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, DECEMBER 12, 2023 AT 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Wold Presentation on Community Correction Building
3. 2024 Budget/Levy Review
4. Other Business

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 Final Tax Levy and Budget

Department: Treasurer's Office/Finance

Committee Meeting Date: December 12, 2023

Board Meeting Date: December 12, 2023

Consent Agenda: ☐ Yes ☐ No **Resolution:** ☐ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Information Only

Background *(Including Budget Impact)*:

Included in your packet is information regarding the proposed tax levy and budget for the final 2024 levy and budget being presented at the Truth in Taxation Public Hearing on December 12, 2023.

Management is recommending a 4.9% tax levy increase for 2024. That equates to a $1.4 million increase in property taxes from the prior year's tax levy. Reasons for the increase are due to the following reasons:

- Increase in personnel costs
  - Market wage adjustment
  - Rising health insurance costs
  - Cost of living and step increases
  - Upcoming retirement planning for director positions
  - Additional 2.5 FTE positions throughout the County
- Capital projects
  - Parking lot replacements - $950,000
  - Addition to Detention Center to relocate the Sheriff's Office - $5.3 million
  - Generator at Courthouse - $250,000
  - Various furniture and equipment - $1.0 million

**Note: Only $305,600 of the capital projects will be funded with tax levy dollars, the remaining balance will be funded with grants, ARPA funds received in prior years, sale of Steele County's portion of the LEC building, and reserves from the highway fund and capital projects fund.

The following are a few positive highlights for 2024:

- Steele County will be receiving an additional $635,000 in county program aid in 2024
- Steele County will be receiving an additional $599,000 in December 2023 to fund public safety needs which will finance the purchase of more Sheriff vehicles as well as more handguns and body cameras
- The State of Minnesota will be funding the Community Corrections department by $438,000 which will be used to fund an additional .75 FTE position and additional costs relating to the construction of the CCA building

These additional fundings have benefited the County greatly; otherwise, the tax levy would have been more or the County would have had to use more reserves which could potentially impede future projects.

Attachments:

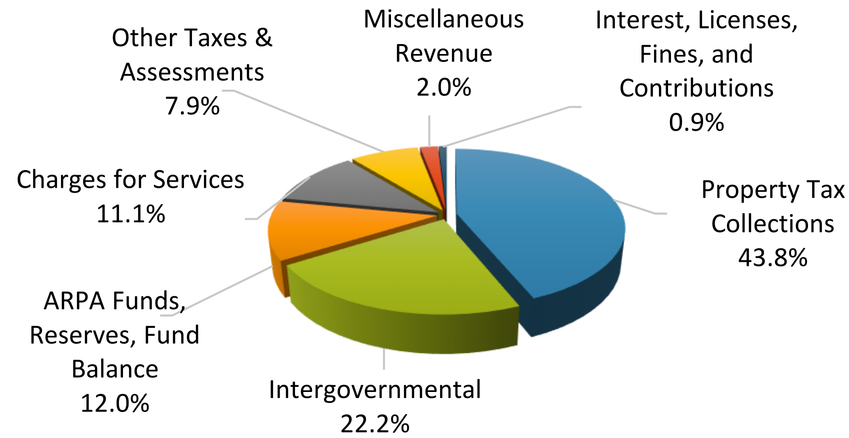
Overview of the 2024 budget and tax levy; Summary of 2024 capital projects and funding sources

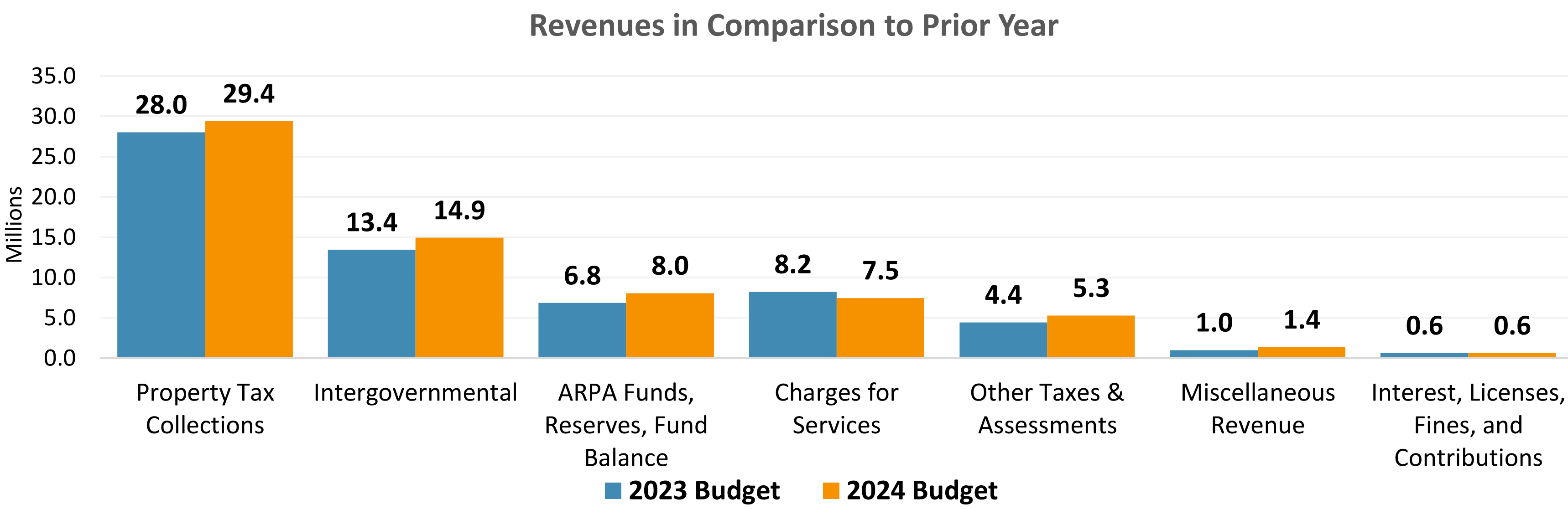
Steele County

Overview of 2024 Budget

2024 Budgeted Revenues

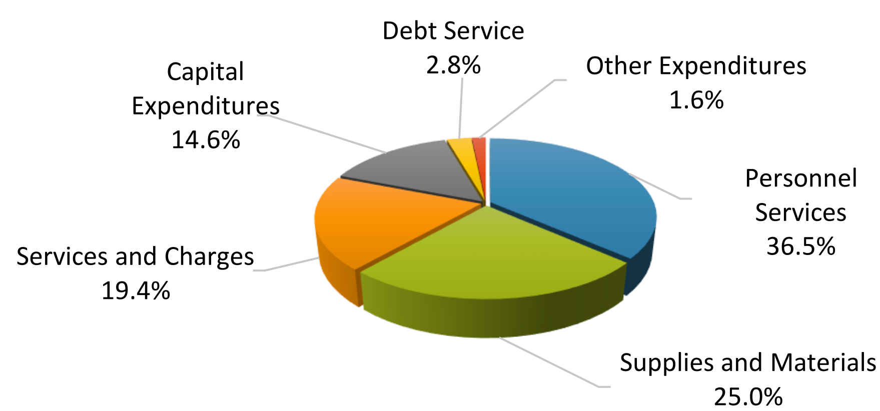
Property Tax Collections	$ 29,394,452
Intergovernmental	14,918,098
ARPA Funds, Reserves, Fund Balance	8,049,289
Charges for Services	7,454,868
Other Taxes & Assessments	5,281,500
Miscellaneous Revenue	1,363,821
Interest, Licenses, Fines, and Contributions	622,500
Total Revenues	$ 67,084,528

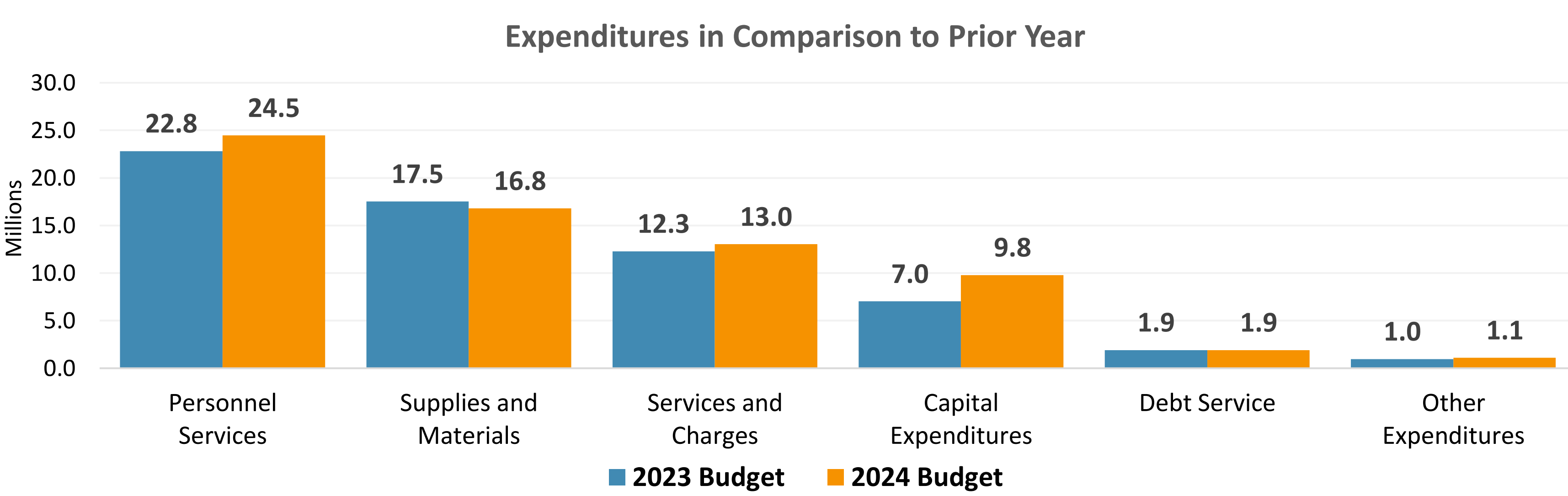




2024 Budgeted Expenditures

Personnel Services	$ 24,462,068
Supplies and Materials	16,794,186
Services and Charges	13,025,920
Capital Expenditures	9,802,600
Debt Service	1,911,130
Other Expenditures	1,088,624
Total Expenditures	$ 67,084,528





Steele County

Summary of 2024 Capital Projects and Funding Sources

Department	Project Description	Est. Cost: Total Project Cost	Funding Sources: Levy	Capital Project Fund Reserves	Highway Reserves	CCA & Public Safety Surplus Funds	ARPA Funds	Sale of LEC	Trade In	Landfill Reserves
Administration Building	Parking Lot Replacement	$ 730,000	$ -	$ -	$ 730,000	$ -	$ -	$ -	$ -	$ -
Alexander Building	Facility Improvements	145,000	-	145,000	-	-	-	-	-	-
Attorney	Exterior Doors & Security Card Access	30,000	-	30,000	-	-	-	-	-	-
Attorney	Attorney Office Carpeting	50,000	-	50,000	-	-	-	-	-	-
Buildings & Maintenance	Mower, Broom, Snowplow	70,000	-	70,000	-	-	-	-	-	-
Community Center	Remove Retaining Wall	55,000	-	55,000	-	-	-	-	-	-
Community Corrections	Building Addition for CCA - Add'l Funds	560,000	-	-	-	560,000	-	-	-	-
Courthouse	Generator Replacement	250,000	150,000	100,000	-	-	-	-	-	-
Courthouse	Parking Lot/Sidewalk/Step Repair	220,000	-	-	220,000	-	-	-	-	-
Emergency Management	Emergency Notification/Panic Alarms	50,000	-	50,000	-	-	-	-	-	-
Four Seasons	Upstairs Furnace	6,500	6,500	-	-	-	-	-	-	-
Four Seasons	Old Lobby / Front Room Upgrades	90,000	90,000	-	-	-	-	-	-	-
Four Seasons	Batteries for Electric Zamboni	15,000	15,000	-	-	-	-	-	-	-
Four Seasons	Tables / Chairs / Storage Carts	13,000	13,000	-	-	-	-	-	-	-
Information Technology	Switch Replacements & Upgrades	19,100	19,100	-	-	-	-	-	-	-
Information Technology	Copier Replacements	12,000	12,000	-	-	-	-	-	-	-
Sheriff	Handguns	30,000	-	-	-	30,000	-	-	-	-
Sheriff	Body Cameras	121,000	-	-	-	121,000	-	-	-	-
Sheriff	Move Sheriff to Detention Center	5,000,000	-	196,361	-	-	4,203,639	600,000	-	-
	Total - General Fund	7,466,600	305,600	696,361	950,000	711,000	4,203,639	600,000	-	-
Highway	Equipment Purchases	861,000	606,000	-	-	-	-	-	255,000	-
Landfill	Equipment Purchases	475,000	-	-	-	-	-	-	-	475,000
Landfill	Landfill Expansion Project	1,000,000	-	-	-	-	-	-	-	1,000,000
	Total - All Funds	$ 9,802,600	$ 911,600	$ 696,361	$ 950,000	$ 711,000	$ 4,203,639	$ 600,000	$ 255,000	$ 1,475,000