



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

TUESDAY, NOVEMBER 28, 2023 AT 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Nick Flatgard – Staffing Proposal
3. 2024 CIP and Tax Levy Discussion (pg. 2)
4. Committee & Board Alternates (pg. 20)
5. Other Business

Presentation

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.



Steele County Agenda Item

Subject: 2024 CIP and Tax Levy Discussion

Department: Treasurer's Office/Finance

Committee Meeting Date: November 28, 2023

Board Meeting Date: November 28, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Discussion only

Background (*Including Budget Impact*):

See Attached

Attachments:

Given all the projects that are currently in progress and projects that have been approved and/or being considered, there were many factors that went into the recommendation we are bringing forward for the 2024 budget. When deciding what projects will be done and how those projects will be funded, we considered all the funding sources and how it would affect the County's overall financial health and tax levy. The funding sources considered included the following: reserves from the unassigned general fund, highway fund and capital fund; the tax levy; grants; and debt structure.

Capital projects high in priority for 2024 included the construction projects for the CCA building and the addition to the Detention Center to relocate the Sheriff's Office from the LEC; replacements of parking lots at the Courthouse and Administration Office; a generator at the Courthouse location; and other various furniture and equipment throughout the County.

Attached are schedules showing the projects currently in progress for 2023 and projects for the next four years thereafter. Along with the projects are the funding sources that are being planned to finance the respective projects.

Regarding reserves, there were three buckets that were analyzed to use to fund some of the projects. They included the highway reserves, the capital fund reserves and the general fund unassigned reserves. Also included in the packet is a schedule illustrating the fund balances mentioned above and projecting future fund balances after using some the balance to fund certain projects.

A major project on the schedule for 2024 are the replacements of the parking lots for the Courthouse and the Administration Building. The projects are expected to cost just under \$1.0 million. Staff is recommending the County uses the highway unassigned reserves to fund this project since the parking lots will be for the use of the general public. The highway's unassigned fund balance will still be healthy after the use of \$950,000. See attached Fund Balance Projections worksheet.

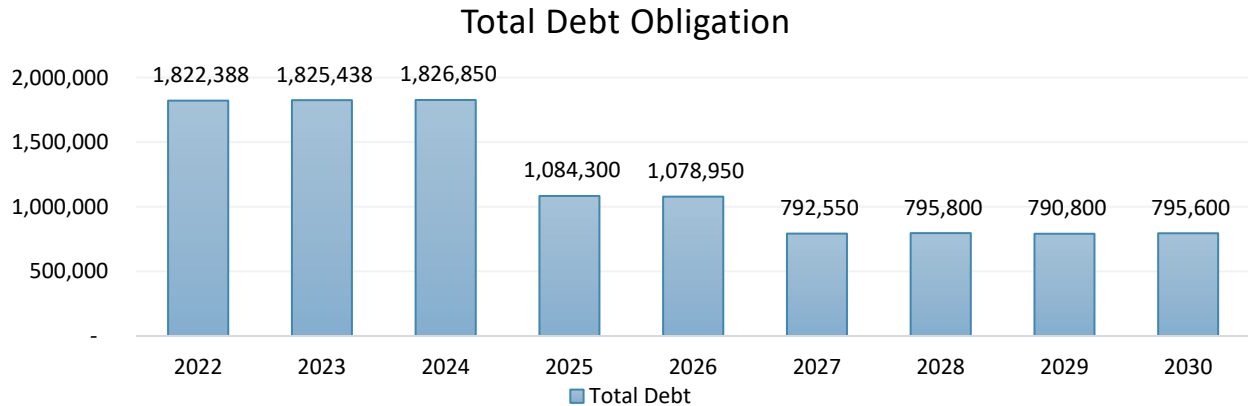
Other major projects are the construction of building and addition for CCA and the Sheriff's Office at the Detention Center. The majority of these costs will be paid from the ARPA funds received in prior years and the costs that exceeded those funds will be paid from the capital fund reserves including the revenues expected to receive from the City of Owatonna relating to the sale of the County's half of the LEC building. Costs exceeding the initial estimates for the CCA building will be paid with the additional funds that CCA is expected to receive from the State of MN.

Other projects that will be paid from the capital fund reserves include improvements relating to the Alexander building; exterior doors, security card access and office carpeting at the County Attorney's Office; a mower, broom and snowplow for the Buildings and Grounds department. The capital fund reserves is projected to have a balance of \$1.3 million at the end of 2024 after using \$1.1 million of it for 2024 projects.

Currently included in the tax levy are furniture and equipment for the Four Seasons and IT departments totaling \$175,100 and another \$375,500 planned to be paid with general fund reserves. A large majority of that total is a generator (\$250,000) that is needed at the Courthouse.

Based on the general fund balance projection, the fund balance is expected to fall just short of 50% of the county's operating expenditures for the general fund at the end of 2024, assuming the County has a balanced budget performance. There are quite a few major projects on the docket in the next few years such as roof replacements for the Detention Center and the Four Seasons as well replacing the ballasted

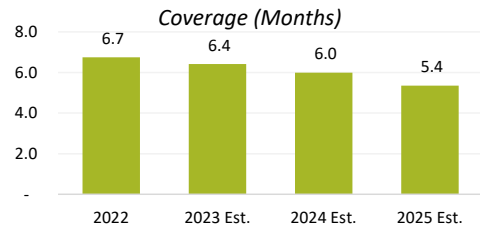
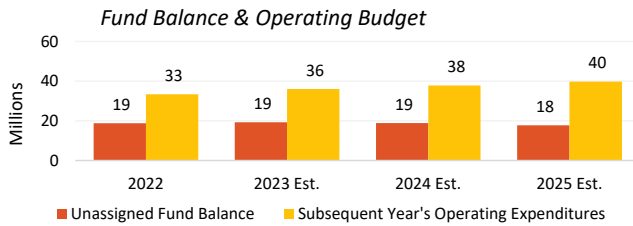
rubber roof at the Administration Building and either remodeling the Annex building or building an addition for the departments in the Annex. So as the Board considers these major projects for the future, it will be important to preserve the unassigned general fund reserves to be able to finance the projects in the most fiscally responsible way. Also, the County's debt structure will be an important factor into the decision making as well. Below is the current debt payment schedule for the next few years.



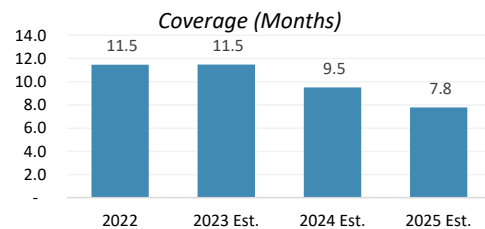
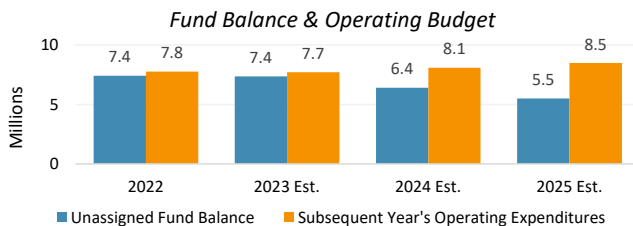
Depending on the Board's comfort level with the tax levy for 2024, another option would be to levy for more of the projects that are currently on the docket using the general fund reserves. It will be very important to preserve as much of the general fund reserves for the next few years as there are a lot of unknowns with projects to complete and unknowns with joint ventures the County has with MNPrairie and Joint Dispatch. The County may need to bond for future projects which make it an even more pressing issue to preserve the general fund reserves.

Steele County													
Summary of 2024 Capital Projects and Funding Sources													
Project Number	Departement	Project Description	Priority	Total Project Cost	ARPA Funds	Capital Project Fund Reserves	CCA Surplus Funds	General Fund Reserves	Highway Reserves	Levy	Public Safety Aid Funding	Sale of LEC	
SCAC-24-01	Admin Building	Parking Lot Replacement	1 - Critical	\$ 730,000	\$ -	\$ -	\$ -	\$ -	\$ 730,000	\$ -	\$ -	\$ -	
CH-23-01	Courthouse	Parking Lot/Sidewalk/Step Repair	2 - High Priority	220,000	-	-	-	-	220,000	-	-	-	
SO-24-03	Sheriff	Move Sheriff to Detention Center	2 - High Priority	5,300,000	4,468,639	231,361	-	-	-	-	-	600,000	
CCA-23-01	Community Corrections	Building Addtion for CCA - Add'l Funds	2 - High Priority	560,000	-	-	560,000	-	-	-	-	-	
AX-24-01	Alexander Building	Facility Improvements	2 - High Priority	145,000	-	145,000	-	-	-	-	-	-	
COB-24-01	Attorney	Exterior Doors & Secuirty Card Access	2 - High Priority	30,000	-	30,000	-	-	-	-	-	-	
COB-24-02	Attorney	Attorney Office Carpeting	2 - High Priority	50,000	-	50,000	-	-	-	-	-	-	
BM-24-01	Buildings & Maintenance	Mower and Broom	2 - High Priority	60,000	-	60,000	-	-	-	-	-	-	
BM-24-02	Buildings & Maintenance	Snowplow	2 - High Priority	10,000	-	10,000	-	-	-	-	-	-	
CC-24-01	Community Center	Remove Retaining Wall	2 - High Priority	55,000	-	-	-	55,000	-	-	-	-	
CH-24-01	Courthouse	Generator Replacement	2 - High Priority	250,000	-	-	-	250,000	-	-	-	-	
CW-24-01	Emergency Management	Emergency Notification/Panic Alarms	2 - High Priority	50,000	-	-	-	50,000	-	-	-	-	
FS-24-02	Four Seasons	Upstairs Furnace	2 - High Priority	6,500	-	-	-	-	-	6,500	-	-	
FS-24-03	Four Seasons	Old Lobby / Front Room Upgrades	2 - High Priority	90,000	-	-	-	-	-	90,000	-	-	
FS-24-04	Four Seasons	Parking Lot Repairs	1 - Critical	40,000	-	-	-	20,500	-	19,500	-	-	
FS-24-05	Four Seasons	Batteries for Electric Zamboni	1 - Critical	15,000	-	-	-	-	-	15,000	-	-	
FS-24-06	Four Seasons	Tables / Chairs / Storage Carts	2 - High Priority	13,000	-	-	-	-	-	13,000	-	-	
IT-23-01	Information Technology	Switch Replacements & Upgrades	1 - Critical	19,100	-	-	-	-	-	19,100	-	-	
IT-23-02	Information Technology	Copier Replacements	2 - High Priority	12,000	-	-	-	-	-	12,000	-	-	
SO-24-01	Sheriff	Handguns	2 - High Priority	30,000	-	-	-	-	-	-	30,000	-	
SO-24-02	Sheriff	Body Cameras	2 - High Priority	121,000	-	-	-	-	-	-	121,000	-	
Totals				\$ 7,806,600	\$ 4,468,639	\$ 526,361	\$ 560,000	\$ 375,500	\$ 950,000	\$ 175,100	\$ 151,000	\$ 600,000	

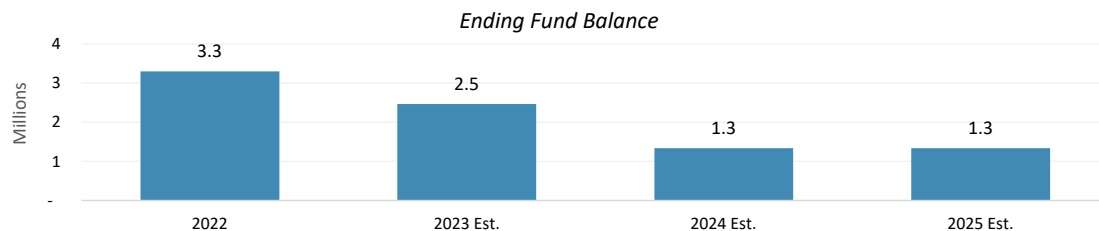
Steele County				
Unassigned Fund Balance - General Fund				
Description	2022	2023 Est.	2024 Est.	2025 Est.
Audited Unassigned Fund Balance	\$ 13,728,180	\$ 18,747,612	\$ 19,247,612	\$ 18,872,112
Adjustment made for GASB 40	5,019,432	-	-	-
Revised Unassigned Fund Balance	18,747,612	18,747,612	19,247,612	18,872,112
Estimated Surplus	-	1,400,000	-	-
Use of Fund Balance for Capital Projects	-	(900,000)	(375,500)	(1,150,000)
Ending Unassigned Fund Balance	18,747,612	19,247,612	18,872,112	17,722,112
Next Year's Budgeted Operating Expenditures	33,353,641	36,029,570	37,831,049	39,722,601
Fund Balance as a Percentage of Operating Expenditures	56.2%	53.4%	49.9%	44.6%
Coverage (Months)	6.7	6.4	6.0	5.4



Steele County				
Unassigned Fund Balance - Highway				
Description	2022	2023 Est.	2024 Est.	2025 Est.
Assigned FB for Roads, Bridges Streets	\$ 7,406,090	\$ 7,406,090	\$ 7,356,090	\$ 6,406,090
Use of Fund Balance for Capital Projects	-	(50,000)	(950,000)	(900,000)
Ending Unassigned Fund Balance	7,406,090	7,356,090	6,406,090	5,506,090
Next Year's Budgeted Operating Expenditures	7,751,810	7,693,141	8,077,798	8,481,688
Fund Balance as a Percentage of Operating Expenditures	95.5%	95.6%	79.3%	64.9%
Coverage (Months)	11.5	11.5	9.5	7.8



Steele County				
Unassigned Fund Balance - Capital Projects				
Description	2022	2023 Est.	2024 Est.	2025 Est.
Assigned Fund Balance for Capital Projects	\$ 3,297,143	\$ 3,297,143	\$ 2,462,695	\$ 1,336,334
Use of Fund Balance for Capital Projects	-	(834,448)	(1,126,361)	-
Ending Assigned Fund Balance	3,297,143	2,462,695	1,336,334	1,336,334



Steele County, Minnesota
Capital Improvement Plan
 2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2023	2024	2025	2026	2027	Total
Admin Building							
Parking Lot Replacement	SCAC-24-01		730,000				730,000
Install Generator	SCAC-26-01				600,000		600,000
Replace Ballasted Rubber Roof	SCAC-27-01					400,000	400,000
Admin Building Total			730,000		600,000	400,000	1,730,000
General Fund Reserves							
					600,000		600,000
Highway Reserves			730,000				730,000
Levy						400,000	400,000
Admin Building Total			730,000		600,000	400,000	1,730,000
Alexander Building							
Facility Improvements	AX-24-01		145,000				145,000
Alexander Building Total			145,000				145,000
Capital Project Fund Reserves			145,000				145,000
Alexander Building Total			145,000				145,000
Annex Building							
Annex Remodel/Addition	AX-23-01					10,000,000	10,000,000
Annex Building Total						10,000,000	10,000,000
TBD						10,000,000	10,000,000
Annex Building Total						10,000,000	10,000,000
Attorney							
Exterior Doors & Security Card Access	COB-24-01		30,000				30,000
Attorney Office Carpeting	COB-24-02		50,000				50,000
Attorney Total			80,000				80,000
Capital Project Fund Reserves			80,000				80,000
Attorney Total			80,000				80,000
Auditor/Elections							

Department	Project #	2023	2024	2025	2026	2027	Total
Election Equipment	AE-25-01			250,000			250,000
Auditor/Elections Total				250,000			250,000
TBD				250,000			250,000
Auditor/Elections Total				250,000			250,000
Buildings & Maintenance							
Mower and Broom	BM-24-01		60,000				60,000
Snowplow	BM-24-02		10,000				10,000
Buildings & Maintenance Total			70,000				70,000
Capital Project Fund Reserves			70,000				70,000
Buildings & Maintenance Total			70,000				70,000
Community Center							
Retaining Wall Replacement	CC-23-01	10,000					10,000
Remove Retaining Wall	CC-24-01		55,000				55,000
Community Center Total		10,000	55,000				65,000
General Fund Reserves			55,000				55,000
Levy		10,000					10,000
Community Center Total		10,000	55,000				65,000
Community Corrections							
Building Addition for CCA	CCA-22-03	2,438,000					2,438,000
Building Addition for CCA - Additional Funds	CCA-23-01		560,000				560,000
Community Corrections Total		2,438,000	560,000				2,998,000
ARPA Funds		2,438,000					2,438,000
CCA Surplus Funds			560,000				560,000
Community Corrections Total		2,438,000	560,000				2,998,000
Courthouse							
Parking Lot/Sidewalk/Step Repair	CH-23-01	80,000	220,000				300,000
Generator Replacement	CH-24-01		250,000				250,000
Secured Front Entrance	CH-25-01			350,000			350,000
Courthouse Security Equipment	CH-25-02			100,000			100,000
Replace Remaining Single Pane Windows	CH-27-01					150,000	150,000
Courthouse Total		80,000	470,000	450,000		150,000	1,150,000
General Fund Reserves			250,000				250,000

Department	Project #	2023	2024	2025	2026	2027	Total
<i>Highway Reserves</i>		50,000	220,000				270,000
<i>Law Library Reserves</i>				100,000			100,000
<i>Levy</i>		30,000		350,000		150,000	530,000
<i>Courthouse Total</i>		80,000	470,000	450,000		150,000	1,150,000

Detention Center							
Replace Parking Lot	DC-26-01				700,000		700,000
Exterior Wall Wash and Seal	DC-27-01					75,000	75,000
Roof Replacement - Modified Built-Up	DC-27-02					1,500,000	1,500,000
<i>Detention Center Total</i>					700,000	1,575,000	2,275,000

<i>Levy</i>						1,575,000	1,575,000
<i>TBD</i>					700,000		700,000
<i>Detention Center Total</i>					700,000	1,575,000	2,275,000

Emergency Management							
Emergency Notification/Panic Alarms	CW-24-01		50,000				50,000
<i>Emergency Management Total</i>			50,000				50,000

<i>General Fund Reserves</i>			50,000				50,000
<i>Emergency Management Total</i>			50,000				50,000

Fairgrounds							
Bury Wires Underground	FG-23-01	1,500,000					1,500,000
Fairgrounds Hard Surfacing	FG-25-01			900,000			900,000
<i>Fairgrounds Total</i>		1,500,000		900,000			2,400,000

<i>General Fund Reserves</i>		750,000					750,000
<i>Grants</i>		750,000					750,000
<i>Highway Reserves</i>				900,000			900,000
<i>Fairgrounds Total</i>		1,500,000		900,000			2,400,000

Four Seasons							
Repaint/Reseal/Calking East Rink	FS-23-01	90,000					90,000
West Locker Rooms Flooring	FS-23-03	20,000					20,000
Upstairs Furnace	FS-24-02		6,500		7,000		13,500
Old Lobby / Front Room Upgrades	FS-24-03		90,000				90,000
Parking Lot Repairs	FS-24-04		40,000		40,000		80,000
Batteries for Electric Zamboni	FS-24-05		15,000				15,000
Tables / Chairs / Storage Carts	FS-24-06		13,000		19,500		32,500
Water Storage Tank	FS-25-01			15,000			15,000
Replace Roof - Both Arenas	FS-25-02			1,500,000			1,500,000
Locker Rooms 5-8 Doors	FS-25-03			7,500			7,500

Department	Project #	2023	2024	2025	2026	2027	Total
Four Hanging Furnaces	FS-25-04			20,000			20,000
Paint Exterior West Arena	FS-25-05			60,000			60,000
Electric Zamboni	FS-25-06			160,000			160,000
Locker Rooms 1-4 Doors	FS-26-01				7,500		7,500
Install Key Card System	FS-26-02				25,000		25,000
Basement Dehumidification System	FS-26-03				15,000		15,000
New Floor / Boards in West Rink	FS-26-04				900,000		900,000
Main Entrance Remodel	FS-27-01					70,000	70,000
Two Basement Furnaces	FS-27-02					15,000	15,000
Exterior Doors	FS-27-03					25,000	25,000
Upgrade Roof Top RTU's	FS-27-04					100,000	100,000
Upstairs Mezzanine Remodel	FS-27-05					50,000	50,000
Paint Interior East Arena	FS-27-06					60,000	60,000
Four Seasons Total		110,000	164,500	1,762,500	1,014,000	320,000	3,371,000

General Fund Reserves			20,500	1,150,000			1,170,500
Grants				80,000			80,000
Levy		110,000	144,000	532,500	1,014,000	320,000	2,120,500
Four Seasons Total		110,000	164,500	1,762,500	1,014,000	320,000	3,371,000

Information Technology							
Switch Replacements & Upgrades	IT-23-01	19,100	19,100				38,200
Copier Replacements	IT-23-02	6,000	12,000	12,000	6,000	6,000	42,000
Virtual Hosts	IT-27-01					40,000	40,000
Information Technology Total		25,100	31,100	12,000	6,000	46,000	120,200

Levy		25,100	31,100	12,000	6,000	46,000	120,200
Information Technology Total		25,100	31,100	12,000	6,000	46,000	120,200

Law Enforcement Center							
Replace Two RTU's	LEC-23-01	125,000					125,000
Replace Roof	LEC-23-02	340,000					340,000
Law Enforcement Center Total		465,000					465,000

General Fund Reserves		232,500					232,500
Reimbursement		232,500					232,500
Law Enforcement Center Total		465,000					465,000

Parks and Recreation							
Beaver Lake Park Upgrades	PR-25-01			500,000			500,000
Showmobile Upgrades	PR-25-02			25,000			25,000
Parks and Recreation Total				525,000			525,000

Department	Project #	2023	2024	2025	2026	2027	Total
Grants				500,000			500,000
Levy				25,000			25,000
Parks and Recreation Total				525,000			525,000
Sheriff							
Handguns	SO-24-01		30,000				30,000
Body Cameras	SO-24-02		121,000				121,000
Move Sheriff to Detention Center	SO-24-03		5,300,000				5,300,000
Sheriff Total			5,451,000				5,451,000
ARPA Funds			4,468,639				4,468,639
Capital Project Fund Reserves			231,361				231,361
Public Safety Aid Funding			151,000				151,000
Sale of LEC			600,000				600,000
Sheriff Total			5,451,000				5,451,000
Grand Total		4,628,100	7,806,600	3,899,500	2,320,000	12,491,000	31,145,200

Steele County, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Admin Building								
Parking Lot Replacement	SCAC-24-01	1		700,000				700,000
Install Generator	SCAC-26-01	2				600,000		600,000
Replace Ballasted Rubber Roof	SCAC-26-02	1				400,000		400,000
Admin Building Total				700,000		1,000,000		1,700,000
General Fund Reserves								
Highway Reserves						600,000		600,000
Levy				700,000				700,000
Admin Building Total				700,000		1,000,000		1,700,000
Alexander Building								
Facility Improvements	AX-24-01	2		145,000				145,000
Alexander Building Total				145,000				145,000
Capital Project Fund Reserves								
Alexander Building Total				145,000				145,000
Annex Building								
Annex Remodel/Addition	AX-23-01	2					10,000,000	10,000,000
Annex Building Total							10,000,000	10,000,000
TBD								
Annex Building Total							10,000,000	10,000,000
Attorney								
Exterior Doors & Security Card Access	COB-24-01	2		30,000				30,000
Attorney Office Carpeting	COB-24-02	2		50,000				50,000
Attorney Total				80,000				80,000
Capital Project Fund Reserves								
Attorney Total				80,000				80,000
Auditor/Elections								

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Election Equipment	AE-25-01	1			250,000			250,000
Auditor/Elections Total					250,000			250,000
<i>TBD</i>					250,000			250,000
Auditor/Elections Total					250,000			250,000
Buildings & Maintenance								
Mower and Broom	BM-24-01	2		60,000				60,000
Snowplow	BM-24-02	2		10,000				10,000
Buildings & Maintenance Total				70,000				70,000
Capital Project Fund Reserves				70,000				70,000
Buildings & Maintenance Total				70,000				70,000
Community Center								
Retaining Wall Replacement	CC-23-01	2	10,000					10,000
Remove Retaining Wall	CC-24-01	2		55,000				55,000
Community Center Total			10,000	55,000				65,000
General Fund Reserves				55,000				55,000
Levy			10,000					10,000
Community Center Total			10,000	55,000				65,000
Community Corrections								
Building Addition for CCA	CCA-22-03	1	2,438,000					2,438,000
Building Addition for CCA - Additional Funds	CCA-23-01	2		560,000				560,000
Community Corrections Total			2,438,000	560,000				2,998,000
ARPA Funds			2,438,000					2,438,000
CCA Surplus Funds				560,000				560,000
Community Corrections Total			2,438,000	560,000				2,998,000
Courthouse								
Parking Lot/Sidewalk/Step Repair	CH-23-01	2	80,000	220,000				300,000
Generator Replacement	CH-24-01	2		250,000				250,000
Secured Front Entrance	CH-25-01	2			350,000			350,000
Courthouse Security Equipment	CH-25-02	2			100,000			100,000
Replace Remaining Single Pane Windows	CH-27-01	1					150,000	150,000
Courthouse Total			80,000	470,000	450,000		150,000	1,150,000
General Fund Reserves				250,000				250,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
<i>Highway Reserves</i>			50,000	220,000				270,000
<i>Law Library Reserves</i>					100,000			100,000
<i>Levy</i>			30,000		350,000		150,000	530,000
<i>Courthouse Total</i>			80,000	470,000	450,000		150,000	1,150,000

Detention Center								
Roof Replacement - Modified Built-Up	DC-25-01	1		1,500,000				1,500,000
Replace Parking Lot	DC-26-01	1				700,000		700,000
Exterior Wall Wash and Seal	DC-27-01	3					75,000	75,000
<i>Detention Center Total</i>				1,500,000	700,000	75,000		2,275,000

<i>Levy</i>				1,500,000			75,000	1,575,000
<i>TBD</i>						700,000		700,000
<i>Detention Center Total</i>				1,500,000	700,000	75,000		2,275,000

Emergency Management								
Emergency Notification/Panic Alarms	CW-24-01	2		50,000				50,000
<i>Emergency Management Total</i>				50,000				50,000

<i>General Fund Reserves</i>				50,000				50,000
<i>Emergency Management Total</i>				50,000				50,000

Fairgrounds								
Bury Wires Underground	FG-23-01	2	1,500,000					1,500,000
Fairgrounds Hard Surfacing	FG-25-01	2			900,000			900,000
<i>Fairgrounds Total</i>			1,500,000	900,000				2,400,000

<i>General Fund Reserves</i>			750,000					750,000
<i>Grants</i>			750,000					750,000
<i>Highway Reserves</i>					900,000			900,000
<i>Fairgrounds Total</i>			1,500,000	900,000				2,400,000

Four Seasons								
Repaint/Reseal/Calking East Rink	FS-23-01	1	90,000					90,000
West Locker Rooms Flooring	FS-23-03	2	20,000					20,000
Electric Zamboni	FS-24-01	1		160,000				160,000
Upstairs Furnace	FS-24-02	2		6,500		7,000		13,500
Old Lobby / Front Room Upgrades	FS-24-03	2		90,000				90,000
Parking Lot Repairs	FS-24-04	1		40,000		40,000		80,000
Batteries for Electric Zamboni	FS-24-05	1		15,000				15,000
Tables / Chairs / Storage Carts	FS-24-06	2		13,000		19,500		32,500
Water Storage Tank	FS-25-01	2			15,000			15,000
Replace Roof - Both Arenas	FS-25-02	1			2,000,000			2,000,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Locker Rooms 5-8 Doors	FS-25-03	2			7,500			7,500
Four Hanging Furnaces	FS-25-04	2			20,000			20,000
Paint Exterior West Arena	FS-25-05	2			60,000			60,000
Locker Rooms 1-4 Doors	FS-26-01	2				7,500		7,500
Install Key Card System	FS-26-02	3				25,000		25,000
Basement Dehumidification System	FS-26-03	3				15,000		15,000
New Floor / Boards in West Rink	FS-26-04	2				900,000		900,000
Main Entrance Remodel	FS-27-01	2					70,000	70,000
Two Basement Furnaces	FS-27-02	2					15,000	15,000
Exterior Doors	FS-27-03	3					25,000	25,000
Upgrade Roof Top RTU's	FS-27-04	3					100,000	100,000
Upstairs Mezzanine Remodel	FS-27-05	2					50,000	50,000
Paint Interior East Arena	FS-27-06	3					60,000	60,000
Four Seasons Total			110,000	324,500	2,102,500	1,014,000	320,000	3,871,000

General Fund Reserves				100,500	1,600,000			1,700,500
Grants				80,000				80,000
Levy			110,000	144,000	502,500	1,014,000	320,000	2,090,500
Four Seasons Total			110,000	324,500	2,102,500	1,014,000	320,000	3,871,000

Information Technology								
Switch Replacements & Upgrades	IT-23-01	1	19,100	19,100				38,200
Copier Replacements	IT-23-02	2	6,000	12,000	12,000	6,000	6,000	42,000
Virtual Hosts	IT-27-01	1					40,000	40,000
Information Technology Total			25,100	31,100	12,000	6,000	46,000	120,200

Levy			25,100	31,100	12,000	6,000	46,000	120,200
Information Technology Total			25,100	31,100	12,000	6,000	46,000	120,200

Joint Dispatch								
Autopaging System	2023-01	2	56,000					56,000
Syncs with Phones, Radio & CAD	2023-02	2	12,500					12,500
Interface for Headsets	2023-03	2	22,000					22,000
UPS Power Supply	2024-01	2	120,000	120,000				240,000
Switches & Firewalls	2024-02	1		20,000	16,800			36,800
Document Management Software	2024-03	2		6,000				6,000
CAD Positions (4)	2024-04	2		20,300				20,300
JD Expansion to Rice County	2025-01	2			3,500,000			3,500,000
Honeywell Door Access	2026-01	1				5,000		5,000
Logging - NRX	2026-02	1				86,000		86,000
SoloCom/IES - Phone System	2027-01	1					450,000	450,000
Joint Dispatch Total			210,500	166,300	3,516,800	91,000	450,000	4,434,600

In Kind Contribution					1,500,000			1,500,000
Levy						91,000	450,000	541,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Reserves			210,500	166,300	2,016,800			2,393,600
Joint Dispatch Total			210,500	166,300	3,516,800	91,000	450,000	4,434,600
Landfill								
Cat D6N Dozer	LF-23-01	2	550,000					550,000
JD 755C Track Loader	LF-23-02	2	350,000					350,000
Sweeper Attachment for Skid-Steer	LF-24-01	2		6,000				6,000
Excavator from Highway	LF-24-02	2		50,000				50,000
Tandem Dump Truck From Highway	LF-24-03	2		20,000				20,000
Landfill Roll Off Truck	LF-24-04	2		165,000				165,000
Land Purchase - Landfill Expansion	LF-24-05	5		200,000				200,000
Replace Ford Pickup	LF-24-06	2		50,000		50,000		100,000
Compactor	LF-25-01	2			650,000			650,000
New Leachate Truck and Tank	LF-26-01	2				265,000	265,000	530,000
Landfill Total			900,000	491,000	650,000	315,000	265,000	2,621,000
Landfill Reserves / Fees			825,000	471,000	600,000	300,000	250,000	2,446,000
Trade in			75,000	20,000	50,000	15,000	15,000	175,000
Landfill Total			900,000	491,000	650,000	315,000	265,000	2,621,000
Law Enforcement Center								
Replace Two RTU's	LEC-23-01	1	125,000					125,000
Replace Roof	LEC-23-02	1	340,000					340,000
Law Enforcement Center Total			465,000					465,000
General Fund Reserves			232,500					232,500
Reimbursement			232,500					232,500
Law Enforcement Center Total			465,000					465,000
Parks and Recreation								
Beaver Lake Park Upgrades	PR-25-01	3			500,000			500,000
Showmobile Upgrades	PR-25-02	3			25,000			25,000
Parks and Recreation Total					525,000			525,000
Grants					500,000			500,000
Levy					25,000			25,000
Parks and Recreation Total					525,000			525,000
Road & Bridge								
2023 Construction Projects	RB-23-01	1	14,068,400					14,068,400
Dura-Patcher	RB-23-02	2	92,000					92,000
Bobcat S650 Skid-Steer	RB-23-03	2	70,000					70,000
Ford F350 Pickup	RB-23-04	2	48,000		65,000			113,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Tilt Bed Tandem Trailer	RB-23-05	2	35,000					35,000
Tandem Trailer	RB-23-06	2	23,000					23,000
Rosco 4820 Broom	RB-23-07	2	75,000					75,000
Reclaimer Disk	RB-23-08	2	12,000					12,000
Ford F150 Pickup	RB-23-09	2	48,000				96,000	144,000
Tandem Dump and Plow Truck	RB-23-10	2	280,000			570,000	285,000	1,135,000
2024 Construction Projects	RB-24-01	1		13,825,000				13,825,000
Chassis for Distributor Tank	RB-24-02	2		80,000				80,000
Sullair Trailer Air Compressor	RB-24-03	2		50,000				50,000
JD 240DLC Excavator	RB-24-04	2		265,000				265,000
Ford Edge - Engineering	RB-24-05	2		40,000				40,000
Towmaster SL Trailer	RB-24-06	2		20,000				20,000
Garwood Tandem Dump Trailer	RB-24-07	2		85,000				85,000
2025 Construction Projects	RB-25-01	1			20,819,000			20,819,000
John Deere 650J Dozer	RB-25-02	2			100,000			100,000
Highliner Hydro Swing Mower	RB-25-03	2			60,000			60,000
SD 70 Sheep-foot	RB-25-04	2			75,000			75,000
Hot Box Patcher - Trailer	RB-25-05	2			30,000			30,000
Ford F250 Pickup	RB-25-06	2			40,000			40,000
Motor Grader and Plow Equipment	RB-25-07	2			265,000			265,000
2026 Construction Projects	RB-26-01	1				11,785,000		11,785,000
Midland Shoulder Machine	RB-26-02	2				50,000		50,000
2027 Construction Projects	RB-27-01	1					10,145,000	10,145,000
Four Yard Payloader	RB-27-02	2					100,000	100,000
Ford F550 Crew Cab	RB-27-03	2					60,000	60,000
24" Milling Machine	RB-27-04	2					20,000	20,000
Towmaster LoBoy Trailer	RB-27-05	2					65,000	65,000
Road & Bridge Total			14,751,400	14,365,000	21,454,000	12,405,000	10,771,000	73,746,400

Bridge Bonds/Township Bridge	850,000	1,155,000	5,315,000	315,000	630,000	8,265,000
Federal Funds	354,400	769,500	2,315,000	2,000,000		5,438,900
Grants			470,000			470,000
Levy	520,342	502,000	571,500	585,000	580,500	2,759,342
Other County/Municipal Local	2,420,000	2,900,000	1,306,250	997,500	1,015,000	8,638,750
Reserves	346,658					346,658
Sales Tax	4,845,000	2,912,500	3,376,500	2,662,500	2,622,500	16,419,000
State Aid	4,619,000	5,350,000	5,628,250	5,072,000	5,139,500	25,808,750
TBD			1,670,000			1,670,000
Trade in	46,000	38,000	63,500	35,000	45,500	228,000
Wheelage Tax	750,000	738,000	738,000	738,000	738,000	3,702,000
Road & Bridge Total	14,751,400	14,365,000	21,454,000	12,405,000	10,771,000	73,746,400

Sheriff						
Handguns	SO-24-01	2	30,000			30,000
Body Cameras	SO-24-02	2	121,000			121,000
Move Sheriff to Detention Center	SO-24-03	2	5,300,000			5,300,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Sheriff Total			5,451,000					5,451,000
ARPA Funds			4,468,639					4,468,639
General Fund Reserves			831,361					831,361
Public Safety Aid Funding			151,000					151,000
Sheriff Total			5,451,000					5,451,000
Grand Total			20,490,000	22,958,900	31,360,300	15,531,000	22,077,000	112,417,200

Steele County

Reconciliation of Tax Levy Changes

Description	Net Change in Tax Levy	% Change in Tax Levy
Approved Preliminary Budgeted Tax Levy - 5.6%	\$ 29,590,603	5.6%
<i>Changes</i>		
Increase in Detention Center Boarding Revenues	(140,000)	(0.5)%
MNPrairie County Alliance Levy Reduction	(66,943)	(0.2)%
Net Personnel Service Changes	(64,861)	(0.2)%
Updates to Law Enforcement Center Budget	(62,237)	(0.2)%
Updates to Facilities and Fleet Budget	(13,408)	(0.0)%
Net Levy Changes	(347,449)	(1.2)%
Current Budgeted Tax Levy as of 11/15/2023	\$ 29,243,154	4.4%

Pending FTE Requests	Total FTE Request	Tax Levy Impact
Information Technology - 1.00 FTE	126,206	0.5%
Community Corrections - 0.75 FTE*	105,189	0.0%
Geographic Information Systems (GIS) - 0.75 FTE	55,839	0.2%
Human Resources - 0.50 FTE	45,668	0.2%

* Removing FTE request would not impact tax levy since the personnel service reduction would be allocated for CCA building construction.



Steele County Agenda Item

Subject: Committee and Board Alternates

Department: Administrator's Office

Committee Meeting Date: November 16, 2023

Board Meeting Date: November 28, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Recommendation:

Discuss and establish alternates for the attached Committees

Background (*Including Budget Impact*):

Most of the Committees and meetings in which the Commissioners are assigned to and attend have a commissioner listed as an alternate. This provides a regular person that can attend in the absence of the Commissioner/s listed at the Member/s.

In those cases where alternates are not assigned, the commissioners, during the planning session on November 16th, determined that alternates should be assigned.

The list of these committees needing alternates is attached.

Attachments:

The list of these committees needing alternates is attached.

Alternates are needed for the following Committees

Community Health Board

Members: Glynn
Abbe
Krueger

Alternate:

SE MN Emergency Medical Services

Member: Gnemi

Alternate:

Criminal Justice Committee

Member: Krueger

Alternate:

SE MN Recyclers Exchange (SEMREX)

Member: Glynn

Alternate:

Extension Committee

Members: Brady
Glynn

Alternate:

SMART Transit Advisory Board

Member: Krueger

Alternate:

Local Housing Trust Fund Committee

Member: Krueger

Alternate:

South Central Human Relations Center

Members: Brady
Gnemi

Alternate:

Intergovernmental Joint Agency Task Force

Members: Brady
Abbe

Alternate:

Steele Waseca Drug Court

Member: Gnemi

Alternate:

Intergovernmental Joint Transportation Committee (county/city)

Members: Brady
Krueger

Alternate: Glynn

(recommended)

Workforce Development Board

Member: Gnemi

Alternate:

Law Enforcement Center Committee

Members: Glynn
Krueger

Alternate:

Recorder's Compliance Fund

Member: Krueger

Alternate: Glynn

(recommended)

SE MN Community Action Agency (SEMCAC)

Member: Gnemi

Alternate: