

Carver County Legislative Breakfast
December 13, 2022 – 7:30 a.m.
American Legion
Chanhassen, Minnesota 55317



Carver County Board of Commissioners
December 13, 2022
Board Meeting

The County Board Room is open to the public.

Individuals who are not able to attend in person and wish to provide public comments can do so by email at admin-contact@co.carver.mn.us or by leaving a voicemail at (952) 361-1516. Public comments received in writing such as those received by e-mail will be summarized during the meeting and posted on the County website at <https://www.co.carver.mn.us/government/county-board-of-commissioners/county-board-meetings-and-agendas> following the meeting. Voicemail public comments will be played during the meeting. If you would like to join the Regular Session videoconference please send an e-mail, no later than noon on the Monday prior to the scheduled meeting date, to Carver County Administration at admin-contact@co.carver.mn.us to receive a WebEx invitation.

Public comments that relate to an item on the agenda will be heard when that agenda item is discussed. Please limit your public comments to five minutes or less.

The Regular Session portion of the meeting will be webcast live at: <https://youtube.com/@CarverCountyMN>

- 10:00 a.m. 1. a) **CONVENE**
 - b) **Pledge of allegiance**
 - c) **Public comments**
- 2. Agenda review and adoption
- 3. Approve minutes of November 22, 2022 Special Session and December 1, 2022, Budget Public Hearing..... 1-3
- 4. Community Announcements
- 10:20 a.m. 5. **CONSENT AGENDA**
 - Communities: Create and maintain safe, healthy, and livable communities*
 - 5.1 Professional Services Agreement with WSB & Associates for Acquisition and Relocation Services for Highway 212 Project - Benton Township 4

5.2	Drug Court Enhancement Grant	5
5.3	Temporary Social Worker in HHS Child & Family Department.....	6-7
5.4	Professional Services Agreement Amendment No. 1 with RJM Construction for Construction Management Services	8-11
5.5	Professional Services Agreement with Rinker Materials for Rose Avenue Bridge Project.....	12
5.6	Professional Services Agreement with Rinker Materials for Salem Avenue Bridge Project.....	13

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

5.7	PSA with Finley Engineering for Assistance to CarverLink with upcoming Broadband Grant Application Submissions.....	14
5.8	Charitable Gambling Application to Conduct Excluded Bingo	15

Culture: Provide organizational culture fostering accountability to achieve goals and sustain trust/confidence in County government Culture

5.9	Eliminate 1.0 FTE Employee Relations Administrative Assistant and Create 1.0 FTE Employee Relations Coordinator.....	16-18
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Growth: Manage the challenges and opportunities resulting from growth and development

5.10	Settlement Agreement for Additional Drainage & Utility Easement on Highway 61.....	19-22
5.11	Joint Powers Agmt. with the MN Department of Transportation for Professional and Technical Services for Hwy 212 Project	23-24

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

5.12	Board Policy Updates	25-35
5.13	Review Health & Human Services and Commissioner Warrants.....	NO ATT

10:20 a.m.	6. COMMUNITIES: Create and maintain safe, healthy, and livable communities	
	6.1 Settlement Amendment for Right of Way Acquisition for to the Highway 24 Project.....	36-39

10:25 a.m.	7. FINANCES: Improve the County's financial health and economic profile	
	7.1 2023 Property Tax Levy and Budget.....	40-63
	7.2 2024 Long Term Financial Plan	64-79

RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY

7.3	Regional Rail Authority 2023 Levy and Budget.....	80-83
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ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS COUNTY BOARD

11:25 a.m.	8. County Administrator Report	
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ADJOURN REGULAR SESSION

WORK SESSION

11:30 a.m. **A. COMMUNITIES: Create and maintain safe, healthy, and livable communities**

1. Parks & Trails Asset Management Plan..... 84

David Hemze
County Administrator

UPCOMING MEETINGS

- December 20, 2022 8:00 a.m. Retiree Coffee Connection
County Board room
- December 20, 2022 9:30 a.m. Board Meeting
- December 27, 2022 No Meeting
- January 3, 2023 8:30 a.m. 2023 Elected Swearing in Ceremony
- January 3, 2023 9:00 a.m. 2023 Organizational Meeting

A Special Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on November 22, 2022. Chair Gayle Degler convened the session at 9:01 a.m.

Members present: Gayle Degler, Chair, John P. Fahey, Vice Chair, Tim Lynch, Matt Udermann and Tom Workman.

Members absent: None.

Under public comments, Jennifer Ray, Chanhassen, stated earlier there was discussion on creating a County Election Performance Committee and inquired how to move forward with that. Chair Degler suggested that could be discussed further with Dave Frischmon.

The following amendment was made to the agenda:

Delete Work Session Item-Parks and Trails Asset Management Plan.

Workman, Fahey seconded, to approve the agenda as amended. Motion carried unanimously.

Lynch moved, Udermann seconded, to approve the minutes of the November 15, 2022, Regular Session. Motion carried unanimously.

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

Reviewed November 22, 2022, Community Social Services' actions/Commissioners' warrants in the amount of \$542,331.83.

Motion carried unanimously.

Dave Hemze, County Administrator, requested the Board approve the County's 2023 legislative priorities. He pointed out the Board's longstanding support for local control. He noted some were new priorities and road, bridges and parks were all high priorities. He summarized the priorities that included funding needed in the areas of road and bridge, parks and trails, Health and Human Services and General Government. Hemze stated the priorities would be reviewed with the legislators at the December 13th legislative breakfast.

Workman moved, Fahey seconded, to approve the 2023 Carver County Legislative Priorities as outlined. Motion carried unanimously.

Hemze requested the Board approve a lobbyist agreement with Poul Haas. He explained a rfp was issued and seven proposals were received. He stated Tony Albright would be the assigned lobbyist for the County. He pointed out Albright's experience and believed he was a good fit for Carver County. Hemze indicated he didn't expect Albright to cover every issue and would be focusing his attention on road, bridge and park issues.

Fahey moved, Workman seconded, to approve contract with Poul Haas PA for a two-year term effective January 1, 2023 with an annual fee of \$38,000 pending contract review by Attorney/Risk Management. Motion carried unanimously.

Lynch moved, Workman seconded, to recess as the County Board and convene as the Ditch Authority. Motion carried unanimously.

Dave Frischmon, Finance requested the Ditch Board approve 2023 ditch assessments. He explained Mike Wanous inspects the ditches and oversees the work with the County tracking the costs and assessing it back to the individual ditches.

Lynch moved, Workman seconded, to approve the following recommended payable 2023 one-year assessments with 0% interest:

Joint Ditch 2	\$1,500
Joint Ditch 3A	\$30,000
Joint Ditch 21	\$8,000
Joint Ditch 22	\$8,000
Joint Ditch 24	\$8,000
Joint Ditch 28	\$1,500

Motion carried unanimously.

Udermann moved, Fahey seconded, to adjourn as the Ditch Authority and reconvene as the County Board. Motion carried unanimously.

Udermann moved, Fahey seconded, to adjourn the Special Session at 9:48 a.m. and go into a work session with Finance for a third quarter update. Motion carried unanimously.

David Hemze
County Administrator

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

A public hearing on the proposed 2023 budget was held at the Government Center in Chaska on December 1, 2022. Chair Degler convened the meeting at 6:01 p.m.

Commissioners present: Gayle Degler, Chair, John Fahey, Vice Chair, Tim Lynch and Matt Udermann.

Commissioners absent: Tom Workman.

Chair Degler explained the purpose of the meeting was to hold a public hearing to take comments on the 2023 proposed budget and not market values that were set earlier this year. Degler clarified if there were concerns related to market values, the Assessor's office was open and available to address those issues. He pointed out tonight's meeting would be on the proposed taxes to be levied by the County for 2023 and not on taxes to be levied by the school districts, cities or townships that are listed separately on tax statements. He pointed out that the Board would be setting the final budget at the December 13th Board meeting.

David Hemze, County Administrator, highlighted the statutory property tax timeline that began with the property sales study. He explained tonight they are focusing on the County's portion of the levy and while the County administers the process, other jurisdictions have their own decision-making authority. He pointed out key issues that were driving the levy and budget.

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

Hemze recognized the rising value of homes shifted the tax burden to residential. He highlighted the allocation of tax dollars among various County services.

Dave Frischmon, Finance, reviewed increases to overall tax base and new construction. He identified increases in tax levy over the last four years and pointed out recommended 4.9% levy increase for 2023. Frischmon explained county wide levy adjustments and the change recommended to the debt service levy. He noted the projected 2023 vacancy savings and county program aid received over the last ten years.

He reviewed staffing requests and recommended 1.45 FTE increase. He highlighted 2023 capital projects and funding sources. Frischmon identified County tax impacts to an average value home over the past ten years. He reviewed a timeline of the 2023 budget schedule and proposed Board action to adopt the final levy on December 13th.

Fourteen members of the public attended the meeting. Public comments related to market value increases, resulting tax increases and lack of State aid were received from Nick Shultz, Joe Grossi, Russ Wah and Bob Grobe.

Udermann moved, Fahey seconded, to close the public hearing. Motion carried unanimously.

Lynch moved, Fahey seconded, to adjourn the public hearing at 7:06 p.m.. Motion carried unanimously.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with WSB & Associates for Acquisition and Relocation Services for Highway 212 Project - Benton Township

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/13/2022"/>
Contact: <input type="text" value="Darin Mielke"/> Title: <input type="text" value="Assistant Public Works Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

This contract was initially approved by the county board on October 4, 2022. Appraisal work by subconsultants was added to this contract to streamline the land acquisition work by WSB & Associates staff.

The 2024 and 2025 construction season includes the Highway 212 Project – Benton Township, which is the reconstruction and expansion of Highway 212 from approximately Highway 34 (Tacoma Avenue) in the City of Norwood Young America to Highway 36 (West) in the City of Cologne. Additional land acquisition is needed to complete the project. There are approximately 38 parcels being impacted by the project with most being agricultural and residential related properties. Due to the complexity of the right-of-way acquisitions and staff workload, it is necessary to hire a consultant land acquisition firm with extensive experience in documentation and negotiations for land acquisition for highway projects. The team from WSB & Associates, and their subconsultant appraisers, have many years of experience in handling this type of land acquisition work. They will coordinate their work with the County Attorney's staff while at the same time consulting with the county's project manager, title agents and appraisers on the drafting of easement documents, lead negotiations for potential settlements, draft and file necessary documents for eminent domain proceedings and assist with condemnation hearings, if necessary.

ACTION REQUESTED:

Motion to approve a professional services agreement with WSB & Associates for \$266,312 for acquisition, appraisal and relocation services for the Highway 212 Project - Benton Township, pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text" value=""/>	County Dollars = <input type="text" value=""/>
FTE IMPACT: <input type="text" value="None"/>	State Bond Funds <input type="text" value="\$266,312.00"/>
	Total <input type="text" value="\$266,312.00"/>
	<input checked="" type="checkbox"/> Insert additional funding source
Related Financial/FTE Comments:	

Office use only:

RBA 2022 - 8741

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Drug Court Enhancement Grant

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

In January of 2020, Carver County began our Drug Treatment Court program after securing a federal grant through the Bureau of Justice Assistance (BJA). The original \$500,000 grant is due to expire and be spent by approximately July 1, 2023. As newly implemented treatment courts often do, we applied for an enhancement grant in May of 2022. We were informed on September 27, 2022, that we were awarded a \$750,000 enhancement grant for the time period of October 1, 2022-September 30, 2026. The enhancement, as included in our application, will include expanding our treatment court to include those who are facing a probation violation on a drug offense. To that end, the grant will fund private counsel for these participants. In addition, the grant will enhance services to our participants by contracting for Certified Peer Recovery services. We are very excited and grateful for the opportunity to enhance our Drug Treatment Court in Carver County.

ACTION REQUESTED:

Motion to approve acceptance of the \$750,000 Drug Treatment Court Enhancement Grant through the Bureau of Justice Assistance.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	\$0.00
Bureau of Just Assistance	\$750,000.00
Total	\$750,000.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Enhancement grant will include contracts for services to be approved at a later date.

Office use only:

RBA 2022 - 8749

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Temporary Social Worker in HHS Child & Family Department

Primary Originating Division/Dept: <input type="text" value="Health & Human Services"/>	Meeting Date: <input type="text" value="12/13/2022"/>
Contact: <input type="text" value="Heather A Goodwin"/> Title: <input type="text" value="HHS Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

This request seeks approval to cover a planned leave of absence in the HHS Child & Family Department with a temporary social worker funded by the Seasonal/Temporary/On-Call (STOC) budget.

The HHS Child & Family Child Protection team has a need for a temporary social worker. This position housed in the Resource Unit is key to finding child out-of-home placement when needed and often with the child's relative. If appropriate care is not found quickly, it can delay reunification of families and result in a child languishing in possibly a higher-level and more expensive level of care or in non-relative care. This position also works closely with the Child Protection intake and assessment unit to supplement work needing to be done when a child is initially removed from the parental home.

The services provided by the Child & Family team is high risk and mandated according to Minnesota Statute 260E. It is imperative that caseloads are maintained at a level that is manageable by staff for the safety and well-being of the children and families served in Carver County. The department would like to utilize a temporary Social Worker starting approximately 12/13/2022 for the allowed maximum of 67 days.

This position will utilize funding from the STOC pool. Employee Relations has approved use of STOC funds for this purpose and Central Finance has verified that there are dollars available. The STOC cost for 67 days (maximum) of a temporary social worker for child protection in 2022 is \$18,492.00.

ACTION REQUESTED:

Motion to approve STOC funding to hire a temporary Child & Family Social Worker for up to 67 days in 2022- Q1 2023 starting in mid-December 2022.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/>	FUNDING						
If "Other", specify: <input type="text"/>	<table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">\$0.00</td> </tr> <tr> <td>Budgeted STOC Pool</td> <td style="text-align: right;">\$18,492.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$18,492.00</td> </tr> </table>	County Dollars =	\$0.00	Budgeted STOC Pool	\$18,492.00	Total	\$18,492.00
County Dollars =	\$0.00						
Budgeted STOC Pool	\$18,492.00						
Total	\$18,492.00						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

The cost of \$18,492 for a maximum of 67 days of coverage should be funded through Employee Relation's STOC account.

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Temporary Social Worker in HHS Child & Family Department

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
HHS Salaries STOC - 22	11-422-700-0000-6119	\$3,864.00	ER STOC Budget - 22	01-820-6119	\$3,864.00
HHS Salaries STOC - 23	11-422-700-0000-6119	\$14,628.00	ER STOC Budget - 23	01-820-6119	\$14,628.00
TOTAL		\$18,492.00	TOTAL		\$18,492.00

Reason for Request:

Request to fund a STOC Social Worker position for Child & Family for Child Protection required coverage during a leave.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement Amendment No. 1 with RJM Construction for Construction Management Services

Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 12/13/2022

Contact: Martin Walsh

Title: Parks and Recreation Director

Item Type:

Consent

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: Yes No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

On March 2nd, 2021, the County Board authorized a contract with RJM Construction for construction management services for the new Waterfront Service Center at Lake Waconia Regional Park. The contract amount was based on a preliminary estimated construction value of \$4,000,000. The initial contract had a value of \$222,245. Also at that time, the board action also referenced that actual construction value for the building may increase for the building as the building is better defined.

Since the initial contract, the construction value has increased to \$7,583,791, the timeline for constructing the building is now 29 months since the beginning of the contract, and RJM will be performing additional services for the project. The additional costs were accounted for at the time that the Board authorized award of the contracts and included in the overall project cost estimate which is attached.

The recommended contract amendment with RJM includes the following services:

Construction Management and General Conditions

- \$93,627 Construction Management Fee (1.25 % x \$7,490,164)
- \$307,803 General Conditions (RJM Key staffing - Project Manager, General Project Superintendent, Site Superintendent, Safety Director, Truck and Fuel)

Total \$401,430

The price increase reflects increased complexity with plans and specifications and required management hours. The Pre-construction & bidding phase timeline increased from the original proposed 6-month duration from the pre-proposal. In addition, labor rate increases occurred from the time of the pre-proposal to final estimate as the project start date pushed out (1) year from the RFP stated timeline.

Additional Costs and Services Performed Work by RJM

- \$78,211 General Requirements (OSHA Provisions, Office Trailer, Equipment supplied by RJM, Site, Fencing, Dumpsters)
- \$35,652 Construction Cleaning **
- \$30,000 Winter Conditions**
- \$67,496 General Liability Insurance
- \$37,919 Builders Risk Insurance
- \$78,170 Building Permit

Total \$307,448

The values budgeted for general requirements, construction cleaning, winter conditions are estimates based upon historical data for a project of this size and scope. Since these values are not subcontracted out, they are managed on a time and material basis and any savings realized at the end of the project would accrue back to the county. If they were publicly bid and subcontracted out, they would be managed on a lump sum basis where any savings realized would not accrue back to the county.

**These categories historically have been estimated and put into allowance packages within the bid / quote categories. In an effort to reduce the overall project budget and provide the best value to the County, RJM Construction held these budgets within our services agreement / contract.

- Reasons:
 - If allowances were built into the bid / quote categories, the county would be realizing a 10% - 15% fee on top of the allowances (typical industry standard subcontractor fee) in lieu of RJM Constructions CM fee of 1.25%.
 - RJM Construction has 100% visibility and management of these allowances, where if savings are realized through these items, they would accrue back to the County at the end of the project.

\$728,878 Grand Total

Existing Contract Amount \$222,245
Contract Amendment#1 Amount \$506,633

The new contract amount is within the budget approved by the Board for the project June 28, 2022.

ACTION REQUESTED:

Motion to approve amendment No. 1 to the professional service agreement with RJM Construction for construction management services at Waconia Regional Park and authorize the Board Chair to sign the agreement upon completion of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	\$0.00
WSC Project Budget*	\$506,663.00
Total	\$506,663.00

Related Financial/FTE Comments:

*The Board initially approved a contract with RJM for \$222,245. The requested amendment No. 1 increases the contract by \$506,633. Total contract amount with RJM will be \$728,878 which was included in the Waterfront Service Center Project Budget approved by the Board on June 28, 2022.

Office use only:

RBA 2022 - 8760



ESTIMATE SUMMARY

ESTIMATE DATE:	June 17, 2022
PROJECT:	Carver County Lake Waconia Water Service Center
ARCHITECT:	HGA
DRAWING DATE:	March 11, 2022

DESCRIPTION	Sub Contractors	Previous Estimate	Final + Alts Estimate	Delta
<small>Previous Estimate</small>				
<small>Final Estimate; Approved by County</small>				
Construction Costs				
1A - Surveying	EVS	\$15,000	\$26,020	\$11,020
1C - Final Cleaning	Prime	\$4,200	\$3,775	(\$425)
3A - Cast In Place Concrete	B&D	\$353,250	\$446,000	\$92,750
5A - Structural Steel Material	Briese	\$155,000	\$150,873	(\$4,127)
5B - Structural Steel Labor	Amerect	\$36,500	\$57,944	\$21,444
6A.1 - Rough Carpentry Framing Material	Shaw Stewart	\$75,471	\$170,409	\$94,938
6A.2 - Rough Carpentry Sheathing Material	Shaw Stewart	\$75,471	\$58,187	(\$17,284)
6A.3 - Rough Carpentry Misc Hdwre, Trim Etc Material	Shaw Stewart	\$50,000	\$40,011	(\$9,989)
6A.4 - Rough Carpentry Roof Framing Material	Shaw Stewart	\$75,471	\$115,355	\$39,884
6A.5 - Rough Carpentry Soffits & Siding Material	Shaw Stewart	\$100,942	\$139,993	\$39,051
6B - Rough Carpentry Labor	Ebert	\$679,567	\$572,200	(\$107,367)
6C - Finish Carpentry Labor	Benson Clagherty	\$76,285	\$47,708	(\$28,577)
6D - Millwork Materials	TBD	\$84,042	\$104,364	\$20,322
7A - Waterproofing & Damproofing	Henkemeyer Coatings	\$20,960	\$13,489	(\$7,471)
7B - Air Vapor Barrier	Ram	\$37,900	\$31,015	(\$6,885)
7C - Insulation	Homeco	\$45,250	\$34,700	(\$10,550)
7D - Joint Sealants	Carciofini	\$8,100	\$2,850	(\$5,250)
7E - Cement Board Siding	Gustov Rudy	\$128,300	\$161,165	\$32,865
7F.1 - Membrane Roofing	North Tech	\$167,900	\$166,300	(\$1,600)
7F.2 - Sheet Metal	Atomic	\$107,000	\$110,400	\$3,400
7G - Asphalt Shingles	North Tech	\$55,000	\$59,150	\$4,150
8A - DFH Material	TCH	\$81,872	\$73,137	(\$8,735)
8B.1 - Windows - Material	Pella	\$128,819	\$116,672	(\$12,147)
8B.2 - Bird Safe Glazing	Pella	\$125,000	\$120,620	(\$4,380)
8C - Aluminum Glazing	Inglas	\$5,000	\$4,968	(\$32)
9A - Gypsum Assemblies	Frida	\$81,407	\$76,969	(\$4,438)
9B - Tile	CD Tile	\$87,600	\$85,900	(\$1,700)
9C - Acoustical Ceilings	MN Acoustics	\$25,000	\$22,500	(\$2,500)
9D - Carpet Flooring	Sonus	\$20,542	\$23,084	\$2,542
9E - Fluid Applied Flooring	Windsor	\$32,458	\$26,750	(\$5,708)
9F - Painting & Wallcovering	Henkemeyer	\$52,445	\$73,786	\$21,341
10A - Specialties Material	BMSI	\$45,046	\$58,628	\$13,582
10B - Window Treatments	CE Contract	\$6,217	\$9,495	\$3,278
10C - ADA Signage	Owner Cost	\$0	\$0	\$0
11A - Appliances Materials	RJM Estimate	\$5,000	\$5,000	\$0
11B - Operable Partitions	Alternate	\$0	\$25,000	\$0
21A - Fire Protection Systems	Frontier	\$68,900	\$82,490	\$13,590
22A - Plumbing Systems	Davis	\$298,770	\$324,840	\$26,070
23A - HVAC Systems	Kraft	\$626,970	\$978,000	\$351,030
23B - Geothermal Systems	MMS	\$600,000	\$768,600	\$168,600
26A - Electrical Systems	Muska	\$275,000	\$445,250	\$170,250

RJM CONSTRUCTIONS ADJUSTED TOTAL CONTRACT: \$728,878.00
(TOTAL OF YELLOW HIGHLIGHTED CELLS)

Previous Estimate
Final Estimate:
Approved by County

	26B - PV Systems	TBD	\$67,225	\$113,450	\$46,225
	31A - Earthwork	Veit	\$295,000	\$363,490	\$68,490
	32B - Landscaping	Gardeneer	\$124,022	\$116,470	(\$7,552)
	33A - Utilities	Veit	\$76,592	\$105,175	\$28,583
RJM	General Conditions		\$202,245	\$307,803	\$105,558
RJM	General Requirements		\$73,905	\$78,211	\$4,306
RJM	Construction Cleaning		\$30,025	\$35,652	\$5,627
RJM	Temp Enclosures/Barriers/Facilities		\$33,750	\$0	(\$33,750)
RJM	Winter Conditions		\$20,000	\$30,000	\$10,000
RJM	General Liability Insurance		\$59,928	\$67,496	\$7,323
RJM	Builders Risk Insurance		\$33,667	\$37,919	\$4,115
RJM	Building Permit		\$69,811	\$78,170	\$7,979
RJM	Bond		\$46,703	\$188	(\$46,703)
	Subtotal Construction Costs		\$6,050,528	\$7,167,621	\$1,091,143
	Escalation		\$180,115	\$0	(\$180,115)
	Design Contingency		\$120,076	\$0	(\$120,076)
	Construction Contingency		\$300,190	\$322,543	\$21,185
RJM	Contractor's Fee		\$82,553	\$93,627	\$10,735
	Total Construction Estimate		\$6,733,462	\$7,583,791	\$822,872

	Owner Costs				
	A/E Fees for Basic Services	Approved amount by County.	000	\$628,000	\$0
	Reimbursable Expenses		\$3,000	\$3,000	\$0
	Professional Services - Signage		\$2,175	\$2,175	\$0
	Professional Services - Concessions		\$0	\$0	\$0
	Professional Services - FEE		\$780	\$780	\$0
	Professional Services - Low Voltage		\$10,000	\$10,000	\$0
	Professional Services - B3		\$59,500	\$59,500	\$0
	Professional Services - Acoustical		\$7,000	\$7,000	\$0
	Professional Services - Commissioning		\$26,000	\$26,000	\$0
	Test & Inspections	AET Quote	\$15,000	\$19,205	\$4,205
	FFE		\$32,694	\$32,694	\$0
	Furniture - Interior		\$32,356	\$32,356	\$0
	Furniture - Exterior	Picnic Tables	\$26,059	\$26,059	\$0
	Signage		\$29,641	\$29,641	\$0
	Concessions Equipment	Eliminated	\$0	\$0	\$0
	Owner Contingency		\$50,000	\$50,000	\$0
	SAC/WAC		\$103,365	\$103,365	\$0
	Low Voltage Systems		\$100,000	\$100,000	\$0
	Utility Consumption/Relocates		\$20,000	\$20,000	\$0
	Boat Docks, Decks & Platforms	Funding Pending	\$0	\$0	\$0
	Subtotal Owner Costs		\$1,145,570	\$1,149,775	\$4,205
	Total Project Estimate		\$7,879,032	\$8,733,566	\$827,077

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with Rinker Materials for Rose Avenue Bridge Project

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The information provided here is for project 178839, the Rose Avenue Bridge Project. The existing Rose Avenue bridge is considered deficient and in need of replacement. This project will use Township Bridge Funding, administered by MnDOT. Carver County is leading this project on behalf of Watertown Township to facilitate the use of Town Bridge funds.

The box culvert production for the Salem Avenue Bridge was bid separately from the formal construction contract to be sure the culvert is fabricated for 2023 construction. Public Works staff has coordinated with MnDOT State Aid staff to allow this step to be implemented. The current market conditions have led to numerous production delays for culverts. The separate contract is being completed to expediate production.

Public Works staff reviewed previous bids for similar projects, and expected this project to come in under the traditional threshold for a project that is quoted by an agency. The plans and bid documents were provided to all 4 (four) companies that are considered "pre-qualified" to fabricate box culverts on MnDOT led projects. Due to current market conditons, the value of this contract slightly exceeded the \$175,000 threshold for quoting projects.

Bids were recieved and evaluated on November 23, 2022 for the production of box culverts for the Rose Avenue Bridge Project. Bids were recieved from two (2) bidders. The apparent low bidder was Rinker Materials. This company provided a bid in the amount of \$185,340.00.

ACTION REQUESTED:

Motion to approve a Professional Services Agreement with Rinker Materials for box culvert production of the Rose Avenue Bridge Project pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

Town Bridge Funds	\$185,340.00
-------------------	--------------

FTE IMPACT:

Total	\$185,340.00
--------------	---------------------

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2022 - 8766

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with Rinker Materials for Salem Avenue Bridge Project

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Salem Avenue Bridge project (Project Number 208885) is a township project sponsored by Carver County. This is a joint project with Young America Township and Benton Township. Existing culverts at this location have been determined to be deficient and in need of replacement. This project will use Local Bridge Replacement Program Funds administered by MnDOT.

The box culvert production for the Salem Avenue Bridge was bid separately from the formal construction contract to be sure the culvert is fabricated for 2023 construction. Public Works staff has coordinated with MNDOT State Aid staff to allow this step to be implemented. The current market conditions have led to numerous production delays for culverts. The separate contract is being completed to expediate production of the culvert.

Bids were recieved and evaluated on November 23, 2022 for the production of box culverts for the Salem Avenue Bridge Project. Bids were recieved from two (2) bidders. The apparent low bidder was Rinker Materials. This company provided a bid in the amount of \$145,610.00.

ACTION REQUESTED:

Motion to approve a Professional Services Agreement with Rinker Materials for the box culvert production for the Salem Avenue Bridge Project pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =	<input type="text"/>
Town Bridge Funds	\$145,610.00
Total	\$145,610.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2022 - 8769

Carver County Board of Commissioners Request for Board Action



Agenda Item:

PSA with Finley Engineering for Assistance to CarverLink with upcoming Broadband Grant Application Submissions

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The contract with Finley Engineering is to assist CarverLink in reviewing FCC under/unserved broadband status based on the federal criteria within the County. Finley Engineering would analyze the various grant funding opportunities available to the County to attempt to secure funds to assist CarverLink in becoming the first County in MN to make available 100% fiber coverage.

Finley has direct experience with broadband project design and funding opportunities at both the local, state, and federal levels. They have helped submit grant requests for many entities in the state and region over the past half decade, including applications in the most recent FCC Enabling Middle Mile and USDA ReConnect Round 4 opportunities.

If appropriate opportunities exist based upon Finley's and CarverLink's staff review, CarverLink would engage in a separate contract with Finley to assist in the grant writing process for any respective funding opportunity we find viable.

This agreement is for up to \$30,000 for consulting and review of existing opportunities and FCC requirements of service area data.

ACTION REQUESTED:

Motion to approve the professional services agreement with Finley Engineering pending completion of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

CarverLink Revenue

Total

Insert additional funding source

Related Financial/FTE Comments:

Contract is up to \$30,000.00.

Office use only:

RBA 2022 - 8744

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Charitable Gambling Application to Conduct Excluded Bingo

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services - Elections"/>	Meeting Date: <input type="text" value="12/13/2022"/>
Contact: <input type="text" value="Brenda Jurek"/> Title: <input type="text" value="Elections & Licensing Specialist"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

A Charitable Gambling application to conduct Excluded Bingo was received from Operation Thank an Officer. They plan to hold Bingo on Saturday January 14, 2023 at B's On the River located at 1455 Co Rd 27 Watertown MN 55388. This applicant has never received this type of license.

ACTION REQUESTED:

Approval to issue a Charitable Gambling License to Operation Thank an Officer for Bingo to be held on January 14, 2023.

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

Related Financial/FTE Comments:

Office use only:

RBA 2022 - 8770

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Eliminate 1.0 FTE Employee Relations Administrative Assistant and Create 1.0 FTE Employee Relations Coordinator

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County's Employee Relations Division has maintained a lean staffing model over the years. Employee Relations supports excellent service provision for our community through implementation and management of organizational objectives to attract, retain, develop and support a well-qualified and high-performing County workforce. The Employee Relations Division strives to provide valuable service both to external customers and applicants, and to every County Division - partnering with Divisions to accomplish their strategic goals and objectives. At the same time, regulatory compliance requirements, as well as legal and workforce challenges in the broader business landscape have placed increasing demands on Employee Relations staff.

In late November, the Employee Relations Administrative Assistant position became vacant due to a retirement. At this time, the Division is requesting the Board's approval to convert the open headcount to the job classification of Employee Relations Coordinator.

The individual who fills this role will focus on duties such as staffing and hiring process activities; new hire onboarding; staff development and training initiatives; fulfilling various data analysis, compliance and reporting requirements; carrying out Division project assignments; and working within Employee Relations technology applications.

The requested change positions the Employee Relations Division to more effectively address current and future workplace demands.

ACTION REQUESTED:

Motion to approve elimination of 1.0 FTE vacant Employee Relations Administrative Assistant position, deduction of 0.40 FTE ER STOC position; and create 1.0 FTE Employee Relations Coordinator position.

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =	<input type="text"/>
STOC and Wellness	\$33,666.00
Total	\$33,666.00

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Utilizing health incentive (8k) and reducing the ER STOC budget (26k) by 0.40 FTE to cover the additional cost of the ER Coordinator position. Funds are available in these two budgeted areas based on current trends and usage.

Summary of Permanent FTEs (does not include Temporary/STOC positions):

2022 Budget Board approved FTEs - 1/1/22:	744.40
Non-levy funded Board Approved net FTE changes so far in 2022:	4.10
December 13th RBA non-levy funded net FTE change:	<u> -</u>
2022 Total FTE - 12/13/22	748.50

Office use only:

RBA 2022 - 8773

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Eliminate 1.0 FTE Employee Relations Administrative Assistant and Create 1.0 FTE Employee Relations

Agenda Item: Coordinator

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Sal/Ben- FT	01-050.61xx	\$33,666.00
TOTAL		\$33,666.00

CREDIT		
Description of Accounts	Acct #	Amount
STOC	01-050.6119	\$25,666.00
Wellness- Health Incentive Program	01-050-050-6376....	\$8,000.00
TOTAL		\$33,666.00

Reason for Request:

Utilizing health incentive (8k) and ER STOC budget (26k) to cover the additional cost of the ER Coordinator position. Funds are available in these two budgeted areas based on current trends and usage.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Settlement Agreement for Additional Drainage & Utility Easement on Highway 61

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Upon completion of the Flying Cloud Drive Reconstruction Project on Highway 61, it was determined that an additional drainage and utility easement is needed to correct erosion issues on a property along the highway at PID #35.0360700. The Carver County Senior Right of Way Agent completed a Minimum Damages Assessment, (MDA), and an offer was given to the property owner for the purchase of the needed additional drainage and utility easement. Negotiations commenced and a tentative settlement has been reached with the property owner.

ACTION REQUESTED:

Motion to approve a settlement agreement for an additional drainage and utility easement on the property located at PID #35.0360700 for the Flying Cloud Drive Reconstruction Project.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	<input type="text"/>
Turnback Funding	\$18,000.00
Total	\$18,000.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2022 - 8743

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

Date: December 13, 2022

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for the Flying Cloud Drive Reconstruction Project

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for County Highway 61 as part of the Flying Cloud Drive Reconstruction Project (“Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, the County acquired easements for roadway, drainage & utility, wall and temporary construction; and

WHEREAS, After the project construction began, it was determined that additional drainage and utility easements were necessary on the property identified on Exhibit A; and

WHEREAS, the Public Works Division Director or agents under his supervision, have negotiated a settlement with the Owners impacted by the Project as described in said Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that County’s acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements of County Highway 61 as part of the Flying Cloud Reconstruction Project constitute a valid public use or public purpose; and

BE IT FURTHER RESOLVED that based upon the estimate of damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A which the County obtained either from an

appraisal or a minimum damage acquisition report and the negotiations between said Owner(s) and the Public Works Division Director or agents under his supervision, County shall make a payment of compensation to the Owners within the Project from whom the County must acquire needed real property interests, in the amounts as described in said Exhibit A; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Stipulation of Settlement Agreement with said property owner(s), in the name of the County of Carver for the Project.

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 December 13, 2022, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2022.

Dave Hemze County Administrator

Insert Exhibit A
to
Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property
Interests

(Acquisition)

P.I.D. No. 25.0360700

Beatrice I. Zwiers Irrevocable Trust u/a dated August 25, 2006

Taking of a drainage & utility easement for drainage & utility purposes over County State Aid Highway No. 61 (containing 3,600 sq. ft. more or less).

Settlement Amount: \$18,000.00

Value of Right-of-Way: \$11,500.00

Appraisal Reimbursement: \$5,000.00

Premium to Avoid Condemnation: \$1,500.00

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Joint Powers Agmt. with the MN Department of Transportation for Professional and Technical Services for Hwy 212 Project - Benton Township

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/13/2022"/>
Contact: <input type="text" value="Darin Mielke"/> Title: <input type="text" value="Deputy County Engineer"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County, MnDOT and the Southwest Corridor Transportation Coalition have been working together to improve Highway 212 between the Cities of Carver and Norwood Young America for many years. Carver County has led or assisted in many activities along the corridor in the last decade.

Work continues by Carver County Public Works on the Highway 212 Project - Benton Township phase with the goal to construct safety improvements as necessary along this corridor and eventually complete the expansion of the last remaining 2-lane segment to 4-lanes between the City of Norwood Young America and the City of Cologne. Carver County and MnDOT completed a concept design in 2020 and preliminary design in 2022 for the Highway 212 Project – Benton Township phase, which includes the future 4-lane expansion from the City of Cologne through the City of Norwood Young America. Carver County and MnDOT are proposing to enter into a joint powers agreement for the final highway, drainage and geotechnical design, right of way acquisition work, and public engagement to further prepare the project for external grant funding sources and the anticipated start of construction in 2024. This work will be paid for by MnDOT Trunk Highway funding that the state legislature appropriated to several projects throughout the state in the 2021 legislative session. MnDOT and Carver County are planning to enter into a separate cooperative construction agreement prior to the bid letting for this project.

ACTION REQUESTED:

Motion to adopt a resolution to approve a Joint Powers Agreement with the MN Department of Transportation for Professional and Technical Services for Final Design for the Highway 212 Project - Benton Township, pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/>	FUNDING
If "Other", specify: <input type="text" value=""/>	County Dollars = <input type="text" value=""/>
FTE IMPACT: <input type="text" value="None"/>	MnDOT SRC Funding <input type="text" value="\$1,572,210.07"/>
	Total <input type="text" value="\$1,572,210.07"/>
	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2022 - 8772

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

Date: December 13, 2022

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

MnDOT Agreement 1051918 with the State of Minnesota

IT IS RESOLVED that Carver County enter into MnDOT Agreement No. 1051918 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County of Carver's share of the costs of the Final Design Services for Specifications, Duties and Scope of Work, and other associated construction to be performed upon, along, and adjacent to the Four-Lane Expansion of Trunk Highway No. 212 from County State-Aid Highway 34 in Norwood Young America to County State-Aid Highway 36 in Cologne.

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

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 13th day of December, 2022, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2022.

Dave Hemze

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Board Policy Updates

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="12/13/2022"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Property & Finance Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

Consistent with the staff presentation at a 11-22-22 Board workshop, County staff recommends the following changes to the Board's **Fund Balance** Policy:

1. County Finance staff analyzed operations historical cash flow needs and recommends lowering the 35% of next year's operating budget designation for cash flow needs at year-end to 30% which is the lowest cash flow % in Standard & Poor's highest bond rating evaluation tier. Staying in S&P's highest bond rating evaluation tier for a cash flow % in a Fund Balance policy is considered a key strategy to maintaining the County's highest possible AAA rating.
2. If needed to ensure enough cash is available at year-end to meet the next year's operating budgets cash flow needs, County staff recommends the Board's Fund Balance Policy allow a temporary cash loan from the County's Compensated Absences Fund.
3. To eliminate the swings from a year-end investment mark to market adjustments based on interest rate fluctuations, County staff recommends changing the Board's Fund Balance Policy to exclude the impact from the annual investment mark to market adjustments on the County's Year-End Savings ("YES") account.

The County Board's **Federal Awards Procurement** Policy also needs to be updated for minor administrative changes to reflect current federal guidelines.

For additional details, please see the red-lined changes in the attached Board policies.

ACTION REQUESTED:

Motion to approve the attached **Fund Balance** and **Federal Awards Procurement** Policies.

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

Related Financial/FTE Comments:



Carver County – Financial Policy Manual

Fund Balance

SECTION:	Accounting and Finance	EFFECTIVE:	12/13/11
AUTHORITY:	Motion 12/13/11	REVISED:	4/15/14
		REVISED:	12/13/22

Purpose

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

Policy

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

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

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

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

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

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

- Assigned fund balance may be used to supplement “pay as you go” capital outlay, one-time operating expenditures, tentative management plans, or prepay existing County debt. These funds may not be used to establish or support costs that are recurring in nature.
- At year-end, divisions can request uncompleted professional service obligations and/or capital appropriations and unexpended grants be rolled over to the subsequent year by submitting a listing to the County Administrator for approval.
- Up to 30% of the expenditures for the following year’s Operating Budget needs to be available for working capital/cashflow purposes until the first half of the year’s tax collections are received. GASB 54 allows these funds to be assigned in the Road & Bridge and Community Social Services Special Revenue Funds because they meet the definition for a “specific purpose.” (GASB54 does not allow these same funds to be assigned in the General Fund so working capital is classified as unassigned in the General Fund – See **Unassigned** paragraph below). Cash reserves in the Compensated Absences Fund can be transferred as a temporary interfund loan at a zero-interest rate to other funds to meet the need for working capital/cash flow. t year-end, the residual net resources from the operating budgets, excluding the annual Investment Mark to Market adjustment, makes up the Year-End Savings (“Y.E.S”) Account. The Y.E.S. account is transferred to the following Capital Improvement Project (CIP) Funds based on percentage: Road & Bridge CIP (50%), Buildings CIP (25%), and Parks & Trails CIP (25%). The Y.E.S Account is assigned fund balance in the respective CIP funds and is used to accumulate funds for future one-time capital purchases and/or significant budget variances.
- Capital Projects Fund balances are adopted by the life of the project and remaining balances are carried forward from the prior year. Remaining balances upon the completion of the capital project are returned to the General Fund or re-assigned at the County Board’s discretion.

Unassigned: Unassigned fund balance in the General Fund comprises up to 30% of next year’s operating budget for working capital which is needed for cashflow purposes until the first half of the year’s tax collections are received. Unlike the Special Revenue Funds, these funds are not considered to be for a “specific purpose” under GASB54, and have to be classified as unassigned. (In other funds, the unassigned fund balance should be used only to report a deficit balance from overspending for specific purposes for which amounts have been restricted, committed, or assigned.)

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

unrestricted fund balance classifications could be used, it is County policy to use committed amounts first, followed by assigned amounts, and then unassigned amounts.

Definitions:

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

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

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

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

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



Carver County – Administrative Policy Manual

Federal Awards Procurement

SECTION:	Contracts	EFFECTIVE:	12/31/16
AUTHORITY:	Motion on 12/20/16	REVISED:	12/13/2022

Purpose

The purpose of this policy is to outline procurement standards if Federal awards of funding are involved.

Policy

Administration

This policy is only for procurements that involve Federal funds. County employees should also review the Contracts and Purchasing Policy (section D1 in the Administrative Policy Manual). If language conflicts between the two policies and Federal funding is involved in the procurement of goods, services, and contracts, employees shall follow the language set forth in this policy and comply with the procedures prescribed by the Code of Federal Regulations, 2 C.F.R. Part 200.318, and Appendix II

Conflicts of Interest

No employee, officer, or agent of Carver County will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Carver County must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of Carver County.

If Carver County has an affiliated or subsidiary organization that is not a State, local governmental, or Indian tribe organization, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. “Organizational conflicts of interest” arise when a non-Federal entity has a relationship with an affiliated or subsidiary organization of the County and the non-Federal entity is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

Procurement Under Federal Awards

Procurement of goods and services whose costs are charged to Federal awards received by Carver County are subject to all of the specific purchasing policies of the organization. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

1. Carver County will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.
2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
3. Carver County will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, and using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
4. Carver County will consider value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reduction.
5. Carver County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
6. Carver County may use time and material type of contracts only after a determination that no other contract is suitable and the contract must have a "not to exceed price" where the contractor exceeds at its own risk. Such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
7. Carver County is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes and claims. These standards do not relieve Carver County of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of Carver County unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.
8. Carver County will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
9. All procurement transactions will be conducted in a manner providing full and open competition. All prequalified lists of persons, firms, or products used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation period. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experience and excessive bonding;
 - c. Noncompetitive pricing practices between firms or between affiliated companies;
 - d. Noncompetitive contracts to consultants that are on retainer contracts;
 - e. Organizational conflicts of interest;
 - f. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurements; and
 - g. Any arbitrary action in the procurement process.

10. When federal funds are involved, Carver County prohibits the use of statutorily or administratively imposed State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
11. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
12. All necessary affirmative steps will be taken to assure that minority-owned businesses, women's business enterprises, and labor surplus area firms are used when possible.
13. A cost or price analysis will be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, Carver County will make independent estimates before receiving bids or proposals.
14. All procurement files will be made available for inspection upon request by a Federal awarding agency.
15. All contracts will require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any Federal agency.

Methods of Procurement

Carver County will use one of the following methods of procurement.

Carver County follows the dollar requirements as established under the Uniform Municipal Contracting Law (Minnesota State Statute 471.345) and the Code of Federal Regulations, 2 C.F.R. Part 200.318. Therefore, if the dollar amounts are different between this policy and the Municipal Contract Law or Federal Regulations, the amounts and requirements of the law should be followed.

1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the minimum threshold prescribed by the Code of Federal Regulations, 2 C.F.R. Part 200.318 (\$10,000 as of 09.20) (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in the section apply.

All purchases in excess of \$10,000 shall be made by obtaining oral or written quotations from at least two responsible contractors. All purchases of at least \$25,000, but less than \$175,000, shall be made by obtaining written quotations from at least three responsible vendors. All purchases of \$100,000 or more shall be made by obtaining competitive proposals from at least four responsible vendors. Sealed bids shall be utilized when required by the Federal awarding agency.

In order for sealed bidding to be feasible, the following conditions will be present:

- a. A complete, adequate, and realistic specification or purchase description is available;
- b. Two or more responsible bidders are willing and able to compete effectively for the business;
- c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- a. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
 - b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - e. Any or all bids may be rejected if there is a sound documented reason.
4. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids.

If this method is used, the following requirements apply:

- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services, whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can be used only in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

6. Procurement by cost plus percentage. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

Suspension and Debarment

Carver County will review all grant purchases to verify that purchases will not be made against contractors that are on the Debarment or Suspension list supplied by the Government. The County's Finance Department will review all requisition requests submitted for all grant accounts to make sure the contractor is not on the debarment list. This list is available at <https://www.sam.gov>. If a match is found, the departmental manager will be notified directly and Finance will not process the requisition. All results of searches will be attached to the filed paperwork for verification of search.

Provisions Included in all Contracts

It is the policy of Carver County to include all of the following provisions, as applicable, in all contracts (including small purchases) with contractors and sub-awards:

1. **Remedies:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$175,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council(s) as authorized by 41 U.S.C. 1908) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such sanctions and penalties as appropriate.
2. **Termination:** All contracts in excess of \$10,000 shall contain suitable provisions for termination by Carver County, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
3. **Equal Employment Opportunity:** All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** If included in the federal agency's grant program legislation, all construction contracts of more than \$2,000 awarded by CARVER COUNTY and its sub-recipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. It is the policy of Carver County to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. Carver County shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis- Bacon Act. CARVER COUNTY shall report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Carver County Divisions must report all suspected or reported violations to the Federal awarding agency.

5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** [Where applicable] All contracts awarded by Carver County in excess of \$100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one-and-a-half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or to contracts for transportation or transmission of intelligence

6. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and Carver County in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

7. **Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251 -1387), as amended:** Contracts and sub-awards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

8. **Procurement of Recovered Materials:** Carver County and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items, designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000, or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
9. **Debarment and Suspension (E.O.s 12549 and 12689):** For all contracts, Carver County shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.
10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or Sub-grants of \$100,000 or more, Carver County shall obtain from the contractor or sub-grantee a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, Carver County shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Settlement Amendment for Right of Way Acquisition for to the Highway 24 Project

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The 2022 construction season includes the Highway 24 Project which includes pavement rehabilitation and shoulder widening of Highway 24 from Highway 10 in the City of Watertown east to the Hennepin County border. Right of way was obtained for the project but some additional drainage and utility easements are needed to maintain culvert ends. The Senior Right of Way Agent and Assistant Right of Way Agent completed Minimum Damages Assessments to determine fair market value for the needed additional easements. Negotiations commenced and settlements were made with a number of the property owners, with this being the last property owner settlement for the additional drainage and utility easments.

ACTION REQUESTED:

Motion to approve a resolution for a settlement to the impacted property owner related to the Highway 24 Project.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =

Wheelage Tax

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2022 - 8751

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

Date: December 13, 2022

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property Interests Needed for Highway 24 Project

WHEREAS, the Board of Commissioners of Carver County is the official governing body of Carver County (“County”); and

WHEREAS, the County, acting by and through its Board of Commissioners, is authorized by law, and pursuant to Minnesota Statutes, § 163.02, subd. 2; §117.012; and § 117.042, to acquire land and other real property interests in Carver County which the County needs for a public use or public purpose; and

WHEREAS, the County proposes to construct highway and related improvements in Carver County for shoulder widening and pavement improvements as part of the Highway 24 Project (“Project”); and

WHEREAS, to complete the Project, the County must acquire the real property interests described in Exhibit A, attached hereto, from the Owners of the real property interests identified in said Exhibit A; and

WHEREAS, the County obtained either an appraisal(s) from a licensed real estate appraiser when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A exceeds \$25,000, or the County obtained a minimum damage acquisition report from a qualified person with appraisal knowledge, in lieu of an appraisal, when the estimate of the damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A is under \$25,000; and

WHEREAS, County must determine and submit an initial written offer of just compensation to the Owners of said needed real property interests covering the full amount of damages caused by the County’s proposed acquisitions; and

WHEREAS, the Owners of said real property interests may obtain an independent appraisal by a qualified appraiser of the real property interests which the County proposes to acquire for the Project; and

WHEREAS, the Owners of said real property interests are entitled to reimbursement for the reasonable costs of the appraisal from the County up to a maximum of the limits stated in Minn. Stat. §117.036, provided the Owner submits to County the information necessary for reimbursement; and

WHEREAS, the Carver County Board of Commissioners authorized the Public Works Division Director or agents under his supervision, to make initial written offers of just compensation to the Owners within the Project from whom property interests are required; and

WHEREAS, the Public Works Division Director or agents under his supervision, have negotiated settlement(s) with the Owners impacted by the Project as described in said Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that County’s acquisition of the real property interests described in said Exhibit A and the construction of highway and related improvements of shoulder widening and pavement improvements as part of the Highway 24 Project constitute a valid public use or public purpose; and

BE IT FURTHER RESOLVED that based upon the estimate of damages from the County’s proposed acquisitions of the real property interests described in said Exhibit A which the County obtained either from an appraisal(s) or a minimum damage acquisition report(s) and the negotiations between said Owner(s) and the Public Works Division Director or agents under his supervision, County shall make a payment of compensation to the Owners within the Project from whom the County must acquire needed real property interests, in the amounts as described in said Exhibit A; and

BE IT FURTHER RESOLVED that the Carver County Board of Commissioners hereby authorizes and directs the Carver County Board Chairman and Carver County Administrator to enter into Stipulation of Settlement Agreement with said property owner(s), in the name of the County of Carver for the Project.

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 December 13, 2022, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December 2022

Dave Hemze County Administrator

Exhibit A
to
Resolution Authorizing Settlement of Compensation to Owners for Acquisition of Real Property
Interests

Highway 24 Project

Carver County Public Works No. 158794

Property Tax Identification No. 10.0140800

Parcel Number(s): N/A

Fee Owners: Bahram Akradi, LLC

Property Address: 11025 CR 24, Watertown, MN 55388

Permanent easement for drainage & utility purposes contains **300 sq. ft.**, more or less.

\$100.00

Settlement Amount: **\$100.00**

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2023 Property Tax Levy and Budget

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>12/13/2022</u>
Contact: <u>David Frischmon</u> Title: <u>Property & Finance Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>60</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>David Hemze/Frischmon</u> Title: <u>County Administrator</u>	

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The County Administrator's Recommended 2023 Property Tax Levy and Budget fulfills the County Board's direction to connect financial strategies to the County's short-term strategic goals and objectives.

The 2023 Budget process began at the May 17th Strategic Planning workshop where the County Board directed staff to implement the Administrator's Recommended 2023 Budget Strategy. The County Board and staff have had several workshops, Board meetings, and held a Public Hearing on December 1st, 2022 to discuss the 2023 Property Tax Levy and Budget.

The attached Budget Message and Overview and related Budget Attachments, provides a high level summary of the County Administrator's Recommended 2023 Property Tax Levy and Budget.

ACTION REQUESTED:

Motion to Adopt the 2023 Property Tax Levy and Budget Resolution

FISCAL IMPACT: Other

If "Other", specify:

See comment below

FUNDING

County Dollars =

Total \$0.00

Related Financial/FTE Comments:

The County Administrator's recommended 2023 levy of \$65,643,855 is a 4.9% increase compared to 2022. Consistent with the County Board's 2023 Budget Strategy, by capturing the tax base created by new construction, this levy increase has an inflationary 3.8% County tax impact on the average value home.

Within the 2023 Property Tax Levy and Budget Resolution, the Carver County Water Management Organization (CCWMO) levy and budget is included. The County Administrator's recommended CCWMO levy of \$894,064 is a 5.4% increase compared to 2022. Based on the increased tax base projected for 2023 this requested CCWMO levy increase will have a \$1.19 increase to the County WMO tax impact on the average value home.

Also within the 2023 Property Tax Levy and Budget Resolution, is a County staff recommendation to uncommit and temporarily designate the available Budget Stabilization Account ("BSA") balance of \$4.1M for cash flow reserves in response to an approximate \$7M negative mark to market investment adjustment at year-end caused by the Federal Reserve's unprecedented increase in interest rates during 2022. The County's Investment Manager plans to hold County's investments to maturity which means an offsetting positive investment accretion will occur as the investments reach their maturity date. County staff plan to update the County Board on the temporary BSA designation at the May 2023 Strategic Planning workshop.



Carver County Government Center

600 East Fourth Street, Chaska, MN 55318

The Honorable Chair and Members
of the Board of County Commissioners
600 East Fourth Street
Chaska, MN 55318

December 13th, 2022

Dear Commissioners and Citizens of Carver County:

I am pleased to present the Recommended 2023 Budget.

The budget recommendations included in this document responds to the uncertain fiscal challenges related to the COVID19 pandemic while continuing Carver County's history of providing a stable level of service to our citizens. The prudent decisions included within these budget recommendations are meant to continue our fiscal stability, personnel investments and Carver County's decade long history of maintaining a AAA bond rating.

Economic benchmarks, including property market values and new construction, show improved growth from the previous year. For example, the County's \$450,000 average value home increased in value by 20.0% compared to last year. The 2023 budget recommendation captures the new tax base created from the new construction along with an inflationary 3.8% County tax impact on the average-valued residential property.

The 2023 Preliminary Budget totals \$134,633,523 which is a \$6,517,515 (4.6%) decrease from 2022 Budget of \$141,151,038. The net decrease is primarily the result of fewer planned Road and Bridge construction projects for 2023 compared to 2022. The recommended 2023 levy increases by \$3,070,000 (4.9%) to \$65,643,855 compared to the 2022 property tax levy of \$62,573,855.

The County Board held a public hearing on the 2023 Budget on Thursday, December 1st, 2022. The Board is being asked to approve the final 2023 levy and budget on Tuesday, December 13th, 2022. The 2023 Budget Book will provide a broad overview of the budget, as well as narrative summaries for all county divisions and departments, elected officials, and programs and services that receive financial support from the County.

The Board is also being asked to approve the 2024 Long-Term Financial Plan on Tuesday, December 13th, 2022. The County uses the Long-Term Financial Plan along with the Annual Budget to connect financial strategies to the County's short-term and long-term strategic goals and objectives. Long-term financial planning establishes a roadmap for funding significant capital projects, facilities, vehicles and equipment replacement, and significant operating budget financial

challenges. The 2024 Long-Term Financial Plan will be used as a planning tool to prioritize significant capital projects and operating challenges beyond the 2023 Budget.

The 2023 Recommended Budget was developed over the past several months through staff meetings, Board work sessions and public hearings. The hard work County staff provided in assisting with the preparation of this budget should be acknowledged. In particular, division directors, managers, Employee Relations and Finance staff were instrumental in preparing this budget recommendation, and their assistance is greatly appreciated.

The Budget Overview that follows forms the basis of the recommended 2023 Annual Budget and is being submitted for review by the Board of Commissioners and citizens of Carver County. It includes the 2022-2023 budget comparison summary and budget strategies used to develop the preliminary budget. The updated summaries on revenues, expenditures, staffing changes, capital projects, and 5-year replacement plan for facilities, vehicles and equipment also factor into the final budget recommendation.

Thank you for your continued support and cooperation as we move toward completion of the 2023 Annual Budget process.

Sincerely,



David Hemze
County Administrator

Budget Overview

Budget Summary

The 2023 Recommended Budget totals \$134,633,523 which is a decrease of \$6,517,515 from the 2022 Budget.

2022-2023 Budget Comparison		
Revenue	2022 Budget	2023 Budget
Taxes & Penalties	\$74,880,090	\$76,770,368
Licenses & Permits	1,611,156	1,731,654
Intergovernmental	43,680,291	34,500,549
Charges for Services	15,591,692	15,787,010
Fines & Forfeitures	223,486	239,686
Investment Earnings	1,568,792	1,568,792
Other Revenues	3,595,531	3,710,405
Total Revenues	\$141,151,038	\$134,308,464
Expenditures		
Public Assistance	\$6,395,613	\$5,592,486
Personnel Services	82,201,872	88,582,534
Services & Charges	12,368,246	13,014,763
Material & Supplies	4,429,032	4,433,871
Capital Outlay	31,822,300	20,598,343
Debt Services	5,032,200	3,708,997
Other Expenses	(3,558,453)	(3,819,312)
Transfers	2,460,228	2,521,841
Total Expenditures	\$141,151,038	\$134,633,523
Reserves Used	\$-	\$325,059

This chart compares the revenue and expenditure amounts for 2022 and 2023.

The most significant changes in the 2023 Budget are in Taxes & Penalties, Intergovernmental, Personnel Services, Capital Outlay and Debt Service.

The decrease in intergovernmental revenues, and capital outlay is primarily due to state and federal funds that were included in the 2022 Budget to finance Road and Bridge capital projects planned for 2022. The 2023 Road and Bridge Capital Improvement Budget decreased by \$11 million compared to 2022.

The Debt Service expenses decreased in 2023 due to bonds being paid off in 2022.

The property tax levy that was being used to pay for the debt service expenses in 2022 is being redirected to fund operational costs in 2023.

Reserves Used are planned cost increases for MNPEA union contracts that are being funded by one-time COVID19 Budget Stabilization funds in 2023 which in future years will be reimbursed by City contract revenues for policing services due to the contractual one-year lag created by actual policing contract costs being collected from contract cities in the following year.

Strategies to Close the 2023 Budget Gap

2023 Budget Gap: Executive Summary	
Tax Levy Increase: Zero Impact on Average Value Home	(\$3,070,000)
Salary and Benefit Projection:	4,830,000
Attachment A: County-wide Levy Adjustments	(1,431,000)
Attachment A: Division Requests for Trend and Cost Increases	(154,000)
Attachment A2: Division Levy Adjustments	(211,000)
Attachment B: Staffing Changes	161,000
Attachment C: Capital Projects	100,000
Attachment D: Facilities, Vehicles, and Equipment Replacement	-
Attachment E: Redirect CPA from operating to capital	100,000
Budget Gap: Reserves Used	\$325,000
Attachment E: Capital Projects Funded by Non-Tax Levy Revenue	\$3,182,000

Following the Board’s direction to minimize the county’s tax impact on the average-value home, the Recommended 2023 Budget was developed using the strategies that are summarized in the above chart and then described in the following paragraphs.

- **Capturing tax base from new construction offsets the County’s tax impact on the average value home.**

The County Administrator’s Recommended 2023 Tax Levy increase is **\$3,070,000** which is a 4.9% increase over the 2022 Levy. However, by capturing the tax base from new construction the county’s tax impact on the average value home is 3.8%.

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

The 2023 salary and benefits are projected to increase by **\$4,830,000** compared to 2022. The salary projection is based on wage and benefit market trends. All union contracts are currently open for 2023.

- **Analyze trends to identify revenue increases/decreases and areas for spending needs/cuts.**

The budget process identified proposed changes in spending and revenue based on trends, best practices, and reprioritizing line-item spending.

The 2023 Budget identifies **\$1,431,000** in County-wide levy savings primarily from redirecting debt service levy for bonds that were paid off in 2022 and increasing the vacancy savings allocation.

The 2022 Budget also identifies a net levy reduction of **\$154,000** in Division requests for trends and cost increases, as well as offsetting revenue for salary and benefit costs. Divisions also came up with an additional **\$211,000** in Division levy adjustments to close the budget gap.

*See Attachment A and Attachment A2 for a summary of the recommended **\$1,431,000** in County-wide levy savings, **\$154,000** Division requests for trend and cost increases, as well as offsetting revenue for salary and benefit costs, and **\$211,000** in net Division adjustments.*

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

The recommended staffing changes are funded by non-levy sources of \$281,000 and a **\$161,000** levy increase. *See Attachment B for recommended 2023 Staffing Changes*

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

New capital projects have been funded with revenue sources that did not increase the County's property tax levy. These sources include federal, state, regional grants, and County Program Aid (CPA). Following past County Board direction an additional tax levy of **\$100,000** is being allocated to the Road Preservation Plan in the 2023 Budget. *See Attachment C for the list of recommended 2023 Capital Projects.*

This recommended budget also includes one-time projects funded by **\$2.5 million** of debt service reserves and \$682,000 in State County Program Aid (CPA). *See Attachment E for the list of recommended 2023 Capital Projects funded by one-time redirected debt service reserves and redirected CPA funds.*

- **Funding for a five-year schedule to replace facilities, vehicles and equipment.**

Board direction in the County's Long-Term Financial Plan is to have a five-year schedule to strategically replace facilities, vehicles and equipment. The 2023 Budget recommends \$2,079,700 million to replace facilities, vehicles and equipment, which is a \$12,807 increase from the 2022 Budget. The 2023 levy needed to fund these purchases is \$1,620,000, which didn't change from 2022. *See Attachment D for the recommended 2023 facilities, vehicles and equipment replacement schedule.*



FY 2023

Budget Resolutions

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

Date: December 13th, 2022 Resolution: _____
 Motion by Commissioner: _____ Seconded by Commissioner: _____

**CERTIFYING
2023 PROPERTY TAX LEVY**

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Board of Commissioners has reviewed budget requests from various divisions and agencies of the County and has made a determination of the Ad Valorem Property Tax required to support county operations for the Calendar Year 2023.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that there be, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2023, to wit:

GENERAL FUND	\$38,255,136
Road and Bridge Fund	5,950,961
Health & Human Services Fund	15,700,161
Road & Bridge Capital Improvement Fund	2,490,000
Debt Services Fund	3,124,597
Unestad Tax Abatement	123,000
Total Levy County	\$65,643,855
Carver Watershed Management Organization	894,064
Total Combined Levy	\$66,537,919

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 13th day of December, 2022, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2022.

County Administrator

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

Date: December 13th, 2022

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2023 BUDGET
FOR CARVER COUNTY**

WHEREAS, the annual operating and capital budgets (the “Budget”) for Carver County, which have been prepared by division directors and reviewed by the County Board of Commissioners, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County for the coming year; and

WHEREAS, the Carver County Board of Commissioners has established the property tax levy for Carver County which serves as a major funding source for County operations and capital projects; and

WHEREAS, the budgets as reviewed and amended by the County Board of Commissioners are within all limits of the above-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Budget to serve as a management tool for division directors and the County Board of Commissioners and sets the authorized expenditure limits for the 2023 budget year; and

WHEREAS, the Budget fulfills the County Board’s direction to “connect financial strategies to the County’s short-term strategic goals and objectives”; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

2023 CARVER COUNTY BUDGETS

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund	\$62,436,246	\$62,761,305
Road and Bridge Fund	11,116,644	11,116,644
Health and Human Services Fund	35,824,311	35,824,311
Buildings CIP Fund	756,057	756,057
Road & Bridge CIP Fund	19,226,783	19,226,783
Parks & Trail CIP Fund	382,518	382,518
Debt Service Fund	3,562,597	3,562,597
County Ditch Fund	58,131	58,131
Carver County Water Management Organization	953,564	953,564
Self-Insurance Revolving Fund	<u>945,177</u>	<u>945,177</u>
Total	\$135,262,028	\$135,587,087
Planned Use of Reserves	325,059	-
Total Including use of Reserves	\$135,587,087	\$135,587,087

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2023 operating and capital budgets are hereby adopted and placed on file in the Carver County Auditor’s Office.

BE IT FURTHER RESOLVED, individual Division Budgets cannot be exceeded in total.

BE IT FURTHER RESOLVED, that the County Board will continue to commit the total fund balance of the Other Post Employment Benefit (“OPEB”) trust, held in an Irrevocable trust account with the Public Employees Retirement Association (“PERA”), reported in the Other Post-Employment Benefits Internal Service Fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property & Finance Division Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2023 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600’s) greater than \$25,000 must have prior County Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, all position changes which are itemized and approved in the 2023 budget will not be required to be brought before the County Board for prior approval to fill. All salary and benefit issues will be funded and accounted for on a full accrual basis in accordance with GAAP.

BE IT FURTHER RESOLVED, that the County Administrator is delegated the authority to fill newly created classifications or remove incumbents from existing classifications which are eliminated within this budget on a timeframe within year 2023 as deemed appropriate by the Administrator.

BE IT FURTHER RESOLVED, the County Sheriff and County Attorney are authorized to expend funds from their respective contingency accounts for the purpose of travel to secure suspects, prisoners or other individuals at odds with the justice system upon presentation of a properly executed claim form to the Finance Department.

BE IT FURTHER RESOLVED, that the County Administrator is authorized at his discretion to expend County funds prior to board approval for purchases within an approved budget line item to qualify for a cash discount from early payment.

BE IT FURTHER RESOLVED, the 2023 budget is adopted on a GAAP basis by fund at the function level for the General Fund and the Special Revenue Funds; for the Capital Projects Funds the 2023 budget is adopted by the life of the project and remaining balances shall be carried over from the prior year and for the Debt Service Fund according to bond commitments. Budget appropriations for operating funds can be extended to a subsequent year upon approval of the County Administrator.

BE IT FURTHER RESOLVED, the available balance of approximately \$4.1M in the COVID-19 Budget Stabilization Account is to be uncommitted and temporarily designated as cash flow reserves in response to the significant year-end negative investment mark-to-market investment adjustment created by the Federal Reserve’s unprecedented increase in interest rates during 2022.

BE IT FINALLY RESOLVED, that copies of this resolution and individual division budgets be forwarded to Division Directors of Carver County.

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 13th day of December, 2022, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2022.

County Administrator

2023 Budget: Net Levy Adjustments/Trends

as of 12/1/22

	Item	Division Request	County Administrator's Preliminary Recommendation
Attachments C-E			
	Attachment C - 2023 Capital Projects - Road Preservation	100,000	100,000
	Attachment D - 2023 Equipment Replacement	100,000	-
	Attachment E - CPA redirected from Operating Budget to One-Time Projects	100,000	100,000
	<i>Subtotal accounted for in Attachment C-E</i>	<i>300,000</i>	<i>200,000</i>
County-wide:			
	IT Cost Increases (fees, additional staff, etc.)	30,000	30,000
	Vacancy Savings	(200,000)	(300,000)
	Department of Revenue- Electric Line Statute Reinterpretation- actual vs. projected	(185,000)	(185,000)
	Redirect Debt Service Levy	(930,000)	(930,000)
	Indirect Federal Funding increases (based on trends)	(46,200)	(46,200)
	<i>Subtotal</i>	<i>(1,331,200)</i>	<i>(1,431,200)</i>
Divisions Negative Expenditure Trends Levy Adj:			
Public Services-Facilities	Increase in utility costs	70,000	70,000
Public Services-Information Technology	Security Monitoring	65,000	65,000
Property & Finance- Property Tax	TNT notice- legislative change	10,000	10,000
Employee Relations	Medical- Occupational health services, medical supplies, PPE, etc.	30,000	30,000
Employee Relations	Professional Services-increased costs related to background checks, fingerprinting, labor attorney, etc.	60,000	60,000
Public Services - Extension	MOA staffing increases	4,400	4,400
Public Services - Historical Society	Increase cost of staffing, 3% allocation increase (County portion)	7,126	7,126
Public Services- SWCD	Increase cost of staffing, 3% allocation increase (County portion)	10,229	10,229
Public Works- Parks	Waterfront Service Center (New Park Building)- operating costs: sewer/water, natural gas, electricity	21,500	21,500
Public Works- Parks	Professional Services (lifeguard service)	6,000	6,000
Public Works- Parks	Electricity (Energy increase)	3,000	3,000
Public Works- Parks	Refuse Collection (includes new park building)	2,000	2,000
Public Works- Parks	Rentals and Service Agreements - Agreements w/Cities for winter trail maintenance	6,000	6,000
Public Works- Parks	LP Gas (Increase costs)	2,000	2,000
Public Works- Parks	Building Supplies (paper products, cleaning supplies New Park Bldg. Increase Park use	2,000	2,000
Public Works- Parks	Mobile Cell Service for iPad, Needed for rental equipment operations/sales	1,500	1,500
Public Works- Parks	Biffs for Coney Island and MN RBRT at Bluff Creek	3,000	3,000
Public Works- Parks	Site and Grounds Improvements Aging Infrastructure (Concrete, Roof, Siding)	10,000	10,000
Public Works - Operations	Gasoline and Diesel	75,000	75,000
Public Works - Operations	Motor Oil and Lubricants	7,000	7,000
Public Works - Operations	Vehicle Parts	5,000	5,000
Public Works - Operations	Salt	(90,000)	(90,000)
HHS	IT related costs (software maintenance, licensing fees, etc.)	30,000	30,000
HHS	Child Correctional Facility Costs	50,000	50,000
Sheriff	Inmate meals- contract increases	50,000	50,000
	<i>Subtotal - Expenditure Levy Adj.</i>	<i>440,755</i>	<i>440,755</i>
Divisions Net Revenue Levy Adjustments:			
Sheriff	Contract revenue- offset sal/ben increases	(175,415)	(175,415)
Sheriff	Inmate revenue	80,000	80,000
HHS	Encore Revenue loss	50,000	50,000
HHS	HHS revenue- Offsetting funds for sal/ben increases and redirection of levy and grants	(503,010)	(503,010)
Public Services, Sheriff	CarverLink, AIS, Law Library, Conceal & Carry- Offsetting funds for sal/ben increases	(45,873)	(45,873)
	<i>Subtotal - Revenue levy adj.</i>	<i>(594,298)</i>	<i>(594,298)</i>

Net Division Levy Adjustment**(153,543)****(153,543)****Net County Wide and Division Levy Adjustment****\$ (1,484,743) \$ (1,584,743)****Accounted for in Attachment A2****Net Attachments C-E, County Wide and Division Levy Adjustments****(1,184,743) (1,384,743)**

"Inflation Impact " 2023 Budget Gap = \$ (500,000)

Levy Adjustment Targets By Division:

Note: Bolded adjustments submitted by the Divisions are to hit levy targets, but are not being recommended by the Division.

Division(s)	2022 Levy Allocation	2022 Levy_CPA %	2022 Levy Target %	2023 Initial Levy Target	Departments	Adjustment Type (Pick One): New Revenue, Trends, Cost Savings, "Decrease Programs/Services", etc.	DD Submitted Levy Adjustments	Administrator's Recommended Levy Adjustments	Describe Adjustments i.e. driving factors, impact, effective date, etc.
Property & Financial Services					Finance	Cost Savings	(17,774)	-	Reduce professional service and service agreement budget.
							-	-	
Subtotal PFS	2,332,254	3.6%	0.8%	(17,774)			(17,774)	-	
Public Services					Veteran Services	Trends	(135)	(135)	Remove taxable meal reimbursement from annual budget
					Veteran Services	Cost Savings	(1,365)	-	Reduce spending on Conference/Professional Maintenance (\$700) & Office Equipment/Office Supplies (\$665)
					PS Admin	Cost Savings	(8,974)	(8,974)	Eliminate intern (STOC) position
					Library	New Revenue	(24,000)	(24,000)	Increase the amounts budgeted for funding from MELSA and USAC
					Library	Cost Savings	(2,760)	(2,760)	Notification and renewal lines will be borne by Phase funding (MELSA reimbursement).
					Library	Cost Savings/Trends	(4,240)	(4,240)	Cut in Office Supplies line item
					Library	Cost Savings	(5,000)	-	Cut in Non-Cap Equipment line item
					Library	Cost Savings	(4,000)	-	Cut in Equipment and Furniture Purchase 01-014-500-0000-6660
					PWM	Cost Savings	(1,000)	(1,000)	Shift Conference/Training costs to WMO
					PWM	Cost Savings	(500)	(500)	Shift Mileage costs to WMO
					Facilities	New Revenue	(8,000)	(8,000)	Increase revenue projections for cell tower leases and other reimbursements.
					Facilities	Cost Savings	(9,000)	-	Reduce funds available for building repair and maintenance
					Facilities	Cost Savings	(752)	(752)	Reduce cleaning supplies budget due to supplies being provided by contractor.
					IT	Cost Savings	(10,000)	-	Reduction in IT's Managed Print Services budget. IT will evaluate printer fleet to determine where we could remove printers from contract and promote multifunction device usage.
					IT	Cost Savings	(15,000)	(15,000)	Internet and Connectivity savings from SpyGlass project
					IT	Cost Savings	(10,000)	(10,000)	Decrease FirstNet data plans - implement 1 data plan per employee
					IT	Cost Savings	(5,000)	-	Decrease PMO Professional Services. Less funds for projects.
					IT	Cost Savings	(5,000)	(5,000)	Reduce enterprise software licensing - evaluate licensing provisions of employees
					IT	Cost Savings	(5,000)	-	Decrease Enterprise Software Professional Services. Less funds for vendor support.
					Land Mgmt.	Trends	(1,500)	(1,500)	Land Management forecasts additional revenue of \$2,381 through building permit fees. (\$1,500 to County - 63% of permit fee and \$881 to Building Official - 37% of permit fee).
Total PS	15,906,992	24.2%	0.8%	(121,226)			(121,226)	(81,861)	
Soil and Water Conservation District					SWCD	Cost Savings	(2,599)	(2,599)	Reduction in allocation to the SWCD - offset by vacancy savings
Subtotal SWCD	340,975	0.5%	0.8%	(2,599)			(2,599)	(2,599)	
Historical Society					Historical Society	Cost Savings	(1,810)	-	Reduction in allocation to the Historical Society - will impact ability to stay competitive with employee compensation.
Subtotal Historical Society	237,526	0.4%	0.8%	(1,810)			(1,810)	-	
Sheriff's Office					Patrol	Trending Increase-revenue	(45,000)	(45,000)	Accounts for the additional policing contracts projected overtime reimbursements to the Sheriff's Office 01-201-236-0000-5573

					Patrol	Trending Increase-revenue	(10,000)	(10,000)	Accounts for the additional policing contract projected overtime reimbursements to the Sheriff's Office 01-201-236-1620-5573
					Volunteer Services	Decrease	(5,554)	(5,554)	Overtime budget for explorer post. Explorer Post was Disbanded, 01-201-227-1607-6113
					Patrol	Trending Increase-revenue	(40,000)	(40,000)	Accounts for the projected increase to Police Aid reimbursements from the state to the Sheriff's Office 01-201-201-0000-5224, \$70k. The Contract Community Refund expenditure should be increased by \$30k 01-201-201-0000-6810.
Subtotal Sheriff	16,496,437	25.1%	0.8%	(125,718)			(100,554)	(100,554)	
Public Works					Operations	Cost Savings	(50,000)	-	Reduce Salt budget due to current stockpile
					Div Wide	Cost Savings	(7,500)	-	Reduce services and supplies
Subtotal PW	6,667,208	10.2%	0.8%	(50,810)			(57,500)	-	
Health & Human Services					Child & Family	Hope House - Decrease	(40,000)	-	While this service is a great benefit to the community, it is not a core function of HHS and is not mandated. We are unable to sustain these additional costs in our HHS budget.
					Housing	Beacon Housing - Decrease	(83,000)	-	Beacon is a faith/church based housing/career program for the homeless. While it is of value to that population, it is not a mandated service and we are unable to sustain these additional costs in our HHS budget.
					Public Health	Conference & Training - Decrease	(379)	(379)	While ongoing training is needed for Public Health and especially for our nurses to stay current with changes in healthcare and medicine, we are unable to sustain their training budget at the current level.
Subtotal HHS	16,189,486	24.7%	0.8%	(123,379)			(123,379)	(379)	
County Attorney						New Revenue	(3,000)	(3,000)	Increased 2023 Prosecution Contract surcharge by 4%
						Cost Savings	(5,000)	(5,000)	Reduced funds for Continuing Education and Conferences
Subtotal CA	3,601,320	5.5%	0.8%	(27,445)			(8,000)	(8,000)	
Employee Relations					ER - Wellness Program	Cost Savings	(12,892)	(12,892)	Decrease 01-050-050-0000-6260 / Professional Services-Wellness based on changed vendor and pricing structure for employee wellness services.
					ER - Wellness Program	Trends	(4,000)	(4,000)	Decrease 01-050-050-6376-6379 / WELLNESS PROGRAM, reduction of funds allocated for Health Incentive Program based on trends.
Subtotal ER	2,216,496	3.4%	0.8%	(16,892)			(16,892)	(16,892)	
Court Administration							-	-	In expecting the trends and filings currently in 2022 and into 2023, reducing the Court Administration budget for court appointed attorney costs is not feasible.
Subtotal Court Adm.	393,100	0.6%	0.8%	(2,996)			-	-	
County Commissioners	-								
Subtotal County Commissioners	705,546	1.1%	0.8%	(5,377)			-	-	
County Administration									
Subtotal County Admin.	412,918	0.6%	0.8%	(3,147)	County Administration	Decrease lobbyist services	(8,524)	-	Reduce lobbyist services to meet targeted levy reduction in the Board/Admin budgets.
County Commissioners & County Admin Total	1,118,464		0.8%	(8,524)			(8,524)	-	
Fair Board					Fair Board	Decrease in allocation	(829)	(829)	Cut to hit target
Subtotal Fair Board	108,746	0.2%	0.8%	(829)			(829)	(829)	
Subtotal	\$ 65,609,004	100.0%		\$ (500,000)			\$ (459,087)	\$ (211,114)	

Attachment B: Recommended Staffing Changes

as of 12/1/22

Division/Department	Division priorities	Division Requested FTE's	Funding Source	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Direct Reimbursement	Indirect Funding	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
Requested for 2023:										
Attorney	1	0.45	Levy	0.45	Assistant County Attorney	45,297	-	-	45,297	45,297
PFS - Property Tax	1	1.00	Levy	1.00	System Analyst/Tax Analyst II	112,940	-	-	112,940	112,940
PFS - Property Tax	1	(1.00)	Levy	(1.00)	Property Tax Coordinator	(89,443)	-	-	(89,443)	(89,443)
PFS - License Centers	2	1.00	NonLevy	1.00	License Center System Analyst	92,925	-	92,925	-	-
HHS - Income Support	1	1.00	Partial Levy		Child Care Specialist 70/20 levy/mfip	92,875	-	27,862	65,012	
HHS - Home & Community Based Care	2	1.00	Levy		HCBC Supervisor	144,968	-	-	144,968	
HHS- Administrative Services	3	(1.00)	Levy	(1.00)	Account Technician	(67,818)	-	-	(67,818)	(67,818)
Public Services - Information Technology	1	1.00	Levy	1.00	IT Senior Systems Engineer	130,270	-	-	130,270	130,270
Public Services - Land Management	2	1.00	Levy		Land Management Planner	126,553	-	-	126,553	
Public Services - Information Technology	3	1.00	Levy		IT Applications Analyst	119,620	-	-	119,620	
Public Services - Public Services Administration	4	0.50	Levy		Data and Records Coordinator	51,482	-	-	51,482	
Public Services - Information Technology	5	1.00	Levy		Client Services Representative	76,804	-	-	76,804	
Public Services - Veteran Services	6	0.60	Levy		Veteran Services Clerk	33,734	-	-	33,734	
Public Services - Veteran Services	6	(0.20)	Levy		STOC - Support Personnel	(7,180)	-	-	(7,180)	
Public Services - Library Services	7	1.30	Levy		Librarian	158,474	-	-	158,474	
Public Works- Asset and Performance Management	1	1.00	NonLevy	1.00	GIS Specialist	99,340	-	99,340	-	-
Public Works - Program Delivery	2	1.00	Partial Levy		Civil Engineer	121,140	-	60,570	60,570	
Public Works - Parks	3	0.56	Levy		STOC - PT Seasonal	19,361	-	-	19,361	
Public Works - Parks	4	1.00	Levy		Parks Maintenance Technician	93,029	-	-	93,029	
Sheriff- Communications	1	1.00	Levy	1.00	PSAP Supervisor	107,429	-	-	107,429	107,429
Sheriff- Communications	1	(1.00)	Levy	(1.00)	911 Dispatcher	(77,236)	-	-	(77,236)	(77,236)
Subtotal:		12.21		2.45		\$ 1,384,563	\$ -	\$ 280,698	\$ 1,103,866	\$ 161,439

Attachment C: Capital Projects by Fund for 2021
as of 8/24/22

DEPT.	CIP #	DESCRIPTION	2022	2023	2023	
			Board Approved	Requested	Board Approved	Inc./Dec
Parks & Trails Capital Improvements						
	522-512	TH5 Arboretum Trail (CPA)- payback to Fund 32	-	73,699		73,699
	529-517	Lake Waconia Regional Park/Coney Island (Parks & Trails Funds)				-
		Lake Waconia Regional Park Waterfront Service Center (Parks and Trails Fund)	300,000	308,819		8,819
		Lake Waconia Regional Park Waterfront Service Center (CPA)	73,699	-		(73,699)
		34-000-XXX-XXXX-66xx	-	382,518	-	8,819
Fund 34 Tot	34-XXX-XXX-XXXX-66XX		-	382,518	-	8,819
Levy Dollars - Fund #34			-	-	-	-
Building and Other Capital Improvements						
		Contribution to Agricultural Society 2020/2021 Building Projects (CPA)	61,000	61,000		-
		Building Security Improvement Plan- (CPA)	12,699	12,699		-
		30-XXX-XXX-XXXX-6630	73,699	73,699	-	-
Fund #30 Tot	30-XXX-XXX-XXXX-66XX		73,699	73,699	-	-
Levy Dollars - Fund #30			-	-	-	-
Regional Rail Authority Right-of Way Capital Improvements						
		Contribution to County for FTE (levy)	131,193	144,240		13,047
		Ditch Drainage, Culvert Cleaning, Tree Removal, Trail Crack Sealing & Sealcoating	69,807	-		(69,807)
		Dakota Rail Regional Trail Crane Creek Bridge Repair	-	56,760		56,760
		15-XXX-XXX-XXXX-66XX	201,000	144,240	-	(56,760)
Fund #15 Tot	15-XXX-XXX-XXXX-66XX		201,000	144,240	-	(56,760)
Levy Dollars - Fund #15			199,000	199,000	-	-
Road & Bridge Capital Improvements						
Transfers		State Aid Regular transfer for FTEs	437,006	489,666		52,660
307		Transportation Sales & Use Tax to Fund 3 for FTEs and 212 professional services	443,670	419,634		(24,036)
307		Wheelage tax funds transfer to Fund 35	315,000	315,000		-
307		Levy transfer to Fund 3 for Seal Coating and Crack Filling				-
		03-304 & 35-814	1,195,676	1,224,300	-	28,624
Professional Services						
307	8365	82nd St (CSAH 18) - Construction Bavaria (incl. int.) to Hwy 41 (MUN/STATE)		288,904		288,904
307	8365	82nd St (CSAH 18) - Construction Bavaria (incl. int.) to Hwy 41 (Sales Tax)		435,574		435,574
307	8799	42nd St. Bridge #L9196 over stream - Hollywood Township (MUN/STATE)		10,000		10,000
307	8813	CSAH 61 Reconstruction from Highway 41 to East Chaska Creek (with TH41 - City Lead) (MUN/STATE)	383,076			(383,076)
307	8813	CSAH 61 Reconstruction from Highway 41 to East Chaska Creek (with TH41 - City Lead) (Sales Tax)	71,972			(71,972)
307	8818	County Road 117 (Galpin Blvd.) from Highway 5 to North County Line (City Lead) (Sales Tax)		500,400		
307	8820	Highway 41 and 10 Expansion from Bavaria to Park Drive (10-S2,S4,M4,M5,M6) (MUN/STATE)	212,156			(212,156)
307	8820	Highway 41 and 10 Expansion from Bavaria to Park Drive (10-S2,S4,M4,M5,M6) (Sales Tax)	883,223			(883,223)
307	8826	TH 212 Expansion from Norwood Young America to Cologne (MUN/STATE)	1,895,111			(1,895,111)
307	8827	TH 5 - Expansion from Kochia Lane to Minnewashta Pkwy & RAR from 78th to Fribourg.(MUN/STATE)		32,782		
307	8827	TH 5 - Expansion from Kochia Lane to Minnewashta Pkwy & RAR from 78th to Fribourg.(Fed)		578,393		
307	8827	TH 5 - Expansion from Kochia Lane to Minnewashta Pkwy & RAR from 78th to Fribourg.(CSAH Reg)		98,345		
307	8827	TH 5 - Expansion from Kochia Lane to Minnewashta Pkwy & RAR from 78th to Fribourg.(Sales Tax)		303,484		
307	8834	Highway 41 Reconstruction from Mn River to Walnut Court. (City Lead) (Sales Tax)	43,430			(43,430)
307	8839	Rose Ave. Bridge over stream - Watertown Township (MUN/STATE)		2,500		
307	8842	TH5/CSAH11(W) Intersection Improvements (AATP H5W-3) (MUN/STATE)		2,459		
307	8842	TH5/CSAH11(W) Intersection Improvements (AATP H5W-3) (Sales Tax)		34,995		
307	8844	CSAH 40 Rehab and SW from CSAH 52 to South County Line (Wheelage Tax)		150,000		
307	8866	Highway 20/25 Intersection (CSAH Reg)	35,009			(35,009)
307	8866	Highway 20/25 Intersection (MUN/STATE)	37,267			-
307	8870	CSAH 14/CSAH 17 Traffic Signal (CSAH Reg)		68,842		
307	8365	82nd St (CSAH 18) - Construction Bavaria (incl. int.) to Hwy 41 (AATP W82-1a, W82-3a) (MUN/STATE)	214,559			(214,559)
307	8365	82nd St (CSAH 18) - Construction Bavaria (incl. int.) to Hwy 41 (AATP W82-1a, W82-3a) (Sales Tax)	278,759			(278,759)
307	8681	CSAH 13 Reconstruction from TH 5 to TH 7 (Not Intersections) (MUN/STATE)	115,200			(115,200)
307	8681	CSAH 13 Reconstruction from TH 5 to TH 7 (Not Intersections) (CSAH Reg)	460,800			(460,800)
307	8787	CSAH 44 Reconstruction from CSAH 11 to TH212 (MUN/STATE)	100,000			(100,000)
307	8787	CSAH 44 Reconstruction from CSAH 11 to TH212 (CSAH Reg)	225,000			(225,000)
307	8818	County Road 117 (Galpin Blvd.) from Highway 5 to North County Line (MUN/STATE)	255,500			(255,500)
307	8818	County Road 117 (Galpin Blvd.) from Highway 5 to North County Line (Sales Tax)	577,000			(577,000)
307	8827	TH 5 - Expansion from Rolling Acres Rd. to Minnewashta Pkwy.(AATP H5E-1, H5W-5, RAR-1) (MUN/STATE)	78,121			(78,121)
307	8827	TH 5 - Expansion from Rolling Acres Rd. to Minnewashta Pkwy.(AATP H5E-1, H5W-5, RAR-1) (CSAH Reg)	95,481			(95,481)
307	8827	TH 5 - Expansion from Rolling Acres Rd. to Minnewashta Pkwy.(AATP H5E-1, H5W-5, RAR-1) (Sales Tax)	518,635			(518,635)
307	8839	Rose Ave. Bridge over stream - Watertown Township (MUN/STATE)	10,000			(10,000)
307	8839	Rose Ave. Bridge over stream - Watertown Township (Bridge Bonds)	10,000			(10,000)
307	8864	CSAH 10 at Waconia Pkwy N. Intersection (MUN/STATE)	78,000			(78,000)
307	8864	CSAH 10 at Waconia Pkwy N. Intersection (CSAH Reg)	150,000			(150,000)
307	8894	CSAH 11 Improvements from Twin Cities & Western Railroad crossing to 1/8 mile south of Highway 14 (10-S1) (MUN/STATE)	93,359			(93,359)
307	8894	CSAH 11 Improvements from Twin Cities & Western Railroad crossing to 1/8 mile south of Highway 14 (10-S1) (CSAH Reg)	267,347			(267,347)
307	8900	CSAH 92 at Airport Rd Intersection (City Lead) [92-M2] (Sales Tax)		126,374		
307	8904	CSAH 30 shoulder widening and SFDR from TH 25 to CSAH 10 (County Levy)				
307	8905	TH 5 Expansion from Minnewashta to TH 41 (AATP H5E-2) (Fed)		942,477		
307	8906	CSAH 11 & CSAH 14/MLR Roundabout (10-S1a) (MUN/STATE)		20,471		
307	8906	CSAH 11 & CSAH 14/MLR Roundabout (10-S1a) (Sales Tax)		61,414		
307	8929	TH 5/TH 41 Intersection [AATP H5E-3] (Fed)		303,232		
307	8936	TH5/CSAH11(E) Intersection Improvements (AATP H5W-4) (MUN/STATE)		1,639		
307	880002	CSAH 11 shoulder widening and rehab from TH 5 to TH7 (Wheelage Tax)	120,000			(120,000)
307	07-10-M1	CSAH 10/11 Intersection Improvements (10-M1) (CSAH Reg)	82,750			(82,750)
307	07-10-M2	CSAH 11 Improvements from N. 10 to RR (10-M2) (MUN/STATE)	21,658			(21,658)
307	07-10-M2	CSAH 11 Improvements from N. 10 to RR (10-M2) (CSAH Reg)	38,813			(38,813)
307	07-92-M2	CSAH 92 at Airport Rd Intersection (City Lead) [92-M2] (Sales Tax)	40,898			(40,898)
		32-307-000-0000-6680	7,393,124	3,999,552	-	(6,621,379)
Construction						
307	8015	Safety Set Aside (County Levy)	175,000	175,000		-
307	8016	Traffic Marking / Signs / Signals (County Levy)	545,000	315,000		(230,000)
307	8016	Traffic Marking / Signs / Signals (County Program Aid)	147,399	147,399		-
307	8793	CSAH 10 shoulder widening TH 25 to Wright County Line (CSAH Reg)	649,193			(649,193)
307	8794	CSAH 24 shoulder widening from CSAH 10 to Hennepin County Line (CSAH Reg)	1,269,387			(1,269,387)
307	8794	CSAH 24 shoulder widening from CSAH 10 to Hennepin County Line (Wheelage Tax)	3,089,484			(3,089,484)
307	8799	42nd St. Bridge #L9196 over stream - Hollywood Township (MUN/STATE)	10,000	10,000		-
307	8799	42nd St. Bridge #L9196 over stream - Hollywood Township (Bridge Bonds)	340,000	340,000		-
307	8813	CSAH 61 Reconstruction from Highway 41 to East Chaska Creek (61-S2,S3,M2) (with TH41 - City Lead) (MUN/STATE)	3,552,800			(3,552,800)
307	8813	CSAH 61 Reconstruction from Highway 41 to East Chaska Creek (61-S2,S3,M2) (with TH41 - City Lead) (Sales Tax)	680,200			(680,200)
307	8818	County Road 117 (Galpin Blvd.) from Highway 5 to North County Line (City Lead) (Sales Tax)		6,056,650		
307	8834	Highway 41 Reconstruction from Mn River to Walnut Court.(41-S4,S5,S6,S7,M1) (City Lead) (Sales Tax)	859,800			(859,800)
307	8839	Rose Ave. Bridge over stream - Watertown Township (MUN/STATE)		10,000		
307	8839	Rose Ave. Bridge over stream - Watertown Township (Bridge Bonds)	340,000	340,000		-
307	8847	Highway 5 & CSAH 33 Roundabout, 212 Underpass, 212/33 Signal. SP 010-633-047. MnDOT lead Construction (Fed)	1,017,065			(1,017,065)
307	8866	Highway 20/25 Intersection (MUN/STATE)	578,333			(578,333)
307	8866	Highway 20/25 Intersection (CSAH Reg)	325,117			(325,117)
307	8876	County Wide Intersection Lighting (Fed)	292,500			(292,500)
307	8880	CSAH 50 from Hamburg to CSAH 33(W) (County Levy)				
307	8894	CSAH 11 Improvements from Twin Cities & Western Railroad crossing to 1/8 mile south of Highway 14 (10-S1) (MUN/STATE)	466,796			(466,796)
307	8894	CSAH 11 Improvements from Twin Cities & Western Railroad crossing to 1/8 mile south of Highway 14 (10-S1) (CSAH Reg)	1,336,734			(1,336,734)
307	8895	County Wide Wet Reflective Pavement Markings (Fed)		785,570		
307	8908	CR 153 from CSAH 50 to Highway 284 (County Levy)				
307	8909	CSAH 50 shoulder widening and rehab from W CL to Highway 5 (CSAH Reg)		263,312		
307	8000	Seal Coat, Crack Seal, Sheet Patching, Bridge Decks, Culverts, Misc. (County Levy)				
		32-307-000-0000-6681	15,674,808	8,442,931	-	(14,347,409)
Right of Way						
307	8820	Highway 41 and 10 Expansion from Bavaria to Park Drive incl Ped Underpasses (10-S2,S3,S4,S5,S6,S7) (MUN/STATE)	337,844			(337,844)
307	8820	Highway 41 and 10 Expansion from Bavaria to Park Drive incl Ped Underpasses (10-S2,S3,S4,S5,S6,S7) (Sales Tax)	858,321			(858,321)
307	8824	CSAH 61 Reconstruction from Engler Blvd. to Bluff Creek Dr.(61-M3, L5) (MUN/STATE)	642,238			(642,238)
307	8826	TH 212 Expansion from Norwood Young America to Cologne (MUN/STATE)		2,123,000		
307	8826	TH 212 Expansion from Norwood Young America to Cologne (CSAH Reg)		117,000		
307	8826	TH 212 Expansion from Norwood Young America to Cologne (Sales Tax)		685,000		
307	8864	CSAH 10 at Waconia Pkwy N. Intersection (City Lead) (MUN/STATE)		100,000		
307	8864	CSAH 10 at Waconia Pkwy N. Intersection (City Lead) (CSAH Reg)		100,000		
307	8844	CSAH 40 Rehab and SW from CSAH 52 to South County Line (Wheelage Tax)	350,000			(350,000)
307	8880	CSAH 50 shoulder widening and rehab from CSAH 31 to CSAH 33(W) (Wheelage Tax)	168,074			(168,074)
307	8894	CSAH 11 Improvements from Twin Cities & Western Railroad crossing to 1/8 mile south of Highway 14 (10-S1) (MUN/STATE)	23,340			(23,340)
307	8907	CSAH 43 from Marsh Lake Road to Tellers Road (MUN/STATE)		100,000		
307	8907	CSAH 43 from Marsh Lake Road to Tellers Road (CSAH Reg)		100,000		
307	8931	CSAH 11 shoulder widening and rehab from TH 5 to TH7 (Wheelage Tax)		235,000		
		32-307-000-0000-6685	2,379,817	3,125,000	-	(2,379,817)
Resurfacing/ Rehab/ Maintenance						
307	8000	Resurfacing/ Rehab/ Maintenance (County Levy)	1,670,000	2,000,000		330,000
307	8000	Resurfacing/ Rehab/ Maintenance (CSAH Reg)	138,216			(138,216)
		32-307-000-0000-6684	1,808,216	2,000,000	-	191,784
Fund #32 Tot	32-307-XXX-XXXX-66XX		28,451,641	19,226,783	-	(23,128,197)
Road & Bridge Levy Dollars - Fund #32			2,390,000	2,490,000	-	100,000

Attachment D: Facilities, Vehicles and Equipment Replacement Schedule (County-wide)

as of 8/24/22

DEPT.	DESCRIPTION	2022	2023	2023	2023	Inc./Dec
		Board Approved	Initially Rolled Forward from 2022 LTFP	County Administrator's Preliminary Recommendation	Board Approved	
Public Services - Facilities						
Building Improvements - 6640						
	Facilities - Manager Initiatives	335,000	355,000	335,000		-
Dept. Total	01-110-XXX-2001-66XX	335,000	355,000	335,000	-	-
Public Services - Information Technology						
Capital Initiative						
	IT Capital Initiatives	140,000	160,000	140,000		-
	Software: 01-049-046-0000-6660	140,000	160,000	140,000	-	-
Infrastructure Te						
	Scanner/Printer Replacement	20,000	20,000	20,000		-
	Equipment: 01-049-046-0000-6660	20,000	20,000	20,000	-	-
CarverLink						
	CarverLink buildout*	105,000	105,000	105,000		-
	CarverLink equipment replacement*	30,000	30,000	30,000		-
	Equipment: 02-048-000-130x-666x	135,000	135,000	135,000	-	-
Dept. Total		295,000	315,000	295,000	-	-
Public Services - Library						
Administration						
	Furniture/Equipment replacement	20,000	20,000	20,000		-
Dept. Total	01-014-XXX-XXXX-66XX	20,000	20,000	20,000	-	-
Public Services - Planning & Water						
WMO						
	Carver County Water Mgmt. Organization Project Fund*	161,893	174,700	174,700		12,807
	16-XXX-XXX-XXXX-6630	161,893	174,700	174,700	-	12,807
Dept. Total	16-XXX-XXX-XXXX-66XX	161,893	174,700	174,700	-	12,807
Sheriff's Office						
Admin						
	Sheriff Priorities	50,000	50,000	50,000		-
	Equipment: 01-201-201-0000-66xx	50,000	50,000	50,000	-	-
Patrol						
	Camera Replacement: BWC and Squads	-	20,000	-		-
	Vehicles	330,000	345,000	330,000		-
	Vehicles: 01-201-236-0000-6670	330,000	365,000	330,000	-	-
Communication						
	MDC Replacement and Mobile Radio Replacement	60,000	60,000	60,000		-
	Portable Radio Replacement Planning	35,000	35,000	35,000		-
	Equipment: 01-201-240-0000-6660	95,000	95,000	95,000	-	-
Division Total	01-201-XXX-XXXX-66XX	475,000	510,000	475,000	-	-
Public Works						
Highway Operat						
	County-wide Fleet	580,000	605,000	580,000		-
	Public Works Equipment (CSAH)*	150,000	150,000	150,000		-
	Equipment: 03-304-000-0000-66xx	730,000	755,000	730,000	-	-
		-	-	-	-	-
Park Administra						
	Park Maintenance Projects	50,000	50,000	50,000		-
	Site Improvements: 01-520-000-0000-66xx	50,000	50,000	50,000	-	-
Division Total		780,000	805,000	780,000	-	-
County Totals		2,066,893	2,179,700	2,079,700	-	12,807
		<i>*Non-Levy Dollars Available to Pay</i>	<i>(446,893)</i>	<i>(459,700)</i>	<i>(459,700)</i>	<i>(12,807)</i>
		<i>Net Levy Dollars Needed</i>	<i>1,620,000</i>	<i>1,720,000</i>	<i>1,620,000</i>	<i>-</i>

2023 Budget - One-Time Projects: Building maintenance, capital projects, equipment, software, etc.

as of 9/1/22

	Division Priority	Item	2023 LTFP/Division Director Request	2023 County Administrator Recommendation	2023 Board Approved
2022 Long Term Financial Plan Projects:					
Public Services - Facilities	1	Elevator Upgrades - Justice Center	80,000	80,000	
Public Services - Facilities	2	Replace Roof Section - PW Cologne	350,000	350,000	
Public Services - IT	4	Network Traffic Shaper	70,000	70,000	
Public Services - Facilities	5	Replace HVAC Variable Frequency Drives	45,000	45,000	
Public Services - IT	6	Fiber Installed in Road Projects	75,000	75,000	
Public Services - Facilities	7	Replace RTU's - PW Cologne	65,000	65,000	
Public Services - Facilities	8	Remodel Restrooms - PW Cologne	225,000	225,000	
Public Services - Facilities	9	Replace Office Furniture	65,000		
Public Services - Facilities	10	Replace Carpet, Wall Coverings, etc. - County Buildings	125,000		
Public Services - Facilities	11	Remodel Lobby Restrooms - Sheriff	75,000		
Public Services - Facilities	12	Replace Secondary Water Heater - 606 Building	65,000		
Public Services - Library	NA	Shelves & Books for New Chaska Library - Scheduled for 2024	3,300,000	532,358	
Sheriff	1	EOC Uninterrupted Power Supply (UPS)	38,000	38,000	
Sheriff	2	ARMER Radio System Upgrade	25,000	25,000	
Sheriff	4	Walk-in Cooler/Freezer	150,000	150,000	
Sheriff	5	Forensic Exam Computer/Center	7,000	7,000	
Public Works- Parks	9	Playground for Waconia Regional Park - 2024?	1,000,000		
Public Works- Parks	10	Replacement Playground for Lake Minnewashta RP; 202X?	1,000,000		
Division Director Project Requests and Equipment:					
PFS- Property Tax	1	Additional one-time costs to replace Property Tax software (temp staff, modules, etc.) \$700K total project cost (\$450K approved in 2022 Budget)	250,000	250,000	
PFS- Assessor	2	Replace Assessor's CAMA software (same vendor as Property Tax)	500,000		
HHS	1	Replace chrome books for remote workers & Traverse software for Income Support Department	725,000	725,000	
Public Works-Admin	2	Software Integrations	30,000	30,000	
Public Works- Parks	4	Baylor Park Boardwalk	250,000		
Public Works- Parks	5	Safety Improvement, Minnewashta RP Playground Remove Pea Rock and Replace with Wood fiber	90,000	90,000	
Public Works- Parks	6	iPad for rental service at new park building	2,500		
Public Works- Parks	7	Historical Information Interpretive Signage for new park building (grounds and lobby area)	50,000		
Public Works- Parks	8	Entrance/Monument Signage - LWRP	70,000		
Public Works- Parks	11	Miller Lake Land Acquisition	600,000		
Public Works- PD	12	Drone with LIDAR equipment for topographic surveying	220,000		
Sheriff	3	Sheriff Priorities- incremental increase starting in 2023	10,000	10,000	
Public Services - IT	3	Network Switch Upgrade	75,000	75,000	
Public Service- IT		Board Room AV upgrades	150,000	150,000	
County Attorney	1	Replace MCAPS software with Karpel	190,000	190,000	
		One Time Projects Total =	9,972,500	3,182,358	-
		Initial Project Funding +over/(under)	(6,790,142)	-	-
		One-Time Funding Sources:			
		\$100,000 redirected from 2019 - 2022 CPA	540,000	540,000	
		\$100,000 redirected from 2023 CPA + 2023 incr in CPA	142,358	142,358	
		\$2,500,000 transferred from debt service reserves	2,500,000	2,500,000	
		Total One-Time Funding Sources:	\$ 3,182,358	\$ 3,182,358	\$ -

CONFERENCE AND TRAINING LIST BY DEPARTMENT FOR 2023					
as of 12.1.22		2022	2023	2023	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	Recommended	Inc./Dec
Commissioners					
District 1	AMC and miscellaneous instate	4,000	4,000	4,000	-
District 2	Transportation Alliance Fly-in-Washington Washington- (2) Outstate travel trips re: transportation funding Waste Expo-Outstate location TBD AMC/Midwest Regional Rail and miscellaneous instate	4,000	4,000	4,000	-
District 3	Washington DC Transportation related event AMC and miscellaneous instate Labor Relations Out of state conference, location TBD Organizational Behavior out of state conference, location TBD Economic Development out of state conference, location TBD Government Financial Management out of state conference, location TBD Shared Best Practices out of state conference, location TBD	4,000	4,000	4,000	-
District 4	AMC and miscellaneous instate Washington Transportation Fly-In	4,000	4,000	4,000	-
District 5	AMC and miscellaneous instate Washington DC Transportation related event NACo Legislative-Washington NACo Annual Conference-Colorado	4,000	4,000	4,000	-
Total- Commissioners	01-001-XXX-0000-6332	20,000	20,000	20,000	-
County Administration					
	AMC Annual Conference	700	700	700	-
	MCMA/MACA Annual Conference	725	725	725	-
	MACA Fall	475	475	475	-
	Washington, DC Transportation Funding	2,000	2,000	2,000	-
	Misc.- Administrator/staff	200	200	200	-
Total- County Administrati	01-030-000-0000-6332	4,100	4,100	4,100	-
Public Services - Administration					
	MCMA Annual Conference - Minnesota - 2	1,500	1,500	1,500	-
	ICMA National Conference - Out of State	1,800	1,800	1,800	-
	MACA Fall - Minnesota	650	650	650	-
	Webinars and In State Training	1,500	1,500	1,500	-
	Staff Professional Training	100	100	100	-
Total- Public Services Adm	01-048-000-0000-6332	5,550	5,550	5,550	-
Public Services - Facilities					
Facilities Management					
	IFMA & EDAM - Local	1,100	1,100	1,100	-
	IFMA National	1,000	1,000	1,000	-
Total- Facilities	01-110-000-0000-6332	2,100	2,100	2,100	-
Public Services - Information Services					
CIO	Microsoft Ignite Conference (out of state training - 1)	3,500	3,500	3,500	-
	In state training	500	500	500	-
	01-049-000-0000-6332	4,000	4,000	4,000	-
Infrastructure	Infrastructure Conferences (out of state - 2)	10,000	10,000	10,000	-
	In state training	11,400	11,400	11,400	-
	01-049-046-0000-6332	21,400	21,400	21,400	-
Client Services	Records Management Conference (ARM, MER, etc.) (out of state - 1)	3,500	3,500	3,500	-
	In state training	2,100	2,100	2,100	-
	01-049-xxx-0000-6332	5,600	5,600	5,600	-
GIS & Software	ESRI International Conf. (out of state - 2)	4,000	4,000	4,000	-
	Microsoft Ignite Conf. (out of state -2)	8,000	8,000	8,000	-
	Web and SharePoint (out of state - 1)	3,500	3,500	3,500	-
	In state training	4,000	4,000	4,000	-
	01-049-062-0000-6332	19,500	19,500	19,500	-
Project Management Office	Onbase National Conference (out of state - 1)	3,500	3,500	3,500	-
	Business Analysis Conference (out of state - 1)	3,500	3,500	3,500	-
	PMO Conference (out of state - 1)	3,500	3,500	3,500	-
	In state training	4,000	4,000	4,000	-
	01-049-064-0000-6332	14,500	14,500	14,500	-
Support Services	In state training	3,500	3,500	3,500	-
	01-049-063-0000-6332	3,500	3,500	3,500	-
Security	In state training	3,500	500	500	(3,000)
	Security Conference (out of state - 1)		3,000	3,000	3,000
	01-049-066-0000-6332	3,500	3,500	3,500	-
CarverLink	In state training	2,300	2,300	2,300	-
	02-048-000-0000-6332	2,300	2,300	2,300	-
Total- Information Tech	01-049-XXX-XXXX-6332 & 02-048.6332	74,300	74,300	74,300	-

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2023**

as of 12.1.22		2022	2023	2023	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	Recommended	Inc./Dec
Public Services - Library					
	American Library Association (2023) - Seattle, WA - 3 attendees	2,500	6,000	6,000	3,500
	Power Up Conference (2022) - Madison, WI - (5 attendees)	3,500	-	-	(3,500)
	01-014-500-0000-6332	6,000	6,000	6,000	-
MELSA-funded Conferences *					
	Power Up Conference (2023) - Madison, WI (5 attendees)	-	4,000	4,000	4,000
	Public Library Association Conference (2022) - Portland, Oregon (3 attendees)	7,500	-	-	(7,500)
	COSUGI (Customers of Sirsi Users Group (2023) - Provo, Utah (2 attendees)	5,000	5,000	5,000	-
	In-State Conferences (MLA) and Webinars	2,055	5,000	5,000	2,945
	01-014-500-8011-6332 Reimbursed by MELSA *	14,555	14,000	14,000	(555)
	<i>*Beginning in 2021 the Library has included MELSA-reimbursed conference expenses and the offsetting reimbursement revenue in the requested budget for the department. These additions are levy neutral.</i>				
Law Library					
	Potential Out of State Training (TBD)	2,000	2,000	2,000	-
	In State Training	500	500	500	-
	02-508-000-0000-6332	2,500	2,500	2,500	-
Total- Library and Law Lib 01-014-500-XXXX-6332 & 02-508.6332		23,055	22,500	22,500	(555)
Public Services - Veteran Services					
	MN DVA Spring Training/Conference (Four staffers @ \$320/staffer)	1,280	1,280	1,280	-
	Nat'l County Veteran Service Officer Conf (Out of State - Two staffers @ \$1640/staffer)	3,280	3,280	3,280	-
	MN County Veterans Service Officer Conference (Four staffers @ \$785/staffer)	3,140	3,140	3,140	-
Total- Veteran Services 01-120-000-0000-6332		7,700	7,700	7,700	-
Public Services - Land Management					
	Planning/Zoning Administrators workshop or conference (e.g. MACPZA, APA, etc.)	900	900	900	-
	Continuing Education (e.g. Building Plan Technician Certification, etc.)	300	300	300	-
	Professional Development or work related Tuition Reimbursement (In State)	400	400	400	-
	01-123-160-0000-6332	1,600	1,600	1,600	-
Public Services- Environmental Services					
Administration					
	Annual Agricultural Inspectors Conference	250	250	250	-
	Annual MPCA Sewage Treatment System Cont. Education (3)	1,900	1,900	1,900	-
	Annual MPCA County Feedlot Officers Training	300	300	300	-
	Misc. professional conferences or work related tuition reimbursement	900	900	900	-
	Feedlot, SSTS and Water Quality misc. conferences	500	500	500	-
Solid Waste					
	RAM/SWANA Annual Conference [4]	950	950	950	-
	SWAA Annual Conference	200	200	200	-
	Misc. special issue SW Conferences	1,500	1,500	1,500	-
	National Solid Waste Conference (Out of State)	1,300	1,300	1,300	-
Industrial Hazardous Waste					
	National Hazardous Waste Conference (Out of State)	2,000	2,000	2,000	-
	Misc. special issue conferences	300	300	300	-
	OSHA/Safety Training	300	300	300	-
Total - Environmental Services 01-123-130-XXXX-6332		10,400	10,400	10,400	-
Public Services - Planning & Water Management					
	ESRI Annual User Conference (Out of State)	1,500	1,500	1,500	-
	Misc. Professional conferences or Tuition Reimbursement	250	250	250	-
	MN Water Resource conference: MNAPA Annual Conference, other water related conferences, other planning related conferences.	1,650	1,650	1,650	-
	In state GIS, CRM or other software conference & training	850	850	850	-
	Wetland Certification and related training	2,300	2,300	2,300	-
	National (Out of State) potential conferences: Nat. APA Conf., Nat. NALMS Conf., Nat. StormCon Conf., Nat. TMDL Conf., National LID Symposium, Nat. ESRI Water conference, Center for Watershed Protection Nat. Conf,	1,550	1,550	1,550	-
	01-123-XXX-XXXX-6332 & 16.6332	8,100	8,100	8,100	-
AIS					
	Nat AIS conference, International AIS conference (Out of State) or State AIS conferences and training: State of Water, AIS Summit, AISRC center, Upper Midwest Invasive Species Conference, Invaders Summit, WI AIS ID Training or related trainings	1,625	1,625	1,625	-
	01-123-120-5021-6332	1,625	1,625	1,625	-
Total- Public Services		134,430	133,875	133,875	(555)
Attorney					
	IMLA (La Quinta, CA) & NDAA- (Washington, DC)	6,000	6,000	6,000	-
	Various training courses- continuing education credits for Attorneys	10,500	10,500	5,500	(5,000)
Total- Attorney 01-090-000-0000-6332		16,500	16,500	11,500	(5,000)
Employee Relations - Personnel Services					
	MCHRMA Spring Conference	300	300	300	-
	MCHRMA Fall Conference	400	400	400	-
	MPELRA Summer Conference	500	500	500	-
	MPELRA Winter Session	200	200	200	-
	ADA, WC, FMLA, COBRA, ACA	500	500	500	-
	SHRM Seminars	600	600	600	-
	Support, MCIT Seminars	600	600	600	-
	Legal Update Seminars	2,400	2,400	2,400	-
	NPELRA, SHRM or IPMA or NEOGOV Out-of-State Conference	4,000	4,000	4,000	-
	IPMA Local, Regional or National Conference	700	700	700	-
	AAOHN Occupational Health Nurses National Conference or Other Occ Health - Out-of-St:	2,000	2,000	2,000	-
	PRIMA National Conference - Out-of-State	2,000	2,000	2,000	-
	01-050-000-0000-6332	14,200	14,200	14,200	-
	Wellness Conference	1,000	1,000	1,000	-

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2023**

as of 12.1.22		2022	2023	2023	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	Recommended	Inc./Dec

Total- Employee Relations	01-050-050-0000-6332	15,200	15,200	15,200	-
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Property & Finance

Finance					
	National GFOA Conference- Portland, OR (OUT OF STATE) (2)	4,200	4,200	4,200	-
	National APA Congress- Denver, CO (OUT OF STATE)	3,000	3,000	3,000	-
	Minnesota GFOA Conference (3)	1,500	1,500	1,500	-
	MCCC Annual Conference	1,000	1,000	1,000	-
	Additional Staff Training (IFS, Year-end, OSA)	1,250	2,000	2,000	750
	Treasurer's Mid-Year Conference	750	-	-	(750)
	01-045.6332	11,700	11,700	11,700	-

Property Tax					
	MN Assoc. of County Officers	750	750	750	-
	MN Assoc. of County Auditors	500	500	500	-
	Tax Training /Dept. Revenue	500	500	500	-
	MCCC Conference	500	500	500	-
	Staff Training	700	700	700	-
	01-040-040-0000-6332	2,950	2,950	2,950	-

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

Elections & Licensing					
	MN Assoc. of County Officers	600	600	600	-
	Sec. of State Training	600	600	600	-
	Staff Training	1,200	1,200	1,200	-
	01-040-065-0000-6332	2,400	2,400	2,400	-

County Assessor					
	MAAO Fall Conference	1,250	1,250	1,250	-
	MAAO Seminars	1,500	1,500	1,500	-
	CLE Seminars	750	750	750	-
	MCCC Annual Conference	1,500	1,500	1,500	-
	MAAP Training	200	200	200	-
	Appraisal Training	4,000	4,000	4,000	-
	01-047.6332	9,200	9,200	9,200	-

Land Records and Vitals					
	MN Association of County Officers	2,000	2,000	2,000	-
	PRIA National Conference- (OUT OF STATE) (2)	4,000	4,000	4,000	-
	Recorder's Conference	2,000	2,000	2,000	-
	Examiner of Titles Training	500	500	500	-
	MCRA Conference (Vitals)	300	300	300	-
	Staff Training	700	700	700	-
	01-100.6332	9,500	9,500	9,500	-

Total- Property & Finance		37,750	37,750	37,750	-
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Public Works - Road & Bridge

Administration					
	MCEA Institute	850	850	850	-
	Highway Accountants Conference (2)	1,150	1,150	1,150	-
	Minnesota Transportation Conference	-	300	300	300
	NACE Annual Conference (Alabama) OUT OF STATE	600	2,850	2,850	2,250
	MTA Fly In (Washington DC) OUT OF STATE	1,300	1,300	1,300	-
	MTA Annual Meeting	100	100	100	-
	APWA Annual Conference OUT OF STATE	1,500	2,500	2,500	1,000
	DC Congressional Visit - Highway 12 & 5 OUT OF STATE	2,000	1,000	1,000	(1,000)
	MAPA (MN Asphalt Pavement Assoc.)	-	100	100	100
	Miscellaneous staff training	500	500	500	-
	03-301-000-0000-6332	8,000	10,650	10,650	2,650

Asset & Performance Mgmt.					
	MN GISLIS Conference	2,500	2,400	2,400	(100)
	ESRI User Conference (San Diego) OUT OF STATE	1,600	2,000	2,000	400
	Transportation Research Board National Conference OUT OF STATE	2,500	2,500	2,500	-
	GIS Transportation Asset Management Conference	1,500	2,500	2,500	1,000
	iAM North American Conference OUT OF STATE	2,500	2,500	2,500	-
	Cartegraph Conference (Colorado) OUT OF STATE (3)	5,000	5,000	5,000	-
	Leadership Training	1,000	500	500	(500)
	Drone Training & Testing	1,600	1,000	1,000	(600)
	03-302-000-0000-6332	18,200	18,400	18,400	200

Program Delivery					
	MCEA Institute	2,400	3,400	3,400	1,000
	MCEA Summer Conference	650	700	700	50
	MSPS Conference	950	950	950	-
	MSPS Winter Conference	300	300	300	-
	MACS Seminars	300	300	300	-
	GIS Seminars	400	400	400	-
	MN-Dot Survey Technical Conference	1,400	1,400	1,400	-
	Frontier Precision	1,000	1,000	1,000	-
	CTC AutoCad	1,000	2,000	2,000	1,000
	MN Transportation Conference	1,500	900	900	(600)
	Toward Zero Deaths Conference	800	400	400	(400)
	MN-Dot and U of M certificates	12,445	13,215	13,215	760
	MN-Dot and U of M re-certificates	2,085	3,020	3,020	935
	MN-Dot R-O-W Conference	1,000	1,000	1,000	-
	Project Management Training	3,000	1,000	1,000	(2,000)

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2023**

as of 12.1.22		2022	2023	2023	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	Recommended	Inc./Dec
	Project Management Institute Days Conference	2,500	2,500	2,500	-
	NACE Annual Conference (Alabama) OUT OF STATE	2,600	2,850	2,850	250
	ATTSA How To Conference OUT OF STATE	500	300	300	(200)
	IMSA TS Tech 2-year Re-certification	2,000	1,500	1,500	(500)
	MN APA Conference & Workshop	500	865	865	365
	Miscellaneous	170	-	-	(170)
	03-303-000-0000-6332	37,500	38,000	38,000	500
Highway Operations					
	Equipment Training, Pesticide	810	1,810	1,810	1,000
	Safety Conference	250	250	250	-
	Wellness Conference / Training	300	300	300	-
	Equipment Training	150	150	150	-
	Snow Rodeo	500	500	500	-
	APWA Snow Conference, (out of state)	-	-	-	-
	APWA National Conference, (out of state)	-	3,000	3,000	3,000
	U of W Snow and Ice Management (out of state)	2,000	2,000	2,000	-
	Asset Works Academy (2 staff) (out of state)	4,500	4,500	4,500	-
	Miscellaneous	490	1,490	1,490	1,000
	03-304-000-0000-6332	9,000	14,000	14,000	5,000
Equipment Operations					
	Hydraulic, Electrical, & Welding Training	2,000	2,700	2,700	700
	Mack Class OUT OF STATE	5,500	2,300	2,300	(3,200)
	03-306-000-0000-6332	7,500	5,000	5,000	(2,500)
Parks					
	MRPA Annual Conference	1,500	1,500	1,500	-
	MN Shade Tree Short	100	600	600	500
	MRPA Seminars	100	100	100	-
	Park Supervisor Seminars	100	100	100	-
	National Park Institute (Out of State)	2,500	2,500	2,500	-
	Outdoor Recreation Curriculum Standards	500	500	500	-
	Miscellaneous	200	300	300	100
	01-520-000-0000-6332	5,000	5,600	5,600	600
Total- Public Works	01 & 03-XXX-XXX-XXXX-6332	85,200	91,650	91,650	6,450
Sheriff's Office					
Administrative Services Unit		20,000	20,000	20,000	-
	Clerical Support (15)				
	MSA Summer Conference				
	MSA Winter Conference				
	Administrative Services Manager (PLEAA Conference)				
	Sheriff MSA Jail Conference				
	Chief Deputy				
Jail Services Unit		9,000	9,000	9,000	-
	Jail Training-Conf, Mgmt. Training, etc.				
	From SS Other				
Patrol Services Unit					
	Training - State POST, OSHA mandated,				
	Elective, 1st Responder, PRISIM, ADA, etc.				
	Traffic Safety/Criminal Interdiction/Weights/Scales				
	K-9 Trials and Certifications				
	Supervisor Development				
Operation Services Unit					
	Investigation Division				
	Crime Technician				
	School Resource Officer/Gangs/Bike Patrol				
	SERT				
Support Services Unit		69,380	69,380	69,380	-
	ATV				
	Civil Process				
	Conceal and Carry				
	Warrants				
	Dive Team				
	Community Service Officers (CSO)				
	Court/Bailiffs				
	Reserves				
	Volunteer Services- Chaplain				
	Rec Services - Water Patrol				
	Snowmobile				
	Training -In House Entire Office - Sex Harr, Cult Div., 1st Aid				
	Instructor Courses-recertification, etc.				
	Supervisory - Sgt & Cpl				
	Licensed Personnel Training				
	ILEETA Conference Outstate (1)				
	EVOOC, 1st Aid, SPSC				
	01-201-XXX-XXXX-6332	98,380	98,380	98,380	-
Emergency Management Unit					
	AMEM Emergency Management Conference	1,900	1,900	1,900	-
	Governor's Emergency Mgmt. Conf.	1,000	1,000	1,000	-
	Emergency Management Training	1,000	2,242	2,242	1,242
	Hazardous Materials Training	2,600	2,600	2,600	-
	01-201-280-0000-6332	6,500	7,742	7,742	1,242
Conceal & Carry					
	Conceal & Carry- reserve fund	1,700	1,700	1,700	-
	02-202-000-0000-6332	1,700	1,700	1,700	-
Reserves-					
	Reserves	1,000	1,000	1,000	-
	02-204-000-0000-6332	1,000	1,000	1,000	62
Explorers					
	Explorers training	2,750	-	-	(2,750)
	02-203-000-0000-6332	2,750	-	-	(2,750)

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2023**

as of 12.1.22		2022	2023	2023	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	Recommended	Inc./Dec
Posse					
	Posse Training	3,750	3,750	3,750	-
	02-203-000-0000-6332	3,750	3,750	3,750	-
Communications					
	Communications	637	637	637	-
	01-201-240-0000-6332	637	637	637	-
911 Communication					
	Communications	4,200	4,200	4,200	-
	APCO/NENA MSA State Conference-(6)	3,480	3,480	3,480	-
	02-911-000-0000-6332	7,680	7,680	7,680	-
Total- Sheriff	01-201-XXX-XXXX-6332	122,397	120,889	120,889	(1,508)
Health & Human Services-					
	National Youth Conference - Out of State	1,800	1,900	1,900	100
	National Workforce Development Staff Conference - Out of State		1,800	1,800	1,800
	Workforce Conference, NAWB - Out of State	900	3,000	3,000	2,100
	National Eligibility Workers Assoc Conf - Out of State	2,800	2,800	2,800	-
	National Child Support Assoc Conf Out of State	1,800	4,000	4,000	2,200
	National Child Support Assoc Conf - Out of State - County Attorney	1,800	2,000	2,000	200
	National Human Services Conference - Out of State APHSA	2,000	2,000	2,000	-
	National Association of Welfare Research - Out of State - NAWRS President/Funded	-	-	-	-
	NASTA/SNAP National Conference - Out of State	600	1,100	1,100	500
	National Human Services Conference - Out of State - Goodwin	1,500	2,000	2,000	500
	International Signs of Safety Gathering - Out of State	3,500	-	-	(3,500)
	Equity Summit - Out of State	2,000	2,000	2,000	-
	International Conference on Child & Family Maltreatment - Out of State	2,000	-	-	(2,000)
	CWLA National Conference - Out of State	1,500	-	-	(1,500)
	National Adult Protective Services Association Conference - Out of State	-	-	-	-
	National Criminal Justice Training Center Training - Out of State	-	2,000	2,000	2,000
	American Professional Society on the Abuse of Children - Out of State		2,000	2,000	2,000
	National Association of Suicidology - Out of State - NSPL Grant Funded	4,000	4,000	4,000	-
	Annual Suicide Prevention Summit - Out of State	1,500	1,500	1,500	-
	National Council of Behavioral Health (NATCON) - Out of State	2,000	2,000	2,000	-
	Credible Conference - Out of State	4,000	-	-	(4,000)
	Conferences within State	88,916	83,182	83,182	(5,734)
	11-XXX-XXX-XXXX-6332	122,616	117,282	117,282	(5,334)
Public Health					
Public Health Department - Leadership					
	Family Home Visiting National Conference - Out of State	4,750	-	-	(4,750)
	Vaccinology Research Conference - Out of State - CDC	-	3,000	3,000	3,000
Planning & Promotion Unit					
	NACCHO Emergency Preparedness Conference - Out of State - PHEB	6,250	5,000	5,000	(1,250)
	National Disaster Behavioral Health Conference - CDC		3,000	3,000	3,000
	NACCHO/APHA Annual Conference - Out of State - CDC	4,750	3,000	3,000	(1,750)
	Conferences within State	3,354	813	813	(2,541)
	11-460-XXX-XXXX-6332	19,104	14,813	14,813	(4,291)
Court Services - Probation					
	Drug Court National Conference- \$6000- grant funded				
	APPA National Probation Training Institute (Out-of-State) (2)	2,000	1,200	1,200	(800)
	MN Association of County Probation Officers (MACPO) - Spring Conference	2,000	2,400	2,400	400
	Minnesota Corrections Association (MCA) - Fall Institute	1,500	1,500	1,500	-
	Conferences within State	-	400	400	400
	01-252-XXX-XXXX-6332	5,500	5,500	5,500	-
Total- Health & Human Ser	11-XXX-XXX-XXXX-6332	147,220	137,595	137,595	(9,625)
County Totals		582,797	577,559	572,559	(10,238)

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2024 Long Term Financial Plan

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Long Term Financial Plan fulfills the County Board's direction to connect financial strategies to the County's long-term strategic goals and objectives. This Plan is not a budget but rather a non-binding assertion of future intent to allocate future County resources. Individual elements of the Plan will be systematically rolled forward until they are brought into the Annual Budget for approval and implementation.

ACTION REQUESTED:

Motion to approve the 2024 Long Term Financial Plan.

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

The Long Term Financial Plan is a planning tool so projects listed in the Plan are financial placeholders only. Actual financing for the projects are not approved until they are included in the Annual Budget process.

Office use only:

RBA 2022 - 8763



2024 Long Term Financial Plan

*Presented for Adoption
December 13, 2022*

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

Date: December 13, 2022
Motion by Commissioner: _____

Resolution: _____
Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2024 LONG TERM FINANCIAL PLAN
FOR CARVER COUNTY**

WHEREAS, the Long Term Financial Plan (the "Plan") fulfills the County Board's direction to "connect financial strategies to the County's long-term strategic goals and objectives"; and

WHEREAS, the Plan which has been prepared by division directors and reviewed by the County Board of Commissioners provides the basis for determining the non-binding intent to allocate future County resources; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners 2024 Long Term Financial Plan is hereby adopted and placed on the County's website.

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

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 13th day of December, 2022, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2022.

David Hemze
County Administrator

EXECUTIVE SUMMARY

This 2024 Long Term Financial Plan, (the “Plan”) along with the 2023 Annual Budget, fulfills the County Board’s direction to “connect financial strategies to the County’s short and long-term strategic goals and objectives.” The Plan is not a budget but rather a non-binding assertion of future intent. Ideally, individual elements of the Plan will be systematically rolled forward each year until they are brought into the Annual Budget process for approval and implementation.

The Plan focuses on the four areas which will significantly impact future property tax levy and budgets:

- A. Capital Improvement Plans (CIPs) for New Capital Projects
- B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment
- C. Bond Sales and Debt Service
- D. Personnel Costs

A. Capital Improvement Plans (CIPs) for New Capital Projects:

CIP Revenue Summary:

County ½ cent Sales Tax: In 2017, the County Board approved a ½ cent sales tax that generates \$8 - \$9 million annually for County road and bridge projects.

Wheelage Tax: In 2017, the County Board increased the wheelage tax to \$20 effective January 1st, 2018 which Annually generates approximately \$1.9 million from auto and motorcycle license renewals for County road and bridge projects.

Request for State Bonding: The 2018 Legislature approved a \$1.5M grant from the State which was matched with \$1.5M in County funds for a \$3M Phase I Infrastructure project. The 2020 Legislature approved \$2.5M for a \$5M Phase II Waterfront Service Center with a 50/50 local match in County funds. A County priority for the 2023 Legislature is a \$2.25M grant for a \$4.5M Phase III Additional Amenities project with a 50/50 local match in County funds.

Road & Bridge Tax Levy: In 2016, the County Board directed that the tax levy for road and bridge annual maintenance be increased \$100K for the next 10 years to eventually provide an additional \$1M to finance the County’s Road Preservation Plan in 2025. Accordingly, the \$2.5M tax levy for road and bridge maintenance is planned to increase by \$100K in 2023.

Federal, State and Local funds: New road and bridge construction projects are financed from the Minnesota Highway Users Tax Distribution Fund (Fuel Tax, License Fees and Motor Vehicle Sales Tax), Sales Tax on Leased Vehicles, as well as Federal and State grant programs, City funds, and proceeds from County Bonds.

State County Program Aid (“CPA”): The Recommended 2023 Budget has approximately \$977,000 in 2023 CPA that is not allocated to the operating budget. \$682,000 is being directed to fund one-time capital projects listed on 2023 Budget Attachment E and the remaining \$295,000 will be directed to the CIPs according to the percentages below:

50%	Road & Bridge CIP	\$147K
25%	Park & Trail CIP	74K
<u>25%</u>	<u>Building CIP</u>	<u>74K</u>
100%	Total State CPA to CIPs	\$295K

State Sales Tax Parks and Trails “Legacy Funds”: The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to be approximately \$350,000. These funds have been used as the local match to State & Federal grants for trail expansion projects and for the Lake Waconia Regional Park Phase I and II projects.

Metropolitan Council Reimbursement for Park Land Acquisition: The County is currently reimbursed 100% from the Metropolitan Council for parkland acquisitions that are included in the County’s Regional Park Master Plan. The reimbursement formula is currently up to \$1.7M of the purchase price reimbursed at the land acquisition closing and then a biannual reimbursement of up to \$470,000. Based on the current reimbursement formula which is being reviewed by Met Council staff for compliance with IRS regulations, the County will be waiting until 2026 for full reimbursement from the Met Council for previous land acquisitions.

CIP Project Summary:

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

- Furnishing a new Chaska library
- Building Master Space Plan Study

Funding for these building projects has not been identified at this time.

Roads & Bridges CIP: The County 2040 Roadway System Plan identifies \$900 million of road and bridge projects to meet the needs of the projected growth in population and employment by 2040. This includes \$560 million for County road and bridges and \$340 million for critical State highway projects.

Road and bridge needs include preservation (overlays), bridge replacement, safety enhancements (turn lanes, traffic signals, roundabouts, etc.), system expansion (added lanes), system connectivity (new roads and bridges), and reconstruction (rebuilding existing roads without adding lanes). A 6 year Road and Bridge Plan has been updated to recognize the additional funding from the ½ cent sales tax and increased wheelage tax which were approved in 2017 by the County Board.

The plan funds traditional preservation, bridge replacement and safety enhancement goals as well as partially fund high priority expansion, connectivity and other emerging regionally significant projects. The CIP identifies projects that are either traditional or development driven as the County has a cost participation policy that differs for each.

Parks and Trails CIP: This CIP focuses on sustainability projects to maintain the County's existing park and trail system as well as the next round of park and trail development projects. A comprehensive list of parks and trails maintenance projects is being developed which may require additional funding resources above the previously mentioned annual \$50K property tax levy in the 5 Year Replacement Schedule, \$74K of CPA and \$350,000 Met Council funding. Options to address a potential funding gap will be developed by the Park Board and County staff.

B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2023 Budget includes \$1.6 million in levy funding to replace facilities, vehicles and equipment which is the same amount included in the 2022 Budget. This Plan includes a five-year replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2024 thru 2028. These capital replacement requests will be rolled forward each year until they become part of current year Budget process. The five-year replacement schedule relies on a \$100,000 a year increase to the \$1.6 million levy over the next five years. The County Board has been supportive of this \$100K a year increase in levy dollars to create an orderly and scheduled replacement of County facilities, vehicles and equipment.

C. Bond Sales and Debt Service

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. A county-wide Master Space Plan Study is currently analyzing future space needs for county staff and service delivery. A future bond sale is likely to finance the recommendations from the Plan. No other bond sales are planned in either the Buildings & Misc. CIP or the Park & Trail CIP.

The 2024-2028 Road and Bridge CIP has been updated to reflect the additional funding from the ½ cent sales tax and wheelage taxes that were approved in 2017. Depending on the success of various State and Federal grant applications, County bonds may be necessary to provide matching grant dollars

for high priority projects. Most of the projects in the Road & Bridge CIP are funded by external funding sources that have been secured.

D. Personnel Costs

Personnel costs are the largest and have been the fastest growing portion of the County's operating budget. As the County's tax base continues to expand, the County's workforce needs to increase in order to serve the growing tax base. For the last several budget cycles, the majority of requests for new levy funded positions have not been approved due to a lack of available funds. This trend, which increases the workload and responsibility for the existing staff as the County's tax base continues to grow, will be difficult to sustain over the long term. The Plan identifies strategies for addressing the two major drivers of personnel costs:

1. Requests for Additional Levy Funded Staffing
2. Employee Health Insurance

The Plan also identifies the ongoing funding needs to provide staffing for a Veterans Court and a Drug Court which were initially funded by multiple year State and Federal grants.

The County Board carries the ultimate budget authority. The 2023 Annual Budget and the 2024 Long Term Financial Plan are expected to be approved at the December 13, 2022 County Board meeting.

II. CAPITAL IMPROVEMENT PLANS

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

By design, a CIP is fluid because future priorities can change dramatically based on current circumstances. Thus, projects listed for the next year go thru the annual budget process, whereas projects listed beyond the next year are placeholders.

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

Carver County has three CIPs:

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

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

This CIP finances a comprehensive list of building and miscellaneous capital projects for:

- Facility remodeling projects and building improvements including new carpet, roofs and parking lots. Technology projects for data centers, fiber ring, network closets and similar technology hubs.

County staff has a funding plan for the above projects in the Buildings CIP except for a \$1.2 million parking lot replacement project in 2026. Further analysis is expected to identify additional revenue sources and/or capital projects will be delayed so the parking lot replacement is fully funded for the 2026 annual budget.

Funding for the building projects below has not been identified at this time.

- Furnishing a new Chaska library
- Master Space Plan Study

Please see the Buildings & Misc. CIP the next page for further details.

B. ROADS & BRIDGES CIP – FUND #32

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

Carver County has established an ongoing program for the planning of future Road and Bridge projects through the long-range Roadway System Plan (RSP) and short-term Capital Improvement Plan (CIP).

In order to provide additional revenue for high priority road and bridge projects, the Carver County Board of Commissioners implemented two transportation taxes on May 2, 2017: a new ½ percent Local Option Sales Tax and an increase in the Wheelage Tax to \$20. The revenue from the sales tax is required to be used on specific projects listed by resolution. The wheelage tax can be used on any county transportation project. The County Board approved these taxes for 20 years through 2038.

Developing and financing road and bridge capital projects often take several years due to the increasingly complex financial and regulatory environment. The CIP includes the current budget year (2022) which is included in the 2023 Annual Budget and the following 5 years (2024-2028) which are included in the 2024 Long-Term Financial Plan.

The CIP includes goals for Preservation, Safety, Bridge Replacement, Reconstruction, Connectivity, and Expansion. Traditional funding is aimed at the preservation, safety, bridge, and existing highway reconstruction needs, with any remaining and new funds going to new road connections and expansions.

The 2024-2028 CIP continues to fund preservation, safety and bridge replacements, and also funds high priority reconstruction, expansion and connectivity projects. High priority projects include regionally significant projects on the state highway system as well as the county highway system. Funding projects on the state highway system has become increasingly necessary given the importance of these routes and lack of investment in them by MnDOT.

CIP projects are selected using the following 10 Prioritization Criteria where possible along with input from regional partners:

- Safety Benefits (Measures crash rate and frequency and if route has high risk.)
- Congestion (Measures volume/capacity.)
- System Relief (Measures future traffic demand.)

- Significance of System (Measures functional class and connections to jobs, economic growth areas, transit service and accounts for physical barriers like rivers, railroads.)
- Multimodal Connections (Measures transit and trail importance.)
- Roadway Condition (Measures pavement condition, age, structural capacity, and geometric deficiencies.)
- Freight Needs (Measures heavy commercial truck volume and if the roadway connects to large industrial areas.)
- Funding Availability (Measures how many funding opportunities exist.)
- Project Readiness (Measures level of project development.)
- Community Support (Measures if the project is supported/requested by a city.)

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

- Allows for funding at traditional levels for preservation and safety.
- Allows for key bridges to be replaced if CPA and State Bridge Bonds are available
- Funds County match on federal projects
- Funds County contribution to State projects
- Anticipates \$100,000 County levy increase in 2023 and each year thru 2025 for the 20-year Road Preservation Plan.

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

C. **PARKS & TRAILS CIP – FUND #34**

The county regional park system faces tremendous challenges to redevelop aging infrastructure, develop its park areas, and implement a vision which secures new areas as identified in county and regional planning documents. Development and redevelopment of our parks system is a continuing process through our partnership with the Metropolitan Council. The County advance funded the land acquisition for Lake Waconia Regional Park. Advanced funding is to be repaid to the County in future Metropolitan Council capital improvement budgets. As the County is reimbursed for past land acquisitions, this will create new opportunities for land acquisition that will preserve conservation and recreation space for the future. Other possible acquisition areas are shown on the County's Comprehensive Plan.

Additionally, the 2009 legislative session passed the Parks and Trail Legacy Fund. This is new funding provided through the constitutional amendment passed by the voters in November of 2008. As a result of the amendment, Carver County receives approximately \$350,000 annually for recreation programs and outreach activities and new capital projects consistent with the language of the constitutional amendment.

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

PARK DEVELOPMENT CAPITAL PROJECTS

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

Lake Waconia Regional Park

County Staff partnered with the Minnesota DNR to develop a boat access consistent with the Lake Waconia Regional Park Master Plan. The DNR acquired the land and paid for building the boat access. Carver County provides maintenance operations seamless with the surrounding park property.

In 2018, the State Legislature approved bonding of \$1.5M which was matched with \$1.5M of County funds for a \$3M water, sewer and stormwater utility, site grading, roadway and parking lot construction project that was completed in 2020.

A \$5.0M Phase II Waterfront Service Center project with a 50/50 State and County match was approved by the 2020 Legislative.

A County priority for the 2023 Legislature is a \$2.25M grant for a \$4.5M Phase III Additional Amenities project with a 50/50 local match in County funds.

Lake Minnewashta Regional Park

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

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

Baylor Regional Park

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

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

DRAFT

III. VEHICLES, FACILITIES AND EQUIPMENT REPLACEMENT

The Administrator Recommended 2023 Budget includes \$1.6 million in levy funding to replace facilities, vehicles and equipment which is the same amount that was in the 2022 Budget. This Plan includes a five-year replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2024 thru 2028. These requests will be rolled forward each year until they become part of current year Budget process. The five-year replacement schedule relies on a \$100,000 a year increase to the \$1.6 million levy over the next five years. The County Board has been supportive of this \$100K a year increase in levy dollars to create an orderly and scheduled replacement of County facilities, vehicles and equipment.

See Attachment B-5 and B-6 for the 5-year replacement schedule

IV. Bond Sales and Debt Service

Pay-as-you-go financing is the Board’s preference for financing capital projects. However, the timing and scope of the 20-year Master Space Plan Study, furnishing a new Chaska library significant Road & Bridge projects will likely require funding from a bond sale.

Please see the Debt Service schedule below for more details.

CARVER COUNTY CHASKA, MINNESOTA COMBINED SCHEDULE OF BONDS PAYABLE December 31, 2022													
Bond Type	Interest Rates	Payment Due Date	Original Amt. Issued	Amount Outstanding 12/31/22	2023	2024	2025	2026	2027	2028 to 2032	2033 to 2037	2038 to 2042	2043 to 2046
2014A GO Capital Improvement													
Principal.....		2/1	9,555,000	4,725,000	615,000	635,000	655,000	675,000	695,000	1,450,000	-	-	-
Interest.....	2.0-3.0%	2-1/8-1		512,925	132,525	113,775	94,425	74,475	53,925	43,800	-	-	-
Total				5,237,925	747,525	748,775	749,425	749,475	748,925	1,493,800	-	-	-
2014 MPFA Loan (12/2015 Projection)													
Principal.....		8/20	18,000,000	8,568,000	1,034,000	1,044,000	1,055,000	1,065,000	1,076,000	3,294,000	-	-	-
Interest.....	1.0%	2-20/8-20		390,070	85,680	75,340	64,900	54,350	43,700	66,100	-	-	-
Total				8,958,070	1,119,680	1,119,340	1,119,900	1,119,350	1,119,700	3,360,100	-	-	-
2016A GO Refunding													
Principal.....		2/1	7,190,000	1,725,000	1,320,000	405,000	-	-	-	-	-	-	-
Interest.....	2.0-5.0%	2-1/8-1		57,300	49,200	8,100	-	-	-	-	-	-	-
Total				1,782,300	1,369,200	413,100	-	-	-	-	-	-	-
2022A GO Capital Improvement													
Principal.....		6/20	2,530,000	2,530,000	-	75,000	75,000	80,000	80,000	435,000	525,000	650,000	610,000
Interest.....	2.55-4.0%	6-20/12-20		1,443,307	137,382	93,609	91,696	89,720	87,500	398,100	306,500	189,000	49,800
Total				3,973,307	137,382	168,609	166,696	169,720	167,500	833,100	831,500	839,000	659,800
Total													
Principal.....			37,275,000	17,548,000	2,969,000	2,159,000	1,785,000	1,820,000	1,851,000	5,179,000	525,000	650,000	610,000
Interest.....				2,403,602	404,787	290,824	251,021	218,545	185,125	508,000	306,500	189,000	49,800
Total				19,951,602	3,373,787	2,449,824	2,036,021	2,038,545	2,036,125	5,687,000	831,500	839,000	659,800

V. Operating Budget

The most significant cost driver for future operating budgets is the staffing costs needed to address the increasing service demands from a growing county along with

increasing regulatory and compliance mandates. Thus, key financial strategies have been developed to focus on three issues related to personnel costs:

A. Requests for Additional Levy-Funded Staffing

Chart #1: Population Trend

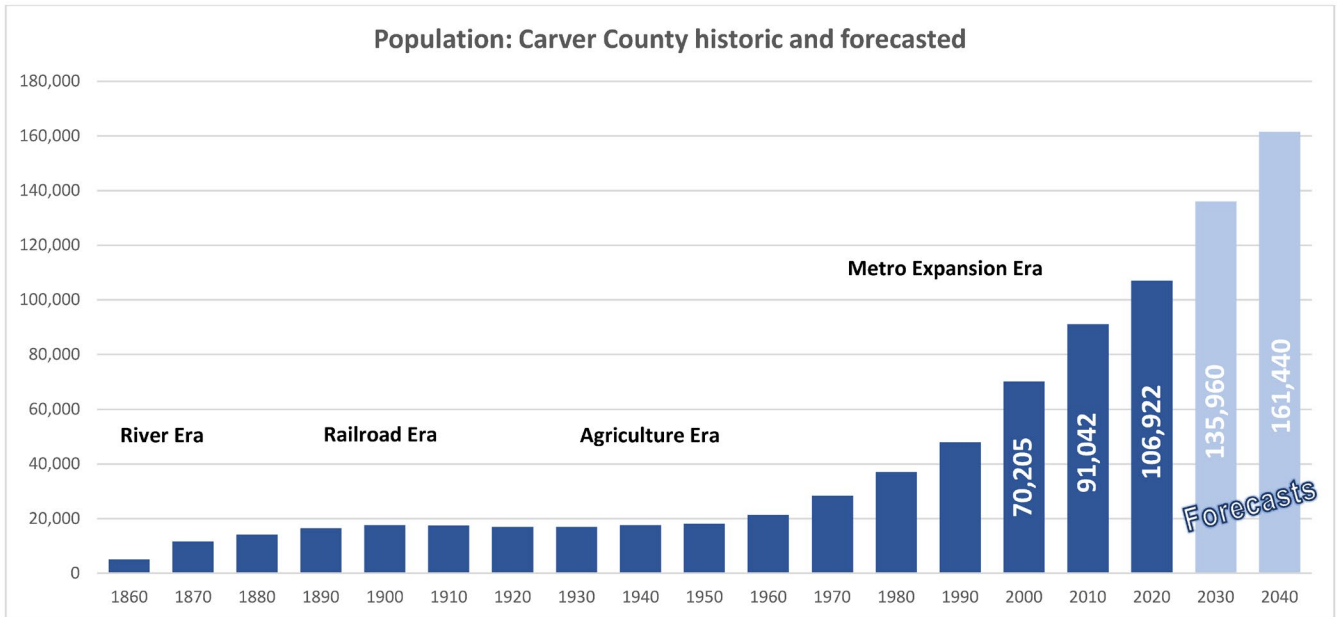
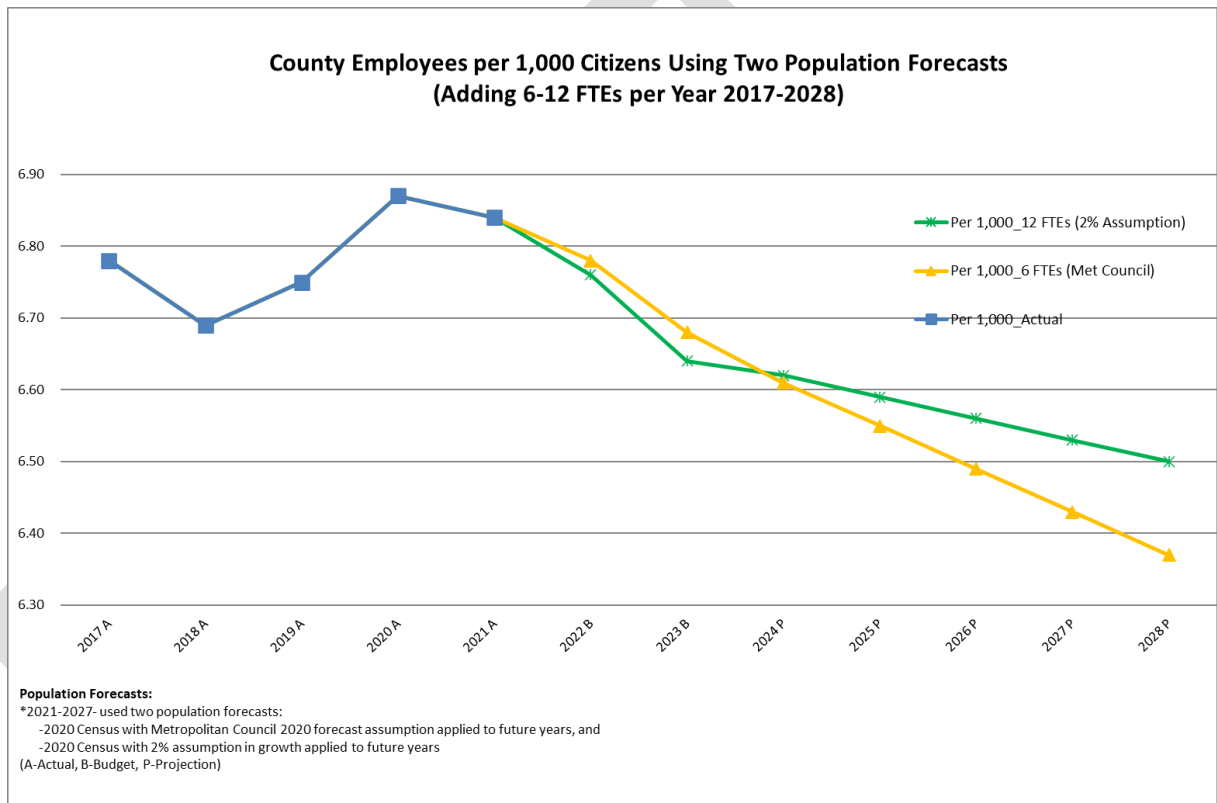


Chart #1 shows the dramatic forecasted increase to 161,020 residents by the year 2040. The County's primary strategy to finance increasing service demands from population growth is to hire additional Full-Time Equivalent (FTE) employees at a slower rate than the County's overall growth by:

1. Leveraging technology to gain staff efficiencies: An extensive list of technology projects throughout the County are expected to increase staff efficiencies along with a focus on LEAN/Kaizen/Rapid Improvement events which has emerged as a successful tool to increase workflow efficiency.
2. Collaborating with other organizations to enhance service delivery, increase efficiencies, and eliminate duplication of efforts: In 2008, the County created the Association of Carver County Elected Leaders (ACCEL) to facilitate this effort. For 2012, this association was expanded to include appointed city administrators/school superintendents.
3. Implement pay-for-performance that rewards performance: The long-term plan to transition employee groups from a legacy step pay model to a pay-for-performance model was completed for the non-bargaining employees and eleven bargaining units in 2021.

The FTE Per Thousand Residents graph below county FTEs to County residents from 2017 thru 2028. The graph also projects a downward trend of FTEs per thousand residents if the County adds 6 FTEs each year based on the Met Council’s population growth assumption or adds 12 FTEs each year based 2% population growth continuing thru 2027. This projection range of 6 – 12 additional FTEs over the next 5 years provides a high-level planning benchmark for future operating budget’s most significant cost driver. However, this high-level projection could change dramatically during the annual budget process due to future circumstances that are often outside of the County’s control.



B. Employee Health Insurance

When the County went out for health insurance bids in 2007, only one major health insurance carrier offered a bid and two major carriers indicated they would not bid for the County’s future business until the County provided consumer-driven health insurance options to its employees. In response, the County developed the following strategies:

1. Plan Design: Consumer-Driven Models

The latest trend to attempt to slow health care costs is to give consumers more choice in their health care which is commonly referred to as “consumer-driven health plans.” In 2009 & 2010, the County Board

approved the recommendations of the Health Care Labor Management Committee and created incentives for employees to migrate from the legacy Plan A to: a new “Plan B” – a high-deductible HRA which shares risk with the employee in exchange for lower premiums; an improved Plan C – a Tiered Network where clinics/hospitals with higher care ratings have lower deductibles; or a high-deductible HSA Plan D. The Board also created a cafeteria plan to provide employees with more benefit flexibility.

2. Education/Wellness

Estimates have calculated that up to 65% of health care costs relate to poor lifestyles choices: what we eat, smoking, alcohol and drug use, lack of exercise, etc. In 2008, the County Board approved the creation of the Health Break Team to create a healthier culture at the County. Employee awareness, participation and support for the various Wellness programs and activities have been growing and are expected to continue in the future.

3. Health Incentive Plan

Beginning in 2012, the County Board approved the Health Break’s Team recommendation for \$100 incentive for employees who participate in the Health Incentive Plan by completing basic Wellness tasks: Biometrics, Health Assessment, Preventive screenings, and a dentist visit.

The County is required by statute to issue a health insurance request for proposal (“RFP”) every 5 years. In 2021, the county issued a health insurance RFP which resulted in a 12% premium increase for 2022 with a 12% rate cap increases for 2023 and 2024. The 2022 increase was significantly different than the great news from health insurance RFP process for 2012 and 2017 where premiums decreased on average 2% and 14%, respectfully, and the County had single digit % rate cap increases from 2017 – 2021 due to very competitive bidding in 2011 and 2016.

The County was awarded Federal and State multiple year grants to start up a Veteran’s Court and a Drug Court. The initial State of Mn Vet Court grant has been extended to June 30, 2024 and the Drug Court received a Federal enhancement grant which will extend funding to September 30, 2026.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Regional Rail Authority 2023 Levy and Budget

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Carver County Regional Rail Authority ("CCRRA") Levy is requesting a \$199,000 levy, no change from 2022, to provide stewardship of regional railroad corridors and ongoing funding for staffing. CCRRA staff assist with day to day operations, maintenance and stewardship of trails including mowing, weed control, tree trimming, debris and trash removal, drainage corrections, etc.

ACTION REQUESTED:

Motion to approve setting the CCRRA's 2023 tax levy at \$199,000 and 2023 Budget of \$201,000.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

No increase to the CCRRA tax levy for 2023, levy remains at \$199,000.

Office use only:

RBA 2022 - 8774

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

Date: December 13th, 2022 Resolution: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

CERTIFYING 2023 PROPERTY TAX LEVY

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Regional Rail Authority Board has reviewed budget requests and has made a determination of the Ad Valorem Property Tax required to support Authority operations for the Calendar Year 2023.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that there be, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2023, to wit::

CARVER COUNTY REGIONAL RAIL AUTHORITY

\$199,000

ADOPTION OF 2023 BUDGET

WHEREAS, the annual operating and capital budgets for the Carver County Regional Rail Authority, which have been prepared by Public Works Director and reviewed by the Carver County Regional Rail Authority Board, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County Regional Rail Authority Board for the coming year; and

WHEREAS, the Carver County Regional Rail Authority Board has established the property tax levy for Carver County which serves as a major funding source for Rail Authority operations; and

WHEREAS, the budgets as reviewed and amended by the Carver County Regional Rail Authority Board are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Rail Authority budget to serve as a management tool for division directors and the Carver County Regional Rail Authority Board and sets the authorized expenditure limits for the 2023 budget year; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

Revenues

Expenditures

Carver County Regional Rail Authority

\$201,000

\$201,000

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that the 2023 budget is hereby adopted and placed on file in the Carver County Property Tax Office.

BE IT FURTHER RESOLVED, funds are hereby appropriated for the execution of the aforementioned 2023 budgets.

BE IT FURTHER RESOLVED, budget cannot be exceeded by category for any fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property and Finance Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2023 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600's) greater than \$25,000 must have prior Regional Rail Authority Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, in recognition that the Regional Rail Authority does not maintain any staff and meets on an infrequent basis, the Carver County Board and staff are authorized to conduct Regional Rail Authority day to day business on behalf of the Regional Rail Authority including, but not limited to, the payment and approval of Regional Rail Authority claims and invoices, adjusting the annual fee schedule and signing contracts consistent with the authority delegated to County staff in the County's Administrative Policy Manual.

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

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Carver County Regional Rail Authority Board, Carver County,

Minnesota, at its session held on the 13th day of December, 2022, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 13th day of December, 2022.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Parks & Trails Asset Management Plan

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County contracted with HKGI, a planning and consulting firm, in June 2022 to help the County develop stronger planning using asset management principles to help prioritize replacement of existing parks and trail assets as well as document future needs for the parks and trail system and the related costs.

Staff and the consultant will share information generated on the current condition of existing assets, related replacement and operating and and maintenance costs and provide strategies to fund near term projects.

ACTION REQUESTED:

N/A

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2022 - 8753