



Carver County Board of Commissioners
 December 15, 2015
 Board Meeting
 County Board Room
 Carver County Government Center
 Human Services Building
 Chaska, Minnesota

- 4:00 p.m. 1. a) **CONVENE**
 b) **Pledge of allegiance**
 c) **Public comments (limited to five minutes)** *Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.*
 d) **New Employee Introductions** 1
2. Agenda review and adoption
3. Approve minutes of December 1, 2015 Regular Session and December 3, 2015 Budget Public Hearing 3-5
4. Community Announcements
- 4:05 p.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 Joint Powers Agreement for CSAH 61 Reconstruction with the City of Chanhassen 6
- 5.2 Waconia Street Assessments..... 7-8
- Connections: Develop strong public partnerships and connect people to services and information*
- 5.3 Joint Powers Agreement with Sibley County for Snow and Ice Control..... 9-10
- Growth: Manage the challenges and opportunities resulting from growth and development*
- 5.4 Vacation of Old Beach Lane/Former County Road 30 within the Lake Waconia Regional Park Boundary..... 11-14
- 5.5 Professional Services Agreement for CR 110 (Future CSAH 10) Construction Project with Bolton and Menk Inc. 15
- Culture: Provide an organizational culture which fosters individual accountability to achieve goals*
- 5.6 Limited Hours on December 24, 2015..... 16
- 5.7 Contracts & Purchasing Policy update to address Uniform Administrative Requirements..... 17-18
- Finances: Improve the County's financial health and economic profile*
- 5.8 Purchase of Public Works Project Management Software 19
- 5.9 Abatements/Additions 20-21
- 5.10 Review Social Services/Commissioners Warrants NO ATT

4:05 p.m.	6. CONNECTIONS: Develop strong public partnerships and connect people to services and information	
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4:10 p.m.	7. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals	
	7.1 Recognition for 40 Years of Service with Carver County	23
	7.2 Resolution Setting 2016 County Attorney and County Sheriff Compensation	24-28
	7.3 Resolution Setting 2016 County Commissioner Compensation	29-32
4:35 p.m.	8. GROWTH: Manage the challenges and opportunities resulting from growth and development	
	8.1 Sale of Land for a Public Water Access at Lake Waconia Regional Park.....	33-34
	8.2 Agreement for Right-of-way Acquisition for CSAH 11 Reconstruction from CSAH 61 to CSAH 10	35
	8.3 Joint Powers Agreement with City of Waconia for the CR 110 (future CSAH 10) Construction Project	36
5:05 p.m.	9. FINANCES: Improve the County's financial health and economic profile	
	9.1 2016 Property Tax Levy and Budget	37-73
	9.2 2017 Long Term Financial Plan.....	74-106
5:35 p.m.	RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY	
5:35 p.m.	10. FINANCES: Improve the County's financial health and economic profile	
	10.1 2016 Carver County Regional Rail Authority Budget and Levy.....	107-115
	ADJOURN AS CARVER COUNTY REGIONAL RAIL AUTHORITY AND RECONVENE AS COUNTY BOARD	
5:40 p.m.	11. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals	
	11.1 2015 Year in Review	116
5:45 p.m.	ADJOURN REGULAR SESSION	
	Work Session	
5:45 p.m.	A. GROWTH: Manage the challenges and opportunities resulting from growth and development	
	1. City/County Road Maintenance Agreements	117
6:10 p.m.	BOARD REPORTS	
	1. Chair	
	2. Board Members	
	3. Administrator	
	4. Adjourn	

UPCOMING MEETINGS

December 22, 2015	No Work Session
December 29, 2015	No Board Meeting
January 5, 2016	9:00 a.m. Organizational Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:

New Colleagues in the Information Technology Department

Primary Originating Division/Dept: <input type="text" value="Public Services - IT"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Melissa Reeder"/> Title: <input type="text" value="Information Technology Directc"/>	Item Type: <input type="text" value="New Employee Intro"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Melissa Reeder"/> Title: <input type="text" value="Information Technology Director"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

Promotions within the County created two vacancies in the IT Department. We will introduce Sumathy Alwar Arunachalam, our new Geographic Information Systems (GIS) Analyst, and Lisa Songle, the new Office Manager of the IT Department.

ACTION REQUESTED:

No action requested.

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

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3674

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 1, 2015. Chair Randy Maluchnik convened the session at 9:00 a.m.

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

Members absent: None.

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

Ische moved, Degler seconded, to approve the minutes of the November 17, 2015, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

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

Approved an amendment to the CY 2015 Adult Mental Health grant awarding the County an additional \$2,500 for WRAP trainings.

Contract with Healthsource Solutions pending finalization of the contract review process.

Approved the 2016-2017 MFIP Biennial Service Agreement.

Authorized the Chair to sign the agreement with the City of Chaska for water quality education and monitoring upon completion of contract review.

Authorized the Chair to sign the agreement with the City of Chanhassen for water quality education and monitoring upon completion of contract review.

Adopted the Findings of Fact and issued Order #PZ20150044 for the issuance of Conditional Use Permit #PZ20150044, Mark Halla, Dahlgren Township.

Adopted the Findings of Fact and issued Order #PZ20150054 for the issuance of Conditional Use Permit #PZ20150054, Xcel Energy, Laketown Township.

Approved the proposed Property and Financial Services staffing reorganization and related budget amendment.

Reviewed November 24, 2015, Community Social Services' actions/Commissioners' warrants in the amount of \$389,462.59 and reviewed December 1, 2015, Community Social Services' actions/Commissioners' warrants in the amount of \$373,643.18.

Motion carried unanimously.

Degler moved, Lynch seconded, to open the public hearing on proposed changes to the County's 2016 fee for service schedule. Motion carried unanimously.

David Frischmon, Property and Financial Services, explained Divisions were asked to update the fee schedule and Statutes allow the County to recover its costs associated with providing services. He indicated they were not proposing any major changes and just keeping up with the cost of doing business.

No public testimony was received.

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

Workman offered the following Resolution, seconded by Lynch:

Resolution #66-15
Adopting Ordinance 48-2016
The 2016 Carver County Fee Schedule

On vote taken, all voted aye.

The following is a summary of the essential elements of Ordinance 48-2016 for the purpose of publication as required by M.S. Section 375.51. Ordinance 48-2016 provides for the 2016 Carver County Fee Schedule, which is a list of fees that Carver County charges to cover its costs associated with providing various services, including but not limited to recording, filing, certifying, providing copies, solid waste fees, and services provided by any county office, official, department, court, or employee. There is a reasonable relation between the fee and the cost of providing the service.

Jason Mielke, Public Services, appeared before the Board recommending denial of SunShare's request to construct, operate and maintain a solar garden under an essential services conditional use permit at a site located in Watertown Township.

He noted on November 17th the Planning Commission recommended denial. Mielke stated the project would be located in the transition area overlay district for the City of Watertown. He explained the Planning Commission's Findings that supported their recommendation to deny. He also pointed out both the City of Watertown and Watertown Township supported the denial.

Peter Coyle, Esq., representing SunShare, stated he disagreed with the Planning Commission's recommendation. He highlighted the facts that he believed did not support their conclusions and stated the project did not impede growth or the re-use of the property in the future.

Steve Washburn, Watertown City Mayor, suggested they were talking about a large scale, industrial utility type project and this would impede their future growth.

Jennifer Tichey, Assistant County Attorney, stated the site is located within an anticipated growth area. She indicated the CUP remains with the land and has the potential to tie up the land in a manner inconsistent with the planned use in the future.

Steve Just, Public Services, pointed out provisions included in the zoning code relating to the transition area overlay district and indicated the City has stated the use would tie up the land the next one or two planning cycles.

Degler clarified he would be abstaining due to a possible conflict of interest.

Lynch moved, Ische seconded, to adopt Findings of Fact and issue Order #PZ20150045 for the denial of a Conditional Use Permit, WaterSun LLC, on behalf of SunShare, LLC applicant. Ische, Lynch, Maluchnik, Workman voted aye. Degler abstained. Motion carried.

Lyndon Robjent, Public Works, requested the Board finalize the contract with Duinink, Inc., related to Project SP 010-611-006. He noted the project was completed and they were at the point of finalizing the contract.

Workman clarified he would be abstaining from the vote as he had family living in the area.

Lynch moved, Ische seconded, to finalize the contract with and release all remaining retainage in the amount of \$68,542.36 to Duininck, Inc. Degler, Ische, Lynch, Maluchnik voted aye. Workman abstained. Motion carried.

Degler moved, Workman seconded, to adjourn the Regular Session at 9:36 a.m. to go into a work session to review the GIS County tax impact maps and the 2017 Long Term Financial Plan. 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 2016 budget was held at the Government Center in Chaska on December 3, 2015. Vice Chair Ische convened the meeting at 6:00 p.m.

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

Commissioners absent: Randy Maluchnik.

Vice Chair Ische explained the purpose of the meeting was to hold a public hearing to take comments on the 2016 proposed budget and not market values that were set earlier this year. Ische clarified if there were concerns related to market values, the Assessor's office was open to discuss those issues. He pointed out the focus of tonight's meeting would be on the proposed taxes to be levied by the County for 2016 and that the Board would be setting the final budget on December 15th at 4:00 p.m.

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

David Hemze, County Administrator, highlighted the property tax timeline that began with the property sales study. He explained he was proposing a 0.76% County levy increase that would result in a 0% increase to the averaged value home. He identified services provided by the County and a breakdown of dollars spent on those services.

Dave Frischmon, Finance Director, summarized projected expenses and adjustments made to close the budget gap. He pointed out proposed staffing changes and offsetting revenue. Frischmon reviewed the number of FTEs and employees per capita over the last several years.

He noted the use of highway reimbursement funds coming back from the State and the use of those funds for software needs, security, space plan, parks and other onetime projects. Frischmon pointed out the 2016 capital projects and summarized proposed expenditures and revenue sources.

Frischmon identified tax base trends and pointed out the impact of the fiscal disparity formula on the additional tax base from new construction. He reviewed the County tax impact to an average value home since 2007. He noted market values shift the tax burden.

He explained the long term financial plan in the area of roads, buildings, parks and operations. He reviewed the budget schedule and the meetings held to date.

Public comments were received from Vicky Daley, Ron Pederson, Tapan Debroy, Robert Olson and Scott Anonby.

Degler moved, Workman seconded, to close the public hearing at 6:54 p.m. Motion carried unanimously.

Lynch moved, Degler seconded, to adjourn the public hearing. Motion carried unanimously.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Joint Powers Agreement for CSAH 61 Reconstruction with the City of Chanhassen

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/15/2015"/>
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"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

Hennepin County, Carver County, the City of Chanhassen and the City of Eden Prairie desire to undertake a joint project to improve CSAH 61 between Carver County State Aid Highway 101 in the City of Chanhassen and Charlson Road in the City of Eden Prairie. All desire to undertake a joint project involving bridge construction, grading, aggregate base, surfacing, curb and gutter, sidewalk, trail, storm sewer, and other incidentals, and to share the costs of such improvement. Hennepin County is the lead agency for this project, and will incur most of the project costs. Carver County will reimburse Hennepin County for costs incurred on the Carver County portion of the project. A separate joint powers agreement between Hennepin County and Carver County has already been completed and approved by the county boards.

As part of this JPA between the City of Chanhassen and Carver County, the City of Chanhassen will reimburse Carver County for project costs as detailed in the joint powers agreement. A majority of the project costs will be reimbursed with State Turnback Funding. The City of Chanhassen will reimburse Carver County based on our cost participation policy for items not covered by turnback funding, which currently includes items related to the trail which will be constructed along the north side of the highway, and city utilities.

The current construction cost estimate for the entire project, including the Hennepin County portion, is approximately \$56 to \$58 million. The total project cost including right of way, professional services and other soft costs is approximately \$70 million, of which \$14 million is associated with the Carver County portion of the project.

ACTION REQUESTED:

Approve Joint Powers Agreement with the City of Chanhassen for CSAH 61 reconstruction, pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Turnback Funding</td> <td style="text-align: right;">\$13,850,000.00</td> </tr> <tr> <td>City of Chanhassen</td> <td style="text-align: right;">\$450,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$14,300,000.00</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	\$0.00	Turnback Funding	\$13,850,000.00	City of Chanhassen	\$450,000.00	Total	\$14,300,000.00
County Dollars =	\$0.00								
Turnback Funding	\$13,850,000.00								
City of Chanhassen	\$450,000.00								
Total	\$14,300,000.00								
FTE IMPACT: <input type="text" value="None"/>									

Related Financial/FTE Comments:

The fiscal amount is estimated for only the Carver County portion of project, since the construction plans are still under development and this JPA only involves the City of Chanhassen and Carver County. Most of the project costs will be eligible for Turnback Funds. A 15% cost share on engineering and pro-rata items is based on the preliminary cost estimate split. This project is currently programmed in the state turnback account and Carver County will be fully reimbursed after incurring the construction cost.

Office use only:

RBA 2015- 3681

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Waconia Street Assessments

Primary Originating Division/Dept: <input type="text" value="Public Services"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Nick Koltavy"/> Title: <input type="text"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

The City of Waconia completed street infrastructure improvements abutting County owned property in 2015. The improvements included reconstruction and installation of bituminous roadways and repairs of concrete curbs and gutters where required.

The City of Waconia is assessing the County the following amounts:

- \$29,500.00 (PID 752830070) - Encore Adult Day Services Program facility
- \$10,737.74 (PID 752800160) and \$9,000 (PID 750143100) - Historical Society Museum and Veterans Service Office

The assessment of \$49,237.74 is due to the City by December 24.

ACTION REQUESTED:

Motion to approve the budget amendment and payment of the Waconia Street Assessments.

FISCAL IMPACT: <input type="text" value="Budget amendment request form"/> If "Other", specify: <input type="text"/>	FUNDING <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%; text-align: right;">\$49,237.74</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$49,237.74</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	\$49,237.74			Total	\$49,237.74
County Dollars =	\$49,237.74						
Total	\$49,237.74						
FTE IMPACT: <input type="text" value="None"/>							

Related Financial/FTE Comments:

The funding for the street assessments will come from unallocated 2014 and 2015 County Program Aid.

Office use only:

RBA 2015- 3686

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item:

Waconia Street Assessments

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:

Nick Koltavv

DEBIT		
Description of Accounts	Acct #	Amount
Property taxes	30-820.6825	\$49,238.00
TOTAL		\$49,238.00

CREDIT		
Description of Accounts	Acct #	Amount
Professional & Tech Services	30-820.6260	\$41,338.00
Equip & Furniture	30-820.6660	\$7,900.00
TOTAL		\$49,238.00

Reason for Request:

Use 2014 CPA and 2015 CPA to fund Waconia street assessments.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Joint Powers Agreement with Sibley County for Snow and Ice Control

Primary Originating Division/Dept: <input type="text" value="Public Works - Operations"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Michael Legg"/> Title: <input type="text" value="Operations Manager"/>	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="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

This JPA allows Carver County and Sibley County to mutually plow each others roads across the county line where it makes sense due to turn around efficiency. Carver County will plow Sibley County's road 14, and Sibley County will plow Carver County's roads 31 and 33.

ACTION REQUESTED:

Approve a joint powers agreement with Sibley County for snow and ice control services pending finalization of the contract review process.

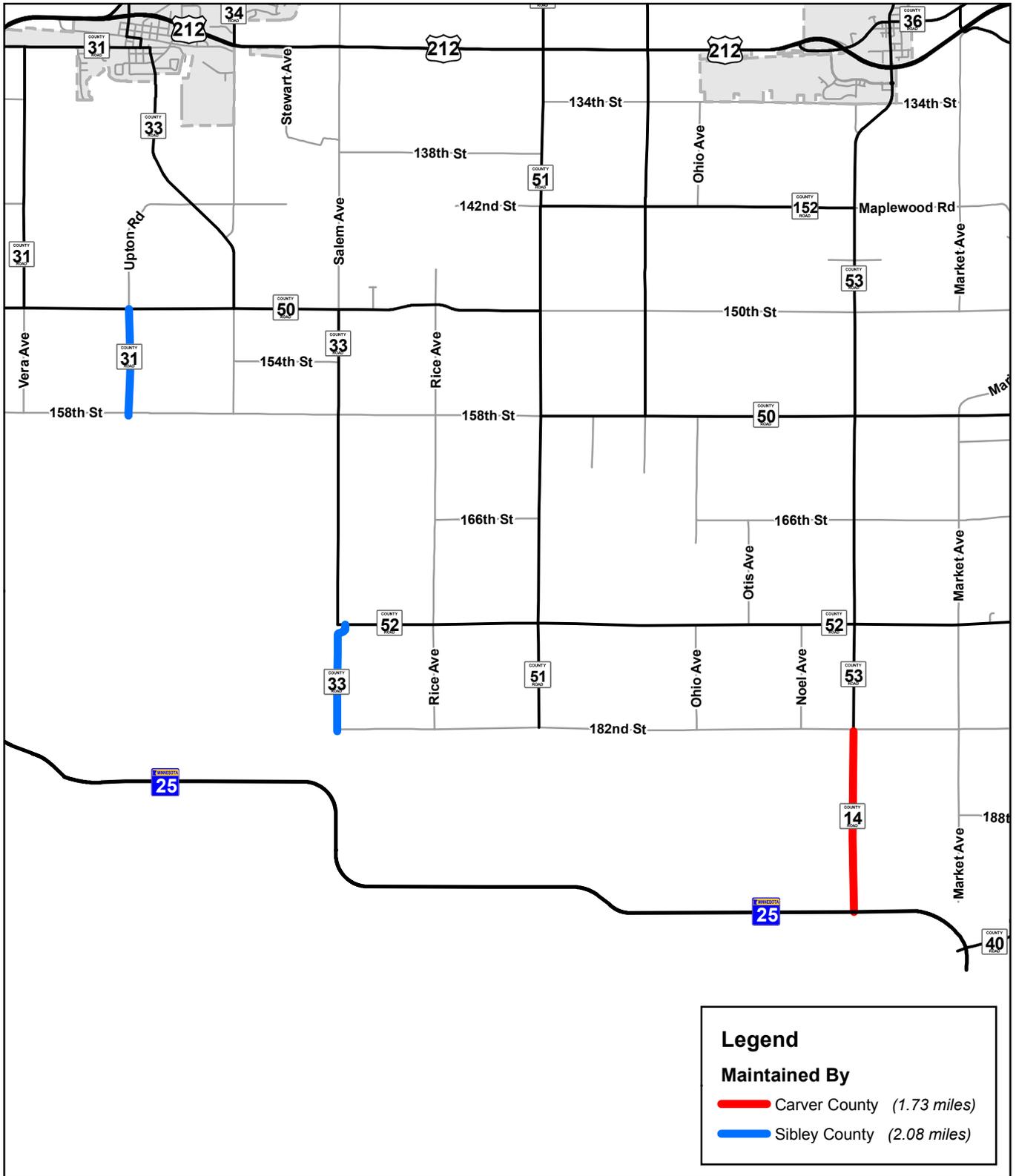
FISCAL IMPACT: <input type="text" value="None"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING County Dollars = <input type="text" value="\$0.00"/> <hr/> Total <input type="text" value="\$0.00"/> <input type="button" value="Insert additional funding source"/>
FTE IMPACT: <input type="text"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

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3677

Maintenance Agreement

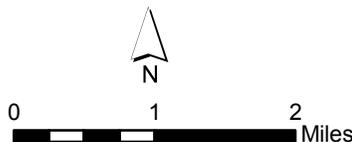


Legend

Maintained By

- Carver County (1.73 miles)
- Sibley County (2.08 miles)

This map was created using a compilation of information and data from various City, County, State, and Federal offices. It is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.



Public Works Division
 11360 Hwy 212, Suite 1
 Cologne, MN 55322
 (952) 466-5200
 Created: 12/7/2015

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Vacation of Old Beach Lane/Former County Road 30 within the Lake Waconia Regional Park Boundary

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Marty Walsh"/> Title: <input type="text" value="Parks Director"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text" value="Parks Director"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

Carver County is selling land to the DNR for a public water access within the Boundary of Lake Waconia Regional Park. A condition of the sale is to vacate the road right-of-way of Old Beach Lane/former County Road 30. The Parks Department requests vacation of the entire Old Beach Lane/former County Road 30 right-of-way. The road right of way is no longer needed for management of County roadways and the road corridor area is property that is owned by Carver County as a part of Lake Waconia Regional Park. Existing roadway permits for utilities are terminated and new permits issued to be within the boundary of the park.

ACTION REQUESTED:

Motion to adopt a resolution vacating that portion of former County Highway 30 in Government Lots 2 and 3 of Section 18, Township 116 North, Range 24 West, road right-of-way.

FISCAL IMPACT: <input type="text" value="None"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING County Dollars = <input type="text" value="\$0.00"/> <hr/> 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 2015- 3625



BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: December 15, 2015

Resolution No.: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

Vacation of County Highway No. 30

WHEREAS, what was a portion of County Highway No. 30 (Old Beach Lane) has been realigned and constructed and is now open for travel and known as County State Aid Highway No. 92, and

WHEREAS, County Highway No. 30 is a duly established county highway, and

WHEREAS, a portion of County Highway No. 30 known as Old Beach Lane is no longer needed for county highway purposes, and

WHEREAS, it is appropriate for the County to vacate this highway and to devote its limited resources to other areas, and

WHEREAS, the portion of former County Highway 30, as described below, should be vacated as a county highway pursuant to the provisions of Minn. Stat. § 163.11, subd. 4; and

WHEREAS, the County desires to terminate the existing permits of all utility companies on the property described below that were granted by the Carver County Department of Highway. If at any time Carver County, acting through its Board of County Commissioners, shall deem it necessary to make any improvements or changes on all or any part of the right of way of the county highway which affect a utility located on county highway right of way, then and in such event, the owner of the utility shall within 15 days after written notice from the Board of County Commissioners, or its authorized agent, proceed to alter, change, vacate or remove said utility from the county highway right of way so as to conform to said county highway changes and as directed by the Board of County Commissioners. Such work shall be done without any cost whatsoever to Carver County and shall be completed within the date specified in said written notice. The Utility shall assume all liability and save Carver County harmless from any and all claims of damage of any nature whatsoever occasioned by reason of not having removed said utility within the time specified in said notice.

WHEREAS, the former County Highway 30, as described below is located over land owned by Carver County as known as the Lake Waconia Regional Park.

WHEREAS, new permits to maintain the existing utilities in their present location have been issued through the Carver County Department of Parks.

NOW THEREFORE, BE IT RESOLVED, the Carver County Board of Commissioners hereby vacates that portion of former County Highway 30 in Government Lots 2 and 3 of Section 18, Township 116 North, Range 24 West, described as follows:

That part of County Road No. 30, being in Government Lots 2 and 3 of Section 18, Township 116 North, Range 24 West, lying easterly of LEGACY VILLAGE AT WACONIA, according to the recorded plat thereof, Caver County, Minnesota, and lying southerly of CARVER COUNTY PARCEL MAP NO. 1, according to the recorded map thereof, Carver County, Minnesota.

BE IT FURTHER RESOLVED, the Carver County Board of Commissioners hereby terminates exiting utility permits of Xcel Energy, Mediacom, Sprint Telephone, and Centerpoint Energy/Minnegasco and their successors, agents and assigns in the above described vacated property that were granted by the Carver County Department of Highway. Permits to maintain the existing utilities of Xcel Energy, Mediacom, Sprint Telephone, and Centerpoint Energy/Minnegasco and their successors, agents and assigns have been issued by Carver County. BE IT FURTHER RESOLVED that a copy of this Resolution shall be recorded with the Carver County Recorder by the Carver County Administrator.

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 15th day of December, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this ____ day of _____, 20_____

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement for CR 110 (Future CSAH 10) Construction Project with Bolton and Menk Inc.

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/15/2015"/>
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"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

The CSAH 10 corridor in the City of Waconia is a critical regional highway running through the city. The County and City comprehensive plans include the realignment of CSAH 10 west of the City. The realigned CSAH 10 as outlined in planning documents was aligned just west of the Waconia High School and Middle School campus. The school district (ISD 110) is planning an expansion of their campus and purchased land that crosses the planned highway alignment. The campus expansion also needs a new access to State Highway 5 to avoid additional congestion issues. A joint benefit exists if the Carver County highway is constructed earlier than may have been planned for access coordination, cost sharing potential, right-of-way preservation, and development coordination.

Due to other projects, our staff are not able to complete this project in-house in the desired time frame. The County and the City of Waconia have worked with Bolton & Menk, Inc. in the past with success. Bolton & Menk, Inc. will perform a north alignment study and the preliminary design with the County providing oversight. This project has been added to the County's CIP and the City is fully supportive of the project as well.

ACTION REQUESTED:

Approve a professional services agreement with Bolton and Menk Inc. for engineering services, in the amount of \$304,426.00, pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;">\$169,426.00</td> </tr> <tr> <td>City of Waconia</td> <td style="text-align: right;">\$135,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$304,426.00</td> </tr> </table>	County Dollars =	\$169,426.00	City of Waconia	\$135,000.00	Total	\$304,426.00
County Dollars =	\$169,426.00						
City of Waconia	\$135,000.00						
Total	\$304,426.00						
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source						

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3683

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Limited Hours on December 24, 2015

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: Consent <input type="text" value=""/>
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="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set business hours for County services and operations. Christmas Eve occurs on Thursday, December 24, 2015. Historically, the Board has considered reducing business hours on the 24th to allow employees greater opportunity to meet family, community and religious commitments.

The action requested is limiting business hours in non-24/7 facilities on December 24 to 8:00am - Noon, and allowing employees to use PTO, comp time, flex time or voluntary unpaid leave to fill the day; and in specific situations, allow greater flexibility of work hours within the same work week to accommodate the reduction of hours on the 24th.

ACTION REQUESTED:

Motion to approve limiting business hours in non-24/7 facilities on December 24, 2015 to 8:00am - 12:00 Noon, allowing employees to use PTO, comp time, flex time or voluntary unpaid leave to fill the day; and in specific situations, allow greater flexibility of work hours within the same work week to accommodate the reduction of hours on the 24th.

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

Related Financial/FTE Comments:

Office use only:

RBA 2015- 3675

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contracts & Purchasing Policy update to address Uniform Administrative Requirements

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services - AP"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Mary Kaye Wahl"/> Title: <input type="text" value="Assistant Financial Services Dire"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

Under the new Uniform Administrative Requirements for federal programs we needed to update our Contracts and Purchasing Policy to meet the requirements identified in 2 CFR part 200. A section has been added to the policy to address affirmative action steps and when they would be followed. The attached document provides the section of the policy where the new language has been added. The recommended policy changes are considered to be typical, customary and non-controversial.

ACTION REQUESTED:

Motion to approve the revisions to the Contracts & Purchasing Policy as presented.

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

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3696

4) Develop the Contract:

Carver County has standard contract language that is preferred for all agreements. The initiating department shall develop the scope of services and include all pertinent information and attachments. Contracts received from the vendor/provider shall be substituted using the County's format whenever possible. An insurance certificate (information regarding the type of coverage a vendor/provider carries) is required for all agreements except for select Letters of Agreements. Certificates must list Carver County as an Additional Insured in all areas including Excess Umbrella except Professional Liability and Workers Compensation. Request the insurance certificate at an early stage in the contract process to avoid delays. The standard Carver County contracts will be available either on the shared drive or on the County's intranet.

5) Some grants and funding sources, especially federal funds, require steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. If the funding source requires affirmative steps, the following steps will be followed:

When contracting, include affirmative steps to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
- b. Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises
- d. Establishing deliver schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
- f. Requiring the prime contractor, if subcontractors are to be let, to take the affirmative steps listed there

6) Contract Review Process:

- a. Vendor reviews and signs contract.
- b. Contract information is submitted into the contract review site on SharePoint.
- c. County Attorney's Office and Risk Management review the contract. (note that Attorney does not review LOAs.
- d. If the contract requires County Board approval, while the County Attorney's Office and Risk Management are reviewing, an RBA can be submitted.
- f. e. Division Director or designee reviews the contract. In those rare instances that agreement cannot be reached between the County Attorney's Office and Risk

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Purchase of Public Works Project Management Software

Primary Originating Division/Dept: <input type="text" value="Public Services - IT"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Lisa Wu"/> Title: <input type="text" value="Manager of Application Services"/>	Item Type: <input type="text" value="Consent"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

The Public Works management team uses detailed and complicated Microsoft Excel spreadsheets to manage its large capital improvement projects. The staff recommends purchase of software to replace the existing project management tool. The recommended vendor, PMWeb, Inc., hosts the software, which would reduce errors in data entry and assist in budget forecasting for road and bridge projects. This type of software is known as Software as a Service, or SaaS. The chosen software package meets the needs of Public Works and is the more cost effective of the two quotes gathered. There is no local vendor offering this solution. (This is a simple purchase of a 5-user package user license at \$26,750 and training at \$20,000. There is no need for a contract.)

ACTION REQUESTED:

Motion to approve purchase of the PMWeb software.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING County Dollars = <input type="text" value="\$46,750.00"/> <input type="text"/>
FTE IMPACT: <input type="text" value="None"/>	Total <input type="text" value="\$46,750.00"/> <input checked="" type="checkbox"/> Insert additional funding source
Related Financial/FTE Comments: <input type="text"/>	

Office use only:

RBA 2015- 3689

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Abatements/Additions

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services - Property Taxation"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Teri Spencer"/> Title: <input type="text" value="Settlement Tech"/>	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:

Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:

Motion to approve.

FISCAL IMPACT: <input type="text" value="Other"/> <i>If "Other", specify:</i> <input type="text" value="Not Budgeted"/>	FUNDING <table style="width: 100%;"> <tr> <td>County Dollars =</td> <td style="text-align: right;">(\$1,447.02)</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">(\$3,402.98)</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">(\$4,850.00)</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	(\$1,447.02)	Other	(\$3,402.98)	Total	(\$4,850.00)
County Dollars =	(\$1,447.02)						
Other	(\$3,402.98)						
Total	(\$4,850.00)						
FTE IMPACT: <input type="text" value="None"/>							

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3679



Property Records & Taxpayer Services Division
 Government Center - Administration Building
 600 East 4th Street
 Chaska, MN 55318-2102

Laurie Davies, Taxpayer Services Manager
 Phone: (952) 361-1907
 Email: ldavies@co.carver.mn.us

Angela Johnson, Carver County Assessor
 Phone: (952) 361-1961
 Email: ajohnson@co.carver.mn.us

**Abatements presented to the
 Carver County Board of Commissioners
 December 15, 2015**

Abatement approval is recommended by the Carver County Assessor & Taxpayer Services Manager on the following properties for the reasons listed.

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	Total Amount of Tax Adjustment	Reduction in Penalties and/or Interest Paid	Total Amount of Adjustment	County Dollars Abated
2015	30.1140190	Yai Dau & Abuk Grang	Homestead	\$ 2,688.00	\$ 2,476.00	\$ (212.00)	\$ -	\$ (212.00)	\$ (11.34)
2015	75.2530120	Shelly K. Stahlke	Homestead	\$ 1,892.00	\$ 1,892.00	\$ -	\$ -	\$ -	\$ -
2015	45.2000060	Michael S. & Nancy D. Henkel	Homestead	\$ 2,724.00	\$ 2,278.00	\$ (446.00)	\$ -	\$ (446.00)	\$ (99.40)
2015	30.6590720	John M. Brunette & Michelle L. Wiemiller	Fire Disaster	\$ 5,974.00	\$ 5,136.00	\$ (838.00)	\$ -	\$ (838.00)	\$ (258.80)
2015	30.4470050	Matthew R. Chase	Homestead	\$ 4,698.00	\$ 4,640.00	\$ (58.00)	\$ -	\$ (58.00)	\$ (21.04)
2015	25.8480610	Brenda Johnson	Homestead	\$ 3,792.00	\$ 3,666.00	\$ (126.00)	\$ -	\$ (126.00)	\$ (46.05)
2015	06.0090820	Benjamin Falk	Tornado Disaster	\$ 3,734.00	\$ 2,700.00	\$ (1,034.00)	\$ -	\$ (1,034.00)	\$ (355.04)
2015	20.2400670	Pat A. Shannon	Homestead	\$ 1,432.00	\$ 1,050.00	\$ (382.00)	\$ -	\$ (382.00)	\$ (117.34)
2015	65.5560310	Joseph Peter Calderone	Homestead	\$ 3,706.00	\$ 3,550.00	\$ (156.00)	\$ -	\$ (156.00)	\$ (54.76)
2015	20.2400570	William D. & Susan McInturf	Relative Homestead	\$ 4,076.00	\$ 3,120.00	\$ (956.00)	\$ -	\$ (956.00)	\$ (292.98)
2015	85.3990020	Jeremy Hegle & David Hegle	Homestead	\$ 1,944.00	\$ 1,538.00	\$ (406.00)	\$ -	\$ (406.00)	\$ (108.03)
2015	75.3180280	Jared & Lindsay Berger	Homestead	\$ 4,848.00	\$ 4,766.00	\$ (82.00)	\$ -	\$ (82.00)	\$ (25.65)
2015	30.6110300	Pamela Skaar Meier	Homestead	\$ 3,460.00	\$ 3,306.00	\$ (154.00)	\$ -	\$ (154.00)	\$ (56.59)
			TOTALS	\$ 44,968.00	\$ 40,118.00	\$ (4,850.00)	\$ -	\$ (4,850.00)	\$ (1,447.02)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Extension Agreement and Farm Family of the Year

Primary Originating Division/Dept: <input type="text" value="Public Services"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Nick Koktavý"/> Title: <input type="text" value="Public Services Deputy Director"/>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Nick Koktavý"/> Title: <input type="text" value="Public Services Deputy Director"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

Strategic Initiative:

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

BACKGROUND/JUSTIFICATION:

The Extension Agreement is a contract between Carver County and the University of Minnesota. Under the agreement, the County provides office space and a support staff, while the University provides educators and coordinators for the following programs: 4-H, Master Gardeners (Horticulture), Financial Education, and the Agriculture in Carver County. The position allocation includes the following:

- Financial Capability Educator: 0.50 FTE (full-time employee) (position shared with Scott County)
- 4-H Program Coordinator: 1.0 FTE
- Horticulture Program Coordinator: 0.40 FTE (position shared with Scott County)
- Agriculture Educator: 0.50 FTE (position shared with Scott County)

The terms and annual rates are negotiated by the Association of Minnesota Counties for all Minnesota Counties. This is a three-year agreement beginning on January 1, 2016 and ending on December 31, 2018. U of M Extension Regional Director Tammy McCulloch will provide an overview of the services that are provided by Extension in Carver County.

In addition to the Agreement, Extension Committee Chair Suzanne Honebrink will introduce the ***2015 Farm Family of the Year -- the Buckentine Family.***

ACTION REQUESTED:

Motion to contract with University of Minnesota for Extension Services pending completion of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =	\$567,901.00
Total	\$567,901.00

Related Financial/FTE Comments:

2016 - \$184,949
 2017 - \$189,111
 2018 - \$193,841

The costs include salary, benefits, travel, training, and such University administrative services as payroll. The 2016 amount is included in the proposed budget. The 2017 and 2018 amounts will be included in future budgets. The agreement includes a clause that allows the County or University at any time during the agreement to give a 90-day notice of planned adjustments to the number of personnel working in the County.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Recognition for 40 Years of Service with Carver County

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Jacquelyn Hamre"/> Title: <input type="text" value="Employee Relations Business Pa"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="25"/> minutes Presenter: <input type="text" value="Jacquelyn Hamre"/> Title: <input type="text" value="Employee Relations Business Pa"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government"/>	

BACKGROUND/JUSTIFICATION:

Employee Relations would like to recognize employees who have served Carver County for 40 years or more.

Following are the employees being recognized and their years of service.

- Deborah Bergstrom – 45 years
- Darla Wulf - 44 years
- Beth Cone – 41 years
- Debra Maresch – 40 years
- Robert Olsen – 40 years

The employees and their managers will be provided the opportunity to say a few words.

ACTION REQUESTED:

None

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

Related Financial/FTE Comments:

Office use only:

RBA 2015- 3659

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2016 County Attorney and County Sheriff Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dire"/>	

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation, including salary and benefits, for elected County officials including the County Attorney and the County Sheriff. Minnesota law requires that the Board set the salaries of these elected officials with regard for the responsibilities and duties of office, as well as the elected official's experience, qualifications and performance. In addition, court rulings indicate that Commissioners are responsible to ensure the salaries are in line with similarly situated counties in the state. The attached Resolution addresses the 2016 compensation for these two elected officials.

Market data is attached for both the Sheriff and County Attorney positions. Sheriff Olson's 2015 salary is set at \$137,000 and County Attorney Metz' 2015 salary is \$143,000. Based on the market data from comparable counties for 2015, an increase of \$4,248 or 3.10% would be required to bring the Carver County Sheriff to the 2015 average sheriff salary. The Carver County Attorney is currently \$12,432 below the average salary compared to his peers. An increase of 8.69% would be required to bring his salary to the current year market average.

Carver County's approach with regard to compensation and the pay-for-performance program has been to provide competitive pay with regard to the market, and reward strong performance and employee initiative.

With regard to internal trends, the majority of the County's employees are on a pay-for-performance system. The County's settled collective bargaining agreements have established a 2016 pay-for-performance increase pattern of 0.00% for "needs improvement," 2.25% for "solid performer," 3.50% for "exceeds expectations," and 4.75% for "outstanding" performance. These increases will take effect March 7, 2016.

Similar to the approach taken last year, the Board may wish to consider differentiating between the 2016 increases for the County Sheriff and County Attorney in order to effectively move both positions closer to their respective market comparison rates. For example, the Board could consider providing the Sheriff a \$5,000 base salary increase effective January 1, 2016; and provide the County Attorney a January 1 increase of \$9,000. This would allow the Board to move both positions' salaries closer to the market and would set the County Sheriff's 2016 salary at \$142,000 and the County Attorney's 2016 salary at \$152,000.

The action requested is to approve the Resolution setting the 2016 compensation for the County Sheriff at \$142,000 and for the County Attorney at \$152,000; and providing both with the same cafeteria benefits as other County employees.

ACTION REQUESTED:

Motion to approve the Resolution setting the 2016 compensation for the County Sheriff at \$142,000 and for the County Attorney at \$152,000; and providing both with the same cafeteria benefits as other County employees.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	FUNDING County Dollars = <input type="text" value="\$380,768.00"/> <input type="text"/> Total <input type="text" value="\$380,768.00"/>
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3692

METRO AREA COUNTY COMPARISONS SHERIFF SALARIES

	Dakota County	Anoka County	Washington County	Scott County	Carver County	AVERAGE SALARY (Excluding Carver)
2011 Base Salary	\$139,381.00	\$128,500.00	\$130,000.00	\$117,872.00	\$115,000.00	\$128,938.25
2012 Base Salary	\$132,700.00	\$128,500.00	\$132,600.00	\$117,872.00	\$120,000.00	\$127,918.00
2013 Base Salary	\$136,735.00	\$132,555.00	\$135,795.00	\$121,408.00	\$127,000.00	\$131,623.25
2014 Base Salary	\$139,600.00	\$137,342.00	\$142,590.00	\$128,692.00	\$132,000.00	\$137,056.00
2015 Base Salary	\$137,284.00	\$140,102.00	\$149,720.00	\$137,886.00	\$137,000.00	\$141,248.00
Start Date	2015	2011	2007	2007	2011	

METRO AREA COUNTY COMPARISONS ATTORNEY SALARIES

	Dakota County	Anoka County	Washington County	Scott County	Carver County	AVERAGE SALARY (Excluding Carver)
2011 Base Salary	\$154,868.00	\$141,000.00	\$128,000.00	\$128,000.00	\$115,000.00	\$137,967.00
2012 Base Salary	\$160,330.00	\$141,000.00	\$131,840.00	\$128,000.00	\$120,000.00	\$140,292.50
2013 Base Salary	\$163,004.00	\$141,000.00	\$135,795.00	\$138,432.00	\$127,000.00	\$144,557.75
2014 Base Salary	\$165,500.00	\$143,811.00	\$142,590.00	\$145,590.00	\$135,000.00	\$149,372.75
2015 Base Salary	\$170,283.00	\$154,999.00	\$149,720.00	\$146,728.00	\$143,000.00	\$155,432.50
Start Date	1987	2011	2011	2003	2011	

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution: 2016 County Attorney and County Sheriff Compensation & Benefits

DATE _____ RESOLUTION NO. _____
 MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for elected staff; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2016 elected staff salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2016 insurance benefits for elected staff within the established cafeteria system;

THEREFORE, BE IT RESOLVED, Carver County shall provide elected staff with the following compensation in 2016:

- A. The County Sheriff's 2015 salary shall be increased by \$5,000.00 for 2016, from \$137,000.00 to \$142,000.00.
- B. The County Attorney's 2015 salary shall be increased by \$9,000.00 for 2016, from \$143,000.00 to \$152,000.00.
- C. Insurance benefits for the County Attorney and County Sheriff shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, these elected officials shall receive a monthly cafeteria contribution amount based on their health insurance elections: waiver, \$150.00; single \$690.00; employee + child(ren) \$850.00; employee + spouse \$1,175; or family, \$1,450.00 throughout 2016, to use toward all elective benefits, and/or additional cash compensation.
- D. The County shall also provide elected officials selecting HRA Plan health insurance with a 2016 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide elected officials selecting HSA Plan health insurance with a 2016 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to elected official compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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 15th day of December, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2015

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2016 County Commissioner Compensation

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dir"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text" value="Kerie Anderka"/> Title: <input type="text" value="Employee Relations Division Dire"/>	

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation, including salary and benefits, for the County Commissioners.

Several factors should be considered in setting Commissioner salaries, including market rates and internal salary history and patterns. Market information is attached, and indicates that the Carver County Commissioners are significantly below the average salary rate among comparable counties. A 30.13% increase, or \$14,030 would be required to bring the Commissioner salary to the 2015 market average. The Board is urged to consider addressing the need to bring this salary closer to the market. The current Carver County Commissioner salary is \$46,564, while the 2015 average based on comparable metro counties is \$60,594.

With regard to internal trends, the majority of the County's employees are on a pay-for-performance system. The County's settled collective bargaining agreements have established a 2016 pay-for-performance increase pattern of 0.00% for "needs improvement," 2.25% for "solid performer," 3.50% for "exceeds expectations," and 4.75% for "outstanding" performance. These increases will take effect March 7, 2016.

Over the past three years, in 2015, 2014 and 2013, the Commissioner salaries included very modest increases of \$1,136, \$1,323, and \$759. During the two preceding years, in 2011 and 2012, the Commissioners salaries were decreased by 0.50% each year. Overall, even with the increases of the last three years, there remains a significant gap in regard to market pay for this role.

It is recommended that the Board take action to address this significant disparity and consider, at a minimum, a \$2,000 (4.30%) increase. This would increase the Commissioner salary to an annual amount of \$48,564. The minimum amount recommended as an option for consideration is comparable to the percentage that a "solid performer" employee would receive based on 2016 pay-for-performance bargaining unit settlement patterns. This references a 2.25% merit increase and a 2.00% general adjustment.

The Resolution provides annual salaries to be set by the Board; cafeteria benefits at the same rate as other employees; and expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair, and \$515.00 for the other Commissioners.

The action requested is to approve the Resolution increasing Carver County Commissioner salaries by \$2,000 to a 2016 annual salary of \$48,564; and setting monthly expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair and \$515.00 for the others; and setting benefits consistent with other County employees.

ACTION REQUESTED:

Motion to approve the Resolution setting the County Commissioner 2016 annual salary at \$48,564; setting monthly expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair and \$515.00 for the others; and setting benefits consistent with other County employees.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	FUNDING County Dollars = <input type="text" value="\$339,656.00"/> Total <input type="text" value="\$339,656.00"/>
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

METRO AREA COUNTY COMPARISONS ELECTED OFFICAL SALARIES - COMMISSIONERS

	Dakota County	Anoka County	Washington County	Scott County	Carver County	Average Salary (Excluding Carver)
2012 Base Salary						
Commissioner	\$66,400	\$59,945	\$52,713	\$47,480	\$43,346	\$56,635
Chair	\$66,400	\$58,770	\$52,713	\$47,480	\$43,346	\$56,341
Vice Chair		\$58,770	\$52,713	\$47,480	\$43,346	\$52,988
2013 Base Salary						
Commissioner	\$88,000	\$59,945*	\$52,713	\$48,904	\$44,105	\$56,539
Chair	\$88,000	\$59,945	\$52,713	\$48,904	\$44,105	\$57,391
Vice Chair	NA	\$59,945	\$52,713	\$48,904	\$44,105	\$53,854
2014 Base Salary						
Commissioner	\$70,100	\$61,144	\$52,713	\$50,860	\$45,428	\$66,704
Chair	\$70,100	\$61,144	\$52,713	\$50,860	\$45,428	\$68,704
Vice Chair	\$70,100	N/A	\$52,713	\$50,860	\$45,428	\$57,891
2015 Base Salary						
Commissioner	\$72,300	\$60,015	\$52,713	\$57,346	\$46,564	\$60,594
Chair						
Vice Chair	NA					

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution: 2016 County Commissioner Compensation & Benefits

DATE _____ RESOLUTION NO. _____
 MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for County Commissioners; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2016 County Commissioner salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2016 insurance benefits for Commissioners within the established cafeteria system;

THEREFORE, BE IT RESOLVED, Carver County shall provide County Commissioners with the following compensation in 2016:

- A. The County Commissioner 2015 annual salary amount shall be increased by \$2,000 for 2016, from \$46,564 to \$48,564.
- B. County Commissioner monthly expense allowances shall be set at \$615.00 for the Board Chair, \$540.00 for the Vice-Chair and \$515.00 for the others.
- C. Insurance benefits for the County Commissioners shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, the Commissioners shall receive a monthly cafeteria amount based on their health insurance elections: waiver, \$150.00; single \$690.00; employee + child(ren) \$850.00; employee + spouse \$1,175; or family, \$1,450.00 throughout 2016, to use toward all elective benefits, and/or additional cash compensation.
- D. The County shall provide County Commissioners selecting HRA Plan health insurance with a 2016 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide Commissioners selecting HSA Plan health insurance with a 2016 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to Commissioner compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

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 15th day of December, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2015

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Sale of Land for a Public Water Access at Lake Waconia Regional Park

Primary Originating Division/Dept: <input type="text" value="Public Works - Parks"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Marty Walsh"/> Title: <input type="text" value="Parks Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Marty Walsh"/> Title: <input type="text" value="Parks Director"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

Carver County has a Master Plan for Lake Waconia Regional Park. The master plan supports space within the park to be designated for a public water access site. Carver County staff has had discussion with DNR officials since 2004 about partnering on land acquisition, development and maintenance operations for a public water access site within the park. On March 3rd, 2015 the County Board approved an Option Agreement with the DNR to sell to them 5.17 acres of lakeshore property as shown in the attached exhibit at a price of \$1,100,000. Additionally, the County Board approved a Cooperative Agreement the same day which provided details for how the DNR would move forward with funding, planning, construction and operation of the public water access. On July 21, 2015 Carver County received Notice of Election of Purchase from the DNR exercising its right to purchase the property through the option agreement at the agreed upon price.

Carver County has requested the Metropolitan Council remove the restrictive covenant that currently exists on the property. The removal of the restrictive covenant is condition upon the County reimbursing funding sources which were used to finance the initial land acquisitions with State and Metropolitan Council funding. From the proceeds of the sale, the County reimburses the Environmental and Natural Resources Trust Fund proportionately to the initial investment on 5.05 acres. That amount is \$347,620. Additionally the County will repay the Metropolitan Council proportionately on 0.12 acres. That amount is \$13,276 for a total repayment of \$360,896.

ACTION REQUESTED:

Motion to approve the sale of county property to the DNR and authorize the Parks Director to proceed to close on the parcel and to sign all related documents.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;">(\$360,896.00)</td> </tr> <tr> <td>DNR</td> <td style="text-align: right;">\$1,100,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$739,104.00</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	(\$360,896.00)	DNR	\$1,100,000.00	Total	\$739,104.00
County Dollars =	(\$360,896.00)						
DNR	\$1,100,000.00						
Total	\$739,104.00						
FTE IMPACT: <input type="text" value="None"/>							

Related Financial/FTE Comments:

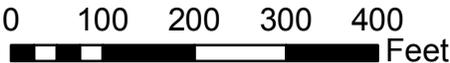
Carver County purchased 19.29 acres of lakeshore property for \$3,629,240 in June of 2013. At that time, the County received a grant of \$1,700,000 to partially fund this acquisition and provided \$1,929,240 of its own funds. The funding provided by Carver County is an eligible expense which the County can seek additional grant funding from the Metropolitan Council. At the time of the acquisition of this parcel, the County made the Metropolitan Council aware that it intended to sell land to the DNR for a public water access and noted that it would not seek reimbursement on land sold to the DNR. The net proceeds from the sale of \$739,104 will go directly to Carver County and reduce the balance of funds to be reimbursed by the Metropolitan Council from \$1,929,240 to \$1,190,136 for this parcel.

Proposed Boat Launch Survey Exhibit



This map was created using a compilation of information and data from various City, County, State, and Federal offices. It is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

1 inch = 200 feet



Public Works Division
11360 Hwy 212, Suite 1
Columbia, MN 55322
(952) 466-5200

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Agreement for Right-of-way Acquisition for CSAH 11 Reconstruction from CSAH 61 to CSAH 10

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Patrick Lambert"/> Title: <input type="text" value="Right-of-Way Agent"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="Patrick Lambert"/> Title: <input type="text" value="Right-of-Way Agent"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

The 2012-13 construction program included project # SP 010-611-006, the construction of CSAH 11 from CSAH 61 on the south to CSAH 10 on the north utilizing federal, and county funds. Additional right-of-way was needed to complete the project. In order to meet the construction schedule necessary to receive the federal funding for the project, Carver County exercised eminent domain on April 26, 2012 to gain possession of certain land required for highway purposes.

The condemnation process and subsequent actions and mediations has resulted in a negotiated settlement with the property owners for the acquisition of permanent roadway, drainage & utility and temporary easements over portions of PID #04.0010710.

ACTION REQUESTED:

Approve a Stipulation for Settlement agreement with Nathan Haasken and Christy Haasken-Schuler whereby, Haasken and Haasken-Schuler reimburse Carver County a reimbursement overpayment in the amount of \$70,000.00 and authorize the County Administrator to sign the Order for Judgment.

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

Related Financial/FTE Comments:

Office use only:

RBA 2015- 3678

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Joint Powers Agreement with City of Waconia for the CR 110 (future CSAH 10) Construction Project

Primary Originating Division/Dept: <input type="text" value="Public Works - Program Delivery"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Darin Mielke"/> Title: <input type="text" value="Assistant Public Works Director"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="15"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value="Darin Mielke"/> Title: <input type="text" value="Assistant Public Works Director"/>	
Strategic Initiative: <input type="text" value="Growth: Manage the challenges and opportunities resulting from growth and development"/>	

BACKGROUND/JUSTIFICATION:

The CSAH 10 corridor in the City of Waconia is a critical regional highway running through the city. The County and City comprehensive plans include the realignment of CSAH 10 west of the City. The realigned CSAH 10 as outlined in planning documents was aligned just west of the Waconia High School and Middle School campus. The school district (ISD 110) is planning an expansion of their campus and purchased land that crosses the planned highway alignment. The campus expansion also needs a new access to State Highway 5 to avoid additional congestion issues. A joint benefit exists if the Carver County highway is constructed earlier than may have been planned for access coordination, cost sharing potential, right-of-way preservation, and development coordination.

Carver County and the City of Waconia desire to undertake a joint project to construct CR 110 (future CSAH 10) between State Highway 5 and existing CSAH 10 on the west side of the City of Waconia. The project will involving grading, aggregate base, surfacing, curb and gutter, trail, pedestrian underpass, storm sewer, and other incidentals. Carver County is the lead agency for this project. As part of this JPA, the City of Waconia will reimburse Carver County for project costs as shown in this agreement.

The project has two segments: Segment one is from TH 5 to Community Drive and Segment 2 is from Community Drive north to a new connection to existing CSAH 10. Segment 1 will be an urban roadway with curbing and trail. Segment 2 will be a more rural roadway with shoulders and ditches.

The cost split between the agencies for Segment 1 of CR 110 from State Highway 5 to Community Drive follows the Carver County Development Driven Cost Share Policy. The County has been awarded a State Cooperative Agreement grant for \$700,000 for the intersection work at TH5. This will pay for improvements needed on Trunk Highway 5

The city requested the county not utilize the Development Driven Cost Share Policy for Segment 2. An agreement has been reached that Segment 2 will utilize the traditional cost share policy and the city will take over the existing CSAH 10 roadway in its current form from the new connection point to TH 5. A separate turnback agreement and release will be executed once the new CR 110 alignment is finalized.

ACTION REQUESTED:

Approve a joint powers agreement with the City of Waconia for the construction of CR 110 (future CSAH 10), pending finalization of the contract review process.

FISCAL IMPACT: <input type="text" value="Included in current budget"/> <i>If "Other", specify:</i> <input type="text"/>	FUNDING <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;">\$4,200,000.00</td> </tr> <tr> <td>State</td> <td style="text-align: right;">\$700,000.00</td> </tr> <tr> <td>City of Waconia</td> <td style="text-align: right;">\$2,600,000.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$7,500,000.00</td> </tr> </table> <input checked="" type="checkbox"/> Insert additional funding source	County Dollars =	\$4,200,000.00	State	\$700,000.00	City of Waconia	\$2,600,000.00	Total	\$7,500,000.00
County Dollars =	\$4,200,000.00								
State	\$700,000.00								
City of Waconia	\$2,600,000.00								
Total	\$7,500,000.00								
FTE IMPACT: <input type="text" value="None"/>									

Related Financial/FTE Comments:

The fiscal amount of the project cost is estimated since the construction plans are still under development. The county share is proposed to be funded by unspent bonds assigned to CSAH 61 and CSAH 10.

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RBA 2015 - 3685

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2016 Property Tax Levy and Budget

Primary Originating Division/Dept: Administration (County) <input type="text"/>	Meeting Date: 12/15/2015 <input type="text"/>
Contact: David Frischmon Title: Property & Financial Services Di	Item Type: Regular Session <input type="text"/>
Amount of Time Requested: 15 minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: David Hemze and David Frisch Title: County Administrator, Employee	
Strategic Initiative: Finances: Improve the County's financial health and economic profile <input type="text"/>	

BACKGROUND/JUSTIFICATION:

The County Administrator's Recommended 2016 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 2016 Budget process began at a May 2015 workshop where the County Board directed staff to implement the Administrator's Recommended 2016 Budget Strategy.

The County Board and staff have had several workshops, Board meetings and a Public Hearing to discuss the 2016 Property Tax Levy and Budget.

ACTION REQUESTED:

Motion to Adopt the 2016 Property Tax Levy and Budget Resolution

FISCAL IMPACT: Other <input type="text"/> <i>If "Other", specify:</i> see below <input type="text"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text"/> \$0.00 <input type="checkbox"/> Insert additional funding source
FTE IMPACT: Increase budgeted staff <input type="text"/>	

Related Financial/FTE Comments:

The County Administrator's recommended 2016 levy of \$50,242,700 is a 0.76% increase compared to 2015. Consistent with the County Board's 2016 Budget Strategy, by capturing the incremental tax base created by new construction, this levy increase does not have a tax impact on the County average value home despite its increase in value and has a decreasing impact on average value agricultural properties as well as most average value commercial properties.

Office use only:

RBA 2015 - 3690



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

Dear Commissioners and Citizens of Carver County:

I am pleased to present the 2016 Recommended Preliminary Budget.

The recommendations included in this document reflect the improving but continually challenging economic times being experienced both globally and locally in Carver County. This recommended budget responds to this challenge by making smart fiscal decisions which ultimately result in a continued stable level of service to our citizens.

While our main benchmarks such as property market values and new construction show relatively improved growth, these potential new revenue sources were eroded by complicated statutory fiscal formulas that required us to share these revenues metro wide. At the same time, the County Board directed that the County's 2016 tax impact on the average-value home not increase despite the increase in value. These challenges have been met in this budget recommendation evidenced by 2016 being the eleventh consecutive year that owners of an average-value home will pay the same or less in County taxes as compared to the previous year.

Most of the County's average-value commercial properties increased in value, and most of these properties show a decrease in county tax impact for 2016. Agricultural property increased in value for 2015 but at a slower rate than the average-value home; the county's tax impact on the average-value agricultural property will decrease in 2016 compared to 2015.

The 2016 Preliminary Budget totals \$98,635,721, which is an increase from 2015 Budget of \$93,780,852. The \$4,854,869 increase is largely related to salary and benefit costs and construction projects planned for 2016.

The recommended preliminary budget limits the 2016 levy increase to capturing new construction tax base which allows the 2016 levy to increase \$380,780 (0.76%) to \$50,242,700 compared to the 2015 property tax levy of \$49,861,920.

The County Board is expected to hold a public hearing on the 2016 Budget on Thursday, December 3, 2015. The Board will be asked to adopt the final 2016 levy and budget on Tuesday, December 15, 2015. The 2016 Budget Book approved by the Board 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 will also be asked to approve the 2017 Long-Term Financial Plan on Tuesday, December 15, 2015. 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 2017 Long-Term Financial Plan will be used as a strategy planning tool to fund significant capital projects and operating challenges beyond the 2016 Budget.

The 2016 Recommended Preliminary 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 preliminary 2016 Annual Budget and is being submitted for review by the Board of Commissioners and citizens of Carver County. It includes the 2015-2016 budget comparison summary, budget strategies, and trend data used to develop the preliminary budget. The updated summaries on revenues, expenditures, staffing changes, capital projects, and replacement cost 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 2016 Annual Budget process.

Sincerely,



David Hemze
County Administrator

Budget Overview

Budget Summary

The 2016 Preliminary Budget totals \$98,635,721, which is an increase of \$4.9 million from the 2015 Budget.

2015-2016 Budget Comparison		
Revenue	2015 Budget	2016 Budget
Taxes & Penalties	51,616,883	52,099,163
Licenses & Permits	922,424	1,022,330
Intergovernmental	24,268,319	28,441,537
Charges for Services	11,853,408	12,504,330
Fines & Forfeitures	225,786	225,786
Investment Earnings	1,646,661	1,646,661
Other Revenues	2,547,371	2,695,914
Total Revenues	93,080,852	98,635,721
Expenditures		
Public Assistance	4,323,420	4,693,180
Personal Services	58,731,018	62,242,205
Services & Charges	9,925,516	10,087,102
Material & Supplies	4,322,640	4,406,294
Capital Outlay	10,112,204	11,605,116
Debt Services	5,812,865	5,749,365
Other Expenses	(899,650)	(1,711,489)
Transfers	1,452,839	1,563,948
Total Expenditures	93,780,852	98,635,721
Capital Reserves Used	700,000	-

This chart compares the revenue and expenditure amounts for 2015 and 2016.

The most significant changes in the 2016 Budget are in Intergovernmental, Personal Services, and Capital Outlay.

The increase in both revenues and expenditures are primarily due to the additional state and federal funds for both Social Services and Road & Bridge Construction projects. Also, personal services increased to remain competitive in the market.

The 2015 use of capital reserves was to fund the remaining portion of the Next Generation Phone System that was paid with existing revenue from 911 fees that have been accumulated over the last few years in preparation of this purchase.

Budget Strategies

In addition to having no county tax impact on the average-value home and decreasing the county tax impact on the average-value commercial and agricultural property, the 2016 Preliminary Recommended Budget was developed using the following strategies:

- **Capture the tax base from new construction.**

The County Administrator’s Preliminary Recommended 2016 Tax Levy increase is \$380,780, which is a 0.76% increase over the 2015 Levy. This increase, which represents the additional tax base from new construction was significantly lower than previous years due to significant Fiscal Disparity (a State law that requires the seven-county metro area to share commercial tax base

growth) adjustments primarily related to the previous year’s decertification of a large TIF district. The tax levy increase, along with \$3.1 in levy savings adjustments, will be used to invest in salary and benefits to remain competitive with the market, for staffing changes to respond to the pent-up and growing demand for services as the County starts recovering from the recent economic downturn, and to offset \$1million in net adjustments for negative trends in spending and revenues.

The table below summarizes how the 2016 Budget was balanced:

2016 Budget Executive Summary	
Salary and Benefit increases (net offsetting revenue)	\$2,419,618
Attachment A1 - Net Trend Adjustments	1,013,616
Attachment A2 - Net Levy Savings	(3,145,200)
Attachment B- Staffing Changes	97,588
Attachment C- Capital Projects	100,000
Attachment D- Facilities, Vehicles, and Equipment	(104,842)
2016 Levy Increase	\$380,780

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

The salary and benefits levy need increased \$2,419,618 (or approximately 4.13%) to remain competitive with the market. In addition to the external market, the salary projection is based on pay-for-performance trends, union settlements, and overtime increases. Benefit costs were increased due to contractual increases in health insurance contributions, proposed health insurance and dental benefit changes, workers compensation rate increases, statutory increases in Public Employee Retirement Association (PERA) contribution rates and Other Post-Employment Benefits (OPEB) funding increases.

- **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.

A total of \$1 million in net trend adjustments are recommended with a \$300,000 decrease in jail inmate revenue and \$442,000 in increased child placement costs being the most significant trends. *See Attachment A1 for a summary of the recommended \$1 million in net trend adjustments.*

\$3.1 million in net levy savings are recommended with:

\$1.4 million coming from individual budget line items within each Division:

- \$850,000 in new revenue
- \$590,000 in reduced expenditures.

\$1.7 million coming from county-wide levy savings:

- \$330,000 from a 2015 Organizational Restructuring
- \$750,000 from a FTE vacancy savings that reflects an increase in employee turnover
- \$600,000 redirection of State County Program Aid from the Capital Improvement Plans (CIPs) to the General Fund that reflects the increased confidence in the State's ability to keep its State Aid promises as well as the expected \$1.3 million in State Highway Reimbursement that is expected to be paid to the County for the next 10 years.

See Attachment A2 for a summary of the recommended \$3.1 million in net levy savings.

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

\$97,588 is recommended for new 911/Dispatch positions in the Sheriff's Office to respond to the increasing number of calls for emergency services over the last several years. Additional positions, paid for by non-levy funds, are also recommended to respond to the pent-up and growing demand for services as the County recovers from the recent economic downturn. *See Attachment B for Recommended 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). *See Attachment C for the list of Capital Projects.*

This preliminary budget also takes into consideration that the State has indicated the County should expect to receive \$1.3 million of Highway Reimbursement Funds in 2016. This State reimbursement is for the County's decision to advance-fund \$20 million of the State's contribution to the Southwest Reconnection Project in 2014. The State is expected to reimburse the County for this advance-funding over the next 10 years. *See Attachment E for the list of Capital Projects funded by Highway Reimbursement Funds.*

- **Invest in facilities, vehicles and equipment maintenance and replacement.**

Board direction in the County's Long-Term Financial Plan is to have a 5 year plan to maintain and strategically replace facilities, vehicles and equipment. The 2016 Budget recommends \$1.34 million to maintain and replace facilities, vehicles and equipment which is a \$104,842 decrease from the 2015 Budget. This recommended decrease was included as part of the levy savings that were needed to balance the budget. *See Attachment D for this 2016 maintenance and replacement schedule.*

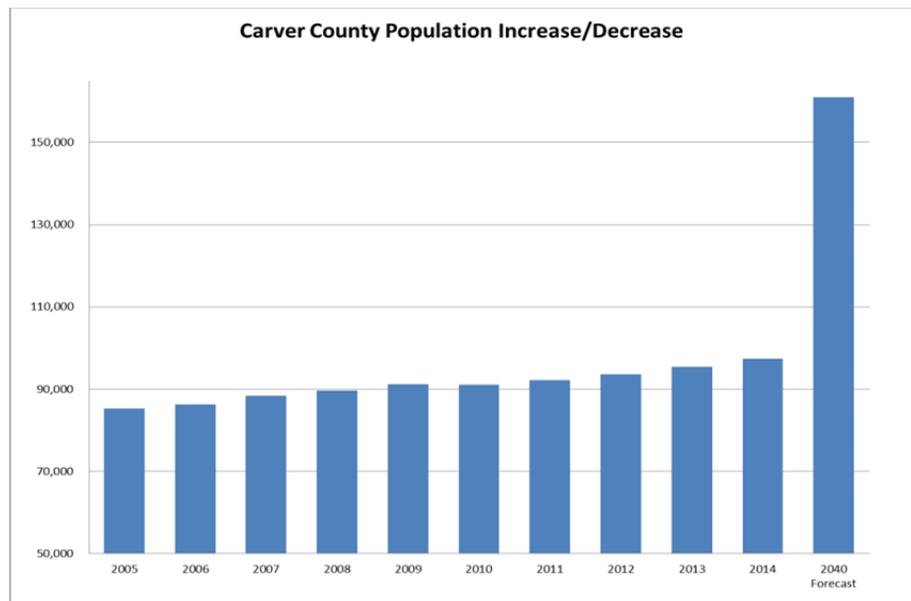
Trend Data

The following are key historical trends that were used to form the foundation of the 2016 Budget.

Population: Out of 87 counties in Minnesota, Carver County’s estimated 2014 population of 97,162 is the 11th highest. The County’s 2013 to 2014 population increase, 1.78%, was the highest year-to-year growth rate in Minnesota. Over the last decade Carver County had a population growth of 14.03% that added a total of 11,958 residents. Carver County’s population is expected to continue to grow in the future. The 2040 forecasts from Metropolitan Council predict that Carver County will experience the highest population growth rate in the Metro Region into 2040, reaching a forecasted population of 161,020. That is a 65.72% increase from 2014.

The following shows the 2005-2009 and 2011-2014 Metropolitan Council population estimates as well as the 2010 Census populations.

<u>Year</u>	<u>Population</u>
2005	85,204
2006	86,236
2007	88,384
2008	89,615
2009	91,228
2010	91,042
2011	92,104
2012	93,584
2013	95,463
2014	97,162
2040	161,020 <i>(forecast)</i>

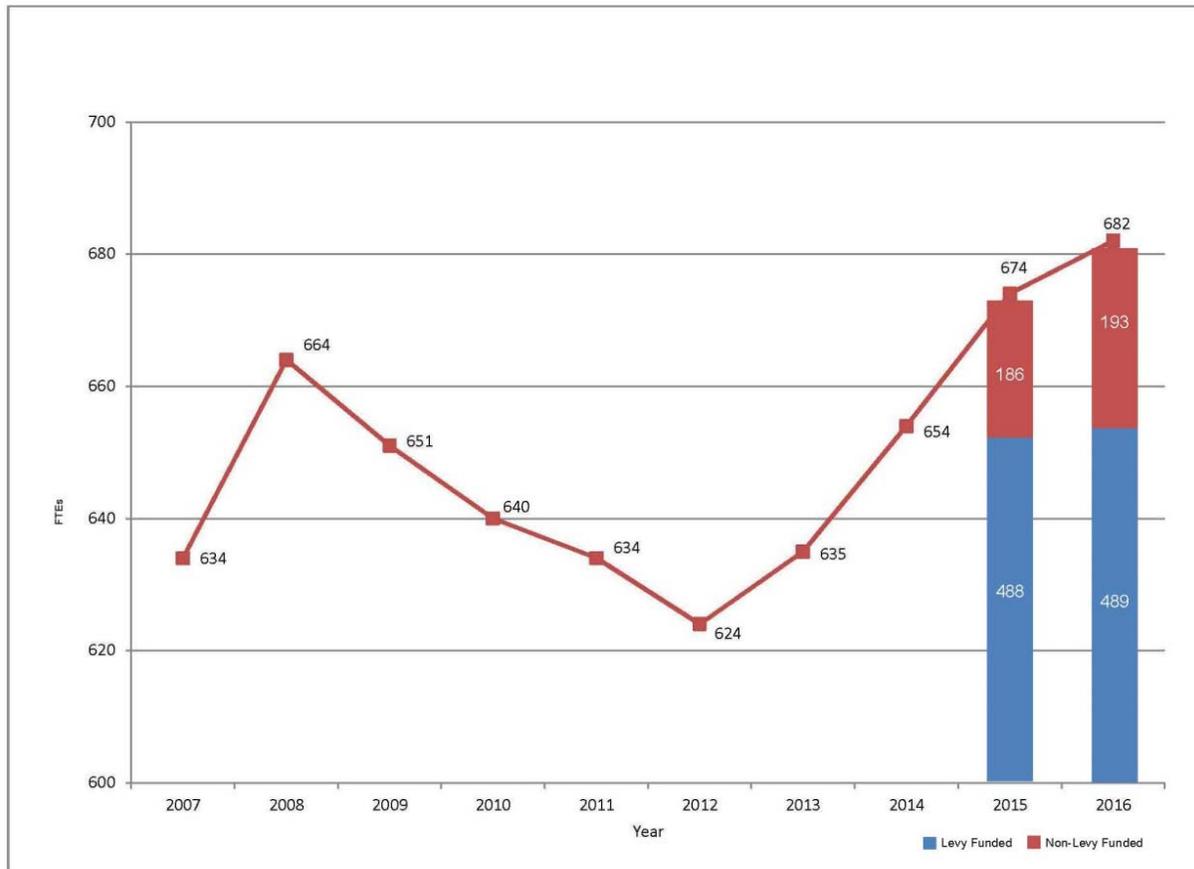


Population growth is the biggest factor related to service demand pressure for Carver County. Significant growth increases the need for public investment in infrastructure and impacts service delivery for government entities.

In addition to overall population growth, Carver County’s aging population is expected to impact the type and number of services that will need to be provided in the future. The population of County residents age 65 and older is expected to constitute about 28.2% of the total County population in 2040, up from 9.4% in 2013.

County Employees: As the County has grown in population over the past decade; the number of employees needed to meet service demands has also increased.

Total Number of FTE Employee Positions (2007-2016)



This graph shows the changes in the number of County employees in the past decade.

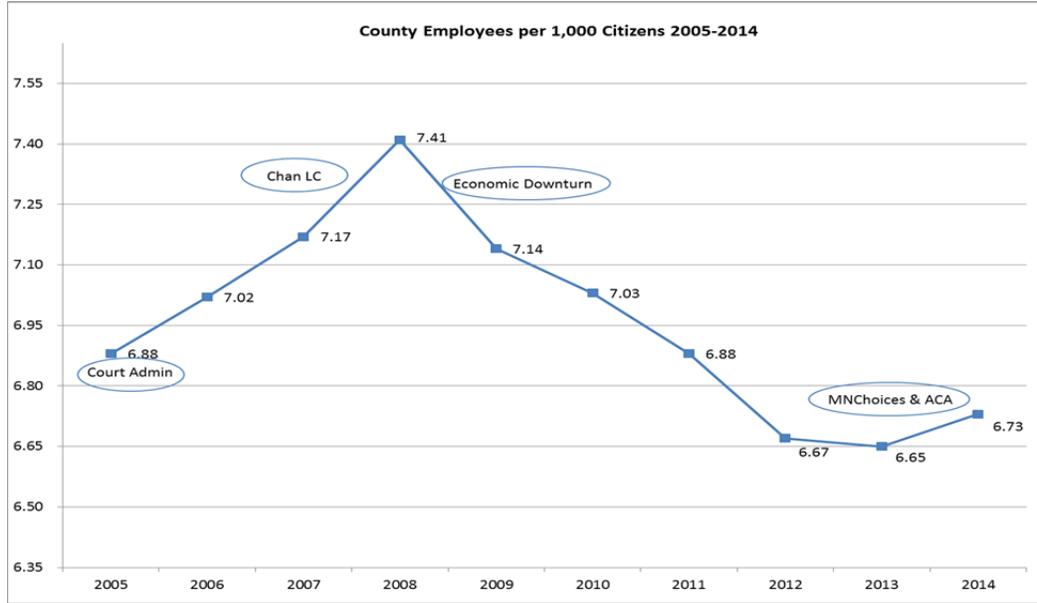
It also shows the number of Full-Time Equivalent (FTE) employee positions funded by levy and non-levy funding sources in 2015 and 2016. Based on the 2016 budget figures, it is estimated that 28.30% of FTEs will be funded by other sources of revenue that the County has identified to help lower the need to use levy funds. Other revenue sources include contract revenue, fees for services, and grants.

Budget adjustments made due to the recession and the corresponding loss of state aid resulted in a loss of 40 FTE employee positions from 2008 to 2012. Starting in 2013 with the rebounding economy and federal/state mandates, FTE employee positions started to increase. The 2016 recommended budget proposes an increase of 8.05 FTEs from the 2015 FTE count to a total of 682.31 FTE positions. The majority of the recommended FTE increases are non-levy funded positions which increased slightly in 2016 to 28.30%, compared to 27.60% in 2015.

Since wage and benefit costs for personnel is the County's largest expense, the number of County employees significantly impacts the budget. For example, if the number of County employees were to increase at the same rate as the population and double over the next two decades, the result would be large increases in the County budget that would push dramatic property tax increases. Instead the increase in population is expected to introduce economies-of-

scale that will allow the County to operate more efficiently with a lower employee-to-citizen ratio.

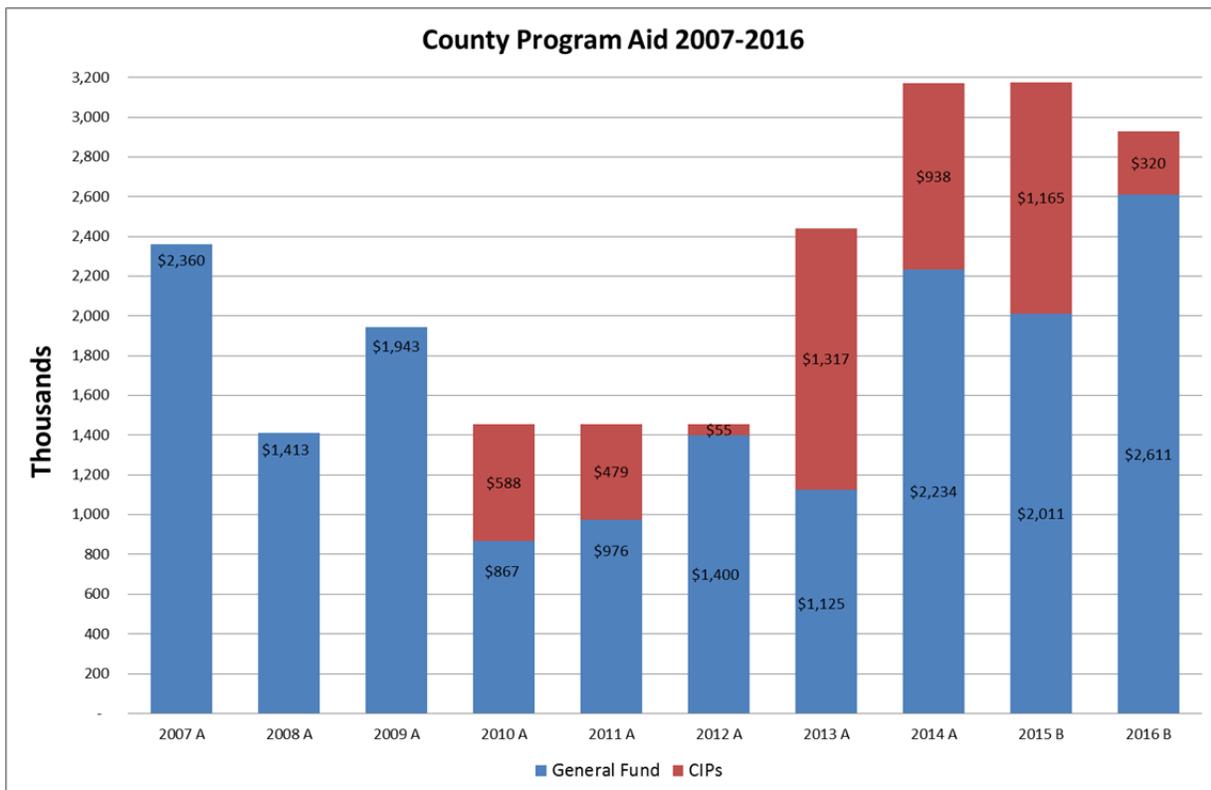
County Employees per 1,000 Citizens 2005-2014



This graph shows the fluctuation in the number of employees per 1,000 citizens. It has gone from a high of 7.41 employees per 1,000 citizens in 2008 to a low of 6.65 in 2013. Since 2008

there has been a steady decrease in the number of employees per 1,000 citizens as a result of a limited growth in the tax base, flat and/or declining revenue as well as continual improvement in efficiencies gained through investments in technology and division reorganizations. In 2014, there is starting to be a slight rebound due to state and federal mandates for the MnChoices program and Affordable Care Act.

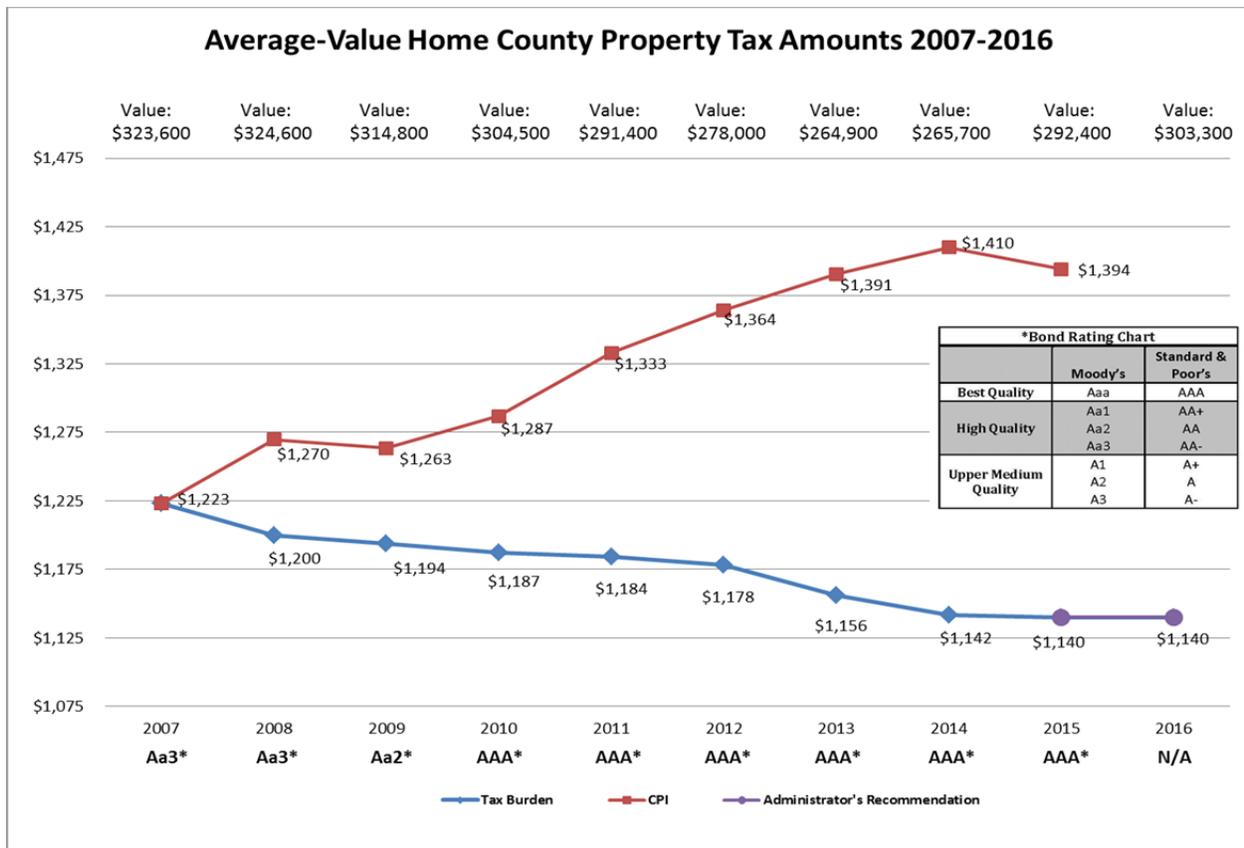
County Program Aid Allocation: The following chart illustrates the actual amount of County

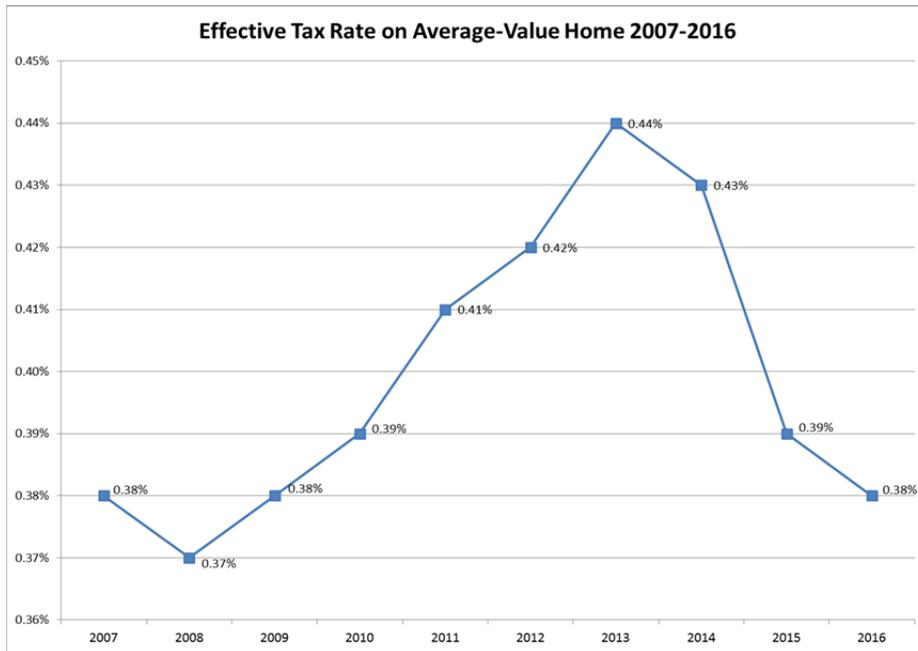


Program Aid (CPA) the County has received from 2007-2014 and the budgeted amount for 2015 and 2016. The 2016 Budget has the County receiving \$2,931,000 of CPA funds, which is a \$245,000 decrease from 2015. This chart also illustrates the amount of CPA that has been directed to the Capital Improvement Project (CIP) Funds and the General Fund since 2010. In 2016, \$600,000 of CPA funds is budgeted to be redirected back into the General Fund.

Property Taxation: The Board has continued its strategy of setting the levy to maintain or decrease the County’s tax-impact on an average-value home. The value of the average home in Carver County increased from \$292,400 in 2015 to \$303,300 in 2016. The County’s portion of the total property tax bill on an average-value home for 2016 will remain the same as 2015, at \$1,140.

The following chart shows the changes in average home values and taxes from 2007 to 2016. It also shows how the average home’s property tax has continually decreased compared to the Consumer Price Index (CPI), which has grown over the past several years. Carver County’s bond rating which is also listed on the chart has been at the highest rating possible AAA rating since 2010.

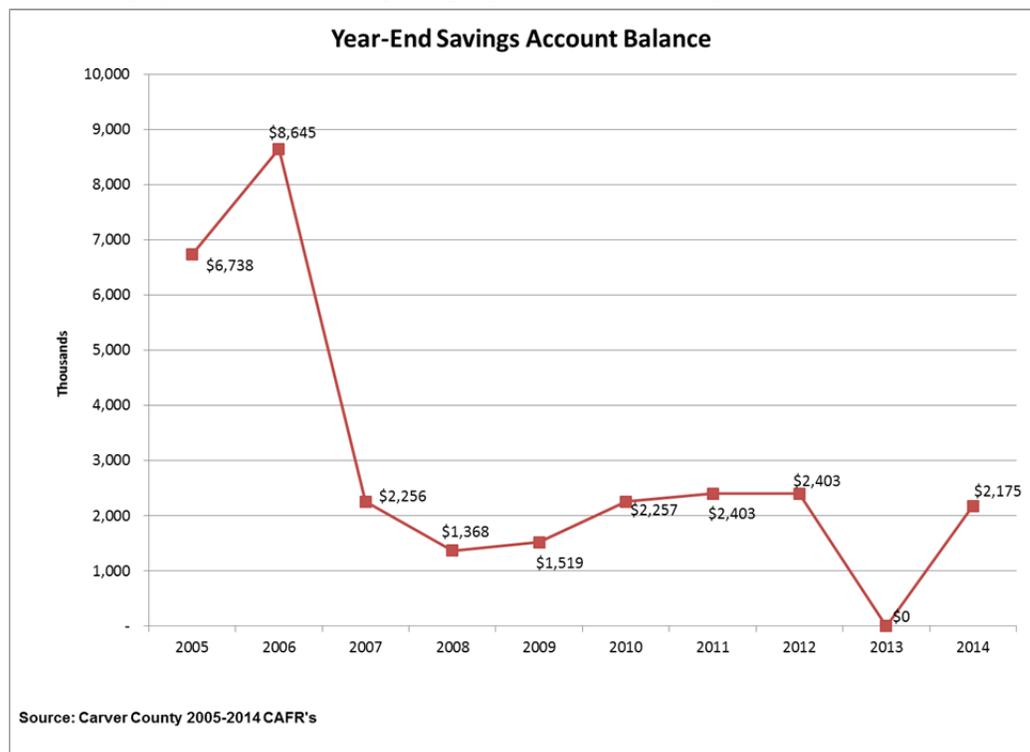




Effective Tax Rate: The effective tax rate is the percentage of market value a homeowner is paying in property taxes. It is calculated by taking the home's market value and dividing it by the tax. The upward movement on this trend reflects the decreasing valuation of homes that began in 2008 and ended in 2013. Rising home values and the relatively

modest rate of tax increases by the County resulted in a decreasing effective tax rate starting in 2014 and through 2016.

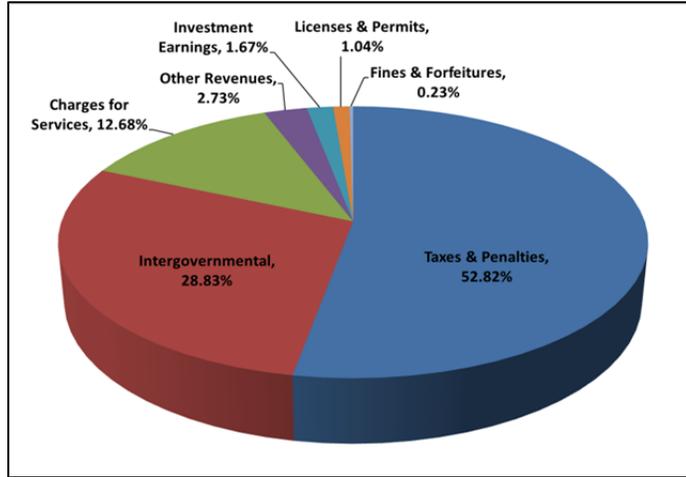
Year-End Savings Account: The Year-End Savings (YES) Account designates up to 5 percent of the County's reserves for future unknowns such as emergencies, disasters, capital projects, and intergovernmental funding cuts. The following chart shows the trend in this account's balance. Significant decreases in the YES Account from 2006 to 2008 were the result of planned Board-approved transfers to pay for one-time capital projects and land acquisitions. In 2013, the YES Account was brought down to zero to offset a \$4.3 million negative 2013 mark-to-market investment adjustment. The YES account was brought back up to the \$2 million mark in 2014 and is anticipated to be around the same amount for 2015.



Revenues

The 2015 Budget totals \$98,635,721 in revenues, which is an increase of \$5,554,869 compared to the 2015 budget. The following lists the sources of revenues for 2016, and the chart shows the percentage of the total associated with each revenue amount.

2016 Budget Revenue	
Taxes & Penalties	52,099,163
Intergovernmental	28,441,537
Charges for Services	12,504,330
Other Revenues	2,695,914
Investment Earnings	1,646,661
Licenses & Permits	1,022,330
Fines & Forfeitures	225,786
Total Revenues	98,635,721



Taxes and Penalties: The Certified Property Tax Levy is the primary funding source for the County budget, and the source of revenue the County has the most control over. The 2016 Budget includes the amount of property taxes levied for the year and penalties. Once established, property tax amounts cannot be adjusted upward during the year.

The County Administrator's recommended total combined levy of \$50,242,700 for 2016 is an increase of 0.75%, or \$380,780 from the 2015 levy. Revenues from the property tax levy will constitute approximately 52.82% of all county revenues for 2016.

2016 Property Tax Levy

General Fund	\$29,778,667
Road and Bridge Fund	4,124,261
Community Social Services Fund	9,315,407
Road & Bridge Capital Improvement Fund	1,790,000
Debt Services Fund	4,939,365
Unestad Tax Abatement	123,000
Engler Blvd Tax Abatement	172,000
Total Levy County	\$50,242,700
<u>Carver Watershed Management Organization</u>	<u>\$ 614,458</u>
Total Combined Levy	\$50,857,158

The increase in the tax levy is the end-result of a 2016 Recommended Budget Strategy which was based on capturing the tax base from new construction. The County's portion of the total property tax bill on average-value homes will remain the same as 2015 and decrease for the average-value agricultural properties and most commercial properties with an average-value.

Intergovernmental and Other Revenues: Intergovernmental funding, which increased by \$4,173,218 from the 2015 Budget to the 2016 Budget, and the Other Revenues category are also major sources of revenue for the County.

Intergovernmental funding refers to funding from other governmental units at the federal, state and local level in the form of grants, program aids, entitlements, shared revenues, payments in lieu of taxes, and reimbursements for performance of specific functions or services. It also includes voluntary non-exchange transactions that result from legislative or contractual agreements such as grants, entitlements, appropriations and donations. Tax credits paid by the state are included in intergovernmental revenues. Intergovernmental funding increased from \$24,268,319 in 2015 to \$28,441,537 in 2016 primarily from additional funding received in the social services area and increased funding related to construction projects.

The Other Revenues category totals \$2,679,414. It includes gifts and donations, miscellaneous revenue from contracts, and transfers between funds.

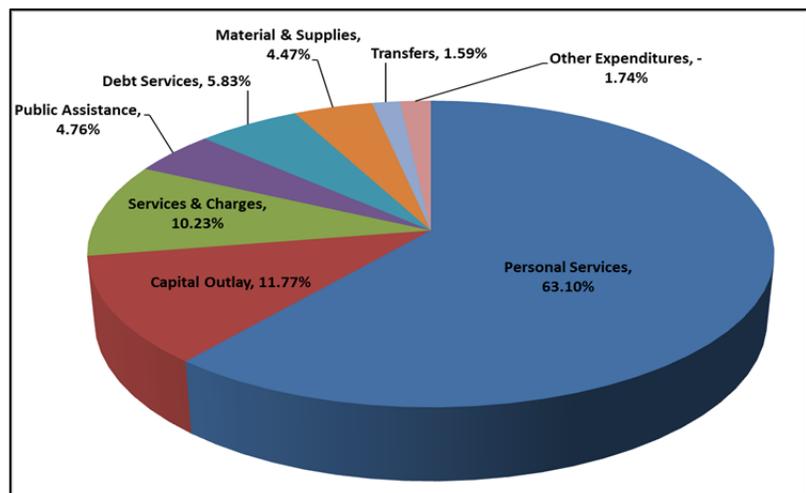
Charges for Services: The third-highest revenue source comes from Charges for Services, which totals \$12,504,330 in the 2016 Budget, an increase of \$650,922 from 2015. This revenue category refers to the County’s acquisition of revenue from the professional services the County provides for a fee and other services and charges covered in its Fee-for-Service Schedule.

Investment Earnings: The revenue from investment earnings is budgeted at \$1,646,661 in 2016, same as 2015 based on recent years and the short-term investment outlook.

Expenditures

The 2016 Budget totals \$98,635,721 in expenditures, which is an increase of \$4,854,869 compared to the 2015 budget. The increase is primarily due to salary and benefit costs and construction projects planned for 2016. The following lists the expenditures for 2016, and the chart shows the percentage of the total expenditure associated with each category.

2016 Budget Expenditures	
Personal Services	62,242,205
Capital Outlay	11,605,116
Services & Charges	10,087,102
Public Assistance	4,693,180
Debt Services	5,749,365
Material & Supplies	4,406,294
Transfers	1,563,948
Other Expenditures	(1,711,489)
Total Expenditures	98,635,721



Personnel Costs and Services and Charges: Costs associated with County employee wages and benefits comprise the largest expenditure for the County.

Expenditures for employee wages are captured in the “Personal Services” account class, which includes compensation paid to full-time, part-time, and temporary or intermittent employees with payroll deductions. It does not include fees or contractual payments paid to consultants or independent contractors: Those costs are captured in the “Services and Charges” account class that also includes other expenses associated with business operations.

The budgeted amount for personal services for 2016 is \$62,242,205, which is an increase of \$3,511,187 from the 2015 budgeted amount of \$58,731,018. The 2016 Budget includes salary and benefit increases to remain competitive with the market and funding for additional employee positions that are included in the 2016 Administrator’s recommendation. Approximately 85% of the \$639,270 in recommended employee positions is funded by non-levy revenue sources.

After years of seeing health insurance costs increase at a rate much higher than inflation, the County’s health insurance premiums had relatively small increases over the past few years. This improvement is due to a five-year contract with favorable rate caps that expires in 2016. The 2016 Recommended Preliminary Budget includes a \$200,000 increase in the County’s contribution to employee insurance premiums to transition to a more competitive and sustainable employee health and dental benefits package.

Conference and Training: The 2016 Budget includes \$455,903 for conference and training for County staff development. *See Attachment F for a listing of conference and training for each County division.*

Capital Outlay: The County’s second-highest expenditure category is \$11,605,116 for capital improvements. A number of capital projects are included in the 2016 Budget, most of which have off-setting cost savings, intergovernmental reimbursements, and sources of funds other than property taxes. *See Attachment C on Capital Projects and Attachment D on Replacement of Facilities, Vehicles, and Equipment expenses, for listings of expenditures that are included under Capital Outlay.*

Public Assistance: The 2016 Budget includes \$4,693,180 for Public Assistance. In terms of expenditures for specific County functions, expenditures for Human Services (which includes Public Assistance) consume the most dollars in comparison to other services provided by the County. The amount budgeted for Public Assistance in 2016 is \$369,760 higher than the 2015 budget.

Debt Services: The principal and interest accumulated on the Debt Service Fund is used to retire debt and is another major component of County expenditures. In the 2016 Budget, \$5,749,365 is being budgeted for Debt Services, which is a decrease of \$63,500 from the previous year. This decrease is due to the Septic Loan program yearly repayment being lower than 2015.

2016 Budget: Recommended Net Levy Adjustments for Trends, Increased Fees, etc.

Division/Dept.	Item	Division Director Request	County Administrator's Preliminary Recommendation	Board Approved
Court Administration	Increase budget for court appointed attorneys based on 3 year trend (largely due to inc costs in Juvenile cases) and anticipated fee increase from \$75 to 100.	55,000	55,000	55,000
Financial Services	Budget software- cloud solution - annual maintenance	20,000	20,000	20,000
SWCD, Historical Society, & Extension	SWCD & Historical Society-allocation increase, Extension MOE increase	20,000	20,000	20,000
Admin Services	Annual fee for hosting Sierra (Library's integrated library system)	18,000	18,000	18,000
Admin Services	Managed Print Service- contract expiring	36,000	36,000	36,000
Sheriff's Office	Decrease in Jail inmate revenue (working on estimated decrease)	300,000	300,000	300,000
Sheriff's Office	Jail Medical Records software_ hosting needs	10,000	10,000	10,000
PR & TSD	License Center Revenue increases, based on 3 year average	(36,000)	(36,000)	(36,000)
Public Works	Annual Maintenance for software programs	28,300	28,300	28,300
Public Works- Parks	Advertising & supplies	7,000	7,000	7,000
Requests after 5/30				
PR&TSD	Chanhassen License Center Lease Revenue	17,616	17,616	17,616
Attorney's Office	Transcript costs	5,000	5,000	5,000
Sheriff's Office	Contract with on-site mid-level healthcare provider	21,100	21,100	21,100
Sheriff's Office	Increase in inmate meals	9,600	9,600	9,600
Sheriff's Office	Everbridge system	16,500	16,500	16,500
Employee Relations	HRIS maintenance (currently \$56,500 set aside)	18,500	18,500	18,500
Public Works	Smartlink Maintenance Revenue	25,000	25,000	25,000
CCS	Purchase of Services	442,000	442,000	442,000
	GRAND TOTAL =	\$ 1,013,616	\$ 1,013,616	\$ 1,013,616

2016 Levy Savings Target By Division: Proposed Adjustments

Division	Department	Item	Levy Savings	County Administrator's Preliminary Recommended	Board Approved	Describe Adjustments i.e. impact/effective date/etc.
Target: County Attorney's Office \$60,000	County Attorney 01-90	Various Expenditure lines-6414/1101-6379	\$ 5,000	\$ -	\$ -	Reduce funds available for these two budget lines.
			-	-	-	The County Attorney's Office is unable to achieve its' levy savings target by reducing other cost areas.
Target: Commissioners \$12,200	a. Commissioner	Commissioner Contingency	50,000	50,000	50,000	This contingency would be reduced from \$200k to \$150k. Average used annual during years 2011-15 is \$50k. This contingency is for unexpected items, so the risk is increased that we may not have enough to cover those issues.
Target: County Administration \$8,000	a. County Admin		-	-	-	Due to the small size of this budget, unable to arrive at this cut level without reducing training, professional association memberships, or lobbying efforts. These are investments with a positive payback and no reduction is recommended. Will be submitting a "zero impact" operating budget.
\$2.2M Target: Financial Services \$14,000	Financial Services	Professional Services: Audit Fees	7,000	7,000	7,000	New State Legislation ends the monopoly the State Auditor has over performing Carver County's financial audit effective July 1, 2016. County staff believes competition with the private sector for our 2016 financial audit will create negotiating leverage which will reduce our 2016 audit fees by at least 10% for our 2015 financial audit.
	Financial Services	Professional Services: Audit Fees	7,000	-	-	Same as above except increasing the estimated audit fee savings to 20% for our 2015 financial audit.
\$2.2M Target: Public Health & Environment \$120,000	a. Land Mgmt.	<u>Increase revenue</u> projection for licenses and permits (\$42k revenue increase, partly offset by \$7k in related expenses)	35,000	35,000	35,000	The net increase in revenue is based on an upward trend in receipts in 2012, 2014 and 2015. Although continued growth is anticipated, an unforeseen downturn in the economy would obviously temper this projection. This projection does not entail an increase in the current fee schedule amounts.
	b. Public Health	<u>Increase revenue</u> projection for several grants; additional funds will replace levy funding for personnel.	35,081	35,081	35,081	Newly projected increased revenue allows the Department to decrease the need for levy funding.
LEVY DECREASE	c. Planning & Water Mgt.	<u>Decrease the county's levy contribution</u> to AIS programmatic costs	20,000	20,000	20,000	AIS inspection costs and program coordination will be funded with State, watershed districts', and other jurisdictions' funds.
PROPOSED FEE INCREASE	d. Environmental Services	<u>Increase fee for service</u> revenue from Hazardous Waste generators.	6,000	6,000	6,000	Hazardous Waste personnel and technology costs have risen steadily for the past ten years. At the same time, we have not raised hazardous waste generator fees in over 10 years. The division recommends a 10% fee increase to cover the increased costs of administering the program. Carver County fees are 20 to 40% lower than other metro counties and an increase would bring Carver closer to other metro counties though still below them.
RISING REVENUE PROJECTIONS	e. Environmental Services	<u>Increase revenue:</u> PaintCare	-	75,231	75,231	Before the budgetary gap emerged, the Division originally recommended creating a new Environmentalist position funded by the new PaintCare revenue. Given the budgetary structural gap, the County Administrator does not recommend that the Department fund a new FTE with the PaintCare funds. PaintCare revenue is now available to offset the Environmental Services Department's general levy impact. For 2016, the Environmental Services Department would be funded only by outside revenues, with no levy dollars.
PROPOSED CUTS	f. Public Health	Cut professional services and training costs for nurse home visiting.	11,919	11,919	11,919	Reduce the budget for outside contracts for services and provide the service with internal existing staff. PH would also use more funds from the Metro Alliance for Healthy Families (MAHF) and from TANF (Temporary Assistance for Needy Families) to pay for staff time, replacing general levy funds. Training expenses have decreased as start-up costs have subsided.
	g. Public Health	Cut levy funds used for conferences.	12,000	12,000	12,000	Replace levy funding for conferences with Local PH (LPH) grant funds. This would be made possible by reductions in LPH funds needed for professional services related to IT systems and community health surveys, which are decreasing.

\$2.2M Target: Administrative Services \$520,000	Admin Serv	Standing Workstations_ decrease on AttD	50,000	50,000	50,000	Find one-time funding to complete standing workstation funding and eliminate funding for future endeavors.	
	Admin Serv	Training	2,000	2,000	2,000	Reduce out-of-state conferences by one per year.	
	Admin Serv	Intern/Fellow	5,800	-	-	Eliminate funding for intern in Admin Serv. Impact would be less staffing to assist with special projects and the lost opportunity to build talent in the profession.	
	Veterans	Conferences and Training	1,000	-	-	Cut one out-of-state training per year.	
	Extension	Misc. Line Items	3,000	3,000	3,000	Small reductions to be made in a number of line items including office supplies, training materials, etc. Would require them to watch budget closer and be selective on purchases in these areas.	
	Library	Leased Equipment	1,000	1,000	1,000	Purchased printer and therefore will not need the lease in 2016	
	Library	Furniture_ decrease on AttD	10,000	5,000	5,000	The library has aging furniture. Cutting \$10k out of the \$15k budget would result in the library keeping worn-out furniture.	
	Library	New Revenue for E-Resources	8,000	-	-	These are e-books and e-audio. Plan was to increase this line item by \$8k in 2016 by using additional revenue. This cut would eliminate that plan. E-resources are growing in popularity and this move would result in longer wait lists for books and a smaller selection.	
	Library	Subscriptions	16,000	-	-	Half of the magazine/newspaper subscriptions would be cut. The result would be less variety for patrons to read.	
	Library	Cleaning Services	1,500	1,500	1,500	Renegotiate cleaning contract in Waconia.	
	Library	Conferences and Training	2,000	2,000	2,000	Reduce out-of-state conferences by one per year.	
	Library	Office Supplies	5,000	5,000	5,000	Library reviewed budget to actual in office supplies and can reduce the amount by \$5,000.	
	Library	Books and Materials	17,500	-	-	Result in fewer library books for patrons and longer wait lists for popular items.	
	Facilities	Employee Mileage	5,000	5,000	5,000	Require more use of county vehicles.	
	Facilities	Conferences and Training	5,000	-	-	No national professional development conferences for facilities staff.	
	\$2.2M Target: Court Services \$50,000	a. Court Services	01-252-252-0000-5319	4,000	4,000	4,000	County Probation Office (CPO) state reimbursements/revenue increases have been approved by the MN Legislature for FY2016-2017. The increases in this budget area for probation services will be approx. + 4%, which will provide some additional revenue to Carver County, adding a projected \$5,000 over the currently budgeted amount in this line item.
		b.	01-252-252-0000-5561	4,000	4,000	4,000	Adult Probation/Supervision Fee increases of \$10 per year per client (\$10 x 400 clients = \$5K). This fee increase will provide additional revenue for the County, while remaining well within the average fee amounts across the metro counties for probation services.
c.		01-252-252-1854-5590	5,000	5,000	5,000	Electronic Home Monitoring Admin Fees - Revenue in this area is increasing as the Court continues to further utilize EHM services as an alternative to incarceration and other more sanctions.	
d.		Salary Line Item	12,000	-	-	Newly appointed CS director (fall of 2015); Projected annual salary and savings of \$10K-\$15K/yr. This position will be budgeted at the mid-point for the salary range	
a. Court Services		01-252-253-1856-5564	8,000	-	-	Expand on our use of "service contracts" for STS program users for non-county department projects or sites. Current rate is set at \$300 per day with our Three Rivers Park District contract (30 days = \$9000). Expanding this contract to 45 days is a plausible option, and seeking out several additional contracts with local cities (similar to Scott Counties STS program) would provide a broader base of revenue support for this important program. Greater use of STS also saves the County jail costs and out-of-home correctional placement costs. The local MN DOC office could also assist in expanding our contracting options, as this program serves offenders under supervision with the County and the State.	

	b.	01-252-252-0000-6331		2,000	2,000	2,000	Reduction in employee mileage expenses through greater use of County car(s) for client/offender transports and home visits. Court Services, as of late 2014, utilizes a transport car which has reduced employee mileage claims, potentially saving several thousand dollars each year in this line item.
	c.	01-252-254-3860-6040		5,000	5,000	5,000	Implementation of a juvenile detention risk assessment tool in 2016 could further reduce Carver County's use of out-of-county secure detention placements. This process has been successfully implemented in other metro counties via a national model known as the Juvenile Detention Alternatives Initiative (JDAI).
	d.	Salary Line Item		10,000	-	-	Court Services currently has a vacancy with it's Collections Officer position. This position is responsible for collecting ongoing revenue to off-set the County costs of out-of-home juvenile placements. This is a critical function, however a consolidated collections officer position(s) with Comm. Social Services Dept. could result in County cost savings. A shared/split position
\$2.2M Target: Property Records & Taxpayer Services \$60,000	a. Taxpayer Services	License Center- Chanhassen- Increase in fee collections		60,000	60,000	60,000	Chanhassen License Center has seen steady growth in fee collections, capturing an additional \$60,000 within passport fees and photos, as well as, motor vehicle fees.
	b. Recorder	Recorder Technology fees- Information Technology Allocation		40,000	40,000	40,000	Increase the Recorders Technology allocation to IT for increased infrastructure and software costs within the Recorder's Office.
\$1.1M Target: Sheriff's Office \$280,000	Sheriff - Patrol	201-236-0000-5899 Refunds		4,000	4,000	4,000	Increase revenues based on averages of previous 4 year actuals.
	Sheriff - Off-Duty Contract	201-250-0000-5532		1,626	1,626	1,626	Increase revenues based on averages of previous 4 year actuals.
	Sheriff - Various	201-XXX-XXXX-6XXX		26,100	26,100	26,100	Reduce expenses in various line items to cover increased contract obligations detailed in Sched A
	Sheriff - Patrol Fleet	201-236-0000-6670 Vehicle Purchase_ decrease on AttD		50,000	50,000	50,000	Decrease the purchase of marked/unmarked police vehicles. Results in increased maintenance expenses (PW Budget) and forces altering the fleet cycling plan to keep vehicles past the point where value and costs equal.
	Sheriff - Admin	201- 201-0000-5224 Police Aid		11,500	11,500	11,500	Increase revenues based on averages of previous 4 year actuals.
	Sheriff - Jail Programs	201-235-1681-5858 & 6420 Commissary		10,000	10,000	10,000	Increase revenues (\$20K) and expenses (\$10K) based on averages or previous 4 year actuals, net \$10K in revenue. Decreased boarding may impact commissary rev/exp proportionally.
	Sheriff - Off-Duty Contract	201-250-0000-5532		8,374	8,374	8,374	Increase revenues based on averages of previous 4 year actuals.
\$2.2M Target: Public Works \$280,000	520 Parks (Revenue)	5285 Metro Council O&M Grants		20,000	20,000	20,000	Increase in annual allotment from Met Council
	301 ADMIN	6346 SERVICE AGREEMENTS		1,500	1,500	1,500	Typically not spent
	303 Program Delivery	6260 Prof & Tech Fees		20,067	20,067	20,067	
	303 Program Delivery	6309 Signal Maintenance		23,433	23,433	23,433	Signal painting and other major maintenance will have to be funded out of CIP \$
	304 Highway Operations	6260 Prof & Tech Fees		5,500	5,500	5,500	
	304 Highway Operations	6267 Spot Safety and Capacity Service		3,500	3,500	3,500	Major safety work will have to be funded out of CIP \$s
	304 Highway Operations	6660 Equipment and Furniture_ decrease on AttD		100,000	100,000	100,000	\$ 365,000 - original levy amount. Delay equipment lifecycle plan by 1 year or backfill \$100,000 with 101/61 Turnback Funds.
	306 Equipment Operations	6561 Gasoline		26,000	26,000	26,000	Historic avg. Large increases due to weather will require a budget amendment request
	306 Equipment Operations	6562 Diesel		20,000	20,000	20,000	Historic avg. Large increases due to weather will require a budget amendment request
	820 Highway Non Dept. (Revenue)	5216 State Aid Municipal Maintenance		10,000	10,000	10,000	Increase in CSAH revenue is likely. Depends on result of new formula
	820 Highway Non Dept. (Revenue)	5225 State Aid Regular Maintenance		50,000	50,000	50,000	Increase in CSAH revenue is likely. Depends on result of new formula

\$2.2M Target: CSS \$330,000	Home & Community Based Care	LTSS Time Study				For 2015 the Division had limited history to project the new LTSS Time Study revenue. For 2016 we have five quarters of reliable history. This revenue source pays for the 7.0 FTE Social Workers II's that were hired to do the MnChoices Assessments. The levy savings listed is after the costs of the positions have been covered.
	All programs		442,000	442,000	442,000	
	Behavioral Health	Medical Assistance, Health Insurance and Client Fees		-	300,000	300,000
			71,869	71,869	71,869	With a Nurse Practitioner, contract Psychiatrists and a Psychologist in place in the Outpatient Service the Division is projecting an increase in our revenues.
\$2.2M Target: Employee Relations \$60,000	01-050-050-6376-6379	Wellness Program				Effective 1/1/2016. This would eliminate health coaching conducted by Mayo, and reduce the amount available to pay for Health Incentive Program participation.
	01-050-000-0000-6335	County-Wide Training				Effective 1/1/2016. Leadership development, performance management, and other county-wide training initiatives budget would be eliminated. Investing in leadership development and employee development have been identified as county priorities and removing this funding would severely impact our ability to accomplish training and development initiatives.
	01-050-000-0000-6373	Misc. Employee Functions				Effective 2016. Eliminate support staff conference. Reduce programming and only provide low or no-cost speakers for a partial day training class as a potential alternative. The support staff conference has been a positive investment and training event in past years. Eliminating this event would negatively impact the County's priorities to invest in staff development.
	01-050-000-0000-6332	Conference, Professional Maintenance				Effective 1/1/2016. Reduce ER staff professional maintenance budget. This would negatively impact ER staff training and development options, with secondary impact on levels of service/knowledge provided to the organization and ability of staff to stay up to date on frequently changing issues in areas of legal, compliance, benefits, risk and liability, etc.
	01-050-000-0000-6241	Advertising & Legal Notice Publication				Effective 1/1/2016. This budget line item is already fairly minimal considering all the job recruitment conducted by ER. A reduction in this area would force ER staff to further reduce already minimal paid job advertisements. Divisions could be given the option to pay for additional advertising out of their own budgets if desired.
	01-050-000-0000-6260	Professional & Tech Fees For Services				Effective 1/1/2016. Cancel SafeAssure contract which provides multiple safety related services across County divisions. A portion of funding would need to be reallocated to ensure OSHA required safety training mandates are still met through other sources. This would be disruptive to our training delivery plan and would require ER and division staff to seek alternative training options. The County's focus on safety initiatives would be reduced overall.
Division Subtotal			\$ 1,492,769	\$ 1,670,200	\$ 1,670,200	

County-wide		Vacancy Savings Adjustment	\$ -	\$ 750,000	\$ 750,000	Based on prior year trends
		2015 Organizational Restructuring	-	330,000	330,000	The 2015 Organizational Restructuring provides a net reduction in salary and benefits through a 2.0 net FTE reduction, more strategic alignment of functions, and streamlining Divisions from 7 to 5.
		Redirect County Program Aid back into the Operating Budget and funding CIP projects with Turnback funds.	-	600,000	600,000	State CPA funding is being redirected back to the General Fund because this funding source has become more reliable and because State Turnback funds are available to fund one-time capital projects for the foreseeable future.
County-Wide Subtotal			\$ -	\$ 1,680,000	\$ 1,680,000	

	\$ 1,492,769	\$ 3,350,200
Cuts to FVE replacement (Att D), listed above	(210,000)	(205,000)
Total Levy Target Savings	\$ 1,282,769	\$ 3,145,200

Attachment B: Recommended Staffing Changes

Division/Department	Division Requested FTE's/ hours	Requested Gross Levy (\$)	County Administrator's Preliminary Recommendation-FTEs	Position	Direct Funding	County Administrator's Preliminary Recommendation- Indirect Funding	County Administrator's Preliminary Recommendation- Net Levy (\$)	Board Approved
Requested for 2016:								
Admin Svcs-IT	1.00	85,610	0.00	GIS Specialist				
Admin Svcs-IT	1.00	123,963	0.00	Principal Analyst				
Admin Svcs-Library	0.25	6,725	0.00	STOc Library Assistant				
Admin Svcs-Library	2.00	85,946	0.00	Library Assistant				
PH&E-Environmental Svcs	1.00	87,992	0.00	Environmentalist I				
PH&E-Planning & Water Mgmt	0.40	35,960	0.40	Water Resources Assistant	35,960		-	-
PH&E-Public Health	1.00	102,852	0.00	Public Health Program Specialist				
PW-Administration	1.00	65,433	1.00	Admin Assistant		65,433	-	-
PW-Operations	3.00/ 6240 hrs	94,093	0.00	STOc - Hwy Maintenance Worker				
PW-Parks	0.43/ 800 hrs	12,000	0.43	PT Seasonal		12,000	-	-
PW-Program Delivery	1.00	102,503	0.00	Transportation Planner				
Sheriff-Communications	2.00	133,955	1.60	Dispatcher-911 svcs.			113,677	113,677
Sheriff-Jail	(0.38)	(16,089)	(0.38)	Visiting Clerk			(16,089)	(16,089)
CSS-Admin Support	1.00	65,433	1.00	Support Services Specialist	16,358	49,075	-	-
CSS-Behavioral Health	1.00	90,483	1.00	Registered Nurse	90,483	-	-	-
CSS-Home & Comm Based Care	2.00	177,810	2.00	Social Worker II	177,810	-	-	-
CSS-Child and Family	1.00	94,563	1.00	Therapist	94,563	-	-	-
Totals	18.70	\$ 1,349,232	8.05		\$ 415,174	\$ 126,508	\$ 97,588	\$ 97,588

Attachment C: Capital Projects by Fund for 2016

DEPT.	CIP #	DESCRIPTION	2015	2016	2016	Inc./Dec
			Adopted	County Administrator's Preliminary Recommendation	Board Approved	
Parks & Trails Capital Improvements						
		Extension of MN River Bluffs Regional Trail (Park & Trail Fund)	270,000	-	-	(270,000)
		Extension of MN River Bluffs Regional Trail (Federal)	649,600	-	-	(649,600)
		Extension of MN River Bluffs Regional Trail (CCRRA)	73,000	70,000	70,000	(3,000)
		Extension of MN River Bluffs Regional Trail (CPA)	49,719	-	-	(49,719)
		CR10 / Dakota Rail Regional Trail Connection (CPA)	141,619	-	-	(141,619)
		Security gates- Minnewashta and Baylor Park (CPA)	100,000	-	-	(100,000)
		Repurposing Houses, Plans & Construction for Group Use Area & Trailhead(CPA)	-	79,904	79,904	79,904
		34-520-XXX-XXXX-6610	1,283,938	149,904	149,904	(1,134,034)
Fund 34 Total	34-XXX-XXX-XXXX-66XX		1,283,938	149,904	149,904	(1,134,034)
Levy Dollars - Fund #34			-	-	-	-
Building and Other Capital Improvements						
		Master Space Plan Projects (CPA)	-	19,904	19,904	-
		Contribution to Agricultural Society 2013/2014 Building Projects (CPA)	60,000	60,000	60,000	-
		Security Task Projects- (CPA)	190,000	-	-	(190,000)
		TBD projects- (CPA)	41,338	-	-	(41,338)
		30-XXX-XXX-XXXX-6630	291,338	79,904	79,904	(231,338)
Fund #30 Total	30-XXX-XXX-XXXX-66XX		291,338	79,904	79,904	(211,434)
Levy Dollars - Fund #30			-	-	-	-
Regional Rail Authority Right-of Way Capital Improvements						
		Contribution to County for FTE (levy)	36,000	41,000	41,000	5,000
		Extension of MN River Bluffs Regional Trail (levy)-to fund 34	73,000	70,000	70,000	(3,000)
		TBD Regional Rail Authority Projects and Stewardship (levy)	11,000	33,000	33,000	22,000
		15-XXX-XXX-XXXX-66XX	120,000	144,000	144,000	24,000
Fund #15 Total	15-XXX-XXX-XXXX-66XX		120,000	144,000	144,000	24,000
Levy Dollars - Fund #15			120,000	140,000	140,000	20,000
Road & Bridge Capital Improvements						
Transfers						
		CSAH Regular funds transfer to Fund 03	100,000	143,000	143,000	43,000
		Wheelage tax funds transfer to Fund 35	-	315,000	315,000	315,000
		03-304 & 35-814	100,000	458,000	458,000	358,000
Professional Services						

307-8637	CSAH 18 Reconstruction (State Aid)		311,000	311,000	311,000
307-8637	CSAH 18 Reconstruction (Mun / State Participation)		206,000	206,000	206,000
307-8740	CSAH 51 Bridge over Carver Creek (State Aid Regular)	30,000	-	-	(30,000)
307-8737	CR 140 Bridge #L2795 (CPA)	50,000	-	-	(50,000)
307-8738	CR 140 Bridge #10504 (CPA)	50,000	-	-	(50,000)
307-8739	CR 140 Bridge #L2797 (CPA)	50,000	-	-	(50,000)
307-8754	CSAH 14 Corridor Signal Improvements (State Aid Regular)	50,000	-	-	(50,000)
307-8765	NON-CIP CSAH 10/51 Ring Road (Mun / State Participation)		128,000	128,000	128,000
		32-307-000-0000-6680	230,000	645,000	415,000

Construction

307-8014	Shoulder Widening (County Levy)		400,000	400,000	400,000
307-8014	Shoulder Widening (Wheelage Tax)		495,000	495,000	495,000
307-8014	Shoulder Widening (State Aid)		561,000	561,000	561,000
307-8015	Safety Set Aside (County Levy)	150,000	175,000	175,000	25,000
307-8016	Traffic Marking / Signs / Signals (County Levy)	340,000	315,000	315,000	(25,000)
307-8016	Traffic Marking / Signs / Signals (CPA)		110,000	110,000	110,000
	Development Driven Road & Bridge Projects (Portion of 50% unallocated CPA)	10,000	-	-	(10,000)
307-8737	CR 140 Bridge #L2795 (Bridge Bonding)	481,000	-	-	(481,000)
307-8737	CR 140 Bridge #L2795 (CPA)	100,000	-	-	(100,000)
307-8738	CR 140 Bridge #10504 (Bridge Bonding)	721,000	-	-	(721,000)
307-8738	CR 140 Bridge #10504 (CPA)	100,000	-	-	(100,000)
307-8739	CR 140 Bridge #L2797 (Bridge Bonding)	296,000	-	-	(296,000)
307-8739	CR 140 Bridge #L2797 (CPA)	100,000	-	-	(100,000)
307-8740	CSAH 51 Bridge over Carver Creek (State Aid Regular)	163,000	-	-	(163,000)
307-8740	CSAH 51 Bridge over Carver Creek (Bridge Bonding)	163,000	-	-	(163,000)
307-8745	CSAH 33 Bridge #10515 (CPA)		32,084	32,084	32,084
307-8754	CSAH 14 Corridor Signal Improvements (State Aid Regular)	48,211	-	-	(48,211)
307-8754	CSAH 14 Corridor Signal Improvements (Federal)	482,112	-	-	(482,112)
307-8765	NON-CIP CSAH 10-51 Ring Road (Mun / State Participation)		640,000	640,000	640,000
307-8743	CSAH 23 Bridge #10507 (Bridge Bond)		112,000	112,000	112,000
307-8756	CR123 Flood Mitigation (Fund Balance)	210,561	-	-	(210,561)
	Flood Mitigation (CPA)	122,675	-	-	(122,675)
307-8757	CSAH 10 / TH 5 Intersection (State Aid Regular)	300,000	-	-	(300,000)
307-8780	CSAH 11 MN River Bridge (State Aid Regular)		225,000	225,000	225,000
307-8784	CSAH 61 Reconstruction (Mun / State Participation)		1,740,000	1,740,000	1,740,000
307-8784	CSAH 61 Reconstruction (CPA)		17,724	17,724	17,724
		32-307-000-0000-6681	3,787,559	4,822,808	1,035,249

Right of Way

307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (State Aid Regular)	-	181,350	181,350	181,350
307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (Municipal/ State)	-	268,650	268,650	268,650
307-8737	CR 140 Bridge #L2795 (Fund Balance)	40,000	-	-	(40,000)
307-8738	CR 140 Bridge #10504 (Fund Balance)	40,000	-	-	(40,000)
307-8739	CR 140 Bridge #L2797 (Fund Balance)	40,000	-	-	(40,000)
307-8740	CSAH 51 Bridge over Carver Creek (State Aid Regular)	40,000	-	-	(40,000)
307-8765	NON-CIP CSAH 10-51 Ring Road (Mun / State Participation)		520,500	520,500	520,500
		32-307-000-0000-6685	160,000	970,500	810,500

Resurfacing/Maintenance

307-8000	Resurfacing/Maintenance (County Levy)	1,200,000	900,000	900,000	(300,000)
307-8000	Resurfacing/Maintenance (Wheelage)	415,000	-	-	(415,000)
307-8000	Resurfacing/Maintenance (State Aid)	900,000	2,482,500	2,482,500	1,582,500
		32-307-000-0000-6684	2,515,000	3,382,500	867,500

Fund #32 Total	32-307-XXX-XXXX-66XX	6,792,559	10,278,808	10,278,808	3,486,249
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Road & Bridge Levy Dollars - Fund #32	1,690,000	1,790,000	1,790,000	100,000
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Attachment D: 2015 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2015	2016	2016	Inc./Dec
			Approved	County Administrator's Preliminary Recommendation	Board Approved	
Administrative Services - Facilities						
Building Improvements - 6640						
	01-110	Facilities - Manager Initiatives	326,500	335,000	335,000	8,500
		Building Improvements 01-110-000-0000-6640	326,500	335,000	335,000	8,500
Dept Total		01-110-XXX-0000-66XX	326,500	335,000	335,000	8,500
Administrative Services - Information Services						
Manager Capital Initiatives						
		Technology - Manager Initiatives	310,000	320,000	320,000	10,000
		Software: 01-049-046-0000-6660	310,000	320,000	320,000	10,000
Client Services						
		Scanner Replacement	-	12,000	12,000	12,000
		Equipment: 01-049-060-0000-6660	-	12,000	12,000	12,000
Dept Total		01-049-XXX-XXXX-66XX	310,000	332,000	332,000	22,000
Administrative Services - Library Administration						
		Furniture replacement	15,000	10,000	10,000	(5,000)
		Self checkout replacement	-	20,000	20,000	20,000
		Equipment: 01-014-500-0000-6660	15,000	30,000	30,000	15,000
Dept Total		01-014-XXX-XXXX-66XX	15,000	30,000	30,000	15,000
Administrative Services - Administration						
		Ergonomic/adjustable height workstations/tables	50,000	-	-	(50,000)
		Equipment: 01-0XX-000-0000-6660	50,000	-	-	(50,000)
Dept Total		01-XX0-000-0000-66XX	50,000	-	-	(50,000)
Public Health & Environment						
Planning and Water Management						
		Vehicle	30,000	-	-	(30,000)
		01-123-120-XXXX-6670	30,000	-	-	(30,000)
		Carver County Water Mgmt. Organization Project Fund*	140,000	135,000	135,000	(5,000)
		16-XXX-XXX-XXXX-6630	140,000	135,000	135,000	(5,000)
Division Total		16-XXX-XXX-XXXX-66XX	170,000	135,000	135,000	(35,000)
Sheriff's Office						
Jail						
		Washing Machines	-	25,000	25,000	25,000
		Jail Appliance Replacement LEC	40,000	-	-	(40,000)
		Jail- Paint	5,000	-	-	(5,000)
		Equipment: 01-201-235-0000-6660	45,000	25,000	25,000	(20,000)

Support Services		Total Capital Outlay 01-201-235	45,000	25,000	25,000	(20,000)
		Transport Van w/Security Divider	45,000	-	-	(45,000)
		Conference room/ office renovation		24,000	24,000	24,000
		Vehicles: 01-201-231-000-XXXX	45,000	24,000	24,000	(21,000)
		Total Capital Outlay 01-201-231	45,000	24,000	24,000	(21,000)
Patrol						
	236-01	Vehicles	283,342	247,500	247,500	(35,842)
		Vehicles: 01-201-236-0000-6670	283,342	247,500	247,500	(35,842)
		Total Capital Outlay 01-201-236	283,342	247,500	247,500	(35,842)
Communication						
	240-	MDCs and Radios	50,000	50,000	50,000	-
		Dispatch Consoles (equipment paid by 911 fees*)	700,000	-	-	(700,000)
		Equipment: 01-201-240-0000-6660	750,000	50,000	50,000	(700,000)
		Total Capital Outlay 01-201-240	750,000	50,000	50,000	(700,000)
Division Total		01-201-XXX-XXXX-66XX	1,123,342	346,500	346,500	(776,842)
Public Works						
Highway Operations						
		AVL / GPS for PW Fleet	15,000	-	-	(15,000)
		Public Works Equipment	-	265,000	265,000	265,000
		Public Works Equipment (CSAH)		150,000	150,000	150,000
		Equipment: 03-304-000-0000-6660	15,000	415,000	415,000	250,000
	305-020	Pickups (CSAH)	35,000	-	-	(35,000)
		1Ton Crew Cab (Dump Box) (CSAH)	55,000	-	-	(55,000)
		Trimble R10 GNSS (2) & TSC# Controller (CSAH)	48,000	-	-	(48,000)
		Hwy Vehicles: 03-304-000-0000-6670	138,000	-	-	(138,000)
		Skid Steer Loader	75,000	-	-	(75,000)
		Dozer	70,000	-	-	(70,000)
		Portable Traffic Signs (Levy)	42,500	-	-	(42,500)
		Portable Traffic Signs (CSAH)	7,500	-	-	(7,500)
		Vac Truck Nozzles (CSAH)	7,000	-	-	(7,000)
		Hwy Eq: 03-304-000-0000-6690	202,000	-	-	(202,000)
		Total Capital Outlay: 03-304	355,000	415,000	415,000	(90,000)
Equipment Operations						
		Fuel System Upgrade (CSAH)	35,000	-	-	(35,000)
		Fleet Pool Management Software	10,000	-	-	(10,000)
		Software: 03-306-000-0000-6655	45,000	-	-	(45,000)
		Total Capital Outlay 03-306	45,000	-	-	(45,000)
Dept Total		03-XXX-XXX-XXXX-66XX	400,000	415,000	415,000	(135,000)
Park Administration						
		Park Maintenance Projects (paid by increase in park permit fees*)	35,426	26,000	26,000	(9,426)
		Site Improvements: 01-520-000-0000-6610	35,426	26,000	26,000	(9,426)
		One Ton Diesel	51,000	-	-	(51,000)
		Equipment: 01-520-000-0000-6660	51,000	-	-	(51,000)

Dept Total	01-520-XXX-0000-66XX	86,426	26,000	26,000	(60,426)
Social Services					
	Software Purchase	-	10,000	10,000	10,000
	Software 11-405-600-XXXX-6655	-	10,000	10,000	10,000
	Home & Community Based Care Dept. Electronic Document Management Software (non-levy)	50,000	50,000	50,000	-
	Software 11-405-700-XXXX-6655	50,000	50,000	50,000	-
	Replacement Client Transport Vehicles (1 @ \$30,000)	25,000	30,000	30,000	5,000
	Vehicles 11-405-700-XXXX-6670	25,000	30,000	30,000	5,000
Division Total	11-XXX-XXX-XXXX-66XX	75,000	90,000	90,000	15,000
County Totals		2,556,268	1,709,500	1,709,500	(996,768)
	*Non-Levy Dollars Available to Pay	<u>(1,112,926)</u>	<u>(371,000)</u>	<u>(371,000)</u>	<u>(741,926)</u>
	Net Levy Dollars Needed	<u>\$ 1,443,342</u>	<u>\$ 1,338,500</u>	<u>\$ 1,338,500</u>	<u>\$ (104,842)</u>

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2016**

DIVISION - DEPT.	DESCRIPTION	2015		2016	
		2015 Budget	Budget (Reorg)	Adopted	Inc./Dec
Commissioners					
	This includes funding for five Board members for various conferences and training throughout the year, including out of state conferences they may attend.	20,000	20,000	20,000	-
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	-
	NACO/ICMA National	2,000	2,000	2,000	-
	Misc.- Administrator/staff	200	200	200	-
Total- County Administration	01-030-000-0000-6332	4,100	4,100	4,100	-
Public Services - Administration					
	APMP Meetings- Minnesota	200	200	200	-
	MCMA/MACA Annual Conference- Minnesota - 2	1,350	1,350	1,350	-
	ICMA National Conference- Missouri- 2	3,600	3,600	1,600	(2,000)
	MACA Fall- Minnesota	475	475	475	-
	Misc. Training	1,025	1,025	1,025	-
	Grant Workshop/Training	-	1,000	1,000	-
	AMC State Conference (previously under PH&E admin)	325	325	325	-
	Land Use, Environmental or Water Resource issues workshop or seminar (previously under PH&E admin)	475	475	475	-
	Staff Professional Training (previously under PH&E admin)	100	100	100	-
Total- Public Services Admin	01-048-000-0000-6332	7,550	8,550	6,550	(2,000)
Public Services - Facilities					
Facilities Management					
	Boiler Chemical - Water Treatment - Electrical CE's	1,800	1,800	1,800	-
	Siemens Control Apogee Training - BAS HVAC	1,000	1,000	1,000	-
	Amag/Milestone Security software - Local	1,800	1,800	1,800	-
	IFMA & EDAM - Local	1,100	1,100	1,100	-
	IFMA National	1,400	1,400	1,400	-
Total- Facilities	01-110-000-0000-6332	7,100	7,100	7,100	-
Public Services - Information Services					
Manager					
	In state training	4,000	4,000	4,000	-
	01-049-000-0000-6332	4,000	4,000	4,000	-
Technical Services					
	Sr. System Engineer - VMWare World (out of state - 1)	7,000	7,000	7,000	-
	Tech Supervisor Data Center Conference (out of state - 1)	3,000	3,000	3,000	-
	In state training	18,000	18,000	18,000	-
	01-049-046-0000-6332	28,000	28,000	28,000	-
Central Services & Records Mgt					
	ARMA National Fall Conference (out of state - 1)	3,000	3,000	3,000	-
	In state training	4,000	4,000	4,000	-
	01-049-xxx-0000-6332	7,000	7,000	7,000	-
GIS					
	ESRI International Conf. (out of state - 2)	4,000	4,000	4,000	-
	ESRI Developers Summit (out of state - 2)	4,600	4,600	4,600	-
	In state training	6,400	6,400	6,400	-
	01-049-062-0000-6332	15,000	15,000	15,000	-
APPLICATIONS (WEB/DBA/PMO)					
	Onbase National Conference (out of state - 1)	3,500	3,500	3,500	-
	Web and SharePoint (out of state - 1)	3,500	3,500	3,500	-
	SQL Database Conference (out of state - 1)	3,500	3,500	3,500	-
	CRM/PM/BA Conference (out of state - 2)	7,000	7,000	7,000	-
	In state training	10,500	10,500	10,500	-
	01-049-064-0000-6332	28,000	28,000	28,000	-
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	84,300	84,300	84,300	-
Public Services - Library					
Book Expo of America					
	May 12-14, 2016, Chicago, IL	1,000	1,000	1,000	-
ALSC National Institute					
	September 15-17, 2016, Charlotte, NC	1,000	1,000	1,000	-
IUG 2016					
	March 15-18, San Francisco, CA	2,000	2,000	2,000	-
	PLA Annual Conference 2016 (4 - MELSA will pay part of expenses) April 5-9, 2016, Denver, CO	4,000	4,000	2,000	(2,000)
	Additional Staff Training	-	-	-	-

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2016**

DIVISION - DEPT.	DESCRIPTION	2015		2016	
		2015 Budget	Budget (Reorg)	Adopted	Inc./Dec
	01-014-500-0000-6332	8,000	8,000	6,000	(2,000)
	American Association of Law Libraries (funded by Law Library Fees)	3,500	3,500	3,500	-
	02-508-000-0000-6332	3,500	3,500	3,500	-
Total- Library	01-014-500-0000-6332	11,500	11,500	9,500	(2,000)
Public Services - Veteran Services					
	120 MN DVA Spring Training/Conference Hutchinson, MN - April 2016	500	500	500	-
	120 National County Veterans Service Officer Conference at Myrtle Beach, SC - May 14-21, 2016	3,000	3,000	3,000	-
	120 Minnesota County Veterans Service Officer Conference at Nissawa, MN - Sept. 2016	1,000	1,000	1,000	-
	120 County Veterans Service Officer Assistant's & Secretary Association Conference at St. Cloud, MN - Sept. 2016	500	500	500	-
Total- Veteran Services	01-120-000-0000-6332	5,000	5,000	5,000	-
Public Services - Land Management					
	Planning/Zoning Administrators workshop or conference	900	900	900	-
	Tuition Reimbursement	200	200	200	-
	Continuing Education - Building Plan Technician Certification and Septic Certification	300	300	300	-
	CRM Training	200	200	200	-
	01-123-160-0000-6332	1,600	1,600	1,600	-
Public Services- Environmental Services					
Administration					
	Annual Agricultural Inspectors Conference	300	300	250	(50)
	Annual MPCA Sewage Treatment System Cont. Education (3)	400	400	900	500
	Annual MPCA County Feedlot Officers Training	400	400	300	(100)
	Misc. professional conferences or work related tuition reimbursement	400	400	400	-
	National Environmental Health Assoc. Conference [Out of State] / or tuition reimbursement - Manager	1,000	1,000	1,000	-
	Feedlot, SSTS and Water Quality misc. conferences	500	500	500	-
Solid Waste					
	RAM/SWANA Annual Conference [4]	850	850	950	100
	SWAA Annual conference	300	300	200	(100)
	Misc. special issue conferences	350	350	300	(50)
	National Household Hazardous Waste Conf. - [Out of State]- potentially Great Lakes Product Stewardship Initiative, National Product Stewardship Council	500	500	500	-
Industrial Hazardous Waste					
	National Hazardous Waste Conference - Out of State	500	500	500	-
	MN GroundWater Conference	150	150	150	-
	Misc. special issue conferences	400	400	300	(100)
	Management Training [Senior Environmentalist]	200	200	-	(200)
	OSHA/Safety Training	300	300	300	-
	01-123-130-XXXX-6332	6,550	6,550	6,550	-
Public Services - Planning & Water Management					
	Various water related, ISTS, WCA, Wetland, Erosion Control Conferences, seminars, training sessions	1,250	1,250	1,250	-
	ESRI Annual User Conference - Out of State	1,400	1,400	1,400	-
	Misc. Professional conferences or Tuition Reimbursement	250	250	250	-
	Annual Water Planner's Conference	350	350	350	-
	GIS Conference & Training	300	300	300	-
	National (Out of State) or State/Local Wetland and/or CRM Training	1,500	1,500	1,500	-
	National (Out of State) or State Water & Planning conference: potential Nat. APA Conf., Nat. NALMS Conf., Nat. StormCon Conf., Nat. TMDL Conf., State Water Resources, State MNAPA or State MECA, National LID Symposium	1,550	1,550	1,550	-
	01-123-XXX-XXXX-6332 & 16.6332	6,600	6,600	6,600	-
Total- Public Services		130,200	131,200	127,200	(4,000)
Attorney					
	Civil Conference (outside funding)	-	-	3,000	3,000
	NDA- Utah (outside funding)	-	-	3,000	3,000
	02-090-000-0000-6332	-	-	6,000	6,000
	Various training courses- continuing education credits for Attorneys	8,500	8,500	8,500	-
	01-090-000-0000-6332	8,500	8,500	8,500	-
Total- Attorney		8,500	8,500	14,500	6,000
Court Services - Probation					
	Correctional Evidence-Based Practices (LS/CMI, YLS, MI, Case Planning, etc.)	500	500	500	-
	Cognitive Skills training & offender programming (local & out-of-state)	1,000	1,000	-	(1,000)
	APPA National Probation Training Institute (Out-of-State)	2,800	2,800	2,800	-
	MN Association of County Probation Officers (MACPO) - Spring Conference	1,000	1,000	1,000	-
	MACPO Regional Training for Probation Officers	250	250	250	-

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2016**

DIVISION - DEPT.	DESCRIPTION	2015		2016	
		2015 Budget	Budget (Reorg)	Adopted	Inc./Dec
	Supervision strategies and treatment methods for Probation Officers	100	100	100	-
	Minnesota Corrections Association (MCA) - Fall Institute	750	750	750	-
	Female Offender Conference- local	100	100	100	-
Total- Court Services	01-252-XXX-XXXX-6332	6,500	6,500	5,500	(1,000)

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	300	300	300	-
	SHRM Seminars	600	600	600	-
	Support, MCIT Seminars	600	600	600	-
	Legal Update Seminars	2,400	2,400	2,400	-
	NPELRA or IPMA or NEOGOV Out-of-State Conference (TBD, Nevada)	2,000	2,000	2,000	-
	IPMA Local, Regional or National Conference	700	700	700	-
	PRIMA National Conference (TBD)	2,000	2,000	2,000	-
Total- Employee Relations	01-050-000-0000-6332	10,000	10,000	10,000	-

Property & Financial Services

Property & Financial Services- Financial Services

	National GFOA Conference (1), Toronto, Ontario	2,200	2,200	2,200	-
	National APA Congress(1), Nashville, TN	3,000	3,000	3,000	-
	Minnesota GFOA Conference (2)	1,500	1,500	1,500	-
	MCCC Annual Conference	850	850	850	-
	Grant Workshop/Training	1,000	-	-	-
	Additional Staff Training (IFS, Year-end, OSA)	1,250	1,250	1,250	-
	Treasurer's Mid-Year Conference	750	750	750	-
Total- Finance	01-045-000-0000-6332	10,550	9,550	9,550	-

Property & Financial Services- Taxpayer Services

Administration

	MN Assoc. of County Officers	750	750	750	-
	MN Assoc. of County Auditors	1,600	1,600	1,600	-
	Tax Training /Dept. Revenue	1,500	1,500	1,500	-
	MCCC Conference	1,500	1,500	1,500	-
	Staff Training	2,150	2,150	2,150	-
	01-040-040-0000-6332	7,500	7,500	7,500	-

License Center

	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

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

Total- Taxpayer Services	01-040-XXX-XXXX-6332	11,300	11,300	11,300	-
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Property & Financial Services-Property Assessment

	MAAO Fall Conference	1,220	1,220	1,220	-
	MAAO Seminars	700	700	700	-
	CLE Seminars	750	750	750	-
	MCCC Annual Conference	500	500	500	-
	Appraisal Training	5,400	5,400	3,100	(2,300)
Total- Property Assessment	01-047-000-0000-6332	8,570	8,570	6,270	(2,300)

Property & Financial Services-Property Records

	MN Association of County Officers	2,000	2,000	2,000	-
	Recorder's Conference	2,000	2,000	2,000	-
	Examiner of Titles Training	500	500	500	-
	Staff Training	1,089	1,089	1,089	-
	MN GIS Conference	-	500	500	-
	MSPS Annual Conference	-	375	375	-
	MSPS Seminar	-	150	150	-
	MN RealEstate Institute	-	500	500	-
Total- Property Records	01-100-000-0000-6332	5,589	7,114	7,114	-

Total- Property & Financial Services		36,009	36,534	34,234	(2,300)
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Public Works - Road & Bridge

Administration

	MCEA Institute	760	760	760	-
	MCEA Summer Conference	550	550	550	-
	Highway Accountants Conference (2)	700	700	700	-
	AMC Annual Conference	550	550	550	-
	NACE Annual Conference (Tacoma, WA) OUT OF STATE	2,000	2,000	2,200	200

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2016**

DIVISION - DEPT.	DESCRIPTION	2015		2016	
		2015 Budget	Budget (Reorg)	Adopted	Inc./Dec
	MTA Fly In	1,300	1,300	1,300	-
	MTA Annual Meeting	100	100	100	-
	MAPA (MN Asphalt Pavement Assoc.)	100	100	100	-
	Local Road Research Board Conferences (100% paid by LRRB - 2 in-state, 2 out of state, and 1 international	-	-	-	-
	Miscellaneous	1,440	1,440	1,240	(200)
	03-301-000-0000-6332	7,500	7,500	7,500	-
Program Delivery					
	MCEA Institute	3,040	3,040	1,074	(1,966)
	MCEA Summer Conference	550	550	400	(150)
	MSPS Conference	1,500	475	900	425
	MN-Dot Survey Technical Conference	1,200	1,200	1,200	-
	Frontier Precision	750	750	750	-
	CTC AutoCad	2,000	2,000	-	(2,000)
	MN GISLIS Conference	1,500	1,000	1,000	-
	ESRI User Conference (San Diego) OUT OF STATE	1,500	1,500	1,500	-
	Leadership Training	500	500	500	-
	ESRI Instructor Lead Training	3,000	3,000	3,000	-
	MN Transportation Conference	400	400	400	-
	Toward Zero Deaths Conference	800	800	800	-
	MN-Dot and U of M certificates	2,000	2,000	2,000	-
	MN-Dot and U of M re-certificates	2,200	2,200	2,000	(200)
	MN-Dot R-O-W Conference	500	500	500	-
	Microsoft Project Training	1,000	1,000	2,000	1,000
	Project Management Training	1,000	1,000	1,000	-
	NACE Annual Conference (Tacoma, WA) OUT OF STATE	2,400	2,400	2,200	(200)
	MN Bar Association	500	500	500	-
	Miscellaneous Training -	1,060	1,060	-	(1,060)
	03-303-000-0000-6332	27,400	25,875	21,724	(4,151)
Highway Operations					
	Examples: Safety & Wellness Conferences				
	Equipment Training, Pesticide	6,000	6,000	-	(6,000)
	APWA National and Snow Conference, (out of State)	-	-	3,000	3,000
	NAFA 2016 Fleet Manager convention, (out of State)	-	-	3,000	3,000
	Asset Works Academy (2 staff) OUT OF STATE	-	-	5,500	5,500
	Misc Traing				
	03-304-000-0000-6332	6,000	6,000	11,500	5,500
Equipment Operations					
	Hydraulic, Electrical, & Welding Training	5,000	5,000	10,000	5,000
	03-306-000-0000-6332	5,000	5,000	10,000	5,000
Total- Public Works	03-XXX-XXX-XXXX-6332	45,900	44,375	50,724	6,349
Public Works - Parks					
	MRPA Annual Conference	1,500	1,500	1,500	-
	MN Shade Tree Short	100	100	100	-
	MRPA Seminars	100	100	100	-
	Park Supervisor Seminars	100	100	100	-
	National Park Institute (Out of State)	1,200	1,200	1,200	-
Total- Parks	01-520-000-0000-6332	3,000	3,000	3,000	-
Sheriff's Office					
Administrative Services Unit		8,200	8,200	8,200	-
	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				
Operation Services Unit		10,340	10,340	10,005	(335)
	Investigation Division				
	Crime Technician				
	School Resource Officer/Gangs/Bike Patrol				
	SERT				
Patrol Services Unit		20,220	20,220	-	(20,220)
	Training - State POST, OSHA mandated,				
	Elective, 1st Responder, PRISIM, ADA, etc.				
	Traffic Safety/Criminal Interdiction/Weights/Scales				
	K-9 Trials and Certifications				
	Supervisor Development				
Support Services Unit		13,806	13,806	34,463	20,657
	ATV				
	Civil Process				
	Conceal and Carry				
	Warrants				
	Dive Team				

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2016**

DIVISION - DEPT.	DESCRIPTION	2015		2016	
		2015 Budget	Budget (Reorg)	Adopted	Inc./Dec
	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 - Chicago, IL (1)				
	01-201-XXX-XXXX-6332	61,566	61,566	61,668	102
Emergency Management Unit					
	AMEM Emergency Management Conference	1,500	1,500	2,900	1,400
	Governor's Emergency Mgmt. Conf.	600	600	600	-
	Emergency Management Training	600	600	600	-
	Hazardous Materials Training	900	900	900	-
	01-201-280-0000-6332	3,600	3,600	5,000	1,400
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	-
Explorers					
	Explorers	2,750	2,750	2,750	-
	02-205-000-0000-6332	2,750	2,750	2,750	-
Posse					
	Posse Training	3,750	3,750	3,750	-
	02-203-000-0000-6332	3,750	3,750	3,750	-
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	82,046	82,046	83,548	1,502
Health & Human Services- Social Services					
	National Child Protection Training Center Annual Conf. - Out of State	1,200	1,200	1,200	-
	Workforce Conference - Out of State - Out of State	1,400	1,400	1,400	-
	National Eligibility Workers Assoc Conf - Out of State	2,600	2,600	4,800	2,200
	National Child Support Assoc Conf Out of State	3,600	3,600	1,400	(2,200)
	National Child Support Assoc Conf Out of State - County Attorney	1,800	1,800	1,800	-
	OJJDP Regional Training - Out of State	1,200	1,200	-	(1,200)
	Midwest Conf on Child Sexual Abuse - Out of State	1,055	1,055	1,500	445
	Signs of Safety Training - Out of State	-	-	5,000	5,000
	International Signs of Safety Garthering - Out of State	-	-	4,000	4,000
	International Conf on Violence, Abuse, & Trauma- Out of State	1,500	1,500	-	(1,500)
	Solution Focused Brief Therapy National Conference - Out of State	1,200	1,200	1,200	-
	National Attachment Conference - Out of State	1,800	1,800	1,800	-
	National Conference Community on Behavior Health - Out of State	2,800	2,800	2,800	-
	International Trauma Conference - Out of State	1,675	1,675	1,675	-
	Mental Health America Annual Conference - Out of State	1,425	1,425	1,500	75
	Justice and Mental Health Second Chance Conference - Out of State	1,600	1,600	1,600	-
	Conferences within State	49,135	49,135	44,472	(4,663)
	11-XXX-XXX-XXXX-6332	73,990	73,990	76,147	2,157
Public Health (previously under PH&E)					
Public Health Department - Leadership					
	National Public Health Conference - Out of State: potentially NACCHO, APHA, ASTHO or other public health focused conference	-	-	2,500	2,500
	AMC State Conference	300	300	300	-
	CHS State Conference	1,500	1,500	1,500	-
	Minnesota E-Health Summit (see Public Health Nursing Unit)	-	-	-	-
	CPHEO Public Health Institute Seminars	1,000	1,000	1,500	500
	Staff Computer Trainings	700	700	700	-
Public Health Nursing Unit					
	Training for Maternal & Child Health	700	700	700	-
	Training for TANF-related Family Home Visiting	1,000	1,000	1,500	500
	Training for Disease Prevention & Control	2,000	2,000	1,000	(1,000)
	Training for Child & Teen Checkups	100	100	100	-
	Minnesota E-Health Summit	400	400	500	100
	National Conference - Out of State: focused on Family Health and Family Home Visiting	4,500	4,500	2,000	(2,500)

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2016**

DIVISION - DEPT.	DESCRIPTION	2015		2016	
		2015 Budget	Budget (Reorg)	Adopted	Inc./Dec
Planning & Promotion Unit					
	Health Promotion Focused Conference - Out of State	6,500	6,500	4,550	(1,950)
	Aging Focused Conference - Out of State	-	-	3,700	3,700
	NACCHO National Preparedness Conference - Out of State	1,800	1,800	-	(1,800)
	GIS Conference & Training - Out of State	3,000	3,000	3,000	-
	Planning and Health Promotion Workshops and Seminars	3,000	3,000	3,000	-
	Public Health Emergency Preparedness Training	450	450	400	(50)
	11-460-XXX-XXXX-6332	26,950	26,950	26,950	-
Total- Health & Human Services	11-XXX-XXX-XXXX-6332	100,940	100,940	103,097	2,157
County Totals		447,195	447,195	455,903	8,708



FY 2016

Budget Resolutions

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

Date: December 15, 2015 Resolution: _____
 Motion by Commissioner: _____ Seconded by Commissioner: _____

**CERTIFYING
2016 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 2016.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that there by, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2016, to wit:

GENERAL FUND	\$29,778,667
Road and Bridge Fund	4,124,261
Community Social Services Fund	9,315,407
Road & Bridge Capital Improvement Fund	1,790,000
Debt Services Fund	4,939,365
Unestad Tax Abatement	123,000
Engler Blvd Tax Abatement	172,000
Total Levy County	\$50,242,700
Carver Watershed Management Organization	614,458
Total Combined Levy	\$50,857,158

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 15th day of December, 2015, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 15th day of December, 2015.

County Administrator

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

Date: December 15, 2015

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2016 BUDGET
FOR CARVER COUNTY**

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

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

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

WHEREAS, it is the stated purpose of the Budget to serve as a management tool for division directors and the County Board of Commissioners and sets the authorized expenditure limits for the 2016 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:

2016 CARVER COUNTY BUDGETS

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund	\$48,912,316	\$48,912,316
Road and Bridge Fund	7,286,261	7,286,261
Community Social Services Fund	25,292,125	25,292,125
Buildings CIP Fund	79,904	79,904
Road & Bridge CIP Fund	10,278,808	10,278,808
Parks & Trail CIP Fund	149,904	149,904
Debt Service Fund	5,549,365	5,549,365
County Ditch Fund	46,270	46,270
Carver County Water Management Organization	656,958	656,958
Self-Insurance Revolving Fund	<u>1,040,768</u>	<u>1,040,768</u>
Total	\$99,292,679	\$99,292,679

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2016 operating and capital budgets are hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

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

BE IT FURTHER RESOLVED, that the County Board will continue to commit the total fund balance of the Other Post Employment Benefit ("OPEB") trust, held in a Revocable trust account with the Public Employees Retirement Association ("PERA"), reported in the General Fund.

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

BE IT FURTHER RESOLVED, any capital expenditure (object code 6600's) greater than \$2,500 not itemized in the budget must have prior County Administrator 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 2016 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 2016 as deemed appropriate by the County 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 Financial Services 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 2016 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 2016 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 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 15th day of December, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 15th day of December, 2015.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2017 Long Term Financial Plan

Primary Originating Division/Dept: <input type="text" value="Property & Financial Services"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Property and Financial Services"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text" value="10"/> minutes Presenter: <input type="text" value="David Frischmon"/> Title: <input type="text" value="Property and Financial Services D"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

The 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 2017 Long Term Financial Plan Resolution

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

Related Financial/FTE Comments:

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

Office use only:

RBA 2015 - 3697



2017 & Beyond Long Term Financial Plan

Expected to be Adopted December 15, 2015

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CARVER COUNTY
Board of Commissioners

Randy Maluchnik, Chair
District #3

Tim Lynch
District #4

Tom Workman
District #2

James Ische, Vice Chair
District #5

Gayle Degler
District #1

Elected Staff

Attorney
Mark Metz

Sheriff
Jim Olson

Appointed Staff

County Administrator
David Hemze

Public Services Director

Tom Vellenga

Employee Relations Director

Kerie Anderka

Public Works Director

Lyndon Robjent

Health & Human Services Director

Rod Franks

Property & Financial Services Director

David Frischmon

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

Date: December 15, 2015
Motion by Commissioner: _____

Resolution: _____
Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2017 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 2017 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 15th day of December, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 15th day of December, 2015.

David Hemze
County Administrator

III. EXECUTIVE SUMMARY

This 2017 (& Beyond) Long Term Financial Plan, (the “Plan”) along with the 2016 Annual Budget, fulfills the County Board’s direction to “connect financial strategies to the County’s short and long-term strategic goals and objectives.” The Plan is not a budget but rather a non-binding assertion of future intent. Ideally, individual elements of the Plan will systematically be rolled forward each year until they are brought into the Annual Budget process for approval and implementation.

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

- A. Capital Improvement Plans for New Capital Projects
- B. Replacement Schedule for Facilities, Vehicles and Equipment
- C. Bond Sales and Debt Service
- D. Operating Budget Financial Challenges.

A. Capital Improvement Plans (CIPs):

CIP Revenue Summary:

Road & Bridge Tax Levy: The County Administrator recommends the tax levy of \$1.79M for road and bridge annual maintenance be increased \$100K for the next 9 years to implement a Road Preservation Plan. New road and bridge construction projects are financed by a \$4.5M debt service levy for bond sales and Federal, State, Regional and Local grants and contributions.

State County Program Aid (“CPA”): The Recommended 2016 Budget has approximately \$320K in unallocated 2016 CPA which will be directed to the CIPs according to the below percentages:

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

State Sales Tax “Legacy Funds”: The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to be approximately \$340,000. These funds, commonly referred to as “Parks and Trails Legacy Funds,” are being used for the local match to Federal Grants for the Extension of the MN River Bluffs Regional Trail and trail pavement resurfacing.

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

\$400K. Based on the current reimbursement formula, the County will be waiting until 2025 for full reimbursement from the Met Council for previous land acquisitions.

CIPs and Other Projects:

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

- A new library being furnished in Carver.
- 6th Courtroom being added to the Justice Center
- Government Center Administrative West Building remodel

To better serve the expected growth in the county's population and tax base, a 20,000 sq. ft. building located West of the Chaska Courthouse Campus is planned for 2030.

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

Roads & Bridges CIP: The County completed a 2014 amendment to the 2030 Road system Plan (RSP). The RSP identifies \$626 million of road and bridge projects to meet the needs of the projected growth in population and employment by 2030. 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 was developed to fund 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 traditional and 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. Additional resources may need to be identified in order to complete park and trail development projects on a timely basis. Options to address this potential financing gap are being developed by the Park Board and County staff.

Regional Rail Authority: The Carver County Regional Rail Authority oversees designated rail transportation corridors in Carver County. Rail authority funds are used for land and transportation facility stewardship to maintain railroad corridors. The primary funding source is the Regional Rail Authority \$140K tax levy. To maintain the railroad corridor trails, a full-time maintenance worker was approved in the 2013 Budget. The position is shared with the Public Works Operations Department with 50% funding provided by the Rail Authority levy.

B. Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2016 Budget includes levy funding to purchase \$1.3 million for facilities, vehicles and equipment. This Plan has a replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2017 - 2021 tax levy dollars that increases by \$100,000 a year. The County Board has been supportive of this \$100K increase in levy dollars to fund the facilities, vehicles and equipment replacement schedule.

C. Bond Sales and Debt Service

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Thus, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

The 2017-2021 Road and Bridge CIP shows a need for a bond sale of \$13M in 2021. This is based on a \$5M projected funding shortfall for *traditional* CIP projects and an \$8M projected funding shortfall for *development driven* projects. These projections are based on projects that are in the conceptual project development phase and will be refined in the coming years.

D. Operating Budget Financial Challenges

Personnel costs are the largest and have been the fastest growing portion of the County's Budget. This Plan identifies three strategies for addressing this potentially budget busting cost driver.

The County Board carries the ultimate budget authority. The 2016 Annual Budget and the 2017 (and Beyond) Long Term Financial Plan are expected to be approved at the December 15, 2015 County Board meeting.

IV. **CAPITAL IMPROVEMENT PLANS**

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

By design, a CIP is fluid because future priorities can change dramatically based on current circumstances. Thus, projects listed for the next year are approved in the Annual Budget, whereas projects listed beyond the next year are considered merely placeholders.

The County's CIPs have been developed by prioritizing a list of capital projects based

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

Carver County has three CIPs:

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

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

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

- Equipment, fixtures, materials, and furniture for the City's planned new Chaska Library
- Facility remodeling projects and building improvements
- Technology projects for data centers, fiber ring, network closets (wiring installations), and similar technology hubs
- Phase I – III of the Public Works Headquarters Expansion in Cologne

County staff is developing a funding plan to provide adequate funding sources for all projects in the Buildings CIP. Please see the Buildings CIP summary on the next page for further details.

BUILDINGS CAPITAL IMPROVEMENT PLAN - Fund #30 2016				ESTIMATED PROJECT COST PLUS INFLATION					
DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION						
JUSTICE CENTER and GOVERNMENT CENTER :									
PHASE Ia: Courts 2nd floor w 4th courtroom/Lower level and LEC Build-out	2008	\$ 8,200,000	\$ 8,200,000						
PHASE Ib: Central Plant Project (boiler, chillers, roofs, etc.)(2)	2008	5,500,000	5,500,000						
PHASE Ic: LEC Maintenance Projects (Stormwater, Tuck Point, Caulk Courts, etc.)	2018	120,000	130,000						
PHASE Ic: Admin West Entry Door Replacement	2020	150,000	180,000						
PHASE IIa: Security Review and Enhancements	2011	50,000	50,000						
PHASE IIb: Security Task Force Project: Courthouse Weapons Screening	2014	525,000	525,000						
PHASE IIc: Security Task Force Projects	2017	72,000	75,000						
PHASE IIIa: Master Space Plan Study	2016	19,904	\$20,000						
PHASE IIIb: Fifth Courtroom: Remodeling of Justice Center 1st Floor	2022	580,000	730,000						
PHASE IIIc: Government Center Renovations	2026	3,200,000	4,737,000						
PHASE IIId: Sixth Courtroom: Remodeling of Justice Center 2nd Floor	2031	1,600,000	2,460,000						
OTHER COUNTY BUILDINGS:									
Chan License Center land plus preliminary architectural/construction manager services	2007	645,000	645,000						
License Center: Chaska - remodel	2008	1,200,000	1,200,000						
License Center: Chanhassen - new	2008	3,500,000	3,500,000						
Joint MNDOT/Public Works Facility: County contribution 20% of total project cost	2010	1,870,000	1,870,000						
Environmental Center: Reuse Room Expansion (Paid for by grant funds/solid waste fees)	2014	50,000	50,000						
License Center: Chaska Drive Thru	2014	271,000	271,000						
Public Works: Neeton Property to Replace Watertown Building	2015	1,964,818	\$1,964,818						
Public Works: Cologne Boiler Replacement*	2017	90,000	90,000						
1st Street: Remodel*	2018	160,000	170,000						
Public Works: Cologne Water & Sewer*	2020	310,000	360,000						
FURNISHING LIBRARIES (1):									
Norwood Young America - Relocated Expansion	2010	425,000	425,000						
Victoria - New	2014	550,000	550,000						
Chaska (Funding TBD)	2017	2,600,000	2,700,000						
TECHNOLOGY:									
Fiber Optic Loop connecting county buildings - County 20% share of Federal BTOP grant	2010	1,500,000	1,500,000						
Network Closet - Air Conditioned Racks*	2015	150,000	-						
Board Room - Audio & Video Replacement*	2015	100,000	-						
Library RFID*	2015	186,500	-						
Carverlink Backbone Connection*	2016	320,000	320,000						
Data Center Update/Remodel/Relocate*	2017	260,000	270,000						
Network Closet - Air Conditioned Racks*	2018	160,000	170,000						
Infrastructure cable upgrade*	2019	205,000	230,000						
Court Room Upgrades	2019	25,000	30,000						
NEW COUNTY BUILDING - OFF COURTHOUSE CAMPUS:									
PHASE IVa: Land for New County Building - Off Courthouse Campus	2025	500,000	710,000						
PHASE IVb: New County Building not on Chaska Courthouse Campus (20K sq. ft.)	2030	5,000,000	10,200,000						
Projects Total		\$ 42,059,222	\$ 49,832,818						
Projected Cash Flow				2016	2017	2018	2019	2020	2021
BEG. FUND BALANCE:	\$ -	\$ -	\$ 20,000	\$ 40,000	\$ 30,000	\$ 50,000			
*State Turnback Funds	320,000	435,000	470,000	230,000	540,000	-			
Funding To Be Determined	-	2,700,000	-	-	-	-			
State CPA - 25% allocated to Buildings CIP	80,000	80,000	80,000	80,000	80,000	80,000			
Capital Contribution to Fair Board Buildings	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)			
Project Costs	(340,000)	(3,135,000)	(470,000)	(260,000)	(540,000)	-			
PROJECTED YEAR END FUND BALANCE: (Fund #30)	\$ -	\$ 20,000	\$ 40,000	\$ 30,000	\$ 50,000	\$ 70,000			

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

B. ROADS & BRIDGES CIP – FUND #32

Carver County has established an ongoing program for the planning of future Road and Bridge Projects through the County's Capital Improvement Plan (CIP). The purpose of the Road & Bridge CIP is to define a highway investment plan that best meets the transportation needs with the financial resources available. Financing and developing projects often takes several years due to the increasingly complex financial and regulatory environment.

The Road & Bridge CIP Fund accounts for capital projects that relate to county roads, bridges and signage, including new construction, replacement, right-of-way acquisition, and professional service fees. The CIP differentiates projects that are *traditional* (programmed based on existing transportation needs) and *development driven* (unprogrammed but needed for imminent land development) as the County has a cost participation policy for each.

To meet the transportation needs from the expected growth in the next 15 years (2016-2030), the County 2030 Road System Plan (RSP) identifies preservation, bridge replacement, safety, expansion, connectivity, corridor reconstruction and other significant county projects. The County Engineer estimates the cost of these projects to be approximately \$626 million with a maximum expected revenue of \$274 million from all sources with the exception of the portion of additional county levy from future growth in the tax base that will be used for transportation projects. It should be noted that this \$626 million estimate does not include needed improvements to TH 212, TH 5, TH 7 and TH 41 under Minnesota Department of Transportation (MnDOT) jurisdiction. It does not include any transit-related projects either. With current transportation revenue sources it is simply not feasible to fund all these projects in 15 years.

The CIP includes goals for Preservation, Safety, Bridge Replacement, Connectivity, Expansion, and Emerging Issues. Traditional funding is aimed at the preservation, safety and bridge needs, with any remaining and new funds going to new road connections and expansions. The current 2016-2021 CIP continues to fund preservation, safety, bridge replacements, and identify high priority expansion and connectivity projects.

The CIP utilizes a scored criteria system to assist in allocating limited resources to the highest priority transportation needs. The goal of the CIP will continue to be to fund preservation, bridge and immediate safety needs along with regionally significant partnership projects like the TH 101 river crossing, the TH 101 Bluff project and the TH 41 expansion project between 212 and Pioneer Trail. Projects have been analyzed using the following criteria and allocated funding as available:

- i. Safety Benefits (Measures crash rate and frequency)
- ii. Congestion (Measures volume/capacity)

- iii. System Relief (Measures future traffic demand)
- iv. Significance of System (Measures functional class, connections)
- v. Project Readiness (Measures level of project development)
- vi. Roadway Condition (Measures pavement condition and strength)
- vii. Freight Needs (Measures the volume of trucks)
- viii. Modal Opportunities (Measure transit and trail importance)

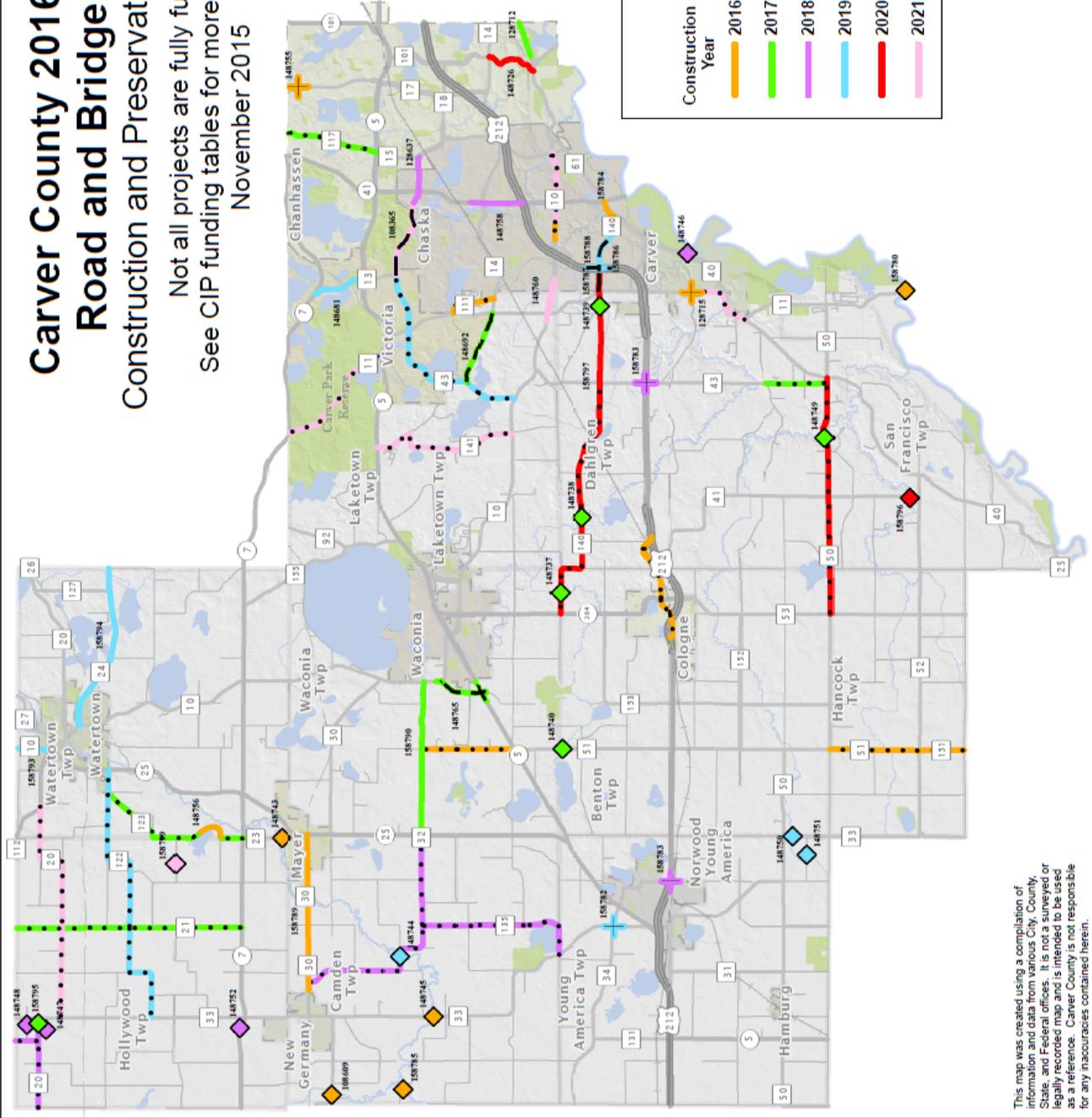
As shown on the following map and tables, the recommended CIP:

- Allows for funding at traditional levels for preservation and safety.
- Allows for key bridges to be replaced if CPA and State Bridge Bonds are available
- Funds County match on federal projects
- Funds County match on MnDOT projects
- Funds several Expansion/Connectivity/Emerging projects(dependent on grants and bonding):
 - CSAH 18 between TH 41 and Galpin Blvd in Chanhassen.
 - CSAH 10 from CSAH 11 to Chaska Creek in Chaska.
 - CSAH 10 Ring Road West of Waconia High School.
 - CSAH 13 from TH 5 to TH 7 in Victoria
 - CSAH 61 (old TH 212) from 101 “Y” to East County Line in Chanhassen.
 - CSAH 61 from CSAH 140 to TH 41 in Chaska.
 - TH 101 “Bluff” from CSAH 61 to CSAH 14 in Chanhassen.
 - TH 41 from TH 212 to CSAH 14 in Chaska
 - Marsh Lake Road (CSAH 14 Extension) from CSAH 11 to CSAH 43 in Victoria.
 - TH 212/CSAH 140 Interchange and Road in Chaska.
 - CSAH 18 Extension from Bavaria to TH 41 in Chaska, Victoria, Chanhassen (if development occurs).
- Anticipates \$100,000 county levy increase in 2016 and each year thru 2026 for the 60-year Road Preservation Plan.

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

Carver County 2016 - 2021 Road and Bridge Plan Construction and Preservation Projects

Not all projects are fully funded
See CIP funding tables for more information
November 2015



Legend

Construction Year	2016	2017	2018	2019	2020	2021
	Orange	Green	Purple	Light Blue	Red	Pink
	[Diamond] - Bridge					
	[Cross] - Intersection Imp.					
	[Solid Line] - Corridor Construction					
	[Dashed Line] - Corridor Preservation					
	[Thick Black Line] - Development Driven					
Label Example	[Box] - Project Number					

This map was created using a compilation of information and data from various City, County, State, and Federal offices. It is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

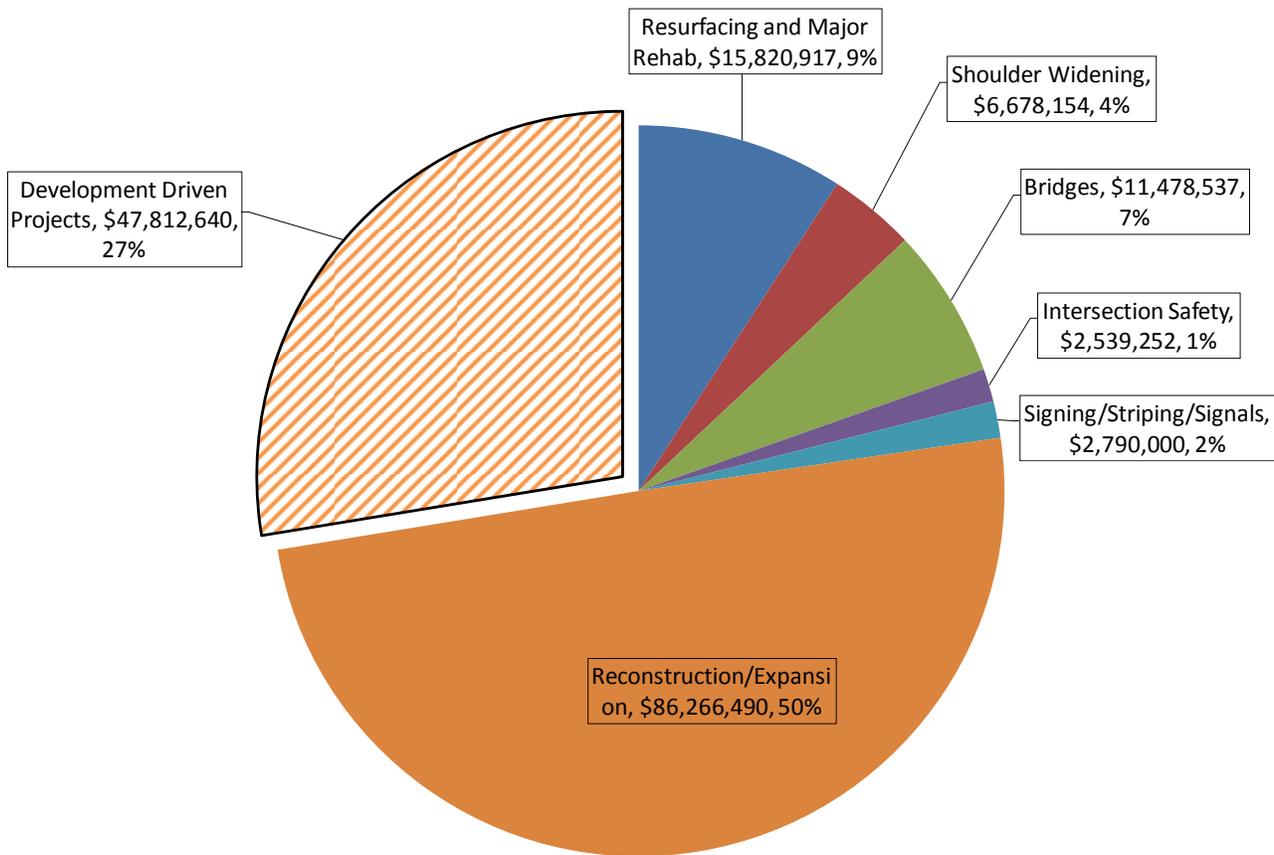
Carver County 6-Year Road & Bridge Plan

2016-2021. Traditional CIP Projects and Development Driven Projects

Cost by Work Type - All Funding Sources

December 8, 2015

Summary of Cost By	Year						
Work Type	2016	2017	2018	2019	2020	2021 Total	
Resurfacing and Major Rehab	\$1,151,350	\$2,304,084	\$3,521,711	\$3,194,593	\$2,253,781	\$3,395,398	\$15,820,917
Shoulder Widening	\$2,639,000	\$1,400,800		\$1,945,491	\$692,863		\$6,678,154
Bridges	\$2,325,537	\$3,520,000	\$1,973,000	\$3,039,000	\$621,000		\$11,478,537
Intersection Safety	\$300,000		\$304,020	\$1,935,232			\$2,539,252
Signing/Striping/Signals	\$425,000	\$315,000	\$650,000	\$340,000	\$530,000	\$530,000	\$2,790,000
Reconstruction/Expansion	\$6,803,000	\$12,179,400	\$19,177,000	\$7,450,000	\$28,457,090	\$12,200,000	\$86,266,490
Development Driven Projects	\$1,477,970	\$16,742,670		\$13,550,000	\$3,742,000	\$12,300,000	\$47,812,640
Total	\$15,121,857	\$36,461,954	\$25,625,731	\$31,454,316	\$36,296,734	\$28,425,398	\$173,385,990



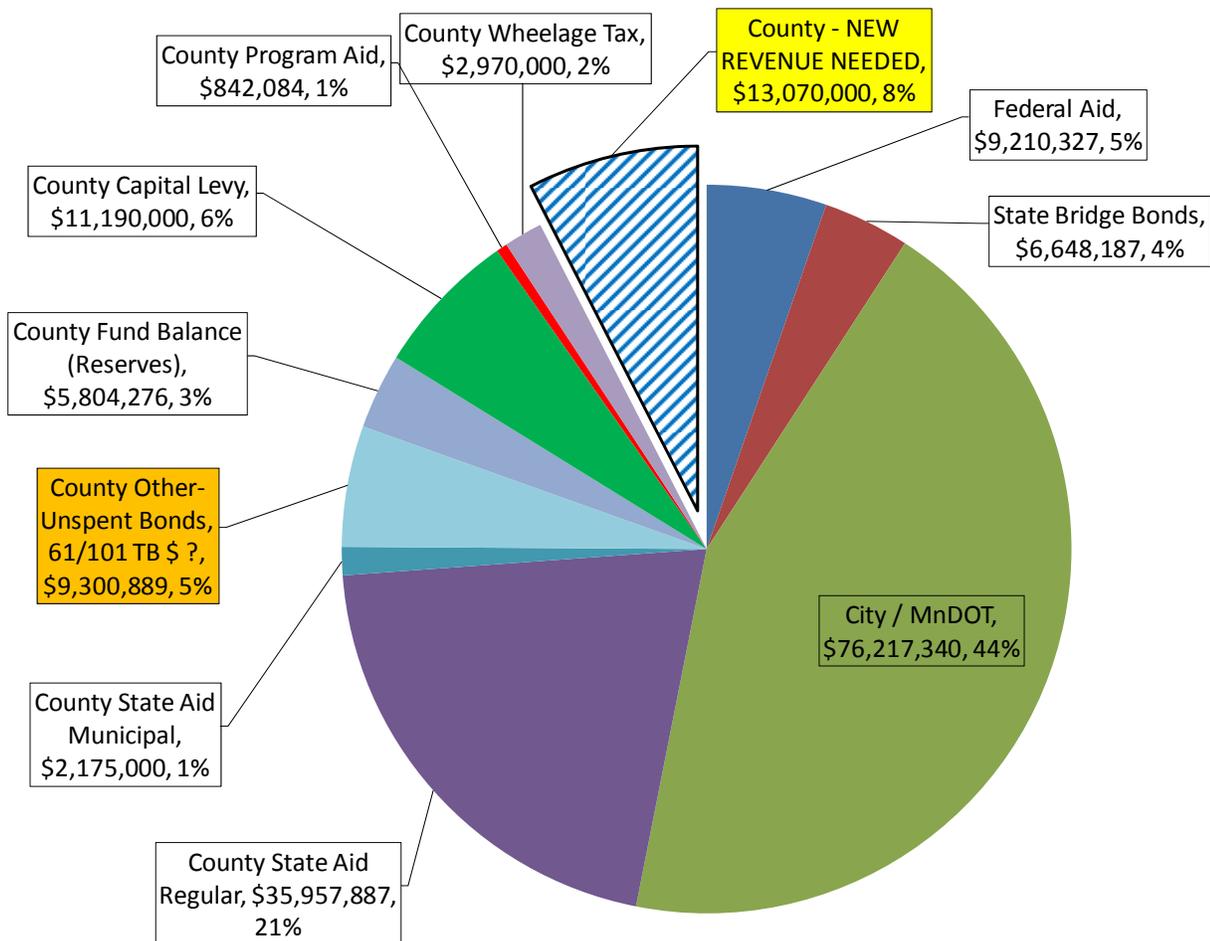
Carver County 6-Year Road & Bridge Plan

2016-2021. Funding Sources - All Projects

December 8, 2015

Funding Source	2016	2017	2018	2019	2020	2021 Total	
Federal Aid			\$7,693,618	\$1,516,709			\$9,210,327
State Bridge Bonds	\$888,187	\$2,002,000	\$1,973,000	\$1,562,000	\$223,000		\$6,648,187
City / MnDOT	\$3,811,866	\$18,568,900	\$8,932,484	\$12,590,000	\$27,084,090	\$5,230,000	\$76,217,340
County State Aid Regular	\$3,489,429	\$8,317,551	\$3,741,711	\$9,937,064	\$4,151,734	\$6,320,398	\$35,957,887
County State Aid Municipal				\$2,175,000			\$2,175,000
County Other- Unspent Bonds, 61/101 TB \$?	\$1,428,761	\$4,612,128	\$650,000	\$760,000	\$870,000	\$980,000	\$9,300,889
County Fund Balance (Reserves)	\$3,251,530	\$611,375	\$184,918	\$363,543	\$1,317,910	\$75,000	\$5,804,276
County Capital Levy	\$1,615,000	\$1,715,000	\$1,815,000	\$1,915,000	\$2,015,000	\$2,115,000	\$11,190,000
County Program Aid	\$142,084	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	\$842,084
County Wheelage Tax	\$495,000	\$495,000	\$495,000	\$495,000	\$495,000	\$495,000	\$2,970,000
County - NEW REVENUE NEEDED						\$13,070,000	\$13,070,000

Totals **\$173,385,990**
County Share **\$81,310,136**



ROAD & BRIDGE CAPITAL IMPROVEMENT PLAN - Fund #32 2016							
	2016	2017	2018	2019	2020	2021	
PROJECTED BEG. FUND BALANCE:	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Road & Bridge Preservation Levy - Board direction to increase \$100K per year	1,790,000	1,890,000	1,990,000	2,090,000	2,190,000	2,290,000	
State CPA - 50% allocated to Road & Bridge CIP	140,000	140,000	140,000	140,000	140,000	140,000	
Projected Wheelage Taxes	810,000	810,000	810,000	810,000	810,000	810,000	
Transfer to Debt Service Fund for Wheelage Tax supported bonds	(315,000)	(315,000)	(315,000)	(315,000)	(315,000)	(315,000)	
Summary of Road & Bridge Projects listed in Road & Bridge 5-Year CIP:							
Safety Set Aside - (8888)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	
Traffic Sign Replacement Project - (6520)	(425,000)	(315,000)	(315,000)	(315,000)	(455,000)	(455,000)	
Road & Bridge Projects (XXXX)	(925,000)	(140,000)	(140,000)	(935,000)	(402,090)	-	
Annual Road Resurfacing Costs - (6284)	(900,000)	(1,895,000)	(1,995,000)	(1,300,000)	(1,792,910)	(2,295,000)	
PROJECTED YEAR END FUND BALANCE: (R&BCIP - Fund #32)	\$ -						

C. **PARKS & TRAILS CIP – FUND #34**

The county regional park system faces tremendous challenges to redevelop aging infrastructure, develop its park areas, and implement a vision which secures new areas as identified in county and regional planning documents. Development and redevelopment of our parks system is a continuing process through our partnership with the Metropolitan Council. Currently, the County is advance-funding land acquisition for Lake Waconia Regional Park. Advanced funding is to be repaid to the County in a future capital improvement budget of the Metropolitan Council. However, reimbursement under the present funding allocations from the Metropolitan Council means that the County will wait a number of years before being repaid. In the meantime, what capital funds are allocated to Carver County from the Metropolitan Council's CIP is being consumed to repay the County for previous land acquisitions.

Designating County reserves for land acquisition is a part of the County's strategy to provide funding to assist with acquisitions. Funding provided by the Metropolitan Council for park and trail acquisitions will replenish the designated reserves. Having completed the identified land acquisitions within Lake Waconia Regional Park will allow the County to consider other opportunities to preserve and provide conservation and recreation space for the future. Current suggested acquisitions include land needed the expansion of Baylor Regional Park. 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 \$320,000 annually for new projects consistent with the language of the constitutional amendment.

Finally, for the 2016 Budget, the County is shifting a portion of County Program Aid ("CPA") back to operations and providing a portion for pay-as-you-go capital projects. The CPA allocated to the Parks and Trail CIP is expected to remain constant at \$80,000 annually which will allow for the investment in small capital projects or for the funds to be combined with other sources for larger projects. Previous years CPA funding projections were substantially higher than the 2016 budgeted amount.

Lake Waconia Regional Park Boat Access

County Staff is working on creating a partnership with the Minnesota DNR to developing a Boat Access consistent with the Lake Waconia Regional Park Master Plan. An option for the DNR to purchase the property from the County is pending. The DNR would acquire the land, and develop the site. Carver County would provide maintenance operations seamless from the surrounding park property.

Union Pacific RR

The Union Pacific Railroad decided in 2010 to abandon a rail line that connects Carver County to Scott County by a rail bridge over the Mississippi River. Scott County, Carver County, the Metropolitan Council, and the cities of Carver and Chaska formed an alliance and purchased the abandoned line through the Federal Rail Line Abandonment process in September, 2011. The majority of the funding for this land acquisition comes from the Metropolitan Council. Carver

County has received federal funding for 2015 to construct a paved trail from Athletic Park in Chaska to County Road 40 in Carver.

MN River Bluffs Regional Trail

Carver County applied for and was notified that it would receive federal funding for a segment of the MN River Bluffs Regional Trail between County Road 61 and Bluff Creek Drive. This project is scheduled for construction in 2017

Trail Maintenance

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.

Baylor Regional Park

An electronic gating system is planned to be installed during in 2015 to improve operational efficiencies pertaining to security for the park. The park system will be less reliant on staff to open and close gates during morning and evening hours. The new system will automatically open and close gates, provide automatic access for emergency vehicles, and allow for flexibility to issue codes to users for specific needs such as access to the Onan Observatory during late evening hours.

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.

Lake Minnewashta Regional Park

During the fall of 2014 construction began on reconstructing roadways in the park, creating a bypass lane at the park entrance and consolidating boat access parking at one location. Work will continue through the spring of 2015. The new configuration of the bypass lane will allow customers associated with large events and peak use periods to gain entry into the park quickly. Consolidated boat access parking will provide customers with improve parking and watercraft access onto the lake. Additionally, an electronic gate system is planned to be installed that will improve security and provide other operational efficiencies.

Additionally, 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.

Lake Waconia Regional Park

Lake Waconia Regional Park is in need of a Phase I Development project to address sustainable and longer term usage of the park. The need for sewer and water services is becoming ever more apparent with sensitivity of septic systems near the lake and concern about possible contamination. At a time when sewer and water are brought into the park, site grading for a new restroom/lifeguard station/concession building, parking lot, storm water management and picnic areas should be included.

The restroom building, which was constructed in the late 1960s, was not designed as a change-house facility. There is insufficient space for routine changing of clothing while operating as a restroom building. Changing in toilet stalls is difficult due the lack of space, and the area is often wet from sweaty toilet fixtures making it poorly suited for changing clothing. The building is also not handicapped accessible. Future plans call for the construction of a new beach change house/restroom building. However, construction of new facilities such as the restroom building may not be constructed in the foreseeable future given the present funding allocation for regional parks.

Additionally, there is preliminary work underway to consider future development east of the park boundary. The eventual expansion of city limits is proposed to be serviced with municipal water and sewer services which would extend through the park. Plans for park development should be prepared in advance of considering utilities which would run through the park to provide services to park buildings and to minimize disturbance to park land.

Other identified needs that remain unfunded include a playground area, boat access, picnic shelters, parking, trails and site restoration. The County and the Regional Park System do not have a timeline that indicates when construction on these items could begin.

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

PARKS & TRAILS CAPITAL IMPROVEMENT PLAN - Fund #34 2016							ESTIMATED PROJECT COST PLUS INFLATION	COUNTY CIP	Federal Grant <i>Advanced Funding</i>
DESCRIPTION	PERCENT PAID BY Others	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION	COUNTY CIP	Federal Grant <i>Advanced Funding</i>			
Lake Minnewashta Regional Park - Phase I Redevelopment	0	2018	900,000	\$1,000,000	1,000,000	-			
Lake Minnewashta Regional Park - Phase II Redevelopment	0	2025	600,000	\$900,000	900,000	-			
Lake Waconia Regional Park - Phase I Redevelopment	0	2021	800,000	\$1,000,000	1,000,000	-			
Totals Project Costs				\$ 2,300,000	\$ 2,900,000	\$ 2,900,000	\$ -		
Projected Cash Flows									
		2016	2017	2018	2019	2020	2021		
BEG. FUND BALANCE : (Not Designated for Park Land Acquisition)	\$	-	\$ 380,000	\$ 710,000	\$ 40,000	\$ 370,000	\$ 700,000	\$	700,000
Sales Tax Legacy Allocation		300,000	300,000	300,000	300,000	300,000	300,000		300,000
State Aid - 25% to Park & Trail CIP		80,000	80,000	80,000	80,000	80,000	80,000		80,000
Park and Trail Sustainability Projects		-	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)		(50,000)
(Re)Development Project Costs		-	-	(1,000,000)	-	-	-		(1,000,000)
PROJECTED YEAR END FUND BALANCE: (Fund #34)	\$	380,000	\$ 710,000	\$ 40,000	\$ 370,000	\$ 700,000	\$ 30,000		

VI. BONDING AND DEBT SERVICE

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Thus, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

County staff is currently evaluating the need for a Road & Bridge Bond Sale within the next 5 years. In 2016, County staff expects to recommend to the County Board a Road & Bridge Bond sale within the next 5 years.

Please see the Debt Service schedule below for more details.

**CARVER COUNTY
CHASKA, MINNESOTA
COMBINED SCHEDULE OF BONDS PAYABLE
December 31, 2016**

Bond Type	Interest Rates	Payment Due Date	Original Amt. Issued	Amount Outstanding 12/31/16	2017	2018	2019	2020	2021	2022 to 2026	2027 2031
2008A General Obligation											
Principal.....		5/1	18,695,000	6,425,000	815,000	845,000	880,000	915,000	950,000	2,020,000	-
Interest.....	3% - 4%	5-1/11-1		939,700	240,700	207,500	173,000	137,100	99,800	81,600	-
Total				7,364,700	1,055,700	1,052,500	1,053,000	1,052,100	1,049,800	2,101,600	-
2008B General Obligation											
Principal.....		2/1	5,020,000	3,075,000	330,000	345,000	360,000	375,000	390,000	1,275,000	-
Interest.....	4% - 4.8%	2-1/8-1		601,456	131,098	117,598	103,048	86,960	69,553	93,199	-
Total				3,676,456	461,098	462,598	463,048	461,960	459,553	1,368,199	-
2012A General Obligation Tax Abatement											
Principal.....		2/1	1,460,000	1,085,000	130,000	130,000	130,000	135,000	135,000	425,000	-
Interest.....	0.6-2.6%	2-1/8-1		97,895	20,580	18,793	16,713	14,325	11,625	15,859	-
Total				1,182,895	150,580	148,793	146,713	149,325	146,625	440,859	-
2013A GO Refunding											
Principal.....		2/1	5,150,000	3,395,000	840,000	840,000	855,000	860,000	-	-	-
Interest.....	0.3-1.5%	2-1/8-1		87,620	35,138	27,788	18,244	6,450	-	-	-
Total				3,482,620	875,138	867,788	873,244	866,450	-	-	-
2014A GO Capital Improvement											
Principal.....		2/1	9,555,000	8,085,000	530,000	540,000	550,000	565,000	580,000	3,175,000	2,145,000
Interest.....	2.0-3.0%	2-1/8-1		1,648,225	221,050	210,350	199,450	185,475	168,300	565,875	97,725
Total				9,733,225	751,050	750,350	749,450	750,475	748,300	3,740,875	2,242,725
2014 MPFA Loan (9/2015 Projection)											
Principal.....		8/20	18,000,000	16,882,000	1,129,000	1,141,000	1,152,000	1,164,000	1,175,000	6,055,000	5,066,000
Interest.....	1.0000%	2-20/8-20		1,293,480	168,820	157,530	146,120	134,600	122,960	436,150	127,300
Total				18,175,480	1,297,820	1,298,530	1,298,120	1,298,600	1,297,960	6,491,150	5,193,300
Total				43,615,376	4,591,386	4,580,559	4,583,575	4,578,910	3,702,238	14,142,683	7,436,025
Total			40,430,000	38,947,000	3,774,000	3,841,000	3,927,000	4,014,000	3,230,000	12,950,000	7,211,000
Total				4,668,376	817,386	739,559	656,575	564,910	472,238	1,192,683	225,025
Total				43,615,376	4,591,386	4,580,559	4,583,575	4,578,910	3,702,238	14,142,683	7,436,025

VII. OPERATING BUDGET FINANCIAL CHALLENGES

The most significant cost driver for future operating budgets is the staffing costs needed to address the increasing service demands from a growing county along with increasing regulatory and compliance mandates. Thus, key financial strategies have been developed to focus on three issues related to personnel costs:

A. Levy-Funded Full-Time Equivalent (FTE) Employees Per 1000 Residents

Chart #1: Population Trend

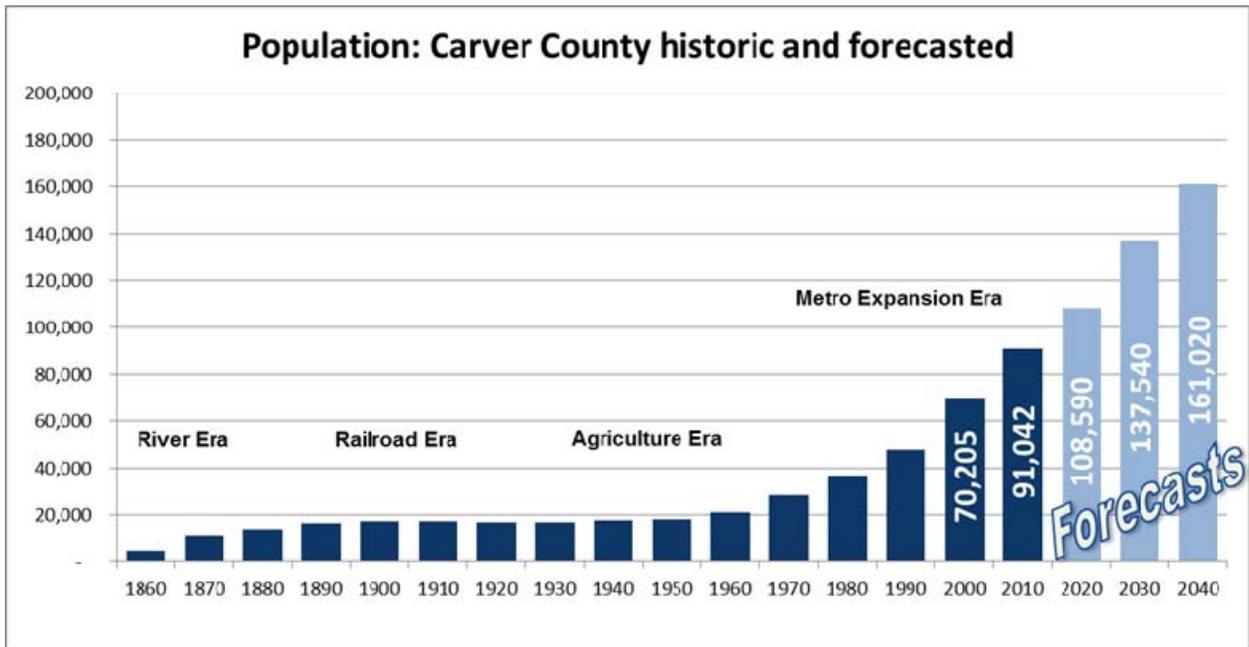
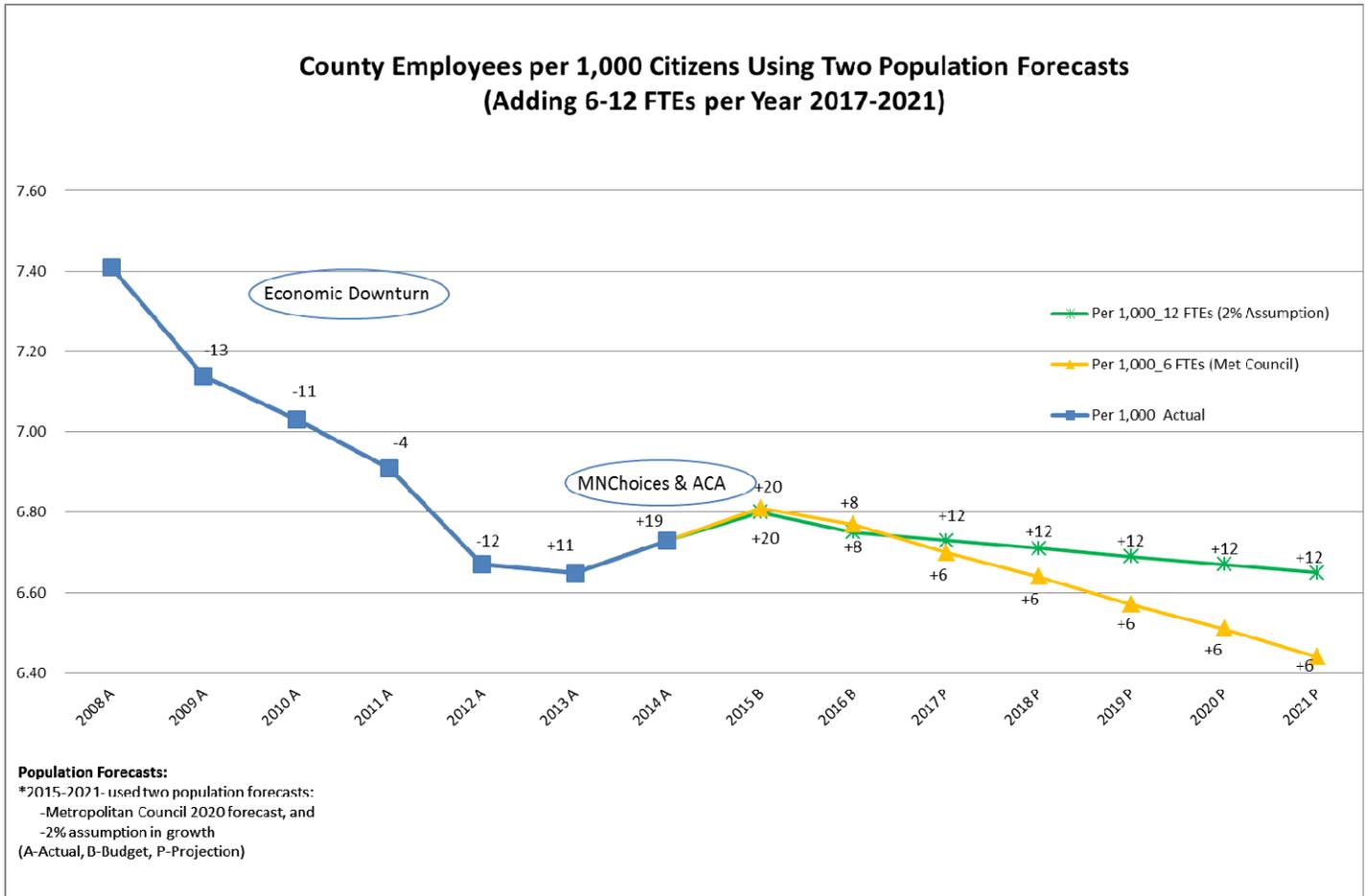


Chart #1 shows the dramatic forecasted increase to 161,020 residents by the year 2040. The County's primary strategy to finance increasing service demands from population growth is to hire additional Full-Time Equivalent (FTE) employees at a slower rate than the County's overall growth by:

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 new focus on LEAN/Kaizen Events which has emerged as a successful new tool to increase process management efficiency.
2. Collaborating with other organizations to enhance service delivery, increase efficiencies, and eliminate duplication of efforts: In 2008, the County created the Association of Carver County Elected Leaders (ACCEL) to facilitate this effort. For 2012, this association was expanded to include appointed city administrators/school superintendents.
3. Implement pay-for-performance that rewards outstanding performance: The long term plan to transition employee groups from a legacy step pay model to a pay-for-performance model was implemented for non-bargaining employees and ten out of eleven bargaining units in 2016.

The FTE Per Thousand Residents graph below compares county FTEs to County residents from 2006 thru 2014. 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 2021 population growth assumption or adds 12 FTEs each year based 2% population growth continuing thru 2021. 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

In 2006, when the County went out for health insurance bids, only one major health insurance carrier offered a bid and two major carriers indicated they would not bid for the County’s future business until the County provided consumer-driven health insurance options to its employees. In response, the County developed the following strategies:

1. Plan Design: Consumer-Driven Models

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

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

2. Education/Wellness

Estimates have calculated that up to 65% of health care costs relate to poor 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 one visit to the dentist. For 2015, the County created a group incentive for a 2016 Wellness Day Off if 2015 Health Incentive Plan participation exceeded 70%.

The great news in 2011 was insurance premiums increased by just over 2% and premiums for 2012 actually decreased as a result of very competitive bidding for the County’s 5 year contract. In addition, favorable rate caps have been in place and will continue through 2016. However, the County’s health insurance claims will go back out to the market and be re-priced for 2017.

The County Administrator recommends the following strategies to minimize health insurance claims as much as possible to reduce future health insurance premiums:

Health Break Team: Develop a Strong Culture of Health

- Wellness: Continue annual wellness programs, activities, events, etc. and each year focus on a new, high-profile goal:
2010: Promote Physical Activity
2011: Farmer’s Market
2012: Tobacco-Free Campus
2013: Improve Physical Environmental
2014: Mental Health & Wellness
2015: 70% Health Incentive Plan Participation
2016: 70% Health Incentive Plan Participation
2017 & Beyond: ?

- Education/Communication: Promote a healthy culture to attract, retain, build and maintain a healthful and productive workforce. Continue developing and presenting information to all employees on the relationship between employee behaviors and county health insurance claims/premiums.

Health Care Labor Management Committee

- Insurance Plan Design & Administration: Continue to research and analyze various insurance models and options to minimize future health insurance premiums, including self-insuring health and/or dental claims.
- “Cadillac Tax”: Analyze and consider options to mitigate the impact of the Affordable Care “Cadillac” tax.

C. Other Post-Employment Benefits (OPEB) - GASB Statements 43 & 45

The Governmental Accounting Standards Board (GASB) requires that governments disclose the actuarial valuation of their post-employment benefits in their financial statements. Governments are not required to fund this liability or make a contribution. However, many governments are advance funding their OPEB liability with an OPEB Annual Contribution because:

- Rating agencies view a large, unfunded OPEB Liability as an increased risk that could negatively impact a government’s credit rating.
- State statutes create an opportunity for OPEB contributions to earn a higher interest rate if they are deposited in a separate trust.

As background, Carver County has two types of post-employment benefits:

- Subsidized Health Insurance Payments – For employees hired before June 1, 2010, Carver County Policy provides eligible employees who retire with at least 20 consecutive years of service, the same coverage as an active employee until eligible for Medicare. Eligible employees who have attained the age of 60 years are currently provided the same County contribution as active employees toward the cost of health insurance under this Policy.
- Access to Group Insurance – MN Statutes requires that pension-eligible retirees be given access to the County’s group insurance plan for the same premium as active employees until Medicare eligibility (retiree pays 100% of the premium). The State mandate that blends the premium for more costly to insure retirees and the less costly active employees creates what is called an Implicit Rate subsidy.

The annual required contribution (ARC) for these two benefits, commonly referred to as the OPEB Annual Contribution, is \$1,083,897 as of 1/1/15. The majority (approximately three-fourths) of Carver County's OPEB Contribution is attributed to the State Law requiring Retiree's Access to Group Insurance.

In the 2009 - 2016 Budgets, the annual levy allocation for OPEB was increased by \$100,000 each year to a total of \$800,000 in 2016. In addition, the county budgets \$149K for contributions to retired employees for health insurance. The plan is to increase by \$100K for 2 more years (2017 – 2018) which will put our annual contribution slightly below the actuarial contribution starting in 2018. This over funding would continue until the county catches up on its accumulated liability for the initial years when the County's actual contribution was below its actuarial contribution.

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

Date: December 15, 2015

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2017 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 2017 Long Term Financial Plan is hereby adopted and placed on the County's website.

BE IT FINALLY RESOLVED, that copies of this Plan 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 15th day of December, 2015, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 15th day of December, 2015.

David Hemze
County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2016 Carver County Regional Rail Authority Budget and Levy

Primary Originating Division/Dept: Administration (County) <input type="text"/>	Meeting Date: 12/15/2015 <input type="text"/>
Contact: David Frischmon <input type="text"/> Title: Property & Financial Services Dir <input type="text"/>	Item Type: Ditch/Rail Authority <input type="text"/>
Amount of Time Requested: 15 <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: David Frischmon <input type="text"/> Title: Property & Financial Services Dir <input type="text"/>	
Strategic Initiative: Finances: Improve the County's financial health and economic profile <input type="text"/>	

BACKGROUND/JUSTIFICATION:

The CCRRA is requesting \$140,000 levy for 2016, which is a \$20,000 increase from 2015. This is the first increase since 2008.

This levy amount will be used to accumulate the necessary local funding for activities related to the acquisition, development, preservation of infrastructure, and maintenance of CCRRA property as outlined in the attached CCRRA CIP.

The 2016 Budget continues staffing and day to day stewardship (e.g. weed control, tree trimming, cleanup, grooming, sweeping, drainage corrections etc.) of the Dakota Rail and Union Pacific Rail corridors. In 2013 a new Parks/Highways Maintenance Worker was created. The position is funded 50% out of the CCRRA levy and 50% out of the Public Works Road and Bridge fund. This position performs CCRRA corridor maintenance in the summer and plows snow on the county highways in the winter.

ACTION REQUESTED:

Motion to Approve 2016 Budget and Property Tax Levy Resolution

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

Related Financial/FTE Comments:

CCRRA's tax impact from a \$140,000 2016 levy on the County's average value home of \$303,300 is estimated to be an annual increase of \$0.49 compared to 2015.

Office use only:

RBA 2015 - 3691

Carver County Regional Rail Authority

Description

The Carver County Regional Rail Authority (CCRRA) is governed by five Commissioners appointed by the Carver County Board of Commissioners. In Carver County, the CCRRA Commissioners are the County Board Commissioners. The Public Works Division manages projects and work activities for the CCRRA. The purpose of the CCRRA is to provide for the preservation and improvement of local rail service for agriculture, industry, or passenger traffic and provide for the preservation of abandoned rail right-of-way for future transportation uses when determined to be practicable and necessary for the public welfare, particularly in the case of abandonment of local rail lines. The CCRRA levies separately from Carver County to fund regional rail projects and activities. **The proposed 2016 levy is \$140,000, a \$20,000 increase from 2015.** Several other funding sources are used to augment the CCRRA levy for property acquisition, corridor preservation, management and development. The following table summarizes the CCRRA Fund.

Category		2014 Actual	2015 Budget	2016 Approved Budget	Dollar Inc/Dec.	Percent Inc/Dec.
REVENUES:						
5000	Taxes & Penalties	119,484	120,000	140,000	20,000	16.67%
5100	Licenses & Permits	-	-	-	-	0.00%
5200-5400	Intergovernmental	555	-	-	-	0.00%
5500	Charges for Services	-	-	-	-	0.00%
5600	Fines & Forfeitures	-	-	-	-	0.00%
5700	Investment Earnings	-	-	-	-	0.00%
5750	Gifts & Contributions	-	-	-	-	0.00%
5800-5900	Other Revenues	4,195	2,100	4,000	1,900	90.48%
TOTAL REVENUES		124,234	122,100	144,000	21,900	17.94%
EXPENDITURES:						
6000	Public Assistance	-	-	-	-	0.00%
6100	Personal Services	-	-	-	-	0.00%
6200-6300	Services & Charges	11,375	12,100	8,343	(3,757)	-31.05%
6400-6500	Material & Supplies	5,000	1,000	9,657	8,657	865.70%
6600	Capital Outlay	-	-	-	-	0.00%
6700	Debt Services	-	-	-	-	0.00%
6800	Other Expenses	-	-	-	-	0.00%
6900	Transfers	36,000	109,000	126,000	17,000	15.60%
TOTAL EXPENDITURES		52,375	122,100	144,000	21,900	17.94%
RESERVES USED		-	-	-	-	0.00%
DIFFERENCE BETWEEN REVENUES & EXPENDITURES		71,859	-	-	-	0%

CCRRA is currently involved with two rail corridors, the Dakota Rail Line and the Union Pacific Rail Line, both of which have been rail banked and approved for interim trail use. Activities and projects on these corridors are described below.

Dakota Rail Line

The CCRRA partnered with the Hennepin County and McLeod County Regional Railroad Authorities and the Minnesota Department of Transportation (MnDOT) in 2000 to acquire the abandoned Dakota Rail Line. The goal of the acquisition was to preserve the corridor for future transportation and provide an interim trail use along the abandoned line which serves several purposes including providing a non-motorized transportation corridor, a recreational corridor and an effective method to preserve and manage the corridor for future rail transportation. A portion of this line extends 12 miles across the northern part of Carver County from the west to east county line. Survey work has been done to identify what is railroad property, and signage has been installed to identify the railroad boundary.

The County Parks Department completed a Regional Trail Master Plan for developing the Dakota Regional Trail in 2006. This master plan supports a number of non-motorized uses along the rail corridor while preserving it for future transportation.

Phase I Dakota Rail Regional Trail

Federal Transportation Enhancement funding was awarded to Carver County through the 2007 Regional Solicitation process to construct a pedestrian trail from the east County line to the city of Mayer. In 2009, the project received additional federal funds through the American Recovery Reinvestment Act (ARRA). This new trail segment completed in 2011 is the first regional trail operated by Carver County. Additional funding for the construction of the trail on Carver County Regional Railroad Authority property was provided by the CCRRA levy and funds from the Legacy Amendment, Parks and Trails Fund (sales tax).

Phase II Dakota Rail Regional Trail

This segment of trail connects to Phase I of the trail in Mayer and continues west to the county line past the City of New Germany a distance of approximately 5 miles. The trail is a 10-foot wide bituminous trail consistent with the previously constructed Phase I segment of the trail. Construction for this segment of trail was completed in 2012. In the 2009 Regional Solicitation, Carver County was awarded \$1 million in federal Transportation Enhancement funds to construct the trail. Additional funding for the trail was provided by the CCRRA levy and funds from the Legacy Amendment, Parks and Trails Fund (sales tax). This project completes the Dakota Rail Regional Trail and provides an effective way to preserve the corridor for future rail.

Dakota Rail Corridor Management and Stewardship

During 2010 and 2011, buildings were removed from Dakota Rail corridor in New Germany. These building included a feed mill, storage building and an old garage building located in the depot area of New Germany. The buildings were in a dilapidated state and no longer served a productive function.

With completion of the trail construction comes long term maintenance and stewardship. A long term maintenance plan (e.g. seal coating, crack filling, pavement repair etc) is planned. The day-

to-day stewardship (e.g. weed control, tree trimming, cleanup, grooming, sweeping, drainage corrections etc) of the corridor has been accomplished with the addition of a new Parks/Highway Maintenance Worker position in 2013. The proposal is to fund this position 50% out of the CCRRA levy and 50% out of the Public Works Road and Bridge fund. The 50% from CCRRA will be transferred to the Road and Bridge operating budget. This position performs parks and trail maintenance in the summer and plows snow on the county highways in the winter.

Union Pacific Rail Line

Corridor Acquisition

Beginning in 2008, the Carver County Regional Rail Authority in conjunction with the Scott County Regional Railroad Authority have worked to acquire the Union Pacific Railroad Chaska Industrial Lead, a five-mile rail line that extends from the United Sugars business in Chaska to the City of Carver and across the Minnesota River near Merriam Junction. The acquisition was completed in 2011. Stated purposes for acquiring the railroad corridor included preservation of the corridor for future transportation, utilities, road right-of-way, as well as interim trail use. Acquisition of the railroad corridor was funded from Metropolitan Council Acquisition Opportunity Fund, Metropolitan Council Environmental Services fund, as well as the Carver County and Scott County Regional Railroad Authorities.

Extension of the Minnesota River Bluffs Regional Trail

In 2011, Carver County submitted an application for federal Transportation Enhancement funding to construct an extension of the Minnesota River Bluffs Regional Trail along the Union Pacific Rail corridor from Chaska Athletic Park to the City of Carver. The project was awarded \$551,200 in federal funding for construction in 2015. The local match for the project will come from the CCRRA levy and the Legacy Parks and Trail Fund. Engineering work got underway in 2014 and completed in 2015. The project started construction in late summer 2015 and will be complete in 2016.

The 2016 CCRRA projects and activities are summarized below.

2016 Major Planned Projects/Activities

- Continue Minnesota River Bluffs Trail (UP Rail Line) construction inspection - \$70,000.
- Continue with Parks/Highway Maintenance Worker for railroad corridor stewardship and trail maintenance (50% CCRRA levy) - \$41,000. Transfer funds to Road and Bridge operating fund.
- Provide general Administration of CCRRA activity- \$15,000. Transfer funds to Parks operating budget (General Fund).

Goals and Objectives

Goal #1: Complete construction of 2.1 miles of the Mn River Bluffs Trail

Supports County Goal I Communities: Create and maintain safe, healthy and livable communities

Objective: Complete construction of 2.1 miles of trail.

Goal #2: Continue with Parks/Highway Maintenance Worker for railroad corridor stewardship and trail maintenance.

Supports County Goal I Communities: Create and maintain safe, healthy and livable communities

Objective: Provide staffing to maintain approximately 14 miles of trail and railroad corridor.

Goal #3: Continue ongoing stewardship activities to maintain railroad infrastructure and land. Examples of Stewardship activities include removal of diseased trees, crack filling, fog seal, seal coat, repair or replace drainage structures, ditch grading and bridge maintenance.

Supports County Goal I Communities: Create and Maintain safe, healthy and livable communities

Objective: Maintain investment in infrastructure and address land stewardship issues such as weeds, diseased trees, drainage issues, site cleanup, trail surface maintenance and repairs.

Carver County Regional Rail Authority CIP

Revised - 08/21/15

Item #	Item	2015	2016	2017	2018	2019	2020	2021	Notes
	Beg. Bal.	\$157,000	\$0	\$0	\$2,220	\$76,554	\$87,893	\$87,893	
	Levy	\$120,000	\$140,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	
	Lease Revenue	\$2,100	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	
1	Salaries. (1/2 Maintenance Worker plus general staff administration for RRA work.)	(\$40,000)	(\$56,000)	(\$58,240)	(\$60,570)	(\$62,992)	(\$65,512)	(\$68,133)	50% of FTE plus partial staff time for administration of RR corridors. PWD, Parks Director, Accountant, Admin etc. Used \$15 k starting in 2016
2	Dakota Railroad Stewardship (General Supplies etc)	(\$5,000)	(\$5,657)	(\$5,827)	(\$6,002)	(\$6,182)	(\$6,367)	(\$6,558)	Minor supplies & materials. Grow by 3% per year.
3	Dakota Railroad Preservation. (Pavement, Drainage, Bridges, etc)	(\$70,000)					(\$81,200)	(\$75,000)	Tree trimming, Crack Fill, Fog Seal, Seal Coat etc for Phase 1 & Phase 2 of DR Trail. Seal after 3 years+/- then every 5. Rehab Bridges as needed (10-years until plan in place)
4	UP RR Stewardship (General Supplies etc)	(\$1,000)	(\$4,000)	(\$4,120)	(\$4,244)	(\$4,371)	(\$4,502)	(\$4,637)	Minor supplies & materials. Grow by 3% per year.
5	UP RR Preservation (Pavement, Drainage, Bridges etc)					(\$60,000)		(\$77,893)	Tree trimming, Crack Fill, Fog Seal, Seal Coat etc. Seal after 3 years+/- then every 5. Rehab Bridges as needed (10-years until plan in place)
6	Mn River Bluffs Regional Trail Construction - <i>Chaska to Carver</i> (Prof Services, Construction)	(\$155,000)							Design 2013, 14, Construction (match to federal\$) & Inspection 2015,2016. Preservation thereafter. Seal after 3 years, then every 5
7	Mn River Bluffs Regional Trail Construction - <i>Chaska to Chanhassen</i> . (Prof Services, Construction)		(\$70,000)	(\$75,000)					Project development (2016) & construction (local match to fed \$) + inspection (2017).
8	Misc (taxes,ins, rentals, etc)	(\$8,100)	(\$8,343)	(\$8,593)	(\$8,851)	(\$9,117)	(\$9,390)	(\$9,672)	Grow at 3% per year
	End Bal.	\$0	\$0	\$2,220	\$76,554	\$87,893	\$74,921	\$0	

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

Date: December 15, 2015 Resolution: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____
—

CERTIFYING 2016 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 2016.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that there by, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2016, to wit:

CARVER COUNTY REGIONAL RAIL AUTHORITY

\$140,000

ADOPTION OF 2016 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 2016 budget year; and

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

	<u>Revenues</u>	<u>Expenditures</u>
Carver County Regional Rail Authority	<u>\$144,000</u>	<u>\$144,000</u>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that the 2016 budget is hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FURTHER RESOLVED, funds are hereby appropriated for the execution of the aforementioned 2016 budgets.

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

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

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2016 budget when purchased must conform with State Statute 471.345 as amended. Any capital expenditure (object code 6600's) greater than \$5,000 not itemized in the budget must have prior Regional Rail Authority Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

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

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

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

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Carver County Regional Rail Authority Board, Carver County, Minnesota, at its session held on the 15th day of December, 2015, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 15th day of December, 2015.

County Administrator

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2015 Year in Review

Primary Originating Division/Dept: Administration (County) <input type="text"/>	Meeting Date: 12/15/2015 <input type="text"/>
Contact: Nick Koltavy <input type="text"/> Title: <input type="text"/>	Item Type: Regular Session <input type="text"/>
Amount of Time Requested: 10 minutes <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: Chair Randy Maluchnik <input type="text"/> Title: County Board Chair <input type="text"/>	
Strategic Initiative: Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government <input type="text"/>	

BACKGROUND/JUSTIFICATION:

Board Chair Randy Maluchnik will highlight Carver County accomplishments and events in 2015.

ACTION REQUESTED:

Informational Only

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

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3668

Carver County Board of Commissioners Request for Board Action



Agenda Item:

City/County Road Maintenance Agreements

Primary Originating Division/Dept: <input type="text" value="Public Works - Operations"/>	Meeting Date: <input type="text" value="12/15/2015"/>
Contact: <input type="text" value="Michael Legg"/> Title: <input type="text"/>	Item Type: <input type="text" value="Work Session"/>
Amount of Time Requested: <input type="text" value="20"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text" value="Mike Legg"/> Title: <input type="text" value="Operations Mangager"/>	
Strategic Initiative: <input type="text" value="Connections: Develop strong public partnerships and connect people to services and information"/>	

BACKGROUND/JUSTIFICATION:

Carver County has had maintenance agreements with Cities for road maintenance that have not been updated since the late 1950's and early 1960's. Public Works has been working to update and standardize the agreements and would like to update the board on current status.

ACTION REQUESTED:

N/A

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

Related Financial/FTE Comments:

Office use only:

RBA 2015 - 3644