



Carver County Board of Commissioners  
September 6, 2011  
Regular Session  
County Board Room  
Carver County Government Center  
Human Services Building  
Chaska, Minnesota

PAGE

- 9:15 a.m. 1. 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 August 23, 2011 Regular Session..... 1-3
4. Community Announcements
- 9:15 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 West and North Administration tuck pointing contract ..... 4-5
- 5.2 Resolution in support of maintaining current levels of federal funding for highways and transit ..... 6-11
- 5.3 PH/E-Approval of Public Health Preparedness/Cities Readiness Initiative grant contract..... 12-13
- 5.4 Award of bid for 2011 County Overlay Project: CP 11-10MR ..... 14-15
- Connections: Develop strong public partnerships and connect people to services and information*
- 5.5 Renewal application for on-sale and Sunday liquor license for Island View Golf Club, Inc..... 16
- 5.6 PH/E-Approval of out of state travel to attend the CDC Public Health Emergency Preparedness Evaluation meeting October 25-26 in Atlanta, GA..... 17
- Finances: Improve the County's financial health and economic profile*
- 5.7 Community Social Services warrants ..... NO ATT
- 5.8 Commissioners' warrants..... SEE ATT
- 9:15 a.m. 6. **COMMUNITIES: Create and maintain safe, healthy and livable communities**
- 6.1 Proclamation to recognize five City level Senior/Aging Commissions in Carver County sponsoring Car-Fit events..... 18-19

9:25 a.m.	<b>7. CONNECTIONS: Develop strong public partnerships and connect people to services and information</b> 7.1 9/11 National Moment of Remembrance ..... 20-23 7.2 Library website redesign-contract with Jack Frost Design..... 24-25
10:00 a.m.	<b>8. FINANCES: Improve the County's health and economic profile</b> 8.1 Approval of preliminary 2012 County property tax levy ..... 26-51 8.2 Approval of Carver County Community Development Agency 2012 final budget..... 52-60 8.3 PH/E-Approval of 2012 preliminary water levy ..... 61-62
10:40 a.m.	<b>RECESS AS CARVER COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY</b> 8.4 Adopt a preliminary 2012 levy for the Regional Rail Authority ..... 63-66
10:45 a.m.	<b>ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS CARVER COUNTY BOARD</b>
10:45 a.m.	<b>9. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals</b> 9.1 Telework update and recognition ..... 67
11:05 a.m.	ADJOURN REGULAR SESSION
11:25 a.m.	<b>BOARD REPORTS</b> 1. Chair 2. Board Members 3. Administrator 4. Adjourn

David Hemze  
County Administrator

UPCOMING MEETINGS

- September 13, 2011 7:30 a.m. ACCEL Meeting, EOC Room
- September 13, 2011 9:30 a.m. Work Session
- September 20, 2011 4:00 p.m. Board Meeting
- September 27, 2011 9:15 a.m. Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on August 23, 2011. Chair Randy Maluchnik convened the session at 9:16 a.m.

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

Members absent: Tom Workman.

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

Degler moved, Ische seconded, to approve the minutes of the August 16, 2011, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Agreement with Xcel Energy for transmission line relocation and authorized Chair and Administrator to sign the agreement subject to approval by the County Attorney as to form and legality.

Approved deleting the 1.0 FTE psychologist position and creating a 1.0 FTE psychotherapist position.

Approved the use of 2010 year end savings funds for the County's portion of the road improvements related to the Mills Fleet Farm project.

Authorized the Sheriff's Office acceptance of \$150 in donations to use at the Sheriff's discretion.

Resolution #47-11, Charitable Gambling Application for Exempt Permit-Augusta Ball Club.

Approved request for a temporary on sale liquor license for Augusta Ball Club, Chaska for their event on October 1, 2011.

Approved the following abatements:

75.2740330	Aimee Pederson
30.3700080	Dale Johnson
30.9510252	Helton Noel Castillo-Jarquin
30.6830060	Jason Larson
30.3450170	Shannon McGinnis

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Lyndon Robjent, Public Works, requested the Board approve a joint powers agreement with the City of Chaska for the design and construction of CSAH 10 from TH 212 to West Chaska Creek and to authorize the Finance Division to create a tax abatement district to fund the County's share of the project.

He highlighted the project location. He stated the City approached the County and requested the upgrade of Engler in preparation for future development. Robjent described the project and reviewed the funding agreement reached with the City. He pointed out the work session previously held with the Board and the recommendation to negotiate a reasonable cost share with the City and to develop financing plans for the County's share of project.

Robjent explained the approximate 2.7 million estimate for the project and the DEED grant that was received by the City that lowered the County's share to 51% of the cost. He stated the City would like to complete the final design this year and begin construction in 2012. Robjent indicated they needed to move forward with the agreement now to get the design going and the financing in order.

Ische moved, Degler seconded, to approve the joint powers agreement with the City of Chaska for the design and construction of CSAH 10 (Engler Boulevard) and authorized the Chair and Administrator to sign the agreement and to direct the County's Finance staff to start the process to create a tax abatement district to fund the County share of the project with a bond sale using the new property taxes generated from the Data Center development to pay the debt service with no financial impact on the County's existing tax base. Motion carried unanimously.

Robjent requested the Board approve the reorganization in the Public Works equipment maintenance department. He reviewed the current structure and stated the reorganization would allow them more flexibility by having mechanics and lead mechanics. He stated the reorganization would be budget neutral and there would be no change in FTEs.

Ische moved, Lynch seconded, to approve the reorganization in the Public Works equipment maintenance department to reclassify the mechanic light and mechanic heavy position to mechanic and to reclassify the lead mechanic light and lead mechanic heavy position to lead mechanic. Motion carried unanimously.

Lynch moved, Degler seconded, to go into closed session to discuss 2012 labor negotiations strategy. Motion carried unanimously.

REGULAR SESSION  
August 23, 2011

The Board adjourned the closed and Regular Session at 10:35 a.m. and went into a work session to review the Administrator's preliminary recommended 2012 budget and levy.

David Hemze  
County Administrator

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**West & North Administration Tuck Pointing Contract**

Primary Originating Division/Dept: <u>Administrative Services - Facilities</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Kevin Maas</u> Title: <u>Facilities Services Manager</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:**

This contract addresses the exterior shell of two buildings. It waterproofs all joints, addresses safety concerns with the limestone, and cleans the exterior. Much of the caulking around the windows are beginning to leak and several eastern exposure joints allow water infiltration during certain rain events (depending on direction of wind).

Staff is recommending moving funds allocated for the Law Enforcement Center buildings to the older Administrative buildings because solutions for water infiltration at the LEC have been identified and can be corrected under the Facilities repair budgets.

Low three proposals were as follows: Michel Masonry \$88,000; Karr Tuck pointing \$89,280; Carciofini \$126,000

**ACTION REQUESTED:**

Move approval of the Contract with Michel Masonry Construction.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>\$88,000.00</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total</b>	<b>\$88,000.00</b>

**Related Financial/FTE Comments:**

*Office use only:*  
RBA 2011- 738

# Budget Amendment Request Form



**Agenda Item:** West & North Administration Tuck Pointing Contract

Department:

Meeting Date: 9/6/2011

Requested By: Kevin

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
Building Improvements 2010 Rollover LEC Tuckpoint	001-110-000-0000-6...	\$51,000.00
ERMC Peavey Drive Repair	001-110-000-000-66...	\$30,000.00
West Administration/North Parking Expansion	001-110-000-0000-6...	\$7,000.00
<b>TOTAL</b>		\$88,000.00

Description of Accounts	Acct #	Amount
TuckPoint-Caulk Clean West & North Administration Buildings	001-110-000-0000-6...	
<b>TOTAL</b>		\$0.00

**Reason for Request:**

Associated with Board Contract Approval RBA 738

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution in Support of Maintaining Current Levels of Federal Funding for Highways and Transit**

Primary Originating Division/Dept: <u>Public Works</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Lyndon Robjent</u> Title: <u>Public Works 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:**

The current extension of the surface transportation authorization act known as SAFETEA-LU, as well as authorization to collect the user fees that are deposited into the federal Highway Trust Fund, will expire on September 30, 2011.

The House is proposing a 35% cut from current funding which will be devastating to Minnesota, resulting in a cut of \$220 million every year for highways and \$54 million each year for transit.

Minnesota relies on federal funds for about 45% of the costs of transportation projects.

The 2011-2014 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area identifies approximately \$46 million in federal funds for highway, bridge, trail and transit projects in Carver County which corresponds to approximately \$11.5 million per year.

Carver County, which is the 4th fastest growing county in Minnesota according to the 2010 Census, relies on federal funds to augment state gas tax revenue and county and city property tax to construct and maintain the county transportation system.

Carver County has prepared a long term transportation plan which shows county road and bridge infrastructure needs exceeding \$800 million for the next 20 years . Expected revenue to fund these needs is estimated at approximately \$300 million which includes federal funds. It is estimated that an additional \$450 million is needed for State Trunk Highway expansion in Carver County with \$0 being programmed by the State for these needs in the next 20-years. Maps showing the highway needs in Carver County are attached for information.

The County and its partners continually advocate for improvements on State Trunk Highways particularly TH 212 and TH 5 and have been successful in garnering federal funding for these corridors. The expansion of TH 212 between Norwood Young America and Chaska for safety and mobility is of the highest priority to Carver County and reductions in federal funds will further delay much needed improvements to this High Priority Interregional Corridor (IRC).

The proposed cut in the House budget will likely eliminate the majority of the federal transportation funding coming to Carver County after 2014 which will have a detrimental effect on the quality of the transportation system in the county. A 35% cut in current funding to the State would mean a much greater cut to local government projects as the State would need to reprioritize the distribution of federal funds.

The proposed cut could also delay projects that are already programmed in the latter years of the 2011-2014 TIP such as CR 18 (Lyman Blvd) reconstruction between Audubon and Powers Blvd and TH 101 expansion between Pioneer Trail and Lyman Boulevard.



**ACTION REQUESTED:**

Adopt a Resolution in Support of Maintaining Current Levels of Federal Funding for Highways and Transit

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =

**Total**

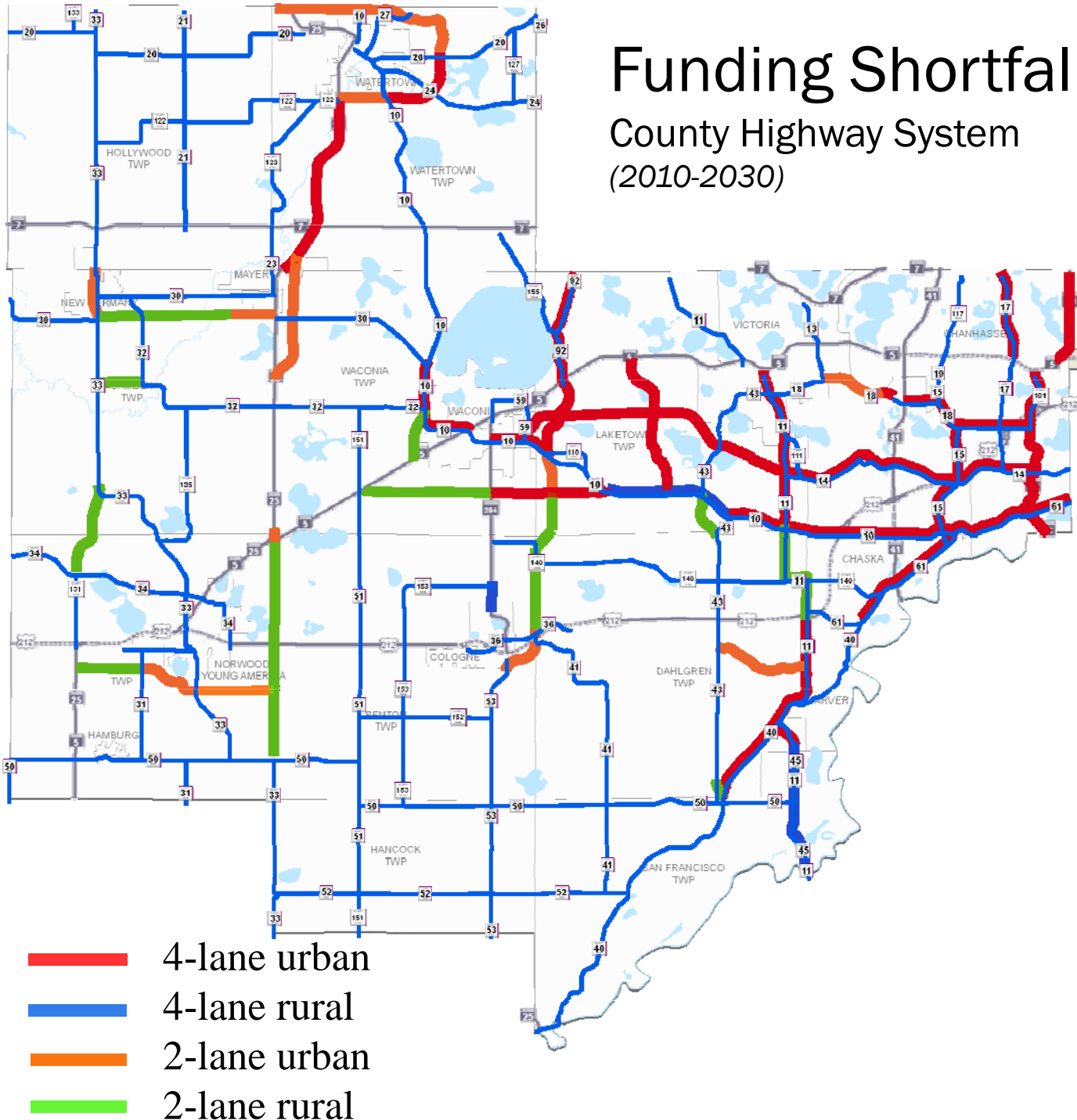
**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 762

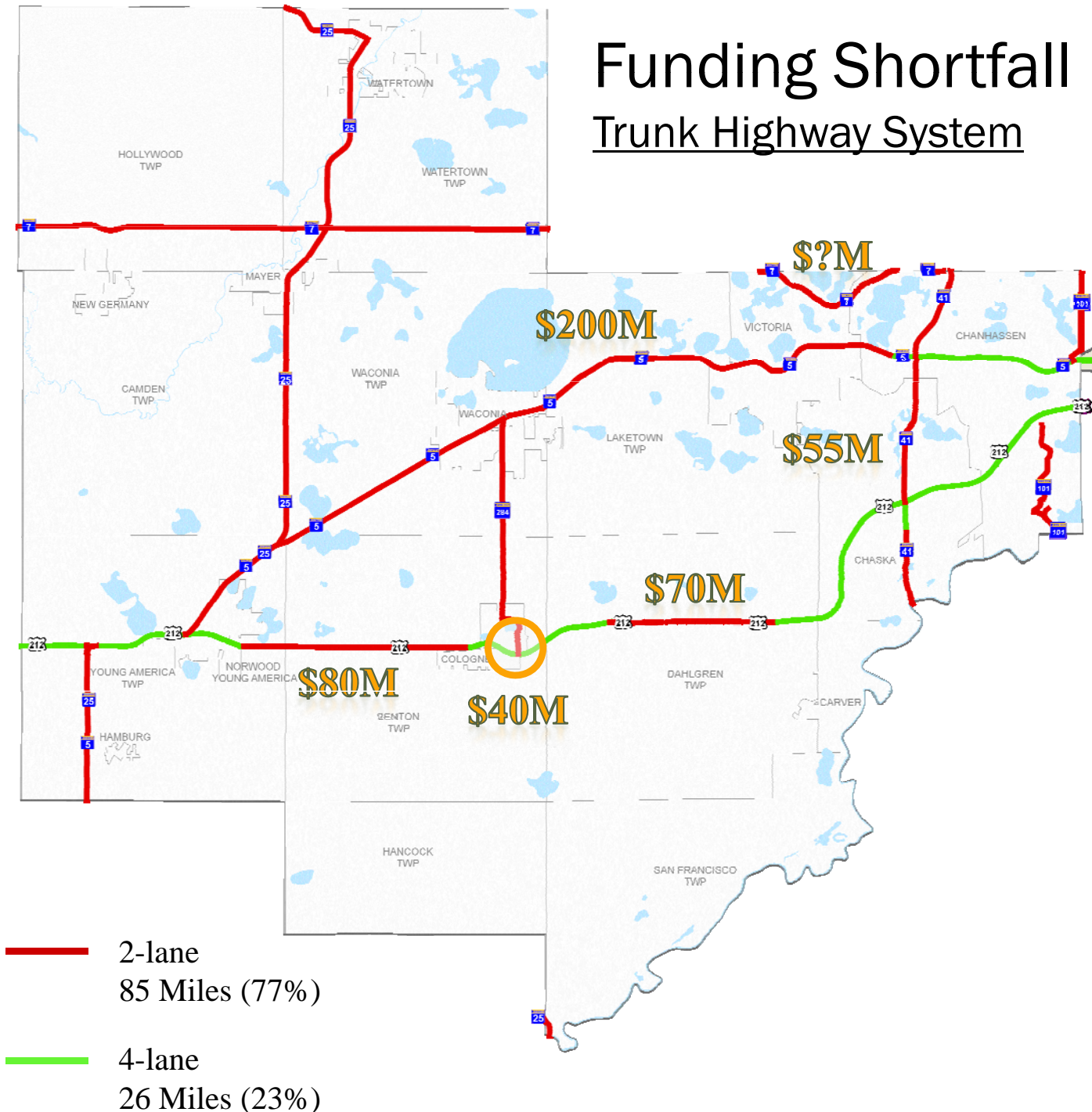
# Funding Shortfall

## County Highway System (2010-2030)



- 56 Miles of System Expansion  
(2 to 4 Lane Reconstruction)
- Plus 60 Miles System  
Connectivity (New Roadways,  
38: 2-lane, 22: 4-lane)
- Or 276 additional lanes miles
- \$350 Million in Expansion
- \$260 Million in Connectivity
- \$40 Million in Road  
Preservation
- \$20 Million in Bridge  
Replacement
- \$160 Million in Core Road  
Recon/Rehab/Safety
- **Total Needs = \$840 Million**
- **Projected Revenue = \$310  
Million**

# Funding Shortfall Trunk Highway System



➤ \$190 Million for TH 212 Expansion

➤ \$200 Million for TH 5 Expansion

➤ \$55 Million for TH 41 Expansion

➤ \$? Million for TH 7

➤ \$450+ Million in TH Expansion Needs in Carver County – **ZERO** in current MnDOT 20 yr HIP

➤ Doesn't include TH101, TH 25, 284 as these will be county roads someday

➤ Doesn't include new THs like TH 41 River Crossing (\$500M+) or new NS TH (33)

➤ **20-year Needs: \$44 Billion Metro Wide**

➤ **\$6 Billion in Revenue (\$900 Million for Expansion)**

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

Date: \_\_\_\_\_

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

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

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

---

**Resolution in Support of Maintaining Current Levels of Federal Funding for  
Highways and Transit**

WHEREAS, Transportation infrastructure investment is a core government responsibility and as the economy struggles to recover, now is the time to renew these foundational commitments not scale them back;

WHEREAS, Addressing our transportation challenges is critical to economic growth and output; our country can't get back on its feet economically if it can't move people and goods efficiently;

WHEREAS, Minnesota relies on federal funds for about 45% of our transportation spending and in the wake of the state government shutdown that idled close to 100 construction projects, we can't afford to lose any federal transportation funds or have a delay in the receipt of dollars needed for Minnesota projects;

WHEREAS, The 35% cut from current funding as laid out in the House budget will be devastating to Minnesota, resulting in a cut of \$220 million every year for highways and \$54 million each year for transit;

WHEREAS, The 2011-2014 Transportation Improvement Program (TIP) for the Twin Cities Metropolitan Area identifies approximately \$46 million in federal funds for highway, bridge, trail and transit projects in Carver County which corresponds to approximately \$11.5 million per year;

WHEREAS, Carver County, which is the 4th fastest growing county in Minnesota according to the 2010 Census, relies on federal funds to augment state gas tax revenue and county and city property tax to construct and maintain the county transportation system;

WHEREAS, Carver County has prepared a long term transportation plan which shows county road and bridge infrastructure needs exceeding \$800 million for the next 20 years. Expected revenue to fund these needs is estimated at approximately \$300 million which includes federal funds. It is estimated that an additional \$450 million is needed for State Trunk Highway expansion in Carver County with \$0 being programmed by the State for these needs in the next 20-years. Maps showing the highway needs in Carver County are attached for information.

WHEREAS, Carver County and its partners continually advocate for improvements on State Trunk Highways particularly TH 212 and TH 5 and have been successful in garnering federal funding for these corridors. The expansion of TH 212 between Norwood Young America and Chaska for safety and mobility is of the highest priority to Carver County and reductions in federal funds will further delay much needed improvements to this High Priority Interregional Corridor (IRC);

WHEREAS, The proposed cut in the House budget will likely eliminate the majority of the federal transportation funding coming to Carver County after 2014 which will have a detrimental effect on the quality of the transportation system in the county. A 35% cut in current funding to the State would mean a much greater cut to local government projects as the State will likely reprioritize the distribution of federal funds;

WHEREAS, The proposed cut could also delay projects that are already programmed in the latter years of the 2011-2014 TIP such as CR 18 (Lyman Blvd) reconstruction between Audubon and Powers Blvd and TH 101 expansion between Pioneer Trail and Lyman Boulevard;

WHEREAS, The current extension of the surface transportation authorization act known as SAFETEA-LU, as well as authorization to collect the user fees that are deposited into the Highway Trust Fund, will expire on September 30, 2011;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Carver County urges the members of the Minnesota Congressional Delegation to support the passage of legislation by September 30, 2011 that will maintain current levels of federal funding for surface transportation including the federal highway and transit programs.

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 6th day of September, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 6th day of September, 2011.

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

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2010.  
Notary Public \_\_\_\_\_  
My Commission expires \_\_\_\_\_  
  
*Notary Stamp*

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PH/E - Approval of Public Health Preparedness (PHP) / Cities Readiness Initiative (CRI) Grant Contract**

Primary Originating Division/Dept: <u>Public Health &amp; Environment - Emergency Mgmt.</u>	Meeting Date: 9/6/2011
Contact: Ken Carlson      Title: Emergency Management M...	Item Type: <u>Consent</u>
Amount of Time Requested: [ ] minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: [ ]      Title: [ ]	

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

**BACKGROUND/JUSTIFICATION:**

The Minnesota Department of Health has awarded the Carver County Community Health Board with a grant for public health preparedness and Cities Readiness Initiative (CRI) activities, which is effective 8/10/11 through 8/9/16. However, the dollar amount of \$79,494 and the Centers for Disease Control & Prevention (CDC) /Public Health Emergency Preparedness Cooperative Agreement - Performance Period 1 ends on 12/31/12. A subsequent grant will be awarded through a contract amendment for the next performance period 1/1/13 through 12/31/13.

**ACTION REQUESTED:**

Motion to approve the Public Health Preparedness and Cities Readiness Initiative grant award from the Minnesota Department of Health, as the Community Health Board.

**FISCAL IMPACT:** Budget amendment request form

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	
Mn Dept of Health	\$79,494.00
<b>Total</b>	<b>\$79,494.00</b>

Related Financial/FTE Comments:

\$46,281 of the total award was included in the Division's 2012 budget request. A budget amendment for \$33,213 is requested to add the additional grant funding to Public Health and Environment's 2011 budget.

*Office use only:*  
 RBA 2011- 764

# Budget Amendment Request Form



**Agenda Item:** PH/E - Approval of Public Health Preparedness (PHP) / Cities Readiness Initiative (CRI) Grant Contract

Department:

Meeting Date: 9/6/2011

Requested By: Ken Carlson

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
CRI Grant	01-460-464-2364-54...	\$9,864.00
PH Preparedness Grant	01-460-464-2368-54...	\$23,349.00
<b>TOTAL</b>		\$33,213.00

Description of Accounts	Acct #	Amount
Professional/Tech. Services	01-460-464-2364-62...	\$7,400.00
Office Supplies	01-460-464-2364-64...	\$1,000.00
Equipment	01-460-464-2364-64...	\$1,464.00
Professional/Tech. Services	01-460-464-2368-62...	\$10,000.00
Equipment	01-460-464-2368-64...	\$8,556.00
Public Health Supplies	01-460-464-2368-64...	\$1,793.00
Noncapitalized Equipment	01-460-464-2368-64...	\$3,000.00
<b>TOTAL</b>		\$33,213.00

**Reason for Request:**

Add grant budget of \$33,213 to 2011 revenue and expenditure. Additional grant budget of \$46,281 has already been included in Public Health and Environment's 2012 budget request. A total of \$79,494 in grant funds is being awarded with this contract.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Award of Bid for 2011 County Overlay Project: CP 11-10 MR**

Primary Originating Division/Dept: <u>Public Works - Engineering</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Lyndon Robjent</u> Title: <u>Public Works Division 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: <u>Public Works Division Director</u>	

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

**BACKGROUND/JUSTIFICATION:**

Bids for the 2011 County Overlay Project CP 11-10 MR opened on Monday, August 29, 2011. The project includes Milling, Overlaying and Paving on CSAH 10 from TH 284 to CSAH 32 in Waconia, CSAH 61 at Mt. Hope Road in Chaska and various bituminous road patch locations within the county (see attached exhibit for locations).

The low bidder is Bituminous Roadways, Inc. in the amount of \$767,555.55. The engineers estimate was \$762,107.00. (The bid abstract is included with this board agenda packet.)

**ACTION REQUESTED:**

Award a contract to Bituminous Roadways, Inc. in the amount of \$767,555.55 for County Overlay Project CP 11-10 MR and, after review and approval by the County Attorney's Office and Risk Management, approve the contract with Bituminous Roadways, Inc.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$767,555.55</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total</b>	<b>\$767,555.55</b>

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 777



MN. PROJ. NO. \_\_\_\_\_

# MINNESOTA DEPARTMENT OF TRANSPORTATION CARVER COUNTY

## CONSTRUCTION PLAN FOR

MILLING, BITUMINOUS SURFACING, BITUMINOUS SHOULDERING  
PAVEMENT MARKING. CONCRETE PEDESTRAIN RAMPS.

ROAD	LOCATION (GEOGRAPHIC DESCRIPTION)	LOCATION (LEGAL DESCRIPTION)	GROSS LENGTH		BRIDGE LENGTH		EXCEPTION LENGTH		NET LENGTH		EQUATIONS
			(Feet)	(Miles)	(Feet)	(Miles)	(Feet)	(Miles)	(Feet)	(Miles)	
C.S.A.H. 10	BETWEEN CSAH 30 AND TH 284	FROM A PT. 1430' E. AND 575' N. OF THE 1/4 COR. SEC. 29, T.116N. R.23W. TO A PT. 1364' N. AND 458' W. OF THE S.E. COR. OF THE SEC. 23, T.116N. R.25W.	8,570.00	1.623	0	0.000	0	0.000	8,570.00	1.623	
CSAH 61	BETWEEN T.H. 212 AND C.S.A.H. 40	FROM A PT. 2632.47' E. AND 389.67' N. OF THE S.W. COR. SEC. 7, T.115N. R.23W. TO A PT. 1550.59' W. AND 203.35' S. OF THE N.E. COR. OF THE SEC. 18, T.115N. R.23W.	1,227.00	0.232	0	0.000	0	0.000	1,227.00	0.232	

### GOVERNING SPECIFICATIONS

THE 2005 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

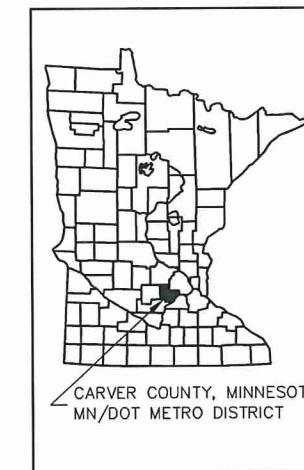
ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE MMUTCD, INCLUDING "FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS"

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE COMPLETION OF THIS PROJECT.

### INDEX OF SHEETS

SHEET	DESCRIPTION
1	TITLE, LOCATION MAP
2	ESTIMATED QUANTITIES, STANDARD PLATES, BASIS FOR PLAN QUANTITIES
3	TYPICAL SECTIONS

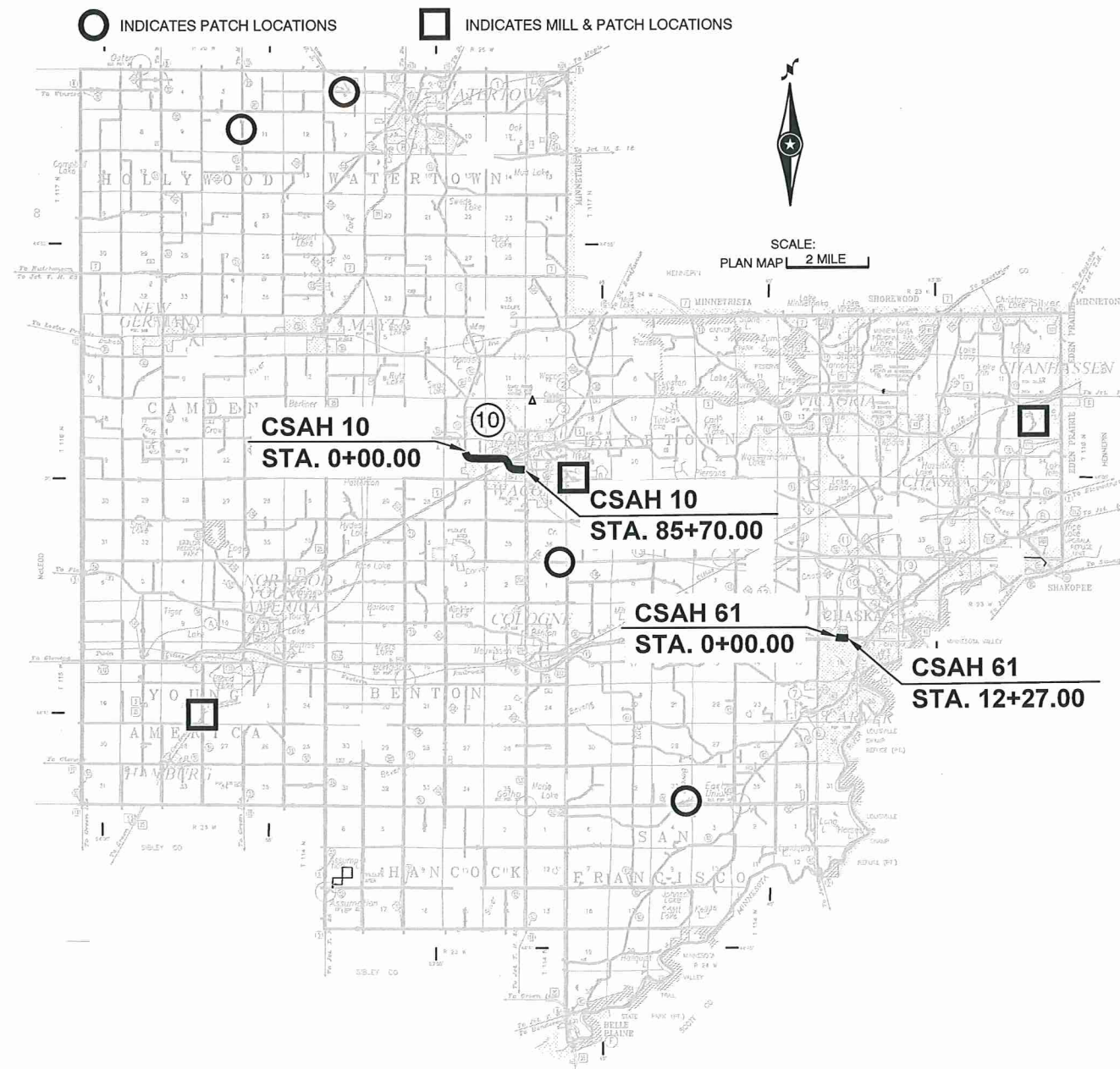
THIS PLAN CONTAINS 3 SHEETS.



Design Designation	C.S.A.H. 10	C.S.A.H. 10	C.S.A.H. 61
BEGIN STA	0+00	40+33	0+00
END STA	40+33	85+70	12+27
R-VALUE	10	15	15
PRESENT ADT (2011)	8,628	8,211	
PROJECTED ADT (2031)	15,530	14,780	
PAVEMENT DESIGN	9	10	10
FUNCTIONAL CLASS	MAJOR COLLECTOR	MINOR COLLECTOR	MINOR COLLECTOR
NO. OF TRAFFIC LANES	2	2	2
NO. OF PARKING LANES	0	0	0
SHOULDER WIDTH	4'-6"	0-12'	8'
SOIL FACTOR / HCA/D	100% / 10%	100% / 10%	100% / 10%
TOTAL G			
DESIGN SPEED (MPH)	45	40	45
BASED ON SIGHT DISTANCE	STOPPING	STOPPING	STOPPING
HEIGHT OF EYE / HEIGHT OF OBJECT	3.5' / 2.0'	3.5' / 2.0'	3.5' / 2.0'
DESIGN SPEED NOT ACHIEVED AT STA.		56+57.50	
TO STA		51+32.99	
MPH		35	
PREVIOUSLY CONSTRUCTED UNDER SAP OR CP	CP 98-32	SAP 10-610-40	

### PLANS SYMBOLS

STATE LINE	---
COUNTY LINE	---
TOWNSHIP OR RANGE LINE	---
SECTION LINE	---
QUARTER LINE	---
SIXTEENTH LINE	---
RIGHT-OF-WAY LINE	---
PRESENT RIGHT-OF-WAY LINE	---
CONTROL OF ACCESS LINE	---
PROPERTY LINE	---
VACATED PLATTED PROPERTY	---
CORPORATE OR CITY LIMITS	---
TRUNK-HIGHWAY CENTER LINE	---
RETAINING WALL	---
RAILROAD	---
RAILROAD RIGHT-OF-WAY LINE	---
RIVER OR CREEK	---
DRY RUN	---
DRAINAGE DITCH	---
DRAIN TILE	---
CULVERT	---
DROP INLET	---
GUARD RAIL	---
BARBED WIRE FENCE	---
WOVEN WIRE FENCE	---
CHAIN LINK FENCE	---
RAILROAD SNOW FENCE	---
HEDGE	---
RAILROAD CROSSING SIGN	---
RAILROAD CROSSING BELL	---
ELECTRIC WARNING SIGN	---
CROSSING GATE	---
MEANDER CORNER	---
SPRINGS	---
MARSH	---
TIMBER	---
ORCHARD	---
BRUSH	---
NURSERY	---
CATCH BASIN	---
FIRE HYDRANT	---
CATTLE GUARD	---
OVERPASS(HIGHWAY OVER)	---
UNDERPASS(HIGHWAY UNDER)	---
BRIDGE	---
BUILDING (ONE STORY FRAME)	---
F FRAME C CONCRETE	---
S STONE TILE	---
B BRICK S T STUCCO	---
IRON PIPE OR ROD	---
MONUMENT (STONE, CONCRETE, OR METAL)	---
WOODEN HUB	---
GRAVEL PIT	---
SAND PIT	---
BORROW PIT	---
ROCK QUARRY	---
TEMPORARY EASEMENT	---
POWER POLE LINE	---
TELEPHONE OR TELEGRAPH POLE LINE	---
JOINT TELEPHONE AND POWER ON POWER POLES	---
ON TELEPHONE POLES	---
ANCHOR	---
STEEL TOWER	---
STREET LIGHT	---
PEDESTAL (TELEPHONE CABLE TERMINAL)	---
GAS MAIN	---
WATER MAIN	---
CONDUIT	---
TELEPHONE CABLE IN CONDUIT	---
ELECTRIC CABLE IN CONDUIT	---
TELEPHONE MANHOLE	---
ELECTRIC MANHOLE	---
BURIED TELEPHONE CABLE	---
BURIED ELECTRIC CABLE	---
AERIAL TELEPHONE CABLE	---
SEWER (SANITARY)	---
SEWER MANHOLE	---
SEWER (STORM)	---
C.S.A.H.	---
COUNTY ROAD	---
ROAD TO STRIPE	---



LOCATION MAP

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: SCOTT A. SMITH REGISTRATION NO. 40915

SIGNATURE: *Scott A. Smith* DATE: 08/16/2011

APPROVED: CARVER COUNTY ENGINEER DATE: 08/16/2011

CP 11-10 MR

SHEET NO. 1 OF 3 SHEETS

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Renewal Application for On-Sale and Sunday Liquor License for Island View Golf Club, Inc**

Primary Originating Division/Dept: <u>PRTS - Property Taxation</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Donna Stevens</u> Title: <u>Land Records Technician</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:**

Cliff Stahlke, Club Coordinator for Island View Golf Club, Inc. has applied for the renewal of their On-Sale and Sunday Liquor License. Island View Golf Club is located at 7795 Laketown Parkway, Waconia, MN 55387. There are no delinquent real estate taxes on this property.

**ACTION REQUESTED:**

Approval of the Request for Renewal of On-Sale and Sunday liquor license for Island View Golf Club, Inc.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

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

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

The Liquor License Fee for Island View Golf Club Inc is as follows:

On-Sale Liquor License Fee - \$1,750.00

Sunday Liquor License Fee - \$ 200.00

*Office use only:*

RBA 2011- 737

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PH/E- Approval of out-of-state travel to attend the CDC Public Health Emergency Preparedness Evaluation Meeting October 25-26 in Atlanta, GA**

Primary Originating Division/Dept: <u>Public Health &amp; Environment - Emergency Mgmt.</u>	Meeting Date: 9/6/2011
Contact: Ken Carlson      Title: Emergency Management M...	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:**

On October 25-26, 2011 the Centers for Disease Control and Prevention (CDC) will host a Public Health Emergency Preparedness (PHEP) Evaluation meeting to give local public health agencies an opportunity to provide the CDC with continued feedback on the evaluation aspects of the recently implemented PHEP grant. This is an opportunity for Carver County PHEP to participate in how the federal grant requirements affect those at the local level. 2011-2012 PHEP funding for Carver County decreased by 16% from 2010-2011, but with no associated decrease in grant requirements. The Division would like Public Health Emergency Preparedness Planner Josh Carlyle to represent Carver County and the National Association of County and City Health Officials (NACCHO), at the CDC's invitation, as he would be one of only a few local public health representatives at this meeting.

All conference expenses, including transportation expenses to and from the facilities in Atlanta, Ga., hotel accommodations (and taxes), airport parking expenses, and the federal per diem rate for meals and incidentals, will be paid for by the CDC.

**ACTION REQUESTED:**

Approval for Josh Carlyle to attend the Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness Evaluation Meeting October 25-26, 2011, in Atlanta, GA.

<b>FISCAL IMPACT:</b> <u>None</u> If "Other", specify: <input style="width: 200px; height: 20px;" type="text"/>	<b>FUNDING</b> County Dollars = <input style="width: 150px; height: 20px;" type="text"/> <input style="width: 150px; height: 20px;" type="text"/> <b>Total</b> <span style="float: right;"><input style="width: 150px; height: 20px;" type="text"/> \$0.00</span>
<b>FTE IMPACT:</b> <u>None</u>	

**Related Financial/FTE Comments:**

*Conference, meals, travel and lodging expenses for this meeting will be paid by the Centers for Disease Control & Prevention (CDC).*

*Office use only:  
RBA 2011- 763*

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PH&E Proclamation to Recognize Five City-Level Senior/Aging Commissions in Carver County Sponsoring CarFit Events**

Primary Originating Division/Dept: <u>Public Health &amp; Environment - Health Planning</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Marcee Shaughnessy</u> Title: <u>Public Health Department M...</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>Marcee Shaughnessy</u> Title: <u>Public Health Department Ma...</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Currently about 7,000 Carver County residents are 65 and older, and by 2030 it is estimated that approximately 30,000 residents will be that age; it is incumbent upon the County to work closely with the cities to prepare for this trend. Transportation is a priority issue for Carver County residents as they age and all of the city-level Senior/Aging Commissions are concerned about and continue to study the transportation issue.

CarFit is an educational program that offers older adults the opportunity to check how well their personal vehicles "fit" them. At a CarFit event, a team of trained technicians takes about 20 minutes to work with each participant to ensure they "fit" their vehicle properly for maximum comfort and safety. Resources are also provided to enhance drivers' safety as and/or to increase their mobility in the community.

The Carver County Board of Commissioners recognizes the contributions of the five commissions in sponsoring their CarFit Events in September 2011, in collaboration with the Carver County Office of Aging, and looks forward to continuing the work of making Carver County and its cities "Communities for a Lifetime."

**ACTION REQUESTED:**

Motion to adopt the attached proclamation recognizing five city-level senior/aging commissions in Carver County, who are sponsoring CarFit events in the month of September.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

County Dollars =

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
--	--

**FTE IMPACT:** None

**Total**

\$0.00

**Related Financial/FTE Comments:**

*Office use only:*  
RBA 2011- 774



**Carver County  
In Recognition of  
The Five City-Level  
Senior/Aging Commissions  
Sponsoring CarFit Events**

WHEREAS, currently about 7,000 Carver County residents are 65 and older, and by 2030 it is estimated that approximately 30,000 residents will be that age;

WHEREAS, transportation is a priority issue for Carver County residents as they age and all of the city-level Senior/Aging Commissions are concerned about and continue to study the transportation issue;

WHEREAS, the CarFit program, developed by the American Society on Aging (ASA), in collaboration with AAA, AARP and the American Occupational Therapists Association (AOTA), is an educational program designed to help mature drivers find out how well they “fit” with their vehicles, and what actions might be taken to improve this fit;

WHEREAS, the Chanhassen Senior Commission, has taken the lead conducting two CarFit Events for the city’s seniors in September 2010 and May 2011; and

WHEREAS, the Norwood Young America Senior Advisory Committee has a CarFit Event scheduled for the city’s seniors on September 14<sup>th</sup> at Oak Grove; and

WHEREAS, the Victoria Senior Commission has a CarFit Event scheduled for the city’s seniors on September 29<sup>th</sup> at the Fire Station; and

WHEREAS, the Waconia Commission on Aging, has a CarFit Event scheduled for the city’s seniors on September 7<sup>th</sup> at the Public Services Building; and

WHEREAS, the Watertown Commission on Aging has a CarFit Event scheduled for the city’s seniors on September 21<sup>st</sup> at the Fire Station;

NOW, THEREFORE, BE IT RESOLVED, that the Carver County Board of Commissioners recognizes the contributions of the five city-level senior/aging commissions in sponsoring their CarFit Events in September 2011, in collaboration with the Carver County Office of Aging.

**BOARD OF COMMISSIONERS**

Randy Maluchnik, Chair

Tim Lynch, Vice Chair

Gayle Degler

James Ische

Tom Workman

\_\_\_\_\_  
Carver County Board Chair

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**9/11 National Moment of Remembrance**

Primary Originating Division/Dept: <u>County Board</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Randy Maluchnik</u> Title: <u>Chair</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Randy Maluchnik</u> Title: <u>Board Chair</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

The U.S. Senate unanimously passed a Resolution calling on all Americans to participate in a Moment of Remembrance on September 11, 2011. Commissioner Maluchnik requested the Board consider and adopt the attached Resolution.

**ACTION REQUESTED:**

Adopt Resolution Joining the National Moment of Remembrance of the 10th Anniversary of September 11th.

**FISCAL IMPACT:** None

*If "Other", specify:*

**FUNDING**

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

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

*Office use only:*

RBA 2011- 742

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

DATE \_\_\_\_\_  
MOTION BY COMMISSIONER \_\_\_\_\_

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

---

---

## **Carver County Joining the National Moment of Remembrance of the 10<sup>th</sup> Anniversary of September 11<sup>th</sup>**

**WHEREAS**, the governing body of the County of Carver expresses their support of the United State's Senate regarding coming together as a Nation and ceasing all work or other activity for a moment of remembrance beginning at 1:00 p.m. Eastern Daylight Time on September 11, 2011, in honor of the 10th anniversary of the terrorist attacks committed against the United States on September 11, 2001; and

**WHEREAS**, at 8:46 a.m., on September 11, 2001, hijacked American Airlines Flight 11 crashed into the upper portion of the North Tower of the World Trade Center in New York City, New York; and

**WHEREAS**, 17 minutes later, at 9:03 a.m., hijacked United Airlines Flight 175 crashed into the South Tower of the World Trade Center; and

**WHEREAS**, at 9:37 a.m., the west wall of the Pentagon was hit by hijacked American Airlines Flight 77, the impact of which caused immediate and catastrophic damage to the headquarters of the Department of Defense; and

**WHEREAS**, at approximately 10:00 a.m., the passengers and crew of hijacked United Airlines Flight 93 acted heroically to retake control of the airplane and thwart the taking of additional American lives by crashing the airliner in Shanksville, Pennsylvania, and, in doing so, gave their lives to save countless others; and

**WHEREAS**, nearly 3,000 innocent civilians were killed in the heinous attacks of September 11, 2001; and

**WHEREAS**, tens of thousands of individuals narrowly escaped the attacks at the Pentagon and World Trade Center and, as witnesses to this tragedy, are forever changed; and

**WHEREAS**, countless fire departments, police departments, first responders, governmental officials, workers, emergency medical personnel, and volunteers responded immediately and heroically to those horrific events; and

**WHEREAS**, the Fire Department of New York suffered 343 fatalities on September 11, 2001, the largest loss of life of any emergency response agency in United States history; and

**WHEREAS**, the Port Authority Police Department suffered 37 fatalities in the attacks, the largest loss of life of any police force in United States history in a single day; and

**WHEREAS**, the New York Police Department suffered 23 fatalities as a result of the terrorist attacks; and

**WHEREAS**, the impact of that day on public health continues through 2011, as nearly 90,000 people are at risk of or suffering from negative health effects as a result of the events of September 11, 2001, including 14,000 workers and 2,400 community residents who are sick, and tens of thousands of others whose health is being monitored; and

**WHEREAS**, 10 years later, the people of the United States and people around the world continue to mourn the tremendous loss of innocent life on that fateful day; and

**WHEREAS**, 10 years later, thousands of men and women in the United States Armed Forces remain in harm's way defending the United States against those who seek to threaten the United States; and

**WHEREAS**, on the 10th anniversary of this tragic day, the thoughts of the people of the United States are with all of the victims of the events of September 11, 2001 and their families; and

**WHEREAS**, the lives of Americans were changed forever on September 11, 2001, when events threatened the American way of life; and

**WHEREAS**, in 2009, Congress and the President joined together to designate September 11 as a National Day of Service and Remembrance under the Serve America Act (Public Law 111-13; 123 Stat. 1460); and

**WHEREAS**, in September 2009 and 2010, President Obama issued Proclamation 8413 (74 Fed. Reg. 47045) and Proclamation 8559 (75 Fed. Reg. 56463) proclaiming September 11, 2009, and September 11, 2010, respectively, as Patriot Day and National Day of Service and Remembrance; and

**WHEREAS**, September 11 will never, and should never, be just another day in the hearts and minds of all people of the United States;

**NOW, THEREFORE BE IT RESOLVED** that the governing body of the County of Carver:

(1) recognizes September 11, 2011, as a day of solemn commemoration of the events of September 11, 2001, and a day to come together as a Nation; and

(2) offers its deepest and most sincere condolences to the families, friends, and loved ones of the innocent victims of the September 11, 2001, terrorist attacks; and

(3) honors the heroic service, actions, and sacrifices of first responders, law enforcement personnel, State and local officials, volunteers, and countless others who aided the innocent victims of those attacks and, in doing so, bravely risked and often gave their own lives; and

(4) recognizes the valiant service, actions, and sacrifices of United States personnel, including members of the United States Armed Forces, the United States intelligence agencies, the United States diplomatic service, homeland security and law enforcement personnel, and their families, who have given so much, including their lives and well-being, to support the cause of freedom and defend the security of the United States; and

(5) reaffirms that the people of the United States will never forget the challenges our country endured on and since September 11, 2001, and will work tirelessly to defeat those who attacked the United States; and

**BE IT FURTHER RESOLVED** that on the 10th anniversary of this tragic day in United States history the governing body of the County of Carver calls upon all of the people and institutions of the United States to observe a moment of remembrance on September 11, 2011, including (i) media outlets; (ii) houses of worship; (iii) military organizations; (iv) veterans organizations; (v) airlines; (vi) airports; (vii) railroads; (viii) sports teams; (ix) the Federal Government; (x) State and local governments; (xi) police, fire, and other public institutions; (xii) educational institutions; (xiii) businesses; and (xiv) other public and private institutions; and



**BE IT FURTHER RESOLVED** that the governing body of the County of Carver encourages the observance of the moment of remembrance to last for 1 minute beginning at 1:00 p.m. Eastern Daylight Time by, to the maximum extent practicable ceasing all work or other activity; and marking the moment in an appropriate manner, including by ringing bells, blowing whistles, or sounding sirens.

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 6<sup>th</sup> day of September, 2011, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Library web site redesign - contract with Jack Frost Design**

Primary Originating Division/Dept: <u>Administrative Services - Library</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Steve Taylor</u> Title: _____	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>Melissa Brechon</u> Title: <u>Library Director</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

County staff has been working with Jack Frost Design for the last several months in carefully assessing the existing library website as well as designing a blueprint for a completely new site. The team (both in-house staff and the consultant) have determined where the site needed to head in order to be modern, relevant and more interactive for visitors in today's technology-savvy world.

After reviewing the top library websites across the country and understanding Carver County Library's online customer service and strategic goals and visions moving forward, the team began our preparation for the future website. We evaluated multiple library web blueprints structures, page by page and chapter by chapter, and assessed the new site requirements. The following areas of assessment were determined to be vital to our measured standards: Clarity of Communication, Accessibility and Mobility, Brand and Visual Uniformity, Design and Visual Presentation, Reduced Staff Maintenance Requirements. In order to achieve our business and patron goals the team determined the following standards be met in the new Carver County site.

- Carver County Library's Clarity of Communication including improving the website's sense of audience relevance – Adults, Parents, Teens, Kids, and Law Patrons in addition to the general population.
- Consistency - Improve the site's consistency with a clear and recognizable "look-&-feel" while making an effective use of repeating visual themes to unify the site for Kids, Teens, Parents, Adults, Law Patrons and the like.
- Navigation- Dramatically improve site navigation, ensuring it will present a more convenient, obvious way to maneuver among related pages, and between different sections. Additionally, provide access to key pages on every page; Contact, Donations, Locations, Get Involved, and Subscribe.
- Design and Development - Make effective use of online forms and automation to reduce staff resource requirements and provide print on demand PDF documents, check lists, brochures and the like, to reduce the libraries print costs and provide better customer service 24/7.
- Visual Presentation - Implement a site modern in its use of color and visual effects, photos, audio, video that is also accessible and visually appealing to the mobile user while providing social media interaction.

Staff believes these standards and new assets will support and meet the Carver County Virtual library business needs today and long into the future. Funding source is from MELSA technology funds. Staff expects completion in 2 - 3 months from contract approval. Costs also include training and on-site consultant visits.

**ACTION REQUESTED:**

Motion to approve a contract to completely redesign the Carver County Library website for a NTE of \$47,938.00 with Jack Frost Design.

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

**FUNDING**  
County Dollars = \_\_\_\_\_

	MELSA	\$47,938.00
<b>FTE IMPACT:</b> <u>None</u>	<b>Total</b>	<b>\$47,938.00</b>
Related Financial/FTE Comments:		

Office use only:  
RBA 2011- 761

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Preliminary 2012 County Property Tax Levy**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>9/6/2011</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 and David Fris...</u> Title: <u>County Administrator and Fina...</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

By September 15<sup>th</sup>, State Law requires that the County Board adopt a 2012 Preliminary Property Tax Levy to finance 2012 County Operations and Capital Projects. The Final Property Tax Levy which will be adopted in December can be lower than the Preliminary Levy but cannot be higher.

The 2012 Budget process began at a May 11th, 2011 Board workshop where the County Board directed staff to implement the Administrator's Recommended 2012 Budget Strategy to:

- \* Decrease the 2012 tax levy impact on the average value home
- \* Flat-line the 2012 property tax levy at the same amount as 2011
- \* Identify \$1.3M in levy savings from a 2.9% across the board cut

At the July 12<sup>th</sup> Board and August 23rd workshops, staff provided the County Board with an update on the 2012 Budget Strategy.

During July, Division Directors presented their 2012 budget requests at budget hearings.

After a State shut-down and Legislative special session, the State's Homestead Market Value Credit program was eliminated for 2012 which subsidized property taxes for taxpayers based on the value of their homes. The State offset this loss of a subsidy for residential taxpayers with a Market Value Exclusion program which lowers the tax capacity for residential property owners based on the value of their homes. This Market Value Exclusion program shifts the tax burden to commercial and high-valued residential property. Thus on average, the budget savings for the State by eliminating Homestead Market Value Credit is projected to create an overall increase in County property taxes for all Carver County taxpayers. To offset the projected impact of this property tax increase created by the State, **the County Administrator's preliminary 2012 property tax levy recommendation has been changed to a \$1M decrease in the 2012 property tax levy compared to the 2011 property tax levy.** This loss of revenue to the County's operating budget is recommended to be made up by \$1M of 2012 County Program Aid ("CPA") no longer being available for pay-as-you-go capital projects but to be brought back in to fund County operations for 2012. The County Administrator's Recommended 2013 Budget is expected to once again not rely on the State's CPA to finance operations but go back to CPA being used to fund capital projects on a pay-as-you-go basis.

In October, the County Administrator will present a final recommended 2012 Budget and Levy and a 2013 Long Term Financial Plan for County operations and capital projects.

In December, the County Board will hold a Public Hearing and adopt the 2012 Tax Levy, Budget and Long Term Financial Plan.

**ACTION REQUESTED:**

Adopt a motion approving a 2012 preliminary property tax levy of \$45,179,720 (net of \$1,455,284 State CPA) and setting

the 2012 budget public hearing for Thursday, December 1st at 6:00 p.m.

**FISCAL IMPACT:** Other

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:** Decrease budgeted staff

**Total**

\$0.00

Related Financial/FTE Comments:

The impact from the preliminary recommended 2012 property tax levy and budget will slightly decrease the impact on an average value home consistent with the direction provided by the County Board.

*Office use only:*  
RBA 2011- 772

# Administrator's Message

## ***Executive Summary***

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 provided the following key direction for developing this budget:

- *Decrease the tax impact on the average-value home:* 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 property 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 million to \$45,179,720 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 million of the State's County Program Aid that was being used to fund capital projects on a pay-as-you-go basis was once again 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 the 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 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 plan 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 \$99,333,201 which is an increase of \$5,785,086 million from the 2011 Budget.

<b>2011-2012 Budget Comparison</b>		
<b>Revenue</b>	<b>2011 Budget</b>	<b>2012 Budget</b>
Taxes & Penalties	48,035,379	46,982,267
Licenses & Permits	806,878	723,760
Intergovernmental	25,375,669	29,094,326
Charges for Services	12,377,174	11,278,558
Fines & Forfeitures	244,333	250,933
Investment Earnings	2,515,170	2,282,607
Other Revenues	2,998,512	3,405,402
<b>Total Revenues</b>	<b>92,353,115</b>	<b>94,017,853</b>
<b>Expenditures</b>		
Public Assistance	5,755,915	4,979,465
Personal Services	52,812,621	52,203,990
Services & Charges	10,192,545	9,914,389
Material & Supplies	3,974,873	4,000,551
Capital Outlay	15,532,360	22,376,293
Debt Services	4,480,351	4,421,021
Other Expenses	(373,619)	26,514
Transfers	1,173,069	1,410,978
<b>Total Expenditures</b>	<b>93,548,115</b>	<b>99,333,201</b>
<b>Capital Reserves Used</b>	<b>1,195,000</b>	<b>5,315,348</b>

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 CIP projects that are funded by one time turnback funds 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.*

Other key components of the 2012 Preliminary Budget include:

- **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. *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 \$1.47 million which is the same as 2011. *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 and Taxpayer Services Department in 2011. In addition, Administrative Services has proposed reorganization plans for the Library and U of M Extension Services. *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.



**2012 Levy Savings Target By Division: Administrator's Final Recommendation**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Administrative Services	Library	Re-structuring	71,024	71,024	Effective Date: 1/1/12. Impact: To be determined and evaluated
		Reduction in County funding commitment associated with the Library Foundation.	25,172	25,175	Effective Date: 1/1/12. Impact: Potential for a reduction in grant dollars.
	Historical	Small Business Health Care Credit	2,000	2,000	Reduce Historical Society allocation by \$2,000 to reflect 25% credit for the cost of the health insurance premiums that the historical society pays for its employees- probably only a one or two year credit
	Information Technology	Elimination of EDMS Coordinator Position	85,000	103,000	We had the retirement of the Central Service Supervisor in April of 2011. Combining the position of EDMS Coordinator and Central Service Supervisor into one position, and, eliminating .80 on call clerical position is a financial savings of \$85,000. We are suggesting that this realignment be considered as part of our 2012 budget reduction. Data will be collected to measure operational impact if implemented.
		PBX Maintenance	-	55,000	Replace 20 Year old PBX phone system. One time cost \$600K with \$55K annual savings
		Professional Services	46,000	46,000	Reduces the scope and number of aged software application replacement/development to an Enterprise solution such as CRM/XRM.
	Veterans Service	01-120-000-0000-6211	115	-	These cuts represent a new operating cut of 6.8% for Veterans Service excluding wages, insurance and benefits. This is now on top of a 21.6% cut last year. This office is a small operation of 3.7 personal that generates over 12 million of revenue into Carver County that is spent on gas, clothing, groceries, taxes etc. Further and future cuts will directly impact the services we provide to the veterans of Carver County.
		01-120-000-0000-6212	50	-	
		01-120-000-0000-6241	125	-	
		01-120-000-0000-6242	(60)	(60)	
01-120-000-0000-6331		70	-		
01-120-000-0000-6332		100	-		
01-120-000-0000-6335		400	-		
01-120-000-0000-6379	100	-			
01-120-000-0000-6401	100	-			

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Prelim Admin	Effective date/Impact
<b>Administrative Services (cont.)</b>	<b>University of Minnesota Extension</b>	Re-structuring	5,953	5,953	To be determined and evaluated
		Reduce on-call clerical	500	-	Reducing this line item means that there may be occasions when the office would need to be closed for a half to one day if support staff are gone and the funds for on-clerical have all been expended.
		Rentals	700	700	No funds will be available for rentals of rooms, etc. If rental funds are needed, the costs would be passed on to the appropriate program area.
		Reference Books & Library Materials	100	100	This will leave only minimal funds available to purchase resource materials. Any additional purchase costs will be passed back to the appropriate program area.
		Educational Material	147	147	The costs of educational materials will be passed back to the appropriate program area.
		Food and Beverages	100	100	No major impact.
		Data Processing Supplies	500	500	This line item is reduced based on the amount of expenditures the last two years. This would leave \$1,100 which should cover the costs.
<b>Administration</b>	Professional Services	8,000	8,000	Reduce professional services by 23%. These reductions will result in relying more on current staff instead of consultants.	
<b>Facilities</b>	Elimination of several service contracts	15,644	15,644	Effective Date: 1/1/12. Impact: Service contracts and proposed personnel changes may negatively impact turnaround time for projects requiring a quick resolution.	
	Re-structuring	64,100	-		
<b>GRAND TOTAL =</b>			<b>325,940</b>	<b>333,283</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Sheriff's Office	235, 236, 240	FTE CUTS 2.4	170,864	170,864	
	239-1716	Delete SERT Bus from CIP	55,000	-	Finance: one-time cut for a future purchase, no 2012 levy savings
	240	Delete 5 mobile radios per year, additional new ones were included and no longer needed	16,000	16,000	
	235	inmate meals	6,500	6,500	
	236	Fleet reductions	67,962	67,962	
	All	various adjustments thru out budget	14,647	14,647	
<b>GRAND TOTAL =</b>			<b>330,973</b>	<b>275,973</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Community Social Services	Administrative Support	Delete a Vacant 1.0 FTE Support Services Specialist	53,960	53,960	Position is currently vacant and would be deleted as part of the 2012 Budget
	Administrative Support	Un-budgeted CCSA	146,040	146,040	These funds were restored under the budget deal between the previous Governor and legislature and not budgeted for CY2011. Both the current Governor and Legislature have proposed to take some portion CSSA. Note: This item is a placeholder pending the impact of the Early Retirement Program.
	c.				
<b>GRAND TOTAL =</b>			<b>200,000</b>	<b>200,000</b>	

**2012 Public Works Division Levy Savings Target: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Public Works	Admin	Services & Charges	(6,600)	(6,600)	Effective January 1. Increase in cell phone charges due to replacement of old pager system (\$10,900). Slight increase in conference and training (\$1300) and data processing fees (\$400). Reduction in mileage reimbursement (\$2500) and service agreements (\$3000) and professional fees (\$500).
	Admin	Materials & Supplies	700	700	Effective January 1. reduction in office supplies.
	Engineering	Salaries and Benefits	24,017	24,017	Effective January 1. Savings due to early retirement program with projected lower salary of new hires (\$24,017). Does not include vacancy savings.
	Engineering	Services & Charges	(900)	(900)	Effective January 1. Reduction in advertising costs (\$1300: now on web site) and software licensing fees (\$2000) and film processing (\$50)
	Engineering	Materials & Supplies	5,000	5,000	Effective January 1. Reduction in office supplies and engineering supplies.
	Highway Maintenance	Salaries and Benefits: FTE Reduction	14,312	14,312	Effective January 1. Reduction in seasonal FTE from 1.9 to 1.3 = 0.6 FTE reduction. Equates to reducing seasonal staff from 6 to 4 people.
	Highway Maintenance	Services & Charges	67,000	67,000	Effective January 1. Operational change. Route and Seal operations (\$38,000) will be performed by county forces instead of contracted out. Sheet patching (\$55,000) will become part of the annual overlay program (CIP). Plus slight reduction in rental budget (\$1200). Increase in electrical charges (intersection lighting: \$14,000). Increase in professional fees (\$12,000). Increase in misc utilities (\$500). Increase in conference/training (\$700)
	Highway Maintenance	Materials & Supplies	(64,100)	(64,100)	Effective January 1. Increased salt prices (\$63,800) and seal coat material prices (\$28,000). Increase in asphalt patching material to somewhat offset sheet patching (\$13,000). Increase in general supplies and tools (\$10,500). Decrease in crack sealing material (\$8200) and aggregate (\$30,000) based on operational changes. Decrease in sand (\$5000). Decrease in non-capitalized equipment (\$8,000).
	Equipment Maintenance	Salaries and Benefits: FTE Reduction	36,305	36,305	Effective January 1. Reduction of 1 FTE and reorganization. Levy savings is the remaining available from 2010 budget cuts. Plus elimination of temp/seasonal budget = 0.1 FTE (\$2521)
	Equipment Maintenance	Services & Charges	8,500	8,500	Effective January 1. Reduction in vehicle maintenance and repair and machinery and equip repair (\$13,500) based on historic costs. Decrease in misc expense (\$500). Increase in machinery/equip rental (\$1500), training (\$500), and software licensing (\$3500)
	Equipment Maintenance	Materials & Supplies	(19,850)	(19,850)	Effective January 1. Increase in Diesel Fuel cost (\$30,000), tires (\$2500), and uniforms and tools (\$1350). Reduction in oil & lubricants (\$5000) and machinery parts (\$9000).
	Surveyor	Salaries & Benefits	484	484	Effective January 1. Decrease in part-time/seasonal.
	Surveyor	Services & Charges	1,550	1,550	Effective January 1. Increase in software licensing fees (\$6,650)
	Surveyor	Materials & Supplies	(5,200)	(5,200)	Effective January 1. Increase in non-capital equipment (robotic total station conversion: \$5700). Decrease in surveying supplies (\$500)
	R&B Revenue	Intergovernmental Revenue: State Aid Regular and Municipal Maintenance Revenue Increase.	67,209	67,209	Effective February 1 +/- . Funds are disbursed in 2 payments. The increase in Gas Tax in 2008 legislation caused sustainable increases beginning in 2009. State Aid Maintenance is allotted every year by formula and is used for county highway operations.

**2012 Public Works Division Levy Savings Target: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Public Works (cont.)	R&B Revenue	Other Revenue	(3,000)	(3,000)	Effective January 1. Reduction in gravel tax revenue (\$40,000) and surveyor fees (\$3000) due to economic climate. Increase in engineering permit fees (\$30,000). Increase in misc revenue (\$30,000). Decrease in refunds reimbursements (\$20,000)
	Parks	Salaries & Benefits	17,507	17,507	Effective January 1. Decrease in part-time/seasonal salaries (\$11,544). Decrease in overtime (\$6,463). Minor increase in Per Diem.(\$500)
	Parks	Services & Charges	(7,450)	(7,450)	Effective January 1. Net increase in the Service and Charges. Several minor reductions and increases.
	Parks	Materials & Supplies	(3,130)	(3,130)	Effective January 1. Net increase in the Materials and Supplies category. Several minor reductions and increases.
	Parks	Miscellaneous	1,800	1,800	Effective January 1. Decrease in property tax. Increase in refunds <b>Finance ?</b>
<b>GRAND TOTAL =</b>			<b>134,154</b>	<b>134,154</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Public Health & Environment	a. Administration/Business Services	Eliminate 1.0 FTE vacant Office Support Supervisor	83,213	83,213	Effective 1/1/2012. Part of the PH/E reorganization. Duties will be absorbed by Public Health Manager and existing admin staff with little overall impact. Contract duties will eventually be performed by Accounting tech and it is anticipated they will be included in the job classification review for that FTE when appropriate. Otherwise, minimal impact.
	b. LWS Administration	Reduce budget for Operating Supplies	1,738	1,738	Effective 1/1/2012. Reduce budget to correspond with lower actual costs in this area. Environmental Services operating costs are covered by a separate departmental budget.
	c. Land Management Department	Reduce Professional & Technical Fees For Services	3,500	3,500	Effective 1/1/2012. Budget request has been reduced due to the lower rate(s) charged by the new Building Official.
	d. Soil and Water Conservation District	Reduce Operating Expenses	3,425	3,425	Effective 1/1/2012. The SWCD made reductions to it's operating expenses to correspond with some efficiencies of being located in the Public Works Headquarters building. Grant opportunities are being explored to help fund district activities that align with the strategic goals of Carver County and the Carver County Water Management Organization.
	e. Emergency Management	Eliminate outdated line items for film processing, health services, stationary, books, and loss control services.	2,925	2,925	Effective 1/1/2012. No impact - actual costs have decreased in these areas as a result of improvements in technology and efficiencies created through departmental reorganization.
	f. Public Health	Reduce several operating expense budget lines funded by levy dollars.	29,847	29,847	Effective 1/1/2012. Budget request has been reduced in several areas to correspond with reduced number of staff, aligning with historical actual costs and use of grant funding to support more of the cost in the following areas: Equipment & Supplies (\$15,566), Mileage (\$5,160), Telephone (\$4,000), Professional Technical Fees (\$2,000), Medicine & Medical Supplies (\$1,621) and Interpreter requests (\$1,500).
	g. Environmental Services	Reduce Advertising budget	352	352	01/01/2012 The reduction may result in less paid advertising for environmental programs such as the Environmental Center, organic waste management, or recycling drop-off centers. Staff will look for other means to publicize programs - press releases, electronic mailings, etc.
<b>GRAND TOTAL =</b>			<b>125,000</b>	<b>125,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Attorney	a.	Codification	(3,000)	(3,000)	This is an added expense from taking codification duties from another Department.
	b.	Grand Jury	2,000	2,000	Costs reduced with expected decline in Grand Jury costs.
	c.	Membership Dues	(900)	(900)	Increased due to MCCC obligations and fees increasing from previous year.
	d.	Subscriptions	1,000	1,000	Eliminated subscriptions that were not priority or could be referenced electronically at a lower or no cost.
	e.	Professional and Tech Fees	(6,110)	(6,110)	Increased due to MCAPs upgrade costs and fees associated.
	f.	Legal Services	10,000	10,000	Reducing the use of outside legal services; performing those functions within the Department.
	g.	Employee Mileage	(1,000)	(1,000)	Increased due to projected gas prices and travel for increased training.
	h.	Conference, Professional Maintenance	5,000	5,000	Utilizing low cost or free Continuing Education resources to keep Attorneys and Staff updated.
	i.	Office Equipment	1,830	1,830	Inventory of equipment was deemed sufficient
	j.	Reference Books	5,200	5,200	Negotiated lower costs/fees for reference materials with our major vendor and reduced legal books.
	k.	Attorney Contingent	2,500	2,500	Lowered due to budget expectations.
	l.	Staff Reorganization	55,000	55,000	Approved by County Board in April 2011
	m.	Victim Witness Program	(1,000)	(1,000)	Increased to better provide community safety.
<b>GRAND TOTAL =</b>			<b>70,520</b>	<b>70,520</b>	



**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
County Board	a.	Telephone & Telegraph	2,100	2,100	Board members are all on County cell phone plans now which have been less expensive.
	b.	Other Travel	2,000	2,000	2011 allowance increase was not implemented. Reduction brings the amount to current allowance level.
	c.	Miscellaneous expenses	900	900	
	d.	Commissioners contingency	50,000	50,000	This reduction is based upon historical spending trends and is part of the overall goal to arrive at a flat lined levy.
<b>GRAND TOTAL =</b>			<b>55,000</b>	<b>55,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Taxpayer Services and Property Records	Property Records	Elimination of Property Records Mgr. and reorganization in Taxpayer Services per Board action 6/21/11.	49,000	50,817	County Board approved reorganization effective 6/21/11
	b.				
	c.				
<b>GRAND TOTAL =</b>			<b>49,000</b>	<b>50,817</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Court Services & Probation	a.	REAM (Remote Electronic Alcohol Monitoring) Grant Funds - New for 2012; approved by the MN DOC	\$10,000	\$ 10,000	July 1st, 2011. These grant funds will allow additional offenders to qualify for alternative sentencing options (EMH - Electronic Home Monitoring and alcohol/drug testing) in the community, thus reducing county costs for jail placements and juvenile detention and incarceration programs.
	b.	Reduction in Court Services Child Placement Budget - Consequence Programs (line # 435-710-3715-6040)	\$12,000	\$ 12,000	January 1st, 2012. The overall number of juvenile offenders in need of longer-term placement via the Juvenile Court has continued to trend downward. Court Services has actively worked with the Courts to increase the use of alternatives to incarceration and out-of-home placements, when appropriate. Through the use of validated risk assessments and other proven strategies, services and sanctions are prioritized based on offender risk (to reoffend) levels.
	c.	Reduction in Court Services Child Placement Budget - Correctional Facilities (line # 435-710-3850-6040)	\$10,000	\$ 10,000	January 1st, 2012. Offender pre-screening and risk assessments, along with more effective case planning and use of alternative programs and community-based sanctions, will allow for reductions in the use of more costly juvenile correctional facilities (placement costs range from \$150 - \$300 per day, per juvenile offender).
<b>GRAND TOTAL =</b>			<b>\$ 32,000</b>	<b>\$ 32,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Employee Relations	Personnel Services	6112 Seasonal Temporary On-Call staffing for County-wide needs	17,400	-	Since more divisions are including temp staffing needs in their budgets, this account may not be used as frequently. The difficulty reducing this account comes from the situation of a special project or an extended medical leave in a division that does not have temp staffing in their budget, or when something like elections occur and require substantially more staffing than planned (like the 2008 or 2010 recount).
		6241 - Advertising & Legal notices	7,000	7,000	Recent experience with the move to electronic ads for most jobs allows this decrease. The risk is when we have a high profile or difficult-to-recruit vacancy to fill and may need to go to more costly sources. One possible solution if the cut is made and we have such a vacancy is to allow for a transfer of funds from an extended vacancy/turnover from the division of where the vacancy occurs.
		6153 - Health Insurance Premium Shift	5,000	-	2010 experience indicates opportunity to save \$5,000 with the same scenario in 2012 as 2011. This will not be sure until 2012 RFP for insurance is complete and we know the 2012 rates.
		6379 - Other Misc. Employee Expenses	2,600	-	Reduction in funds available for wellness incentives - not recommended, but if absolutely necessary, it may be OK for one year, but could have a long term negative impact on other expenses (health insurance).
<b>GRAND TOTAL =</b>			<b>32,000</b>	<b>7,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Financial Services	a.	Performance Measurement Program	\$ 12,000	\$ 12,000	Initial reimbursement in 2011 by filing a report with the Office of the State Auditor by 7/1/11 adopting the 10 performance measures. Sustainable revenue stream in 2012 and beyond by reporting to OSA annually on the performance benchmarks that the County has adopted, and that the performance measure system has been implemented.
	b.	Stationary & forms	\$2,000	\$2,000	Effective mid 2011 and sustainable. With updating our process of receipting, we were able to eliminate the need for receipt books.
	c.	Office supplies purchasing cooperative rebates	1,000	1,000	Effective 2011 once the County joins a purchasing cooperative with Anoka County which will lower pricing and increase rebates on county wide office supplies purchases
<b>GRAND TOTAL =</b>			<b>\$ 15,000</b>	<b>\$ 15,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Administration	a.	Advertising & Legal Notice	1,000	1,000	Have been receiving favorable newspaper bids
	b.	Other Travel	1,500	1,500	2011 Allowance increase was not implemented. Reduction brings the amount to current allowance level.
	c.	Office equipment	500	500	
<b>GRAND TOTAL =</b>			<b>3,000</b>	<b>3,000</b>	Have been using the savings in these line items to cover the cost of the fair booth.

**County Wide Total**      **\$ 1,372,587**   **\$ 1,301,747**

## Attachment B: Staffing Changes

Division/Department	Division Requested FTE's	Administrator Recommended FTE's Changes	Position	Division Requested Net (\$)	Administrator Recommended Net (\$)
<b>Recommended for 2012:</b>					
<b>Eliminate Vacant Positions</b>					
Information Technology	(1.00)	(1.00)	EDMS Coordinator	\$ (76,169)	\$ (76,169)
Information Technology	(0.80)	(0.80)	On-call clerical	(26,897)	(26,897)
Sheriff	(1.00)	(1.00)	Deputy Sheriff	(87,735)	(87,735)
Sheriff	(1.00)	(1.00)	Administrative Assistant	(61,887)	(61,887)
Sheriff	(0.40)	(0.40)	Dispatcher 911	(21,242)	(21,242)
PH&E	(1.00)	(1.00)	Office Support Supervisor	(83,213)	(83,213)
CSS	(1.00)	(1.00)	Support Services Specialist	(45,679)	(45,679)
CSS	(0.20)	(0.20)	Social Worker II (grant)	-	-
<b>Subtotal</b>	<b>(6.40)</b>	<b>(6.40)</b>		<b>\$ (402,822)</b>	<b>\$ (402,822)</b>
<b>Restructuring - Reorganization, Lay-offs &amp; Reductions in Hours</b>					
Library - Admin			Re-structuring	(71,024)	(71,024)
Library - Admin	(0.50)	(0.50)	Development Director *	(25,172)	(25,172)
Facilities	0.00	0.00	Re-structuring	(2,063)	(2,063)
University of MN Extension	(0.10)	(0.10)	Re-structuring	(5,953)	(5,953)
University of MN Extension			On-call Clerical	(500)	-
PW - Hwy Maintenance	(0.60)	(0.60)	Seasonal Help Reduction	(14,312)	(14,312)
PW: Equipment Maint.	(1.00)	(1.00)	Carry-over from 2010 budget cut	(33,784)	(33,784)
PW: Equipment Maint.	(0.10)	(0.10)	Temp/Seasonal help	(2,521)	(2,521)
<b>Subtotal</b>	<b>(2.30)</b>	<b>(2.30)</b>		<b>\$ (155,329)</b>	<b>\$ (154,829)</b>
<b>Approved in 2011: Savings will carryover 2012</b>					
County Attorney	(1.00)	(1.00)	Attorney III	(115,563.00)	(115,563.00)
County Attorney	0.20	0.20	Victim Witness Coordinator	14,951.00	14,951.00
County Attorney	1.00	1.00	Administrative Assistant	45,424.00	45,424.00
Property Records & Taxpa	(1.00)	(1.00)	Property Records Manager	(115,895)	(115,895)
Property Records & Taxpa	1.00	1.00	Tax Clerk	61,456	61,456
Property Records & Taxpa	0.06	0.06	Tax Clerk (FTE increase)	3,622	3,622
<b>Subtotal</b>	<b>0.26</b>	<b>0.26</b>		<b>\$ (106,005)</b>	<b>\$ (106,005)</b>
<b>Totals</b>	<b>(8.44)</b>	<b>(8.44)</b>		<b>\$ (664,156)</b>	<b>\$ (663,656)</b>

\* partial costs shifted to another part of the budget

Attachment C: Capital Projects by Fund for 2012

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Adopted	Requested	Recommended	
<b>Parks &amp; Trails Capital Improvements</b>						
		Local Contribution for Advanced Funded ParkLand 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 Trail Head (State CPA)	-	-	35,000	35,000
528-002		LWP (Local Contribution - Park Land Acquisition Reserves)	700,000	-	-	(700,000)
		<b>34-520-XXX-XXXX-6610</b>	<b>3,431,500</b>	<b>246,000</b>	<b>255,000</b>	<b>(3,176,500)</b>
<b>Fund #34 Total</b>	<b>34-XXX-XXX-XXXX-66XX</b>		<b>3,431,500</b>	<b>246,000</b>	<b>255,000</b>	<b>(3,176,500)</b>
<b>Levy Dollars - Fund #34</b>			<b>50,000</b>	<b>76,000</b>	<b>50,000</b>	<b>-</b>

**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)
		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 (State CPA)	-	30,000	30,000	30,000
974-01		Watertown Library remodel (State CPA)	-	50,000	50,000	50,000
		<b>30-XXX-XXX-XXXX-6630</b>	<b>150,000</b>	<b>197,000</b>	<b>180,000</b>	<b>30,000</b>
		Fire Pagers and System Grant Local Match (State Aid/35% Reserve*)	130,000	-	-	(130,000)
		<b>30-XXX-XXX-XXXX-6601</b>	<b>130,000</b>	<b>-</b>	<b>-</b>	<b>(130,000)</b>
<b>Fund #30 Total</b>	<b>30-XXX-XXX-XXXX-66XX</b>		<b>280,000</b>	<b>197,000</b>	<b>180,000</b>	<b>(100,000)</b>
<b>Levy Dollars - Fund #30</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**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
		<b>15-XXX-XXX-XXXX-6630</b>	<b>120,000</b>	<b>220,000</b>	<b>220,000</b>	<b>100,000</b>
<b>Fund #30 Total</b>	<b>30-XXX-XXX-XXXX-66XX</b>		<b>120,000</b>	<b>220,000</b>	<b>220,000</b>	<b>100,000</b>
<b>Levy Dollars - Fund #15</b>			<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>



Attachment C: Capital Projects by Fund for 2012

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Adopted	Requested	Recommended	
<b>Road &amp; Bridge Capital Improvements</b>						
<b>Highway Maintenance</b>						
305-032		<b>Sign Replacement Project ('10 State Aid/'11 &amp; '12 County Levy)</b>	125,000	125,000	125,000	-
		03-305-000-0000-6520	125,000	125,000	125,000	-
<b>Professional Services</b>						
307-011		CSAH 10 Bridge #5882 (State Aid Municipal)	-	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		<b>TH212 NYA To Cologne (County Levy)</b>	-	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
		32-307-000-0000-6260	320,500	2,582,150	2,416,150	2,095,650
<b>Construction</b>						
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	505,239	(415,209)
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	2,230,443	153,299
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		<b>Safety Set Aside (County Levy)</b>	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	50,000	50,000
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
307-036		CSAH 30 and 33 New Germany Utility Replacement (State Aid Municipal)	-	543,000	543,000	543,000
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	11,800,333	11,741,333	3,174,773
<b>Right of Way</b>						
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
<b>Resurfacing/Maintenance</b>						
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	17,257,483	17,032,483	6,020,423
<b>Road &amp; Bridge Levy Dollars - Fund #32</b>			<b>1,500,000</b>	<b>1,725,000</b>	<b>1,500,000</b>	<b>-</b>

## Attachment D: 2012 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Approved	Requested	Recommended	
<b>Administrative Services - Facilities</b>						
Building Improvements - 6640						
110	2	EMERGENCY BUILDING REPAIRS	50,000	50,000	50,000	-
110	6	ENERGY MANAGEMENT SYSTEM	10,000	25,000	25,000	15,000
110	7	MISC BUILDING IMPROVEMENTS	60,000	60,000	60,000	-
110	120	JAIL PAINTING	-	10,000	25,000	25,000
110	121	JAIL FLOORING	-	15,000	-	-
110	114	LEC TUCK POINT - WATER PROOFING	-	5,000	5,000	5,000
110	96	CARD READERS UPGRADES	40,000	15,000	15,000	(25,000)
110	76	COURTS/CAMPUS CARPET REPLACEMENT	50,000	-	-	(50,000)
110	35	ADMIN WEST Fire Alarm Panel	55,000	-	-	(55,000)
110	103	ADMIN WEST FENCING FOR REFUSE-FUEL TANK	25,000	-	-	(25,000)
110		PWHQ Fuel Island Improvements	20,000	-	-	(20,000)
		Watertown & NYA Stations	8,000	15,000	15,000	7,000
110	44	PWHW BOILER Replacement	12,000	-	-	(12,000)
110	72	PEAVEY PARKING DRIVE REPAIR	30,000	-	-	(30,000)
110	46	PEAVEY OUTDOOR LIGHTING	5,000	-	-	(5,000)
110	47	CUSTODIAN EQUIPMENT REPLACEMENT	12,500	-	-	(12,500)
529		WEC IMPROVEMENTS (*paid by WEC lease revenue)	10,000	10,000	10,000	-
110	086	First Street South Windows Replacement Phase II	-	25,000	25,000	25,000
110	053	First Street Parking Lot Removal & Repair	-	2,000	2,000	2,000
110	105	ADMIN WEST VAPOR Barrier in Crawl Space	-	50,000	50,000	50,000
110	054	Courts Water Repair/Tuck Point/Flashing	-	5,000	5,000	5,000
110	018	Duct Cleaning	-	20,000	20,000	20,000
110	093	ENCORE HVAC to RTU	-	15,000	15,000	15,000
110	013	Entrance Mat Replacements	-	10,000	10,000	10,000
110	027	Jail Appliances	-	30,000	30,000	30,000
110	035	UPS Batteries	-	10,000	10,000	10,000
110	019	Chaska PW	-	15,500	15,500	15,500
		<b>Building Improvements 01-110-000-0000-6640</b>	<b>387,500</b>	<b>387,500</b>	<b>387,500</b>	<b>-</b>
<b>Dept Total</b>			<b>387,500</b>	<b>387,500</b>	<b>387,500</b>	<b>-</b>
<b>Administrative Services - Information Services</b>						
Manager Capital Initiatives						
		Technology - Managers Initiatives	406,000	406,000	406,000	-
		Software: 01-049-000-0000-6655	406,000	406,000	406,000	-
		<b>Total 01-049-000-0000-66XX</b>	<b>406,000</b>	<b>406,000</b>	<b>406,000</b>	<b>-</b>
<b>Dept Total</b>			<b>406,000</b>	<b>406,000</b>	<b>406,000</b>	<b>-</b>
<b>Administrative Services - Library</b>						
Administration						
	974-02	City of Mayer Curbside Book Return		5,000	5,000	5,000
		Equipment: 01-014-500-0000-6660	-	5,000	5,000	5,000
		<b>Total 01-014-500-0000-66XX</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Chanhassen</b>						
		AMH Roller Track	10,000	-	-	(10,000)
	501-01	Chanhassen Library Automated Materials Handling Belt replace	-	12,000	12,000	12,000
		Equipment: 01-014-501-0000-6660	10,000	12,000	12,000	2,000
		<b>Total 01-014-501-0000-66XX</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>	<b>2,000</b>
<b>Chaska</b>						
		Building: 01-014-502-000-6660	-	-	-	-
		<b>Total 01-014-502-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Waconia</b>						
		Copy machine	-	-	-	-
		Equipment: 01-014-503-0000-6660	-	-	-	-
		<b>Total 01-014-503-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Library - Continued</b>						
Watertown						
		Copy machine	-	-	-	-
		Equipment: 01-014-504-0000-6660	-	-	-	-
		<b>Total 01-014-504-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Norwood Young America</b>						
		Equipment: 01-014-505-0000-6660	-	-	-	-
		<b>Total 01-014-505-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Dept Total</b>			<b>10,000</b>	<b>17,000</b>	<b>17,000</b>	<b>7,000</b>

## Attachment D: 2012 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Approved	Requested	Recommended	
<b>Administrative Services - University of Minnesota Extension</b>						
		Equipment: 01-601-000-0000-6660	-	-	-	-
		Software: 01-601-000-0000-6655	-	-	-	-
Dept Total	01-601-XXX-XXXX-66XX		-	-	-	-
<b>Administrative Services - Veterans Services</b>						
			-	-	-	-
Dept Total	01-120-000-0000-66XX		-	-	-	-
<b>Attorney</b>						
		Equipment: 01-090-000-0000-6660	-	-	-	-
		01-090-XXX-XXXX-66XX	-	-	-	-
<b>Court Services</b>						
		Software: 01-252-252-0000-6655	-	-	-	-
		Equipment: 01-252-252-0000-6600	-	-	-	-
Dept Total	01-252-XXX-0000-66XX		-	-	-	-
<b>Employee Relations - Personnel Services</b>						
		Equipment: 01-050-000-0000-6660	-	-	-	-
Dept Total	01-050-000-0000-66XX		-	-	-	-
<b>Finance</b>						
		Equipment: 01-045-000-000-6660	-	-	-	-
Dept Total	01-045-000-0000-66XX		-	-	-	-
<b>Public Health &amp; Environment - Emergency Management</b>						
		Software: 01-280-280-0000-6655	-	-	-	-
		Equipment: 01-280-280-0000-6660	-	-	-	-
		Total Capital Outlay 01-280-66XX	-	-	-	-
<b>Public Health &amp; Environment - Land Management</b>						
		01-123-160-XXXX-6630	-	-	-	-
<b>Public Health &amp; Environment - Environmental Services (Paid by Solid Waste Fees)</b>						
		Bobcat-Environmental Center	-	35,000	35,000	35,000
		01-123-130-XXXX-6660	-	35,000	35,000	35,000
<b>Public Health &amp; Environment - Planning &amp; Water (Paid by WMO Levy)</b>						
		Bevens Creek Project Fund	15,000	-	-	(15,000)
		Carver Creek Project Fund	45,000	-	-	(45,000)
		Waconia City Hall Rain Gardens	-	-	-	-
		Seminary Fen Ravine Restoration	-	-	-	-
		Crow River Project Fund	35,000	-	-	(35,000)
		West Creek Project Fund	8,000	-	-	(8,000)
		East Creek Project Fund	25,000	-	-	(25,000)
		Carver County Water Mgmt. Organization Project Fund	-	123,000	123,000	123,000
		01-123-XXX-XXXX-6630	128,000	123,000	123,000	(5,000)

## Attachment D: 2012 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Approved	Requested	Recommended	
<b>Division Total</b>	<b>01-123-XXX-XXXX-66XX</b>		<b>128,000</b>	<b>158,000</b>	<b>158,000</b>	<b>30,000</b>
<b>Sheriff's Office</b>						
<b>Recreational Services</b>						
	231-01	Two Snowmobiles	20,000	-	-	(20,000)
		Equipment 01-201-231-1653-6660	-	-	-	-
		Equipment 01-201-231-1652-6660	20,000	-	-	(20,000)
		Total Capital Outlay 01-201-231	20,000	-	-	(20,000)
<b>Jail</b>						
		Jail Maint. - (\$65K funded in 2011 and \$20K in Facilities '12 Budget)		85,000	-	-
		Equipment: 01-201-235-0000-6660	-	85,000	-	-
		Total Capital Outlay 01-201-235	-	85,000	-	-
<b>Patrol</b>						
	236-01	Vehicles	305,400	237,438	237,438	(67,962)
		Vehicles: 01-201-236-0000-6670	305,400	237,438	237,438	(67,962)
		Total Capital Outlay 01-201-236	305,400	237,438	237,438	(67,962)
<b>Investigation</b>						
		Equipment: 01-201-239-0000-6655	-	-	-	-
<b>Crime Lab</b>						
	239-	Equipment: 01-201-239-1713-6660	-	-	-	-
		Total Capital Outlay 01-201-239	-	-	-	-
<b>911 Communication</b>						
	240-	MDCs and Radios	-	50,000	50,000	50,000
		Equipment: 01-201-240-0000-6660	-	50,000	50,000	50,000
		Total Capital Outlay 01-201-240	-	50,000	50,000	50,000
<b>Dept Total</b>	<b>01-201-XXX-XXXX-66XX</b>		<b>325,400</b>	<b>372,438</b>	<b>287,438</b>	<b>(37,962)</b>
<b>Public Works - Road &amp; Bridge Administration</b>						
		Hwy Engineer Equipment Request	-	-	-	-
		Equipment: 03-301-000-0000-6660	-	-	-	-
		Total Capital Outlay: 03-301	-	-	-	-
<b>Engineering</b>						
		Synchro/ SimTraffic Software	-	5,000	5,000	5,000
		Software: 03-303-000-0000-6655	-	5,000	5,000	5,000
		Handheld GPS (Asset Management)	-	10,000	10,000	10,000
		Equipment: 03-303-000-0000-6660	-	10,000	10,000	10,000
		Equipment: 03-303-000-0000-6670	-	-	-	-
		Total Capital Outlay: 03-303	-	15,000	15,000	15,000
<b>Highway Maintenance</b>						
		AVL / GPS for plow trucks		20,000	20,000	20,000
		Equipment: 03-304-000-0000-6660	-	20,000	20,000	20,000
	305-003	Semi Tractor		180,000	180,000	180,000
	305-020	Pickups (Non-Levy Funds)	-	47,000	47,000	47,000
	305-003	Tandem	230,000	-	-	(230,000)
	305-002	Attenuator	36,000	-	-	(36,000)
		Hwy Vehicles: 03-304-000-0000-6670	266,000	227,000	227,000	(39,000)
	305-005	Cracksealing Routers (2)		16,000	16,000	16,000
	305-014	Pick Up Broom (Non-Levy Funds)		200,000	200,000	200,000
	305-006	Asphalt Roller - 1 ton (Non-Levy Funds)		30,000	30,000	30,000
	305-007	Trailer Message Boards (Non-Levy Funds)		40,000	40,000	40,000
	305-008	Ditch Cleaning Bucket	-	9,000	9,000	9,000
		Hwy Eq: 03-304-000-0000-6690	-	295,000	295,000	295,000
		Total Capital Outlay: 03-304	266,000	542,000	542,000	276,000
<b>Equipment Maintenance</b>						
		Fleet Management	-	10,000	10,000	10,000
		Software: 03-306-000-0000-6655	-	10,000	10,000	10,000
		Wheel Balancer		14,000	14,000	14,000
		Forklift	-	20,000	20,000	20,000
		Equipment Maint: 03-306-000-0000-6660	-	34,000	34,000	34,000
		Total Capital Outlay 03-306	-	44,000	44,000	44,000
<b>Surveyor</b>						
		GPS Equipment Replacement	-	-	-	-

## Attachment D: 2012 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Approved	Requested	Recommended	
		Equipment Maint: 03-310-000-0000-6660	-	-	-	-
		Total Capital Outlay 03-310	-	-	-	-
<b>Dept Total</b>	<b>03-XXX-XXX-XXXX-66XX</b>		<b>266,000</b>	<b>601,000</b>	<b>601,000</b>	<b>335,000</b>
		<b>Non-levy Funds</b>	<b>0</b>	<b>317,000</b>	<b>317,000</b>	
<b>Public Works - Parks Administration</b>						
		Park Maintenance Projects (paid by increase in park permit fees)	28,000	-	-	(28,000)
		Site Improvements: 01-520-000-0000-6610 *	28,000	-	-	(28,000)
		Baylor Park Roofing of Bath Houses and Shelter (Paid by Park Fees)		28,000	28,000	28,000
		Bldg Improvements: 01-520-000-0000-6640	-	28,000	28,000	28,000
		Trail Maintenance Blower	-	7,000	7,000	7,000
		Disc Mower	-	8,500	8,500	8,500
		Utility Cart	13,000	-	-	(13,000)
		Beach Shade Enhancement	11,000	-	-	(11,000)
		Trailer	15,000	-	-	(15,000)
		Snowmobile	21,000	-	-	(21,000)
		Equipment: 01-520-000-0000-6660	60,000	15,500	15,500	(44,500)
		Light Utility Truck	-	27,000	27,000	27,000
		Vehicles: 01-520-000-0000-6670	-	27,000	27,000	27,000
<b>Dept Total</b>	<b>01-520-XXX-0000-66XX</b>		<b>88,000</b>	<b>70,500</b>	<b>70,500</b>	<b>(17,500)</b>
<b>Social Services</b>						
		Financial Assistance Client Kiosk - Reception Area	6,250	-	-	(6,250)
		Equipment 11-XXX-XXX-XXXX-6665	6,250	-	-	(6,250)
		Replacement Client Transport Vehicles (1 @ \$22,000)	22,000	22,000	22,000	-
		Vehicles 11-405-700-XXXX-6670	22,000	22,000	22,000	-
<b>Dept Total</b>	<b>11-XXX-XXX-XXXX-66XX</b>		<b>28,250</b>	<b>22,000</b>	<b>22,000</b>	<b>(6,250)</b>
<b>Taxpayer Services - Elections</b>						
		Equipment: 01-040-065-000-6660	-	6,000	6,000	6,000
<b>Dept Total</b>	<b>01-040-XXX-0000-66XX</b>		<b>-</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>County Totals</b>			<b>1,639,150</b>	<b>2,040,438</b>	<b>1,955,438</b>	<b>316,288</b>
		<b>Non-Levy Dollars Available to Pay</b>	<b>(166,000)</b>	<b>(478,000)</b>	<b>(478,000)</b>	<b>(312,000)</b>
		<b>Net Levy Dollars Needed</b>	<b>\$ 1,473,150</b>	<b>\$ 1,562,438</b>	<b>\$ 1,477,438</b>	<b>\$ 4,288</b>

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Carver County Community Development Agency (CDA) 2012 Final Budget --PH/E**

Primary Originating Division/Dept: <u>Public Health &amp; Environment</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Randy Wolf</u> Title: <u>Director Public Health and E...</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>Julie Frick</u> Title: <u>Director of Carver County Co...</u>	

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

**BACKGROUND/JUSTIFICATION:**

The Carver County Community Development Agency (CDA) administers a variety of rental housing programs in Carver County that assist households with various affordable housing options.

The County Board approves the County CDA Budget and the Special Benefit Levy necessary to fund the budget. As summarized in the enclosed budget packet, the CDA's proposed 2012 tax levy of \$1,936,133 is \$28,976 less than the approved levy for 2011. The CDA's 2012 levy will have a zero tax impact on the average valued home in Carver County.

The Carver County CDA presented its proposed 2012 budget and tax levy at the August 9th, 2011 Board Workshop.

Please see the attachments to this RBA, which include the Carver County CDA 2012 Budget Resolution, the CDA 2012 Budget Narrative, and the CDA 2012 Budget Summary.

**ACTION REQUESTED:**

**Resolution approving the 2012 proposed budget and payable 2012 tax levy of the Carver County Community Development Agency and certifying said levy to the county auditor.**

<p><b>FISCAL IMPACT:</b> <u>Other</u>  <i>If "Other", specify:</i>  <u>See Related Fiscal/FTE comments below</u></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td>County Dollars =</td> <td style="border: 1px solid black; width: 150px;"></td> </tr> <tr> <td>CDA Levy</td> <td style="text-align: right;">\$1,963,133.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$1,963,133.00</b></td> </tr> </table>	County Dollars =		CDA Levy	\$1,963,133.00	<b>Total</b>	<b>\$1,963,133.00</b>
County Dollars =							
CDA Levy	\$1,963,133.00						
<b>Total</b>	<b>\$1,963,133.00</b>						

**FTE IMPACT:** None

Related Financial/FTE Comments:  
 Related Financial Comments: The CDA's special benefit tax levy is spread upon all property within Carver County and is completely separate from the County's property tax levy. The proposed 2012 CDA special benefit tax levy will have a zero impact on the County's average valued home.

*Office use only:*  
 RBA 2011- 751

# Carver County Community Development Agency

For the 2012 budget, the Carver County Community Development Agency (CDA) is proposing a (3.17%) impact on taxpayers which equates to a 1.47% reduction in the budget. For the 2011 budget, the CDA maintained its 2010 levy that reduced the 2011 budget by \$33,209. When the reduction for 2011 is added, the total cut in the CDA levy since 2009 is \$178,974.

The following table summarizes the budget for the CDA.

<b>Carver County Community Development Authority</b>						
<b>Budget Summary</b>	<b>2010 Actual</b>	<b>2011 Budget</b>	<b>2012 Requested</b>	<b>2012 Approved</b>	<b>% Change 2011-2012</b>	<b>Change In Levy</b>
Revenue total	2,204,214	(3,175,958)	(2,066,818)	(2,066,818)	(34.92%)	(28,967)
Expenditure total	4,169,314	5,141,058	4,002,951	4,002,951	(22.14%)	
Tax dollars needed	1,998,309	1,965,100	1,936,133	1,936,133	(1.47%)	

## **Rental Housing Programs**

The CDA administers a variety of housing programs in Carver County that assist households with various affordable housing options. The following is a summary of the major rental programs:

**Public Housing** - The CDA owns and operates a Federally subsidized Public Housing Rental Program that consists of 81 units scattered thru-out the county that range from apartment style units to single family homes. This program is for households at or below 80% of Area Median Income (\$44,950 for 1 person). The CDA waiting list is currently open for applicants to apply.

The CDA administers a variety of smaller rental assistance programs with funding provided through a variety of agencies that include HUD, the State of Minnesota and Minnesota Housing. These programs are offered in collaboration with the First Street Center/Mental Health Department and The Carver-Scott Educational Cooperative’s New Beginnings Program.

The CDA owns four rental developments within the county that consist of affordable, work force housing; over 200 units that range from efficiency type units to three-bedroom townhomes.

**Senior Housing** - The CDA also owns over 100 units of 55+ housing for seniors looking to down-size into a more manageable housing unit in a senior, socially active community.

## **Housing Counseling** -Fiscal years:

Oct 1, 2009 - Sept 30, 2010 assisted 2,905 clients

Oct 1, 2010 – June 30th, 2011 assisted 2,039 clients (partial year third quarter data as reported to HUD)

Of those 2,039 clients, 475 were “underserved populations”, i.e. people of color, single head of household, disabled head of household

Incomes Served:

30-<50% of Area Median Income (AMI)	1,031 households
50%-79% of AMI	468 households
80%-100% of AMI	241 households
100% of AMI	299 households

Counseling Services Provided:

116 Home Buyer Education Services  
1,280 Mortgage Delinquency Counseling  
34 Home Maintenance Inquiries  
608 Rental Asst. Counseling  
5 Homeless/Displacement

Carver County Sheriff sales from January 1 - June 30<sup>th</sup>, 2011 were at 178. Scott County Sheriff sales January 1 - June 30<sup>th</sup>, 2011 were at 386. The federal dollars this agency receives through HUD covers the administrative costs for counselor time in Scott County. The CDA continues to be a high performing agency through its key partnerships with the Minnesota Housing and Home Ownership Center coupled with its recent achievements. The CDA will continue to be a viable resource to residents of both Scott and Carver Counties for their housing counseling needs.

***CDA Economic and Community Development Programs***

The CDA oversees a variety of Federal and State programs including the Small Cities Development Program, Housing Counseling, the Minnesota Housing Finance Agency Programs and other grants that are awarded to the CDA at various times.

The CDA has a partnership with the Land & Water Services, Planning & Water Management; and Environmental Services departments to process applications, administer low-interest loan funds, and apply special assessments to properties for homeowners that replace Individual Sewage Treatment Systems (ISTS) throughout Carver County.

- The CDA actively works with Carver County cities, Chambers of Commerce and local businesses to promote Carver County as a prospective place to locate their business.
- The CDA provides technical assistance to cities and their businesses with expansion plans; and to develop funds for development and redevelopment projects.
- The CDA is an active partner in the 2030 Comprehensive Plan, implementation of the Plan and updates for Carver County cities.
- The CDA operates the CDA Business Loan Fund (BLF) and makes loans for commercial/industrial companies that are eligible. The main focus of the BLF is job creation and redevelopment and/or expansion of business properties. The CDA BLF primarily serves as “gap financing” and requires participation from other parties. The CDA typically requires a minimum 50% bank or private financing, a minimum of 10%



equity from the borrower, and will be subordinate to the local bank. The CDA BLF primarily serves as “gap financing” and requires participation from other parties.

- The CDA actively looks for properties and development sites in the County to develop new senior and affordable workforce rental housing to meet the housing demand outlined in the Carver County 2030 Comprehensive Plan

## **2011 Major Accomplishments & Challenges**

### **Commercial/Industrial Projects:**

#### **Chaska**

**1057 and 1059 Stoughton Avenue Redevelopment Project:** The Carver County CDA and City of Chaska jointly financed a redevelopment project at two historic Chaska Brick buildings that were vacant and falling into disrepair. The CDA loaned \$150,000 to developer Topaz Investments, LLC (Jason Palmby) of Chanhassen for purposes of acquiring and redeveloping the buildings for lease to CD Recovery Services, Inc. for the creation of a minimum of 8 new jobs and the rehabilitation of two historic structures near downtown. Five Star CD Recovery Services will operate the facilities as a residential chemical dependency treatment center for men. The City provided a \$25,000 loan in partnership with the CDA. The project began in July 2011.

#### **Chanhassen**

**Custom Fab Solutions:** The CDA continues working with CFS in Chanhassen to allow them to expand their operations and add employees.

#### **Watertown**

**Adult Training and Habilitation Center (ATHC):** The CDA provided \$150,000 in CDA Business Loan financing and \$50,000 in a forgivable grant to ATHC in late 2010 and worked with the company through early 2011 so that it could successfully launch a 13,000 square-foot specialty recycling center in the new Watertown Industrial Park. The project broke ground in the summer of 2010. Construction was completed, and there needs to be a minimum of 20 new jobs created at the facility over a period of two years for the grant to be forgiven. As of July 1, 2011, the company already employs 20 people and according to the company is on track for a total employment of 25 at the facility by 2012. They added another shift in summer of 2011.

### **New Projects undertaken in 2011**

- **Carver:** The CDA purchased 36 acres in Dahlgren Township along County 11 south of new Highway 212. The CDA and City are working together to develop plans for the eventual development of the 36 acres.
- **Waconia:** The CDA purchased approximately 6 acres in the City of Waconia on Airport Road by Target to be used for the development of affordable workforce housing. We would like to start construction in 2012.

- **Greater Minneapolis-St. Paul Economic Development Partnership:** The Carver County CDA and Carver County have been working in 2011 on developing a new economic development strategy and public awareness campaign for joining the new private-public regional economic development partnership to serve the Twin Cities metro area.

#### **Grants:**

- **Norwood Young America, Hamburg, Cologne:** The CDA administers a Small Cities Grant for the Cities of Norwood Young America, Hamburg and Cologne to rehab up to 20 single-family homes within those communities. Thirteen were completed in 2011, and the remaining seven homes are expected to be completed in 2011.

#### **Special Studies/Projects:**

- Multi-Modal Rail Facility

The CDA continues to work with the County and private developers to continue these efforts.

- Carver County Fiber Ring Project

The CDA is an active participant and partner with Carver County to develop and implement the fiber network throughout Carver County that will ultimately serve local governments, schools, cities, libraries and local businesses.

#### ***Ongoing Initiatives***

- Develop workforce, senior, and affordable housing in Carver County so workers can live and work here in Carver County, which will support economic development and business throughout the county.
- Promote redevelopment within the cities of Carver County through new mixed-use projects which promote downtown living and shopping.
- Plan and integrate economic development and housing projects that will occur as the result of the Highway 212 corridor being improved.
- Provide marketing, technical assistance to cities, and business finance resources to industrial and business park developments in the county.
- Establish and maintain high quality service with interested stakeholders to build a collegial working relationship that contributes to CDA initiatives.
- Provide support services to Carver County Planning & Water and Environmental Services to coordinate, develop, and maintain efficiencies related to activities of the 2030 Comprehensive Plan.
- Work towards attracting new sources of capital and investment to Carver County through the establishment of Angel Fund Venture Investments for promising and high growth fields such as biosciences and alternative energy, animal health, medical devices, diagnostics/vaccinations and pharmaceuticals.

- Make strategic railroad investments in the Tacoma Industrial Park in Norwood Young America to assist industrial business.
- Participate in the planning and public process and support cities regarding the new Hwy. 212 MnDOT project proposal expanding from four lanes from the City of Carver to the City of Norwood Young America.
- Continue to work with the TC & W Railroad, Carver County cities, MNDOT, SW Transit, Vision 212 Group, and Carver County Board to promote the development of commuter rail, and linked transit stations with workforce housing centered on job/transportation hubs.

### ***Projects on Hold Due to a Lack of Funding***

- Project in the City of Watertown – Senior Housing
- Bioscience Building: The CDA is working with the City of Chaska and a private medical device company to build a plant in the City and to also build a biosciences incubator facility.
- Angel Investment Fund.

# COMMUNITY DEVELOPMENT AGENCY BUDGET SUMMARY

<b>GENERAL FUND</b>	2010 Actual	2011 Budget	2012 Requested Budget	Dollar Inc/Dec.	Percent Inc/Dec.
<b>REVENUES</b>					
Total Administrative Revenues	821,833	739,225	427,995	(311,230)	-42.10%
Total Pass-Through Grant Funds	1,238,629	1,453,000	584,420	(868,580)	-59.78%
Total CDA Special Benefit Levy	1,965,100	1,965,100	1,936,133	(28,967)	-1.47%
Total Revolving Loan Funds	171	175	155	(20)	-11.43%
Total Other Revenues	1,106,312	974,558	1,054,248	79,690	8.18%
<b>TOTAL REVENUES</b>	<b>5,132,045</b>	<b>5,132,058</b>	<b>4,002,951</b>	<b>(1,129,107)</b>	<b>-22.00%</b>
<b>EXPENDITURES</b>					
Total Administrative & Operating Expenses	3,270,341	2,736,107	2,705,529	(30,578)	-1.12%
Total Pass-Through Grant Funds	670,998	1,453,000	584,420	(868,580)	-59.78%
Total Other Expenditures	227,975	942,170	713,002	(229,168)	-24.32%
<b>TOTAL EXPENDITURES</b>	<b>4,169,314</b>	<b>5,131,277</b>	<b>4,002,951</b>	<b>(1,128,326)</b>	<b>-21.99%</b>
<b>DIFFERENCE BETWEEN GENERAL FUND REVENUES &amp; EXPENDITURES</b>	<b>962,731</b>	<b>781</b>	<b>-</b>	<b>(781)</b>	<b>0.00%</b>
<b>ENTERPRISE FUND</b>					
Total Apartment Buildings Revenues	4,431,832	3,986,799	4,520,469	533,670	13.39%
Total Apartment Buildings Expenditures	4,043,937	3,986,799	4,520,469	533,670	13.39%
<b>DIFFERENCE BETWEEN ENTERPRISE REVENUES &amp; EXPENDITURES</b>	<b>387,895</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL CDA DIFFERENCE BETWEEN REVENUES &amp; EXPENDITURES</b>	<b>1,350,626</b>	<b>781</b>	<b>-</b>	<b>(781)</b>	<b>-</b>



Taxpayer Services Department  
 Laurie Engelen, Manager  
 Carver County Government Center  
 600 East Fourth Street  
 Chaska, MN 55318-2102

Phone: 952-361-1910  
 Fax: 952-361-1919

**Pay 2012 - CDA Maximum Levy Allowed  
 per MS 469.033 Subd.6**

**Allows for \$28,967 decrease to CDA levy.**

<b>Pay 2011</b>			
Based on certified levy amount of:		\$	1,965,100
County Rate of:		.	1.77660992%
Market Value	2011 Tax Capacity	2011 Actual	
\$277,200	2,772	\$	47.05

<b>Pay 2012 Preliminary Estimate</b>			
Based on proposed levy amount of:		\$	1,936,133
Proposed County Rate of:			1.78901524%
Market Value	2012 Tax Capacity	2012 Estimated	
\$267,800	2,678	\$	45.56

<b>Impact to Taxpayer</b>	Market Value	Difference in County Tax
	277,200/267,800	\$

- \* Tax dollars for Actual Pay 2011 & Preliminary Estimated Pay 2012 are after reduction of approximate CDA portion 1.79% of applicable Residential Homestead Market Value credit.
- \* Residential Homestead credit applicable only to properties under \$413,778. Credit reaches maximum reduction of \$304 at market value of \$76,000 and phases out based upon market value exceeding \$76,000.
- \* Estimated Pay 2012 FD Table VIII distribution of \$201,339 used to adjust levy. This was calculated using Pay 2011 Table VII amounts from Anoka County.
- \* Estimated Pay 2012 are before open book, local boards and Board of Equalization adjustments.
- \* These estimates are based on average estimated market values received from Carver County Assessor's office.

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

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

Resolution No. \_\_\_\_\_  
Seconded by Commissioner \_\_\_\_\_

---

**RESOLUTION APPROVING THE 2012 PROPOSED BUDGET AND PAYABLE 2012 TAX LEVY OF THE  
CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY AND CERTIFYING SAID LEVY TO THE  
COUNTY AUDITOR**

WHEREAS, in accordance with Minnesota Statutes, Section 469.033, Subd. 6 (“Section 469.033”), and Laws of Minnesota, including Laws of Minnesota for 1980, Chapter 482, as amended by Laws of Minnesota for 2001, Chapter 214, the Carver County Community Development Agency (the “Agency”) is authorized to levy special benefit taxes upon all property within its area of operation; and

WHEREAS, the area of operation of the Agency is the whole of the County of Carver, Minnesota; and

WHEREAS, the Agency has by resolution duly approved and adopted its 2012 budget and levied the special benefits tax, payable 2012, subject to the approval of the Carver County Board of Commissioners (the “Carver County Board”); and

WHEREAS, the Authority is authorized to levy its special benefits tax pursuant to Minnesota Statutes, Section 469.107 or Section 469.033, with the approval of the Carver County Board;

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

1. The County has previously approved the levy by the Authority for taxable year 2008 and any subsequent years of taxes upon the taxable property in the County in amounts pledged by the Authority to pay debt service with respect to its outstanding housing development bonds. In addition, the County hereby approves the levy by the Authority for taxable year 2012 of taxes upon the taxable property in the County in the amounts specified for purposes other than such debt service in the Authority’s annual budget upon the taxable property in the County.
2. The Authority’s requested levy of \$1,936,133 for taxes payable 2012 is hereby certified to the County Auditor.
3. A copy of this Resolution shall be furnished to the Authority through its Executive Director by the County Administrator.

=====

<b>YES</b>	<b>NO</b>	<b>ABSENT</b>
------------	-----------	---------------

=====

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 6th day of September, 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.

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

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PH/E Approval of 2012 Preliminary Water Levy**

Primary Originating Division/Dept: <u>Public Health &amp; Environment - Planning/Water</u>	Meeting Date: <u>9/6/2011</u>
Contact: Paul Moline      Title: <u>manager - PWM dept</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>5</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: Paul Moline      Title: <u>manager - PWM dept</u>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

State Statute requires that the preliminary Carver County WMO levy request be certified by the WMO authority (the County Board).

The levy request below is for the special taxing district making up the Carver County Watershed Management Organization (CCWMO). The levy consist of funds for projects plus general operating expenses. General operating expenses include staff time, SWCD allocation, general engineering, development review expenses, training, mileage, equipment repair & maintenance, per diem for WENR Committee meetings, educational expenses, and the Low Impact Conservation fund primarily intended to support the Direct Discharge program.

The request for 2012 differs from the 2011 and previous year requests in that there is now only one CCWMO taxing district compared to six different taxing districts. this change was approved by the Board in 2010 as part of the adoption of the updated CCWMO water plan and through previous board discussion. The comparison from 2011 to 2012 is as follows:

WATERSHED	2012 LEVY REQUEST	2011 LEVY	CHANGE
Bevens Creek WS	NA	\$ 62,442	
Carver Creek WS	NA	\$ 183,738	
Crow River WS	NA	\$ 104,197	
East Chaska Creek	NA	\$ 130,397	
West Chaska Creek	NA	\$ 38,318	
Pioneer Sarah Creek	NA	\$ 5,892	
CCWMO Taxing district	\$ 524,984	\$ 524,984 (total)	\$ 0

**ACTION REQUESTED:**

Motion to set the preliminary 2012 Carver County WMO levy at \$524,984.

**FISCAL IMPACT: Other**

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>\$0.00</b>
CCWMO Levy	\$524,984.00
<b>Total</b>	<b>\$524,984.00</b>

**FTE IMPACT: None**

**Related Financial/FTE Comments:**

Dollar amounts are needed to certify to Taxpayer Services how much they will include in their levy. County

Board has approval authority for the CCWMO.

*Office use only:*  
RBA 2011- 768



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Adopt a Preliminary 2012 Levy for the Regional Rail Authority ("CCRRA")**

Primary Originating Division/Dept: <u>Public Works</u>	Meeting Date: <u>9/6/2011</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 in the Cities of Mayer and New Germany at the former depot locations by removing buildings, purchasing property, and developing longer term plans for these locations.

Additionally, CCRRA is has partnered with others in the Minnesota River Valley Rail Line Joint Powers Agreement to acquire the Chaska industrial Lead of the Union Pacific Rail Line in Carver and Scott Counties.

**ACTION REQUESTED:**

***Adopt a motion setting the CCRRA's 2012 preliminary tax levy at \$120,000***

**FISCAL IMPACT:** Other

*If "Other", specify:*

**FUNDING**

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

**FTE IMPACT:** None

**Related Financial/FTE Comments:**

The CCRRA's 2012 preliminary tax levy of \$120,000 will have a decreasing tax impact on an average value home.

*Office use only:*  
RBA 2011- 785

# 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.

<b>Revenues</b>		<b>2010 Actual</b>	<b>2011 Budget</b>	<b>2012 Requested Budget</b>	<b>Dollar Inc/Dec 2011-12</b>	<b>Percent Inc/Dec 2011-12</b>
<b>Account #/Category</b>						
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%
<b>TOTAL REVENUES</b>		<b>123,033</b>	<b>120,000</b>	<b>120,000</b>		0.00%
<b>Expenditures</b>						
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%
<b>TOTAL EXPENDITURES</b>		<b>101,478</b>	<b>356,000</b>	<b>220,000</b>	<b>(136,000)</b>	<b>-38.20%</b>
<b>CAPITAL RESERVES USED</b>			236,000	100,000	(136,000)	-57.63%
<b>DIFFERENCES BETWEEN REVENUES &amp; EXPENDITURES</b>		<b>21,555</b>	-	-	-	<b>0%</b>

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:**

**Telework Update and Recognition**

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>9/6/2011</u>
Contact: <u>Kathy Paulsen</u> Title: <u>Wellness Program Manager</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>20</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Kathy Paulsen &amp; Rhonda Ly...</u> Title: <u>Wellness Program Manager a...</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:**

Telework Pilot was conducted in 2010. We conducted post-pilot surveys of teleworkers, supervisors and co-workers of teleworkers - results were very positive showing increased productivity, less time and fuel spent commuting, etc. However, telework was a new and different demand on IT and on employees. Employees had increased need for IT support, and IT was just beginning the conversion to the use of VDI (virtual desktop images) as a way to more easily support the tech needs of employees. Since then IT has almost completed the implementation of VDI on the entire Chaska campus. Currently, approximately 70 employees are set up for telework or remote work. At the current time, those on VDI have the ability to access their desktop from anywhere they have access to the internet. Therefore, those who are on VDI, have access to high-speed internet (3.0 mb/sec. preferred), and have their supervisor's approval have the ability to telework. IT supports only county owned equipment and is available for support during normal business hours.

**ACTION REQUESTED:**

Update County Board on Telework.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FUNDING**

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

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 778