUTHORITY:	Res. 17-08	REVISED:	

Purpose

To provide clear direction and overview of the business card program.

Policy

Business Card Overview

The Business Card is a credit card based program used to purchase low value items and services. Most small purchases that now are processed using blanket purchase orders, check requests, petty cash or Purchase Orders are candidates for the Business Card Program.

Benefits

The Business Card concept is to delegate the authority, responsibility and capability to make these low value purchases directly by the cardholder.

Cardholders will be able to obtain goods and services in a quick and convenient way within the program's controls. Speed in obtaining materials will promote better service. Paperwork and processing in the user's department, Finance and Accounts Payable will be sharply reduced.

Supervisor Responsibilities

The successful implementation of the Business Card Program and its ongoing use and development depends on both cardholders and supervisors.

The following are several key areas that require supervisor support:

- Review and approve monthly statement to ensure that all transactions and charges are accurate and appropriate.
- Ensure that the Business Card is not used to make personal purchases.
- Ensure that the Business Card requirements contained in this section of the APM are met.
- Ensure that the Business Card is used only by the Cardholder.
- Ensure that the Business Card is not used to purchase meals unless specific cases are approved by the Finance Department.

Business Card Program Contacts

Program Administrator:	Accountant (952) 361-1511
Program Contacts:	Accounting Technician (952) 361-1508

Procedures

1. *How is a Business Card Obtained?*

Submit a properly completed, and approved Business Card Information Forms (PIF) (Exhibit A) to the Business Card Program contacts. Also use the PIF when submitting cardholder changes and terminations.

The Finance department will mail out a user's manual for the requestor to review. Upon reviewing the manual, the requestor shall sign the attached Business Card User Agreement (Exhibit B) and return to the Finance Department Contact.

The issuer will mail the new card to the Finance Department Contact, who will forward the new card to the cardholder or division designee upon receipt of a signed user agreement.

2. *For Whom Can a Cardholder Make Purchases?*

The cardholder may make County business related purchases for any employee who reports to the same department or division, except meal purchases (unless specific permission is granted by the Finance Department). The Division Director or designee is responsible for keeping track of authorized users. On an annual basis the Finance Division will send out a list of authorized users for the departments to verify.

3. *Commodities/Goods or Services that Can be Purchased Using a Business Card?*

The Business Card may be used to purchase only goods or services that are for the express use by the County of Carver. In addition, certain products or services may be excluded when the card is programmed by the Division Director or Program Administrator.

4. *Is Personal Use of the Business Card Allowable?*

Use of the Business Card for personal purchases is strictly prohibited. If the Business Card is inadvertently used for a personal purchase, take the following actions:

- Code the charge to a miscellaneous expenditure account for your Department.
- Reimburse the County by issuing payment to the Finance Division for the amount of purchase. Code reimbursement into same account as original charge.
- Notify Program Administrator

Cardholder privileges will be suspended the second time an inadvertent personal charge occurs.

5. *Can the Card be Shared?*

The only person entitled to use a Business Card is the person whose name appears on the face of the card. Do not lend the Business Card to another person for use. Card transactions can only be authorized by the cardholder. Use by anyone other than the cardholder is prohibited and will result in loss of card privileges.

6. ***Which Vendors May I Use?***

The Business Card is a Visa product. Any supplier or merchant who accepts Visa can accept the Business Card. Certain vendors, however, have been restricted and attempted purchases will be declined.

7. ***What if my Business Card is declined by the merchant?***

If a merchant declines your Business card, your first action should be to call the number on the back of the card 1-800-644-3526. An Elan Business card representative will be able to tell you why your card was declined, and how the problem can be resolved. Many times, the problem can be resolved while you are on the phone. Most often, cards are declined if attempted transactions are outside strategy limitations.

8. ***What if the Vendor Does Not Accept Business Cards?***

The Business Card is new, in terms of governmental use, and a supplier or merchant may not accept it. If this happens, use another method of procurement such as a Purchase Order, claim voucher or petty cash.

9. ***What are the Guidelines for Sales Tax?***

The County is subject to Sales and Use Tax on most items, just as an individual would be. The only departments exempt from sales tax are the Carver County Library, Law Library, and Juvenile School. If a vendor inquires on taxability, inform them that Carver County should be charged Minnesota Sales Tax. Many out-of-state vendors may not collect Minnesota Sales Tax; in such cases your department will be charged a Use Tax, which will be remitted directly to the State.

10. ***What are the Delivery Instructions?***

If materials are received at Central Services, staff must know how to get the package to you. Make sure complete shipping instructions are given when placing orders. Along with cardholder name and credit card number, confirm with the supplier or merchant that the department name and delivery location must also appear on all shipping documents.

11. ***What About Receipts for Memberships, Dues and Subscriptions?***

For purchases in which a receipt is not normally given, use a copy of the completed application or order form as the receipt. It should clearly indicate payment was made using the Business Card.

12. ***How are Charges Paid?***

Reports are distributed on a monthly basis to departments for each cardholder with activity during that period. Each cardholder's activity report should be processed as follows:

- Department representative should distribute reports to individual cardholders so they may verify charges, **attach original receipts/invoices/packing slips, and ensure charges are coded to the correct general ledger account.** The account code for each transaction is defaulted according to cardholder and vendor. If the default coding is incorrect; cross out the incorrect information and write in the correct coding
- Supervisors should review each transaction and provide an authorized signature

confirming charges are legitimate County expenditures. (Supervisors who authorize cardholder activity reports must currently be authorized to approve invoices and payment vouchers). Cardholders, other than Division Managers and Division Directors not in a division, should not authorize their own activity.

- Central Accounting pays all the charges into a clearing account and once supporting documentation is received the proper accounts are charged and the clearing account zeroed out with journal entries.
- Return all cardholder activity claims for processing to Finance within 5 days so charges may be applied to your department. Failure to submit charges for payment in a timely manner or failure to consistently provide adequate documentation to support purchasing activity may result in the loss of privileges.

13. *What if there is an Incorrect Billing?*

If you have a problem with a billing, try to reach a resolution with the supplier or merchant that provided the item. Your receipt will be the key document. The supplier or merchant should issue credit for a billing correction. This credit may appear on the next statement.

If an agreement cannot be reached with the supplier or merchant, the next step is to contact the issuer at 1-800-644-3526 or Fax (414) 765-4981. The issuer may ask the cardholder to complete and mail or fax a "Cardholder Statement of Questioned Item" form. Note on the form the date and name of the customer service representative with whom you spoke.

14. *What if a Receipt or Invoice is Lost?*

If a receipt or invoice is lost, the cardholder is to attach a written description of the transaction in detail (including cost breakdown by item/tax/shipping), and submit it with the corresponding cardholder claim processing report.

15. *Can Telephone Orders be Used?*

Orders may be made by telephone, but be cautious, as you would be if you were giving out your personal credit card number. Request an itemized receipt from the merchant. If an itemized receipt is unavailable, the cardholder is to attach a written statement describing the transaction in detail and submit it with the corresponding cardholder claim processing report.

16. *What if the Card is Lost or Stolen?*

Keep the Business Card in a secure location. It needs to be accessible only to the cardholder. It is important to report lost or stolen cards to the program administrator as soon as possible so they can be deactivated. The number to call for lost or stolen cards is 1-800-644-3526. If you do not have this number available, contact another County employee who has a Business card as this number is printed on the back of each card. In addition, report lost or stolen cards to Risk Management.

17. *What if the Cardholder Leaves the County?*

Business cards must be turned in to the Finance Department or the Business Card Program Administrator, prior to employee termination. If the card is not retrievable, the responsible supervisor, or department, should submit a Business Card Information Form or memo indicating the account should be closed.

18. *How are Purchases Returned?*

If a purchased item is to be returned, follow the supplier or merchant's return procedures.

19. *Will use Affect Personal Credit?*

Use of the Business Card will not have any impact on the cardholder's personal credit rating.

20. *What Transactions are Unauthorized?*

Certain merchant category codes (MCC's), where legitimate County purchases are unlikely, have been restricted. Restricted MCC's include liquor stores, entertainment facilities, or other establishments contrary to public purpose. In addition, the purchase of professional services is prohibited on Business Cards, as payments are subject to federal reporting requirements, and must flow through the regular accounts payable process. Purchase of meals is prohibited unless specific authorization is granted by the Finance Division.

Splitting single purchases to remain under the single transaction dollar amount is prohibited. The issuer provides the County with detailed transaction reports of exceptions by cardholder. These reports list purchases that attempted to exceed the set limits and failed the electronic authorization at the merchant's register. These reports also list purchases which may have been split to avoid dollar control limits.

21. *What Would Cause Loss of Privileges?*

Failure to comply with the provisions of this User Manual may result in immediate revocation of Business Card privileges. The following are some examples of violations:

- Splitting of charges to avoid the single purchase dollar limit
- Loaning the card to another employee for use
- **Failure to submit charges for payment in a timely manner**
- The second time an inadvertent personal purchase occurs
- Failure to consistently provide adequate documentation to support purchasing activity

22. *What happens to purchases that an employee is not authorized to make?*

The County Board may authorize the use of a credit card by any County officer or employee otherwise authorized to make a purchase on behalf of the County. If a County officer or employee makes a purchase by credit card that is not approved by the County Board, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or County policy applicable to County purchases.



Carver County – Financial Policy Manual

Capital Asset Inventory

SECTION: Financial Planning
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED:

Purpose

To provide a standard for recording capital assets in order to track, ensure adequate and appropriate control over governmental property, maintain appropriate insurance coverage, provide a definition of capital assets, and to properly assess their net cost.

Policy

The County defines capital assets as assets with an initial, individual cost equal to or greater than \$5,000 to more than \$50,000 (amount not rounded) depending on the asset type and category, and an estimated life equal to or greater than two years. Machinery and Equipment with a cost equal to or greater than \$2,500 (amount not rounded) and a useful life greater than one accounting period will be tracked for inventory/insurance purposes. Capital assets include property, buildings, equipment, and infrastructure (e.g. roads, bridges, culverts and similar items). Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimate fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or extend the useful life of the asset are not capitalized.

Property, buildings, improvements, infrastructure and equipment are depreciated using the straight-line method. For the County, the threshold amounts and the estimated useful lives are:

<u>Assets by Type Cost</u>	<u>Years</u>	
Land	\$5,000	indefinite
Buildings	\$5,000	10-50
Building Improvements	\$5,000	10-50
Improvements other than buildings	\$5,000	10-20
Infrastructure	\$5,000	30-75
Machinery and equipment	\$5,000	3-25
Software	\$50,000	2-15

For reporting purposes, capital assets are categorized as:

Land, Buildings, Improvements other than buildings, Infrastructure, Machinery and equipment.

Software is included with machinery and equipment and building improvements are included with buildings.

Departments are required to notify Finance/Risk Management when any of the following events occur; Acquisition, Disposal, Transfer, Betterment, Impairment by filling out forms located on SharePoint, <http://ccmoss1/div/finance/Pages/CapitalAssets.aspx>. The two electronic forms are 'Capital Assets Acquisition Form' and 'Capital Assets Adjustment Form'. The adjustment form is to be used for disposals, transfers, betterments, and impairments. Fill out all of the required fields and any additional information that would be beneficial. Once the form is submitted it will be sent to Finance/Risk Management. Print a copy of this form and attach it to the claim form that has been prepared to pay for this asset.

Annual Inventory: An annual inventory of fixed assets is required for each department. Upon completion of the independent audit, the Finance Department will send each individual department a complete inventory list. Departments must verify all assets on their list are property of their department. Departments must then process all additions, transfers, betterments and retirements to correct their inventory.

How discrepancies should be handled that are discovered during annual inventory:

Assets with tags that don't appear on the list:

- A. Assets are listed as property of another departments
 - a. Contact that department coordinator so that they are not spending time looking for the asset.
 - b. Complete the Capital Assets Adjustment Form to transfer the asset to the appropriate department.
- B. Asset is new, data entry or paperwork has not been completed to add asset into system.
 - a. Forward the paperwork to the Finance Department.
 - b. Inquire with the Finance Department to see if asset has been added since the report was printed.
- C. Asset was on your inventory list, but disposed on the master list in error.
 - a. Contract the Finance Department about re-activating the asset.

Asset found in department has no tag:

- A. New asset-never tagged
 - a. Follow procedure for adding an asset, complete the Capital Assets Acquisition Form.
- B. Old asset- never tagged
 - a. Follow procedure for adding an asset, complete the Capital Assets Acquisition Form.

Asset found in department has no tag:

- A. Inquire with Finance Department to locate the asset number
 - a. Write asset number on label and attach to item

Asset on list cannot be located in department

- A. Asset was sent to storage or another department
 - a. Complete the Capital Assets Adjustment Form to transfer asset to another department.
- B. Asset cannot be located anywhere
 - a. Complete a capital asset disposal form to retire asset.

Definitions

Betterments: Betterments consist of the replacement of a unit of an existing asset by an improved or superior unit, usually resulting in a more productive, efficient or longer lived asset. Significant betterments are considered to be fixed asset additions and are added to the value of the property.

Maintenance: Maintenance costs are those which neither materially add to the value of the property nor appreciably prolong its life, but merely keep it in ordinary efficient operating condition. Maintenance costs are not charged to fixed asset capital accounts, but to maintenance and repair expenditure accounts.

DRAFT



Carver County – Financial Policy Manual

Claims

SECTION:
AUTHORITY:

Accounting and Finance
Res. 17-08

EFFECTIVE: 3/3/08
REVISED:

Purpose

To provide a consistent, accountable and efficient way to process claims.

Policy

Elected officials or appointed Division Directors, or their designees, with appropriate separation of duties, shall validate pertinent claims against the County. At a minimum, validation shall include:

1. Reviewing payment documents for accuracy.
2. Confirming quantities and prices are consistent with order.
Inconsistencies shall be resolved.
3. Ensuring sufficient documentation exists to identify the claim.
 - a. Provide description of purchase if not clearly presented by claimant.
 - b. Ensure employee expense reimbursement includes:
 - Receipts
 - Public purpose of expenditure (required for reimbursement of meals)
 - Travel/Training forms (when applicable).
4. Providing correct General Ledger Account Coding.
5. Providing an original authorized signature.

The Financial Services Division shall maintain a record of authorized original signatures.

The Financial Services Division shall validate and process payments of invoices and claims against the County as authorized by the appropriate Division Director, or authorized designee.

The Financial Services Division shall conduct regular and frequent accounts payable audits.

The Financial Services Division shall present a list of commissioner claims to the County Board at each regular Board meeting.

Payments to vendors shall be made according to M.S. 471.425, contract, or special authorization.

- A. In accordance with M.S. 471.425 (Subd. 2), a municipality must pay each vendor obligation according to the terms of the contract or, if no contract terms apply, within the Standard Payment period unless the municipality in good faith disputes the obligation. Standard Payment period is defined as within 35 days of the date goods or services are received.
- B. Vendors who offer discounts for early payment shall be paid within the discount terms whenever possible.
- C. Vendors who have contracts with Carver County shall be paid in accordance with the contract terms.
- D. Payments for utilities (including telephone and pagers), may be paid within the vendors terms to avoid service fees and billing complications.
- E. Early release of payment may be authorized on an individual basis as follows:
 - 1. For payments of \$10,000 and greater: An early release of payment written request may be completed by the vendor, or by the Division based on a vendor's request. This requires authorization from the County Board Chair and the Financial Services Division Director.
 - 2. For payments under \$10,000: The Financial Services Division may release payments early based on special written or verbal request made by the vendor and approved by the Division Director. Standard payment terms printed on invoices (i.e.: Net 10), will not be considered as a special request.

Payment of interest on late payments will be made:

- A. In accordance with M.S. 471.425 (Subd. 4), interest must be calculated and paid to vendors who do not receive payment within the Standard Payment period (see 3.a.), or within terms of contract.
 - 1. The rate of interest shall be 1-1/2 percent per month or part of a month.
 - 2. No interest penalty is due if payment is delayed due to a good faith dispute with the vendor regarding the fitness of the product or service, contract compliance, or any defect, error or omission.
- B. The minimum interest payment for obligations of \$100 or more is \$10. For unpaid balances of less than \$100, the actual interest penalty shall be calculated. Departments shall notify the Financial Services Division when submitting overdue obligations for payment, which were not delayed due to a good faith dispute, so that interest penalties may be calculated and included with the payment.

The Financial Services Division shall be authorized to electronically transfer funds to satisfy claims against the County, when the option is available, and when economically beneficial or required. See additional requirements in the Electronic Payment Process Policy.

Checks will not be identified as “Commissioner Warrants” or “Auditor Warrants.”

The Board Chair, County Administrator or Financial Services Division Director shall electronically sign county checks. Two of the aforementioned positions need to sign a check.

The Financial Services Division shall print authorized checks and process them through an electronic check signing system under its control.

The Financial Services Division shall mail checks in a timely manner.

- A. Payment and Remittance Advice will be mailed by the Financial Services Division.
- B. Departments may request to have checks held and returned through the Financial Services Division.

The Financial Services Division shall conduct monthly check reconciliation.



Carver County – Financial Policy Manual

Debt Administration

SECTION: Financial Planning
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED:

Purpose

To provide orderly and balanced debt administration in order to maintain a high credit standing, preserve debt capacity for future capital needs, acquire capital at the lowest possible borrowing cost, and administer obligations in an efficient manner.

Policy

In developing, offering and administering its debt obligations, Carver County will adhere to the following guidelines.

The Financial Services Division will use a competitive and open process in all matters related to the planning, structuring, approving, and selling of general obligation and revenue bonds, and other obligations issued by the County.

Communications with the investor and the national bond rating community will be given a high priority in order to maintain creditability through the flow of information both by personal contact and electronic means.

Complete and full disclosure of all financial and economic operations will be met through the timely distribution of the comprehensive annual financial report, prospectus, operating, budget, capital improvement plan, and the immediate transmission of information and details related to any material event.

Compliance with the terms, conditions and covenants of all outstanding bond or lease transactions will be continually monitored and controlled by the Financial Services Division.

Complex financial transactions requiring County limited or unlimited guarantees may be publicly sold through negotiation with syndicate or investment banks, provided credit agency communications and disclosure responsibilities are closely coordinated with the Financial Services Division.

Determination of the type and level of security of debt should be made based upon the following factors:

- a) Direct and indirect beneficiaries of the project
- b) Time pattern of the stream of benefits and the project's useful life
- c) Ability of a project to fund itself through user fees

Refunding and advance refunding opportunities will be monitored and action taken when determined financially advantageous.

Bond books containing information of the issuance and terms of the bond will be held in the Financial Services Division over the life of the bond.

Debt will be issued based on needs identified in the five-year long term financial plan that minimizes fluctuations in annual levy committed to advance and maintain the infrastructure of the County.

The County limits the amount of net general obligation debt to less than 3 percent of the Assessor's Taxable Market Value of all taxable property with the County's boundaries, in accordance with state statute.

The County uses both levy and reserves from the Debt Service Fund to attain the 105 percent pledge limit required by state statute.



Carver County – Financial Policy Manual

Electronic Payment Process

SECTION: Accounting and Finance
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED:

Purpose

To reduce County processing costs.

Policy

The following policy shall govern the use of electronic transactions and Automated Clearing House (ACH) arrangements for Carver County:

1. Authority to Enter Into ACH Agreements and Electronic Transfer of Public Funds

The Financial Services Division may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. Carver County shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the township.

2. Responsibility for ACH Agreements

The Financial Services Division shall be responsible for all ACH agreements, including payment approval, accounting, reporting and generally overseeing compliance with the ACH policy. The Financial Services Division shall provide documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.

3. Internal Accounting Controls to Monitor Use of ACH Transactions

- a. The Financial Services Division shall be responsible for the establishment of ACH agreements. The Financial Services Division shall notify the (person responsible for approval and payment) of those accounts to be paid by ACH or electronic transfers.
- b. Upon receipt of an invoice for payment for accounts paid by ACH, the (person responsible for approval and payment) shall approve payment and notify the Financial Services Division of the date of debit to the accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included in the electronic general ledger software system. All other invoices approved by the (person responsible for approval and payment) and payable by ACH may be paid in that matter if deemed in the best interest of the County, e.g., to avoid late fee.
- c. For payment of State and Federal payroll taxes, the Financials Services Division shall initiate payment to the proper authority upon receipt of the information from the Payroll Coordinator using the established Electronic Federal Tax Payment System (EFTPS) and state program.
- d. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g., (banks, vendors), the Financial Services Division shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.
- e. All invoices shall be held by the (person charged with keeping the records) along with copies of payment advices.
- f. Adequate security procedures must be maintained for approval processes.
- g. A monthly reconciliation shall be conducted on electronic transfers.
- h. Settlement arrangements for vendors desiring to use electronic payment methodology shall be authorized by and coordinated with the Financial Services Division. Automatic Debit transactions are not permitted by vendors unless approved by the Financial Services Division Director.
- i. Funds may not be released without the appropriately approved documentation prior to settlement.



Carver County – Financial Policy Manual

Employee Expenses Reimbursement

SECTION:	Accounting	EFFECTIVE:	3/3/08
AUTHORITY:	Res. 17-08	REVISED:	3/9/10

Purpose

To be consistent with Minnesota Statutes and IRS Guidelines for claims against the County incurred by employees in the conduct of official Carver County businesses. Furthermore, this policy is designed to provide the basis for determination that there is authority for County expenditure and a public purpose and the expenditure is necessary and directly related to the betterment of the functions of Carver County Government

Policy

Authority: Generally, in order to spend money a public entity must have authority to do so. Authority for an expenditure may be specifically stated in statute or charter, or it may be implied as necessary to do what an express power authorizes. In addition, the expenditure must be necessary and for a “public purpose”.

Definition of Public Purpose – An activity that will serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of government. The activity does not have as its primary objective the benefit of private interest.

Reimbursement of Travel and Related Expenses: County personnel traveling within or outside the County may be reimbursed for reasonable and necessary travel, meals and lodging expenses, incurred by employees as part of official Carver County business. It shall be the responsibility of the respective Division Director or designee to review the expense report to assure the following:

- The expense is not a substitute for expenses normally incurred as day-to-day personal expenses
- There is authority for County expenditure
- The expenditure serves a public purpose
- The expenditure is necessary and directly related to the betterment of the function of Carver County Government.

This policy shall apply to all employees and elected officials of Carver County. In the event that there should be any conflict between this policy and any current collective bargaining agreement between a recognized bargaining unit and Carver County, the bargaining agreement shall control. In the event that there should be any conflict between this policy and the Board Operating Rules,

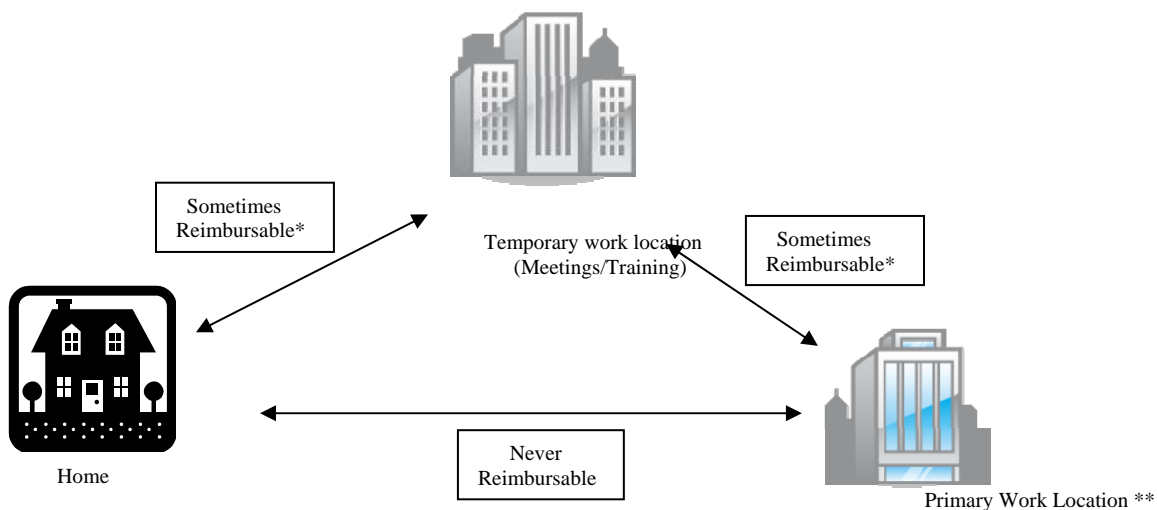
the Board Operating Rules shall control. This policy shall be administered and interpreted by the County Administrator under the supervision of the County Board. In the event that there are recurring unique circumstances which exist in a particular department and may pose a conflict or inconsistency with this policy, that specific Division Director may establish special policies and rules of procedure to cover these circumstances. Said special policies and rules shall not be applicable until such time that they have been reviewed and approved by the County Administrator.

County personnel traveling in the conduct of authorized County business shall adhere to the following:

1. Location of Conference or training - When a conference or seminar is scheduled at several locations, the location in or nearest to county offices should be selected.
2. Mileage/Use of Automobile for Travel - Employees may be reimbursed for traveling on official County business with a private automobile at the prevailing rate as set by the Internal Revenue Service. Any County official or employee using a private automobile for travel on County business is to be reimbursed, at the approved rates, but not to exceed the cost of coach class airfare. This reimbursement is provided to cover costs associated with operating the private automobile including, but not limited to, gasoline, wear and tear, and automobile insurance. Employees are responsible for any automobile insurance costs or coverage related to their operation of a private automobile for travel on County business. In the event more than one employee shares the use of an automobile for such travel, the employees sharing shall not receive more than their share of actual expenses.

Mileage shall be paid on the most reasonable direct route. The reimbursement claim must include a listing of “FROM” and “TO” and the number of miles driven and purpose of travel.

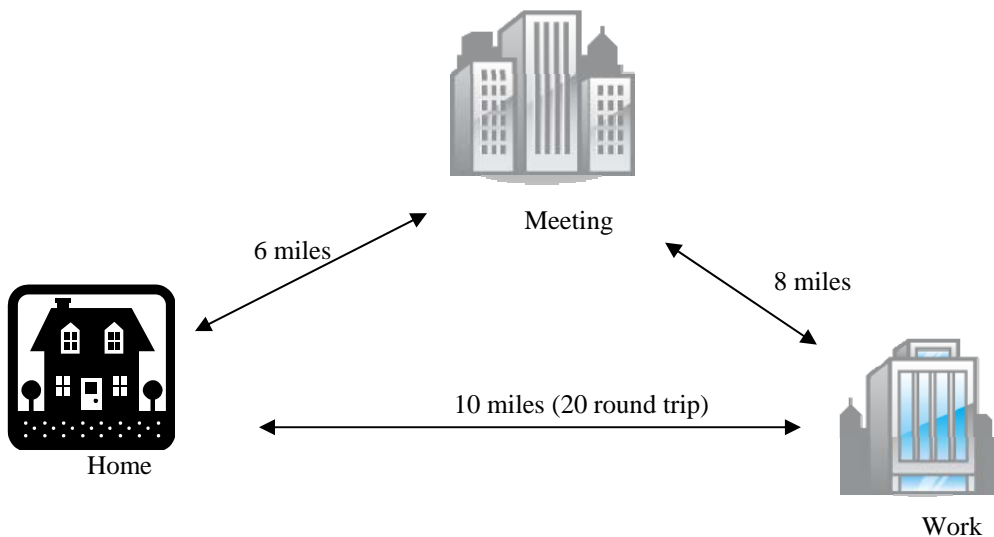
Commute miles are not reimbursed. Commute miles are the distance you travel from your home to your usual work place.



*If the employee leaves their home or telework location and travels on County business by personal auto, the distance between the employee's temporary work location and their home must be more than the employee's regular commuting distance to be reimbursable. The amount of miles claimed should be the total amount of miles that are in excess of an employee's normal commute.

Example of how to calculate mileage reimbursement:

1. If an employee normally commutes 20 miles round trip and during the day they drive from home to work (10 miles); work to meeting (8 miles) and from meeting to home (6 miles) the employee would be reimbursed for 4 miles (normal commute of 20 miles minus total miles driven of 24).



For mileage reimbursement, teleworkers are to consider their telework location as their home. For example:

1. If a teleworker is working from home and they need to go to a meeting that is 15 miles round trip from their home and their normal commute to their primary work location is 10 miles round trip, they would be reimbursed for 5 miles.
2. If a teleworker is working from home and they need to go to a meeting at their primary work location, the mileage is considered their commute and is not reimbursable.

** If an employee has more than one primary work location (i.e. works from "Location A" three days per week and "Location B" two days a week) the location that the employee is expected to report to on that particular day is considered their primary location.

If an employee is required to attend a meeting that is not part of their normal schedule, miles from home to work location are reimbursable. For example:

1. If an employee normally works until 4:30pm and travels home after work but must return to work at 7pm for a night meeting. The distance from home to the night meeting is reimbursable.
2. If an employee does not regularly work on Saturday but is required to come in for a meeting or to staff an event, the distance from home to the meeting or event is reimbursable.
3. Use of Air Transportation - Any County official or employee traveling on County

business and utilizing air transportation shall be reimbursed for travel expense by coach airfare rates when such accommodations are available.

4. Gratuities -Gratuities incurred, during travel shall be reimbursable and shall be included under the classification of miscellaneous expenses. Gratuities shall not exceed 15% of the main billing amount.
5. Lodging Expense - The County will reimburse lodging expenses at the single accommodation rate with the following taken into consideration:
 - Charges for lodging for the night prior to the formal start of the conference, meeting, etc. shall require the approval of the Division Director.
 - Charges for those nights the conference is actually in session will be reimbursed unless it is reasonably expected that the employee could return.
6. Meal Reimbursement when in Travel Status (defined as performing work more than one hundred and twenty (120) miles from his/her temporary or permanent work station) - employees are reimbursed for the actual cost of a meal, the cost of the meal includes taxes and gratuities and does not include alcoholic beverages. Authorized meal expenses shall be reimbursed at a rate not to exceed the IRS per diem rate. A link to the IRS rate can be found on the intranet. Receipts for all meals must be submitted with the reimbursement request. The dollar limit on meals will be reviewed on a regular basis.

According to IRS regulations, reimbursements of meals for travel not involving overnight lodging is taxable income. If an employee stayed with friends or relatives at no charge, there was overnight lodging, and the meal is not taxable, even though there was no cost to the county for lodging.

An employee may claim reimbursement for breakfast only if he/she was required to leave home for a travel status assignment before 6:00 a.m. or to be away from home overnight.

An employee may claim reimbursement for lunch only if he/she is in travel status (defined as performing necessary County business more than hundred and twenty (120) miles from his/her temporary or permanent work station) and the work assignment extends over the normal noon meal period.

An employee may claim reimbursement for dinner only if county business caused him/her to return home from travel status after 7:00 p.m. or to be away from home overnight.

Sometimes the cost of commercial transportation, conference registration fee, or hotel lodging includes a meal. When reimbursed by the county, the employee is not eligible for additional reimbursement for the meal. Exception for the need for special diets which were not available.

7. Meal Reimbursement when not in Travel Status (defined as performing necessary County business less than hundred and twenty (120) miles from his/her temporary or permanent work station)

According to IRS regulations, reimbursements of meals for travel not involving overnight lodging is taxable income.

According to the MN Attorney General, whether a meal is necessary depends upon the necessity for holding a particular meeting during meal time rather than at some other time, and upon the benefits derived from providing food during a meeting. (Op. Att’y Gen 63a-2, May 6, 1965)

For example, when an event is hosted by an organization other than the County, when attendance at the event is necessarily beneficial to the County, and when such benefits cannot be derived other than at the event itself, an employee may claim reimbursement for a meal.

On the other hand, the following are not considered necessary expenditures so they cannot be claimed for reimbursement:

Luncheon meetings among County employees and/or Elected Officials,

A spouse of a County employee or elected official,

8. Telephone Charges - Employees may claim reimbursement for telephone charges at actual cost in accordance with the following:

- Charges incurred by the employee for County-related business phone calls from his/her home phone or personal cellular phone or charged to an employee’s calling or credit card if away from home.

- Charges incurred by the employee for County-related business phone calls received on his/her personal cellular phone or other communications device.

-County-owned and authorized telephones and cellular phones should be billed to the County directly and charges or costs incurred paid through normal County payment procedures.

9. Entertainment Expenses – Employees may not claim reimbursement for entertainment expenses since they are not considered necessary expenditures and thus do not serve a public purpose.

Other Authorized Expenses

1. Parking - Employees using private automobiles and County vehicles shall be reimbursed on an actual expense basis for parking.

2. Car Rental - Employees may only use a rental vehicle at County expense when authorized or in an emergency situation. When using rental vehicles, the lowest rate available shall be used.
3. Taxi/Bus - Payment reimbursement will be authorized for taxi or bus service when on County business and no private vehicle is available.

Approval and Notification of Travel

1. It shall be the responsibility of the respective Division Director or designee to review the employee's expense report to assure that the expense: is not a substitute for expenses normally incurred as day-to-day personal expenses; there is authority for County expenditure; the expenditure serves a public purpose; and the expenditure is necessary and directly related to the betterment of the function of Carver County Government. Division Directors or designee within that department must sign all travel claims for their personnel and assure that the proper documentation is attached to the claim for reimbursement.
2. It is the responsibility of the Division Director to adequately budget for travel related expenses. The County Board shall approve all unanticipated travel requests that are unbudgeted.
3. As part of the budget hearing a summary list of all out of state travel will be provided to the County Administrator and the County Board members. Any change to this schedule throughout the year requires approval by the County Board.
4. The County Administrator shall be advised of all Division Director travel and prior to registration, approve all out of state travel. The claim for out of state travel reimbursement must have the signed approval of the County Administrator.

Funds Available

1. The Division Director is responsible to see that funds are available to pay for the attendance of all conferences they approve.
2. The County Administrator may approve travel advances when deemed necessary.

Travel Expenses for Spouse, Other Members of the Family or Non-County Employees: If an employee's spouse, family member or any non-County employee accompanies a County employee on a County business trip, any portion of the expenses attributable to the spouse, family member or non-County employee's travel, meals, lodging, etc. are in no circumstances reimbursable. If a spouse, family member or non-County employee accompanies an employee on a business trip, the reimbursable business expense for transportation and lodging is the single rate cost of accommodations for the employee.

Violations: Any violation of this section shall subject the employee to disciplinary action, up to and including termination, as set forth in these regulations.

Limitations: Subject to the exceptions set forth below, any employee who resigns from employment with Carver County within ninety (90) calendar days of attending an elective conference, seminar or other event for which the individual has received reimbursement for expenses from the County in the amount of one hundred dollars (\$100) or more, shall pay back any and all such reimbursement received from the County in excess of one hundred dollars (\$100). This provision shall not apply to any employee who is forced to resign for health reasons as verified by a licensed physician or any employee who fails to be re-appointed or re-elected his/her position. Any exceptions to this provision must be reviewed by the County Administrator.

Billings: Whenever possible, employees shall make travel and accommodation arrangements in advance and request that Carver County be billed. If advanced direct billing cannot be arranged, all authorized travel expenses that are not billed directly to Carver County are to be paid by the employee, subject to reimbursement upon approval of a Travel Expense Claim. An employee may request a travel advance in accordance with MN Statute 471.97. If a travel advance is used, a complete accounting must be provided to the Financial Services Division within 10 days of travel return. In keeping with this policy, there will be no credit cards issued in the name of Carver County for travel expenses.

Travel and Miscellaneous Expense Claim: In order to be considered for reimbursement, an expense claim shall be prepared after return from travel and presented to the Financial Services Division with Division Director or designee signature. The Financial Services Division shall present such claims in accordance with the County's established policy for paying claims. Original bills and receipts shall be attached itemizing expenses, names of attendees, nature of the business conducted, time and place of the meeting and any other pertinent information necessary for the establishment of the validity of the claim. Failure to submit such a claim in accordance with MN. Statute 471.38 Subd. 1 or violation of any portion of this policy shall subject the employee to disciplinary action and to the penalties prescribed by law in MN. Statute 471 .392.

In accordance to IRS policy, claims for reimbursement of business related expenses must be submitted within 60 days. If a claim is not submitted within 60 days of the incurred expense, it will be treated as personal income and is subject to withholdings. If an employee submits the reimbursement to their supervisor within 60 days and the supervisor does not submit the claim to Finance in time, the employee will not be penalized.

Other Contracts

Other policies, contracts or employment agreements with mileage allowances or other reimbursement language supersede this policy.



Carver County – Financial Policy Manual

Fund Balance

SECTION: Accounting and Finance
AUTHORITY:

EFFECTIVE:
REVISED:

Purpose

To ensure that the County maintains adequate fund balances and reserves in order to provide a stable financial environment for the County's operations.

Policy

Maintaining reserves is considered a prudent management practice and crucial to long-term financial planning. Adequate fund balances are maintained to allow the County to continue providing services to the community in case of unexpected emergencies or requirements and/or economic downturns.

Fund balance will be reported in governmental funds (i.e. general fund, special revenue funds, capital project funds, debt service funds, and permanent funds) under the following categories provided by GASB No. 54:

Non-spendable: Not available for spending, not in spendable form or legally/contractually required to be maintained intact such as inventory.

Restricted: Limitation on spending for a specific purpose from external parties (creditor, grantor, contributor, or laws/regulations of another government) or imposed by law through Constitutional provisions or enabling legislation such as 911 fees.

Committed: Limitation on spending imposed at the highest level of decision making (i.e. County Board) for the specific purposes that require formal action prior to the end of the year, the exact amount may be determined subsequently. It also requires a formal action by the Board to remove a commitment.

Assigned: Limitation on spending resulting from intended use established by the highest level of decision making where the Board delegates to the County Administrator or his designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

- Assigned fund balance may be used to supplement “pay as you go” capital outlay, one-time operating expenditures, tentative management plans, or prepay existing County debt. These funds may not be used to establish or support costs that are recurring in nature.
- At year-end, divisions can request uncompleted professional service obligations and/or capital appropriations and unexpended grants be rolled over to the subsequent year by submitting a listing to the County Administrator for approval.
- At year-end, an additional 5% (aside from the 37% that is transferred to the Treasury Internal Service Fund) of the subsequent year’s expenditures for next year’s Operating Budgets makes up the Year-End Savings (“Y.E.S”) Account. This additional 5% is transferred to the following Capital Improvement Project (CIP) Funds based on percentage: Road & Bridge CIP (50%), Buildings CIP (25%), and Parks & Trails CIP (25%). The Y.E.S Account is assigned fund balance in the respective CIP funds and is used to accumulate funds for future one-time capital purchases and/or significant budget variances.
- Capital Projects Fund balances are adopted by the life of the project and remaining balances are carried forward from the prior year. Remaining balances upon the completion of the capital project are returned to the General Fund or re-assigned at the County Board’s discretion.

Unassigned: Residual net resources in the general fund not contained in the above classifications. In other funds, the unassigned fund balance should be used only to report a deficit balance from overspending for specific purposes for which amounts have been restricted, committed, or assigned.

Cash Flow

The County has created a Treasury Internal Service Fund that will maintain 37% of the next year’s operating budgets for the General, Community Social Services, and Road & Bridge Funds. Funds will be transferred from the operating funds to the Treasury Internal Service Fund at year-end.

Prioritization of fund balance use- When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is County policy to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is County policy to use committed amounts first, followed by assigned amounts, and then unassigned amounts.

Definitions:

Fund Balance- the difference between assets and liabilities in governmental funds.

General Fund- used to account for all financial resources not accounted for and reported in another fund.

Special Revenue Fund- used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects. The specific restricted or committed revenue sources should be expected to continue to comprise a substantial portion of the fund. Other resources reported in a special revenue fund, may be reported if they are also restricted, committed or assigned for the specific purpose of the fund.

Debt Service Fund- used to account for all financial resources restricted, committed or assigned to expenditures for principal and interest.

Capital Project Fund- used to account for all financial resources restricted, committed or assigned to expenditures for the acquisition or construction of capital assets.

DRAFT



Carver County – Financial Policy Manual

Grants

SECTION: Accounting and Finance **EFFECTIVE:** 6/28/11
AUTHORITY: Board Approved 6/28/11 **REVISED:**

Purpose

To minimize reliance on short-term or unpredictable revenues for funding ongoing operations. This policy is designed to assist the County Board in determining which grants the County should pursue and provide a tracking system for new positions created by grant funding.

Policy

Grant funding should be used primarily to provide one-time funding for projects or services such as capital projects, program development, education and awareness campaigns that will be completed within a specific time period. The County discourages using grants to fund new employee positions, programs or services that will become permanent and have ongoing costs not supported by revenue other than county tax dollars.

Grant Support: County agencies, divisions and departments that need assistance in reviewing grant Request for Proposals (RFPs), applying for grants and/or preparing grant budgets may request assistance from the Financial Services Division.

Grant Submission Requirements: Applications for grants of any amount that do not have any contingent employees funded through them or a local contribution can be submitted to the funder without County Board approval. The Division Director should use their discretion on notifying the County Board about grant applications that have a local contribution and/or could be controversial.

Applications for grants that result in any new staffing expectations must be submitted to the County Board prior to any formalized application for funding is submitted. The following information should be submitted:

- Name of the potential grant and funding source.
- Name of the applicant(s), county department, division or collaborative partners applying for the grant.
- Benefit/value of the grant in relation to current services provided.
- Notification of whether grant funds are for a new or existing program/service, a

- mandated or non-mandated program/service, budgeted, non-budgeted, or replacement funding for county tax dollars.
- Requirements for matching county funds and/or indirect support.
 - In applicable, a sustainability plan based on cost savings or new revenue sources, or the likelihood of continued grant funding and the associated grant renewal requirements.
 - A timeframe for the grant project.
 - Budgeted items in the grant including: the number and type of new full-time equivalent (FTE) positions, salary, benefits, equipment, office supplies and administrative costs.
 - Estimated costs, in addition to staff time, to prepare the grant application.
 - Any other relevant information on the grant.

In the event that the due date for submitting the grant application does not provide enough time for notification to the County Board prior to grant submission, the Division Director may request permission from the County Administrator to submit the grant. If permission is granted, the County Administrator will inform the County Board of the grant submission at the next regular Board meeting. The Board can at that time decide whether or not to accept the funds if the grant application is approved for funding.

Funding Acceptance: Prior to acceptance of any funding or expenditure of funds on any grant activity, a written contract is required. Approval of grant contracts will be in accordance with Subsection No. 1 of the [Contracts and Purchasing Policy](#) in the Administrative Policy Manual. However, if the grant was not included in the approved annual budget, the County Board must accept the grant and a budget amendment form will need to be approved.

County officials are responsible for compliance with all aspects of grant requirements including monitoring to ensure that grant activities are properly accomplished, grant accounting and tracking, and ensuring that requests for reimbursement are accurate and submitted on schedule or as soon as possible after completion of grant activities. Projects that receive federal funds generally are required to meet the [Davis Bacon Act](#) by paying prevailing wages for workers used on the project. The County's policy is to legally obligate and make the contractor responsible for Davis Bacon Act compliance in the grant contract.

Typically a project administrator should be designated to manage all grant activities, ensuring compliance with all grants terms and requirements, including compliance by sub-grantees.

A division director may sign the grant application. This delegation of authority carries with it the equally significant responsibility of exercising sound judgment and discretion to recognize circumstances in which a grant application should be brought to the specific attention of the County Board through the use of a Board Action. If a division director has any questions or doubts about signing a grant application they should discuss with the County Administrator.

Notification of Grant Funding: Departments, divisions and collaborations that follow the County Board grant submission process are asked to notify the County's Financial Services Division of the outcome of the grant application. This notification should include the final award amount and the number of FTE employee positions and/or contracted positions that will be funded by the grant and the duration of their grant-supported employment.

Funded grants that are exempt from the County Board because they do not have contingent employees funded through them are asked to submit the following information to the Financial Services Division:

- Name of the grant and funding source.
- Name of the applicant(s), county department, division or collaborative partners that applied for the grant.
- A summary of the grant project and timeframe for completion.
- Amount of funding and date of receipt of grant funds.

The Financial Services Division will track grant awards and employee positions tied to grant funding and notify the public of grant awards.



Carver County – Financial Policy Manual

Investmentg

SECTION: Financial Planning
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED: 6/28/11

Purpose

To provide clear guidelines as it pertains to investments in order to maximize return while minimizing risk.

Policy

Carver County is responsible for receiving and disbursing public funds for many programs and taxing districts within the County's jurisdiction. While the funds are in the custody of the County, pending disbursement, it is the Investment Manager's responsibility to invest the monies as prescribed by Minnesota Statutes, Chapters 118, 471 and 475, which are included in this policy by reference.

Investment Program Objectives

Four objectives are taken into consideration for a sound investment program. It is the policy of Carver County when investing public monies to follow these objectives in the order of importance as listed:

1. **Legality** - The County is limited by law as to the type of investments that can be made. The following investment instruments are authorized: All general obligations of the United States Government; indirect government obligations such as Federal Agency notes and bonds excluding mortgage-backed securities that are defined as high risk; certificates of deposit backed by collateral; repurchase agreements; reverse repurchase agreements; bankers acceptance; commercial paper; and Guaranteed Investment Contracts (GICs).
2. **Safety** - Many banks and investment firms are dealers in these authorized investments. It is the policy of Carver County to do business only with those firms that are willing to meet the requirements set forth by state law and the County for the County's protection in regard to safekeeping, delivery and receipt. It is a statutory requirement that all certificates of deposit are to be backed by collateral at 110% of market value. The County reserves the right to require substitute collateral if any collateral subsequently fails to meet the requirements set.
3. **Liquidity** - The cash position of Carver County and its various programs has peaks and valleys during the year which require that a portion of the investment portfolio emphasize

liquidity. It is a policy of the County to consider liquidity as a priority while still recognizing the need to maximize yield.

4. Yield - After the above considerations have been met, it is the practice of the County to maximize its yield while assuring that the maturity dates coincide with expenditure needs.

The Investment Manager has established the following guidelines needed to carry out this policy.

Guidelines

The County's investment duties require that decisions are made daily concerning the investment of millions of dollars. The investment function operates under state law which establishes restrictions and requirements. Carver County has adopted an Investment Policy which provides more specific program directives.

Authorization & Record Retention

1. All depositories and investment firms that the County deals with will be approved by the County Investment Manager prior to any transactions. It is further the responsibility of the County Investment Manager to designate depositories as authorized in Minnesota Statute 118A.02, Sub. 1 and by County Board Resolutions.
2. The County Investment Manager will maintain a listing of all institutions designated as depositories.
3. The Investment Manager shall refrain from personal business activity that could conflict with the proper execution and management of the investment program and shall disclose any material interests in financial institutions with which he conducts business. The Investment Manager shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Carver County.
4. Before engaging in investment transactions with any broker/dealer, the supervising officer at the securities broker/dealer shall submit a certification. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the County and the broker/dealer. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the County's funds.

Investments

The Investment Manager shall maintain a system of internal controls for investments. The internal controls shall be reviewed by the State Auditor's Office. The controls shall be designed to avoid losses of county funds arising from fraud, employee error, and misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the county. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their capital as well as the

probable revenue to be derived. The financial assets of the county may be invested in those securities or other investments permitted pursuant to M.S. 118A. These include:

Investment Securities	Total Portfolio Exposure	Exposure per Issuer	Additional Restrictions
1. Direct Obligations of U.S.	100%	Unlimited	No more than 25% in Zero Coupon Investments
2. Obligation Issued or Guaranteed by an Agency of the U.S.	100%	Unlimited	None
3. Agency Mortgage Backed Securities including Collateralized Mortgage Obligations	75%	10% in any one Mortgage Pool or CMO	No more than 50% in Mortgage pools or sequential CMO's
4. Share of Regulated Investment Companies invested in 1 & 2 above	100%	100%	None
5. Repurchase or Reverse Repurchase Agreements	20%	10%	90 days maturity or less
6. General Obligations of any State of the US which is a general obligation of any state or local government with taxing powers	50%	5%	"A" or better by at least one major rating agency
7. Any security which is a revenue obligation of any state or local government with taxing powers	50%	5%	"AA" or better by a National Bond Rating Service
8. Bankers Acceptance	25%	5%	Pursuant to State Statute

9. GIC's	10%	5%	A+ rated by AM Best
10. Commercial Paper	50%	\$5 million for any one issuer	270 Days or less, highest rating by two rating agencies.

Investment maturities shall be selected to accommodate forecasted requirements, meet anticipated capital obligations, and optimized investment objectives. Individual securities shall be limited to a maximum maturity/average life of fifteen years. The total portfolio shall be limited to a maximum average maturity/average life of ten years.

Portfolio investments shall not exceed 50% of the County’s investment portfolio with any one institution, to avoid concentration of assets.

Safekeeping and Collateralization

All investment securities purchased by the county shall be held in accordance with Minnesota statute 118A. All bank deposits will be insured or collateralized in accordance with Minnesota Statutes, Chapter 118.

Other

The county Investment Manager shall prepare a quarterly investment report of portfolio investments and performance (incorporating as appropriate, investment activity, investment allocation, and rates of return).



Carver County – Administrative Policy Manual

Sales and Use Tax

SECTION: Accounting and Finance
AUTHORITY: Res. 17-08

EFFECTIVE: 3/3/08
REVISED:

Purpose

To provide clear direction and compliance with Minnesota State Statute on sales and use tax.

Policy

Each County Department will collect sales tax on the sale of tangible personal property unless the law provides for an exemption. The sales tax money will be accounted for separately and assigned to a sales tax payable account. The Financial Services Division staff will consolidate the sales tax information. They will then submit the tax return to the State along with the sales tax collected.

Questions concerning the application of sales tax and/or use tax to a particular sale will be submitted to the State of Minnesota.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2012 Levy and Budget for the Regional Rail Authority ("CCRRA")

Primary Originating Division/Dept: <u>Public Works</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>David Frischmon</u> Title: <u>Director of Finance</u>	Item Type: <u>Ditch/Rail Authority</u>
Amount of Time Requested: <u>15</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>David Frischmon</u> Title: <u>Director of Finance</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The CCRRA is requesting \$120,000 levy for 2012. 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 pedestrian trail on the former Dakota Regional 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 preliminary design and engineering fees will be paid for by the CCRRA. Phase I was completed in 2011 and Phase II is planned to begin construction in 2012.

CCRRA is also moving forward with land stewardship activities for the Dakota Regional Rail Line and the recently acquired Union Pacific Rail line.

ACTION REQUESTED:

Adopt a motion approving the CCRRA's 2012 tax levy and budget resolution.

FISCAL IMPACT: Other

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
Total	\$0.00

Related Financial/FTE Comments:

Office use only:
RBA 2011- 917

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 2012 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		2010 Actual	2011 Budget	2012 Requested Budget	Dollar Inc/Dec 2011-12	Percent Inc/Dec 2011-12
Account #/Category						
5000	Taxes & Penalties	123,033	120,000	120,000	-	0.00%
5100	Licenses & Permits	-	-	-	-	0.00%
5200-5400	Intergovernmental	-	-	-	-	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	-	-	-	-	0.00%
TOTAL REVENUES		123,033	120,000	120,000		0.00%
Expenditures						
6000	Public Assistance	-	-	-	-	0.00%
6100	Personal Services	-	-	-	-	0.00%
6200-6300	Services & Charges	18,757	2,500	10,000	7,500	300.00%
6400-6500	Material & Supplies	160	-	-	-	0.00%
6600	Capital Outlay	-	353,500	-	(353,500)	-100.00%
6700	Debt Services	-	-	-	-	0.00%
6800	Other Expenses	-	-	-	-	0.00%
6900	Transfers	82,561	-	210,000	210,000	100.00%
TOTAL EXPENDITURES		101,478	356,000	220,000	(136,000)	-38.20%
CAPITAL RESERVES USED			236,000	100,000	(136,000)	-57.63%
DIFFERENCES BETWEEN REVENUES & EXPENDITURES		21,555	-	-	-	0%

CCRRA is currently involved with two rail corridors, the Dakota Rail Line which has been abandoned, and the Union Pacific Rail Line which is in the process of being 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

Trail planning work for Phase II of the Dakota Rail Regional trail is underway. This segment of trail connects to Phase I of the trail in Mayer and will continue west to the county line past the City of New Germany a distance of approximately 5 miles. The trail is planned to be a 10-foot wide bituminous trail consistent with the previously constructed Phase I segment of the trail. Construction for this segment of trail is planned 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 will be provided by the CCRRA levy and funds from the Legacy Amendment, Parks and Trails Fund (sales tax). This project will complete the Dakota Rail Regional Trail and will provide an effective way to preserve the corridor for future rail.

Dakota Rail Corridor Management

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.

Union Pacific Rail Line

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.

Response Action Plan for Union Pacific Rail Line

Following the Union Pacific Rail corridor acquisition, a Phase II Environmental Investigation will be performed to determine the level of contaminants and pollutants within the railroad corridor. The Phase II investigation will be funded by the Minnesota Pollution Control Agency. To deal with levels of contamination in future projects within the railroad corridor, a Response Action Plan will be needed. This information will be useful in providing necessary information needed to develop plans and specification for construction projects in the railroad corridor. The Response Action Plan will be completed in 2012 using CCRRA funds.

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. Additional funding for the trail project is anticipated to come from the CCRRA and the Legacy Parks and Trail Fund. Engineering work will likely begin in 2013.

The 2012 CCRRA projects and activities are summarized below. The 2013-2017 Capital Improvement Plan for the CCRRA is listed in the CIP section of this budget book.

2011 Work Plan

- Phase I Dakota Rail Regional Trail Completion of Design and Engineering
- Building Removal and Site Restoration Completion
- Acquisition of Union Pacific Railroad Site and Grounds Improvement-Diseased Tree Removal in Mayer

Fund Balance

It is anticipated that the CCRRA will have a positive fund balance at the end of 2011 of approximately \$100,000. The 2012 CCRRA levy is \$120,000.

2012 Planned Activities

The \$210,000 transfer is made up of the following two projects:

- Phase II of the Dakota Rail Regional Trail Design and Engineering – \$170,000
- Union Pacific Rail Line, Development of Response Action Plan – \$40,000
- Site and Grounds Improvements/Stewardship – \$10,000

Carver County Board of Commissioners Request for Board Action



Agenda Item:

PH&E - Approval of DHS Child & Teen Checkups Administrative Services Grant as Community Health Board

Primary Originating Division/Dept: <u>Public Health & Environment - Family Health</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Marcee Shaughnessy</u> Title: _____	Item Type: <u>Select...</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Randy Wolf</u> Title: <u>CHS Administrator</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

NOTE: NEED TO CONVENE THE COMMUNITY HEALTH BOARD FOR THIS *REGULAR SESSION AGENDA ITEM*

The Minnesota Department of Human Services (DHS) has renewed a three-year grant contract with the Carver County Community Health Board. The Public Health Department provides administrative services for the Child and Teen Checkups (C&TC) Program. This grant contract period is from 1/1/2012 to 12/31/2014. On an annual basis, DHS requires each Community Health Board to submit an Administrative Services Budget and Workplan for approval. DHS has approved an annual contract amount of \$105,152 for the first year of the contract period, which is 1/1/2012 to 12/31/2012. Carver County Public Health will receive notice of funding for the year 2013 in the fall of 2012.

ACTION REQUESTED:

Motion to approve and sign grant contract with the Minnesota Department of Human Services for 1/1/2012 to 12/31/2014 with the annual amount of \$105,152, to provide Administrative Services for the Child and Teen Checkups Program from 1/1/2012 to 12/31/2012, as the Community Health Board.

FISCAL IMPACT: Budget amendment request form

If "Other", specify:

Grant estimate was included in 2012 budget request

FTE IMPACT: None

FUNDING

County Dollars =	
Mn DHS Grant Revenue	\$105,152.00
Total	\$105,152.00

Related Financial/FTE Comments:

Revenue and expenditure amounts for this grant were included in Public Health's 2012 budget request based on an estimated award of \$95,372. A 2012 budget amendment will be submitted to add \$9,780 in additional grant revenue and expenditures to the 2012 budget, based on actual 2012 grant award of \$105,152.

Office use only:
RBA 2011- 896

Budget Amendment Request Form



Agenda Item:

PH&E - Approval of DHS Child & Teen Checkups Administrative Services Grant as
Community Health Board

Department:
t:

Meeting Date: 12/13/2011

Requested By:

Marcee Shaughnessy

Fund:

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

Description of Accounts	Acct #	Amount
State Grant Others	01-460-461-2350-53...	\$4,890.00
Ma - 93.778	01-460-461-2350-54...	\$4,890.00
TOTAL		\$9,780.00

Description of Accounts	Acct #	Amount
Postage	01-460-461-2350-62...	\$2,000.00
Advertising & Legal Notice Publication	01-460-461-2350-62...	\$975.00
Mileage	01-460-461-2350-63...	\$400.00
Interpreter	01-460-461-2350-63...	\$4,300.00
Office Supplies	01-460-461-2350-64...	\$200.00
Public Health Supplies	01-460-461-2350-64...	\$850.00
Salaries & Benefits	01-460-461-2350-61...	\$1,055.00
TOTAL		\$9,780.00

Reason for Request:

Revenue and expenditure amounts for this grant were included in Public Health's 2012 budget request based on an estimated award of \$95,372. A 2012 budget amendment will be submitted to add \$9,780 in additional grant revenue and expenditures to the 2012 budget, based on actual 2012 grant award of \$105,152.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

PH&E - Approval of Amendment to Twin Cities Public Health Mutual Aid Contract as Community Health Board

Primary Originating Division/Dept: <u>Public Health & Environment - Emergency</u> Contact: Marcee Shaughnessy Title: _____ Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: Randy Wolf Title: CHS Administrator	Meeting Date: <input type="text" value="12/13/2011"/> Item Type: <u>Select...</u> Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
---	--

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

NOTE: NEED TO CONVENE THE COMMUNITY HEALTH BOARD FOR THIS *REGULAR SESSION AGENDA ITEM*

The purpose of the original mutual aid agreement, effective 8/13/2008, is to strengthen the preparedness of the public health and environmental health systems in Minnesota. Local public health and/or environmental health entities may need to aid and assist other local public and/or environmental health entities in the event of an emergency. The agreement allows for the use of personnel, equipment and other resources in the event of an emergency, training, drill or exercise.

This Amendment to the original agreement extends the termination date from 12/31/11 to 12/31/12, with all other conditions and provisions of the original agreement remaining in effect. In addition, the Amendment adds the City of Wayzata to the parties, with the Cities of Crystal and Hopkins no longer parties to the agreement.

The Twin Cities Public Health Entities in Minnesota who are parties to this agreement are:

Counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott & Washington; Cities of Bloomington, Edina, Minneapolis, Richfield, Brooklyn Park, Maplewood, Minnetonka, St. Louis Park, St. Paul & Wayzata; and the University of Minnesota.

ACTION REQUESTED:

Motion to approve and sign Amendment to Twin Cities Public Health Entities in Minnesota Mutual Aid Agreement, as the Community Health Board.

FISCAL IMPACT: Other

If "Other", specify:

see comments below

FUNDING

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

FTE IMPACT: None

Related Financial/FTE Comments:

This contract amendment only extends the end date of the original agreement. However, the original agreement allows a responding party to bill the requesting party for the costs of services, materials and expenses if assistance is provided under the agreement for more than 8 hours. Parties who request assistance under the agreement will also seek cost reimbursement to all responding parties from federal, state or other sources when eligible to do so.

Office use only:
RBA 2011- 897

Carver County Board of Commissioners Request for Board Action



Agenda Item:

PH&E - Approval of Local Public Health Act Funding - 2012 Assurances & Agreements as Community Health Board

Primary Originating Division/Dept: <u>Public Health & Environment - Health</u> Contact: Marcee Shaughnessy Title: _____ Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: Randy Wolf Title: CHS Administrator	Meeting Date: <input type="text" value="12/13/2011"/> Item Type: <u>Select...</u> Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
--	--

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

NOTE: NEED TO CONVENE THE COMMUNITY HEALTH BOARD FOR THIS *REGULAR SESSION AGENDA ITEM*

As part of receipt of the Local Public Health Act funding from the Minnesota Department of Health, Community Health Boards (CHBs) are asked annually to review and sign the Local Public Health Act Funding Assurance and Agreement form. The Assurance and Agreement Form outlines CHB responsibilities related to receiving formula-based state general revenue funds as well as federal Title V and Temporary Assistance for Needy Families (TANF) Family Home Visiting funding. In Carver County, these funds have been used to support the essential local public health activities adopted by the State Community Health Services Advisory Committee (SCHSAC) and to address the local public health priorities and issues as identified by the community health assessment and action plan.

The 2012 Local Public Health Act funding award to the Carver County Community Health Board is \$274,876 for the calendar year January 1, 2012 to December 31, 2012. The breakdown of this funding is as follows: General Fund \$169,485, Title V Block Grant \$48, 445 and TANF \$56,946.

ACTION REQUESTED:

Motion to approve the 2012 Assurances and Agreements as part of the Local Public Health Act, as the Community Health Board.

FISCAL IMPACT: None

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

--	--

Total

\$0.00

Related Financial/FTE Comments:

Office use only:
RBA 2011- 904

Carver County Board of Commissioners Request for Board Action



Agenda Item:

PH&E - Resolution Appointing Designated Agents of the Carver County Community Health Board

Primary Originating Division/Dept: <u>Public Health & Environment - Health</u> Contact: Marcee Shaughnessy Title: _____ Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: Randy Wolf Title: CHS Administrator	Meeting Date: <input type="text" value="12/13/2011"/> Item Type: <u>Select...</u> Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
--	--

Strategic Initiative:

Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

BACKGROUND/JUSTIFICATION:

NOTE: NEED TO CONVENE THE COMMUNITY HEALTH BOARD FOR THIS *REGULAR SESSION AGENDA ITEM*

Minnesota Statute 145A.04, Subdivision 2: POWERS AND DUTIES OF BOARD OF HEALTH states, "A board of health must appoint, employ, or contract with a person or persons to act on its behalf. The board shall notify the commissioner of the agent's name, address, and phone number where the agent may be reached between board meetings and submit a copy of the resolution authorizing the agent to act on the board's behalf."

The attached Resolution of the Carver County Community Health Board (hereafter referred to as Board) appoints and authorizes the following persons to act on the Board's behalf effective December 13, 2011 and bind the Board for the following purposes:

1. To serve as the Board's agent according to M.S. 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf:
Randy Wolf, Carver County Community Health Services Administrator

2. To sign and submit to the Commissioner of Health the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to M.S. 145A.10, Subd.5a:
Randy Wolf, Carver County Community Health Services Administrator
Marcee Shaughnessy, Carver County Public Health Department Manager

3. To sign and execute contracts under \$25,000 on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health and other entities:
David Hemze, Carver County Administrator

ACTION REQUESTED:

Motion for the Carver County Community Health Board to adopt the resolution appointing designated agents of the Carver County Community Health Board to act on its behalf, per Minnesota Statute 145A.04, Subd.2.

FISCAL IMPACT: None **FUNDING**

If "Other", specify:

County Dollars =

FTE IMPACT: None

Total

\$0.00

Related Financial/FTE Comments:

Office use only:
RBA 2011- 905



CARVER COUNTY COMMUNITY HEALTH BOARD
CARVER COUNTY, MINNESOTA

Date: Resolution No.:

Motion by Commissioner: Seconded by Commissioner:

WHEREAS, Minnesota Statute 145A.04, Subdivision 2: POWERS AND DUTIES OF BOARD OF HEALTH states, "A board of health must appoint, employ, or contract with a person or persons to act on its behalf. The board shall notify the commissioner of the agent's name, address, and phone number where the agent may be reached between board meetings and submit a copy of the resolution authorizing the agent to act on the board's behalf"; and

WHEREAS, the Carver County Community Health Board, hereafter referred to as the Board, by virtue of its authority under Minnesota Statutes 145A and by this Resolution of the Board, adopted at a scheduled meeting of the Board on December 13, 2011, hereby appoints and authorizes the following persons to act on the Board's behalf effective December 13, 2011 and bind the Board for the following purposes:

- 1. To serve as the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf:

Randy Wolf, Carver County Community Health Services Administrator

- 2. To sign and submit to the Commissioner of Health the required written components of the Local Public Health Grant including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.10, Subd.5a:

Randy Wolf, Carver County Community Health Services Administrator
Marcee Shaughnessy, Carver County Public Health Department Manager

- 3. To sign and execute contracts under \$25,000 on behalf of the Board, for funding opportunities administered by the Minnesota Department of Health and other entities:

David Hemze, Carver County Administrator; and

THEREFORE BE IT RESOLVED, this resolution authorizes the above referenced appointees to act on behalf of and bind the Board to the extent and for the purposes indicated in this resolution, and modification to these appointments shall be made through a new Board resolution.

Community Health Board Chair, Randy Maluchnik Signature and Date

Table with 3 columns: YES, ABSENT, NO. Each column has four horizontal lines for input.



CARVER COUNTY COMMUNITY HEALTH BOARD
CARVER COUNTY, MINNESOTA

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 13th day of December, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this ____ day of _____, 2011

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Ditch Assessments for Pay 2012

Primary Originating Division/Dept: <u>PRTS - Property Taxation</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Mark Lundgren</u> Title: <u>Division Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Mark Lundgren</u> Title: <u>Division Director</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

County and Judicial Ditches are periodically cleaned out and services performed. The assessment for this is paid by the individual ditches the work was completed on. The following assessments are requested:

County Ditch	4A	\$10,000.00
County Ditch	6	10,000.00
Joint Ditch	3A	10,000.00
Joint Ditch	5	8,000.00
Joint Ditch	22	6,000.00

ACTION REQUESTED:

Approve the assessments to the respective ditches as presented.

FISCAL IMPACT: None

If "Other", specify:

FUNDING

County Dollars =	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Total	<input style="width: 90%;" type="text"/>	\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

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

Office use only:

RBA 2011- 907

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Closed Session - Labor Negotiations

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>12/13/2011</u>
Contact: <u>Doris Krogman</u> Title: <u>Employee Relations Director</u>	Item Type: <u>Closed Session</u>
Amount of Time Requested: <u>40</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Doris Krogman</u> Title: <u>Employee Relations Division D...</u>	

Strategic Initiative:

Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

BACKGROUND/JUSTIFICATION:

Employee Relations is in negotiations for 2012 collective bargaining agreements with several units and is seeking guidance on the negotiation strategy. Minn. Stat 13D.03 subd. 2 allows a public entity to go into a closed session to plan and discuss its strategy for the negotiation of labor agreements.

Employee Relations is seeking strategic direction before returning to negotiations with the units that are open, as well as those that have not yet begun bargaining the 2012 successor agreements.

The requested action is to enter into a closed session to discuss the strategy for labor negotiations.

ACTION REQUESTED:

Motion to into closed session for discussion of Labor Negotiations strategy as allowed by statute. upon completion of closed session, motion to return to regular session.

FISCAL IMPACT: Other

If "Other", specify:

to be determined as a result of the discussion and subsequent negotiations.

FUNDING

County Dollars =	
Total	\$0.00

FTE IMPACT: None

Related Financial/FTE Comments:

Office use only:
RBA 2011- 899