Chisago County
MINNESOTA
ADMINISTRATION

BUDGET & FINANCE COMMITTEE AGENDA

Wednesday, April 12, 2023

3:00 PM • Boardroom

Chisago County Government Center, 313 N. Main St., Center City, MN 55012

PROPOSED AMENDED AGENDA

I. Current Year-to-Date Financial Update
   A. Operating Budget Activity (P&L)
   B. Cash Flow Considerations (CF)
   C. Monthly-to-Annual Payroll Assessment
   D. Local Option Sales Tax and Wheelage Tax Update

II. 2024 Budget 'Kick-off' and Schedule
   a. 'County Values' Budgeting

III. Fund Balances and Fund Balance Policy Discussion

IV. Voting Equipment Discussion

V. Sales Tax Agreement

VI. Harris Shop Improvements

VII. ARPA – Online Permitting/Licensing Module – Environmental Services

VIII. ARPA – Chisago County Parks
   a. Chisago County Off-road Biking Course
   b. Ki Chi Saga Park Municipal Building
   c. Parks Maintenance Cold Storage Building
   d. *****Fish Lake Master Plan – CIP Budget Adjustment/Reallocation Request*****

IX. County Outreach and Initiative Coordinator

X. Other B/F Items

Chisago County
MINNESOTA
ADMINISTRATION

BUDGET & FINANCE COMMITTEE AGENDA

Wednesday, April 12, 2023

3:00 PM • Boardroom

Chisago County Government Center, 313 N. Main St., Center City, MN 55012

PROPOSED AGENDA

I. Current Year-to-Date Financial Update
   - A. Operating Budget Activity (P&L)
   - B. Cash Flow Considerations (CF)
   - C. Monthly-to-Annual Payroll Assessment
   - D. Local Option Sales Tax and Wheelage Tax Update

II. 2024 Budget 'Kick-off' and Schedule
   - a. 'County Values' Budgeting

III. Fund Balances and Fund Balance Policy Discussion

IV. Voting Equipment Discussion

V. Sales Tax Agreement

VI. Harris Shop Improvements

VII. ARPA – Online Permitting/Licensing Module – Environmental Services

VIII. ARPA – Chisago County Parks
   - a. Chisago County Off-road Biking Course
   - b. Ki Chi Saga Park Municipal Building
   - c. Parks Maintenance Cold Storage Building

IX. County Outreach and Initiative Coordinator

X. Other B/F Items

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 03/31/2023
25% OF YEAR COMPLETE

I.

	2023 Budget As Amended	As of 03/31/2023	% of Budget	Notes
GENERAL FUND				
Board of Commissioners	161,200.00	53,345.00	33%	MICA dues paid in Feb
District Court	212,500.00	35,339.00	17%	
Law Library (Restricted)	161,092.00	9,422.00	6%	
County Administrator	71,800.00	23,295.00	32%	Misc dues paid in Feb
Auditor-Treasurer	28,110.00	1,228.00	4%	
Audit	100,000.00	5,600.00	6%	
Assessor	39,400.00	6,728.00	17%	
Enterprise Services	3,875,679.00	888,489.00	23%	
Central Services	113,589.00	12,880.00	11%	
Elections	202,725.00	25,904.00	13%	
County Attorney	71,450.00	30,984.00	43%	Misc dues paid in Feb
County Attorney Forfeiture (Restricted)	29,417.00	-	0%	
Recorder	16,950.00	6,441.00	38%	1st Half Title Examiner Fees
Recorder Compliance/Technology (Restricted)	2,270,318.00	8,707.00	0%	
Maintenance	1,005,378.00	220,364.00	22%	
Planning & Zoning	261,500.00	48,494.00	19%	
				Longevity Bonuses
				Worker's Comp/General Ins pymts
General Government	2,027,563.00	1,932,851.00	95%	HRA-EDA Loan
Contingency	109,747.00	-	0%	
Sheriff	991,760.00	311,909.00	31%	Misc dues paid in Feb
Sheriff Forfeitures (Restricted)	35,320.00	17,764.00	50%	
Boat & Water (Restricted)	-	-		
Sheriff's Reserve (Restricted)	10,903.00	1,944.00	18%	
Snowmobile Safety (Restricted)	-	-		
Sheriff's Contingency (Restricted)	4,828.00	-	0%	
Gun Permits (Restricted)	181,846.00	6,851.00	4%	
Project Lifesaver (Restricted)	5,121.00	-	0%	
Public Safety Grants (Restricted)	114,453.00	7,709.00	7%	
Coroner	153,159.00	36,072.00	24%	
County Jail	742,150.00	148,075.00	20%	
Jail Canteen (Restricted)	136,391.00	4,202.00	3%	
Probation & Parole	138,106.00	57,054.00	41%	1st Half Sentence to Serve Fees
Emergency Management	44,580.00	30,733.00	69%	2023 CODERED Svc Fee
E-911 (Restricted)	371,715.00	-	0%	
Controlled Substances - Share of Fines (Restricted)	3,730.00	-	0%	
Historical Society	35,210.00	15,105.00	43%	1st Half Allocation
Regional Library	748,331.00	374,165.00	50%	1st Half Allocation
Parks	131,000.00	8,158.00	6%	
County Agricultural Society	16,000.00	8,000.00	50%	1st Half Allocation
County Extension Services	138,700.00	9,201.00	7%	
Soil & Water	150,000.00	75,000.00	50%	1st Half Allocation
Water Quality Grant (Restricted)	359,089.00	826.00	0%	
Sewer Grants (Restricted)	43,344.00	-	0%	
Wetland Grant (Restricted)	5,000.00	5,000.00	100%	
Watercraft Inspection (Restricted)	141,731.00	401.00	0%	
Economic Development	70,000.00	-	0%	
TOTAL GENERAL FUND	***$ 15,530,885.00***	***$ 4,428,240.00***	***29%***	
SELF INSURANCE FUND				
Other General Government	300,000.00	-	0%	
TOTAL SELF INSURANCE FUND	***$ 300,000.00***	***$ -***	***0%***	
ROAD AND BRIDGE FUND				
Surveyor	8,050.00	1,803.00	22%	
Highway Administration	38,500.00	8,832.00	23%	
Highway Engineering	2,646,450.00	293,896.00	11%	
Highway Construction	9,500,000.00	806,458.00	8%	
Highway Maintenance	2,739,300.00	494,868.00	18%	
Equipment Maintenance/Shop	898,700.00	295,496.00	33%	Equipment repairs; Gas and Oil
Traffic Operations	391,500.00	11,043.00	3%	
TOTAL ROAD AND BRIDGE FUND	***$ 16,222,500.00***	***$ 1,912,396.00***	***12%***	

OPERATING BUDGET (AS AMENDED) VS ACTUAL
(EXCLUDES SALARIES AND BENEFITS)
AS OF 03/31/2023
25% OF YEAR COMPLETE

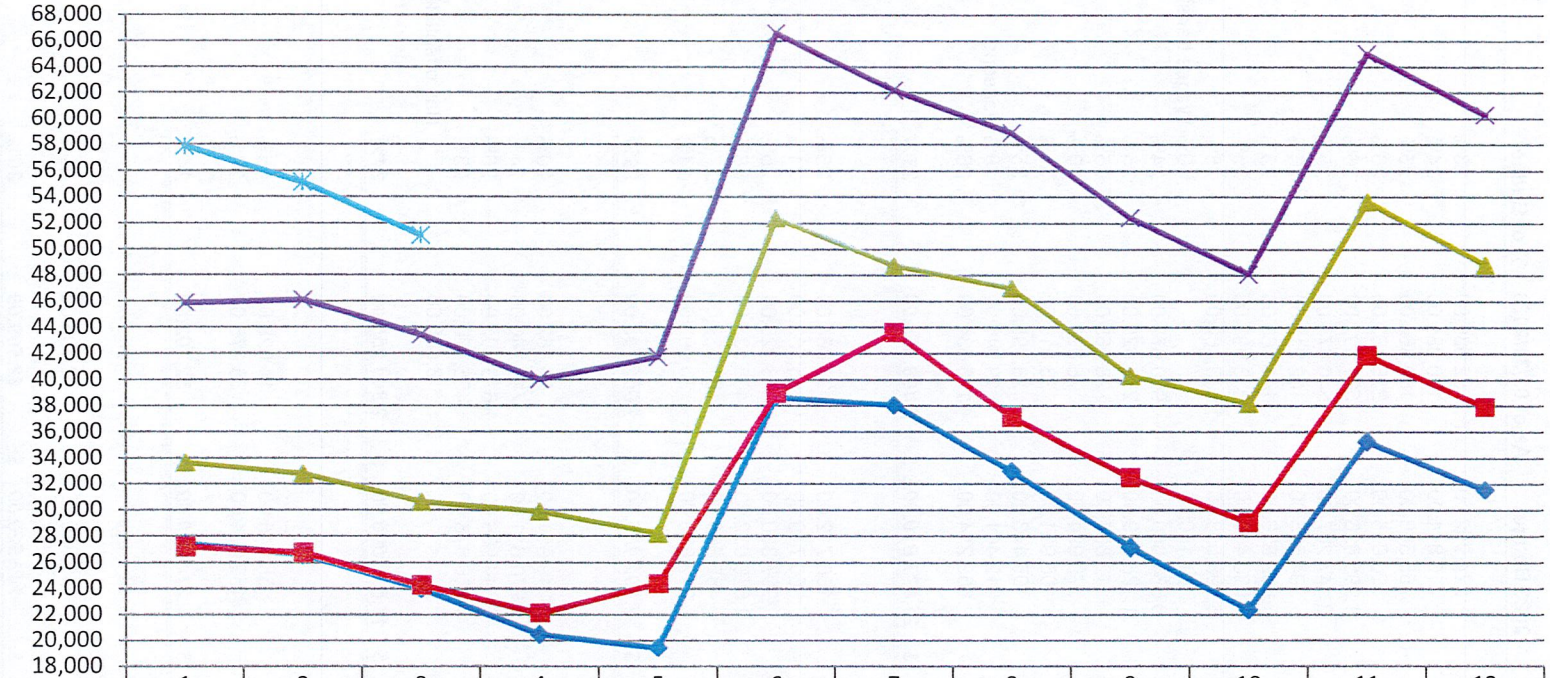
	2023 Budget As Amended	As of 03/31/2023	% of Budget	Notes
HEALTH AND HUMAN SERVICES				
Veterans Service	37,150.00	6,922.00	19%	
Income Maintenance	768,800.00	194,930.00	25%	
Social Services	3,918,493.00	658,245.00	17%	
Local Collaborative	-	19,560.00		Not County funds
Public Health Nursing	343,470.00	39,426.00	11%	
TOTAL HEALTH AND HUMAN SERVICES	***$ 5,067,913.00***	***$ 919,083.00***	***18%***	
BUILDING FUND				
General Government	524,750.00	132,262.00	25%	Honeywell lease payment
Score Grant Fund	17,000.00	-	0%	
TOTAL BUILDING FUND	***$ 541,750.00***	***$ 132,262.00***	***24%***	
CAPITAL EQUIPMENT FUND				
Administration	25,000.00	-	0%	
Armer Radio - Replacement Fund	230,930.00	-	0%	
Auditor-Treasurer *(Elections)*	164,500.00		0%	
Enterprise Servcies	993,036.00	36,790.00	4%	
HHS	80,000.00		0%	
Maintenance	227,772.00	54,149.00	24%	
Other General Government *(Unallocated)*	163,181.00		0%	
Sheriff	627,179.00	31,307.00	5%	
Highway	968,530.00	189,900.00	20%	
Parks	357,824.00	12,024.00	3%	
TOTAL CAPITAL EQUIPMENT FUND	***$ 3,837,952.00***	***$ 324,170.00***	***8%***	
SOLID WASTE FUND				
Score Grant Fund	263,250.00	18,041.00	7%	
HHW Operations	721,250.00	51,571.00	7%	
TOTAL SOLID WASTE FUND	***$ 984,500.00***	***$ 69,612.00***	***7%***	
PARK ACQUISITION & IMPROVEMENT FUND				
Parks	1,396,802.00	68,023.00	5%	
TOTAL PARK ACQ & IMPV FUND	***$ 1,396,802.00***	***$ 68,023.00***	***5%***	
LAKE IMPROVEMENT DISTRICT MAINTENANCE				
Lake Improvement District Maintenance	186,000.00	12,477.00	7%	
TOTAL LAKE IMPV DISTRICT MAINT	***$ 186,000.00***	***$ 12,477.00***	***7%***	
DEBT SERVICE FUND				
Road Debt	2,009,910.00	1,721,156.00	86%	Principal + Interest
HHS Debt	261,765.00	224,609.00	86%	Principal + Interest
Library Debt	469,088.00	415,560.00	89%	Principal + Interest
Jail Debt	1,048,465.00	787,884.00	75%	Principal + Interest
Business Park Bonds	241,815.00	188,104.00	78%	Principal + Interest
Capital Projects	667,199.00	522,760.00	78%	Principal + Interest
TOTAL DEBT SERVICE FUND	***$ 4,698,242.00***	***$ 3,860,073.00***	***82%***	
TOTAL ALL FUNDS	***$ 48,766,544.00***	***$ 11,726,336.00***	***24%***	

SALARIES AND WAGES
BUDGET VS ACTUAL
AS OF 03/31/2023
25% OF YEAR COMPLETE

	2023 Budget	As of 03/31/2023	% of Budget	Notes
GENERAL FUND				
Board of Commissioners	224,952.00	52,536.00	23%	
County Administrator	710,811.00	170,085.00	24%	
Auditor-Treasurer	755,366.00	189,366.00	25%	
Assessor	890,015.00	228,783.00	26%	
Enterprise Services	1,995,626.00	521,092.00	26%	
County Attorney	2,147,207.00	540,675.00	25%	
Recorder	394,525.00	102,219.00	26%	
Maintenance	609,626.00	141,469.00	23%	
Planning & Zoning	930,468.00	233,998.00	25%	
Sheriff	6,798,558.00	1,690,362.00	25%	
Public Safety Grants	21,180.00	-	0%	Wages transferred at year end
County Jail	3,684,060.00	900,077.00	24%	
Probation & Parole	1,128,769.00	278,625.00	25%	
Emergency Management	112,864.00	28,255.00	25%	
Parks	379,994.00	75,826.00	20%	
Water Quality Grant	105,931.00	33,016.00	31%	
Wetland Grant	105,443.00	26,795.00	25%	
Watercraft Inspection	212,401.00	19,946.00	9%	Seasonal
Non-Levy Departments	669,214.00	175,534.00	26%	
TOTAL GENERAL FUND	***$ 21,877,010.00***	***$ 5,408,659.00***	***25%***	
ROAD AND BRIDGE FUND				
Surveyor	156,712.00	38,864.00	25%	
Highway Administration	360,716.00	85,532.00	24%	
Highway Engineering	997,380.00	248,228.00	25%	
Highway Maintenance	1,679,032.00	468,533.00	28%	
Equipment Maintenance/Shop	485,665.00	131,639.00	27%	
Traffic Operations	212,630.00	30,002.00	14%	
TOTAL ROAD AND BRIDGE FUND	***$ 3,892,135.00***	***$ 1,002,798.00***	***26%***	
HEALTH AND HUMAN SERVICES				
Veterans Service	249,951.00	50,582.00	20%	
Income Maintenance	2,970,611.00	711,340.00	24%	
Social Services	6,644,566.00	1,673,705.00	25%	
Public Health Nursing	1,766,878.00	405,820.00	23%	
Opioid Settlement	-	3,508.00		Has offsetting Revenue
TOTAL HEALTH AND HUMAN SERVICES	***$ 11,632,006.00***	***$ 2,844,955.00***	***24%***	
SOLID WASTE FUND				
Score Grant Fund	55,045.00	14,028.00	25%	
HHW Operations	159,004.00	38,275.00	24%	
TOTAL SOLID WASTE FUND	***$ 214,049.00***	***$ 52,303.00***	***24%***	
LAKE IMPROVEMENT DISTRICT MAINTENANCE				
Lake Improvement District Maintenance	141,520.00	42,509.00	30%	
TOTAL LAKE IMPV DISTRICT MAINT	***$ 141,520.00***	***$ 42,509.00***	***30%***	
TOTAL ALL FUNDS	***$ 37,756,720.00***	***$ 9,351,224.00***	***25%***	

Fund Balance (000's)

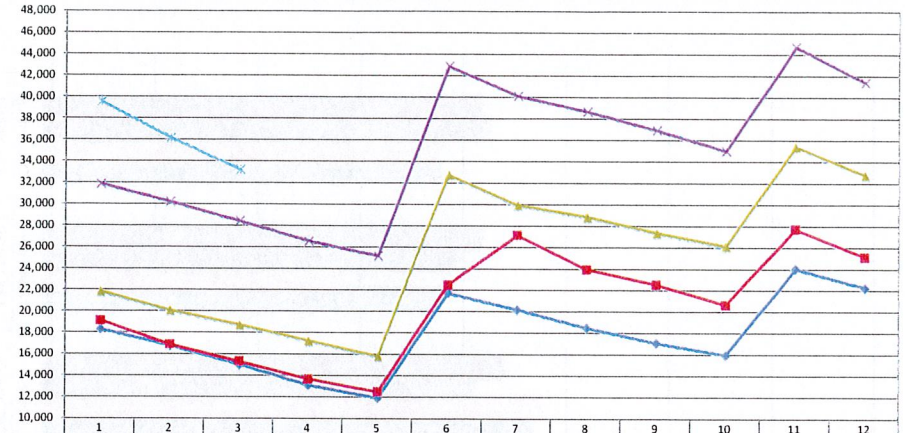
Revenue, Highway and HHS Funds: Cash Fund Balance by Month 2019-2023



	1	2	3	4	5	6	7	8	9	10	11	12
2019	27,411	26,615	24,030	20,479	19,428	38,669	38,040	32,978	27,162	22,394	35,294	31,582
2020	27,156	26,725	24,249	22,105	24,360	38,950	43,619	37,130	32,487	29,024	41,891	37,934
2021	33,628	32,786	30,646	29,900	28,211	52,436	48,767	47,036	40,338	38,222	53,683	48,855
2022	45,863	46,089	43,418	40,026	41,748	66,560	62,198	58,915	52,458	48,096	65,037	60,334
2023	57,848	55,128	51,054									

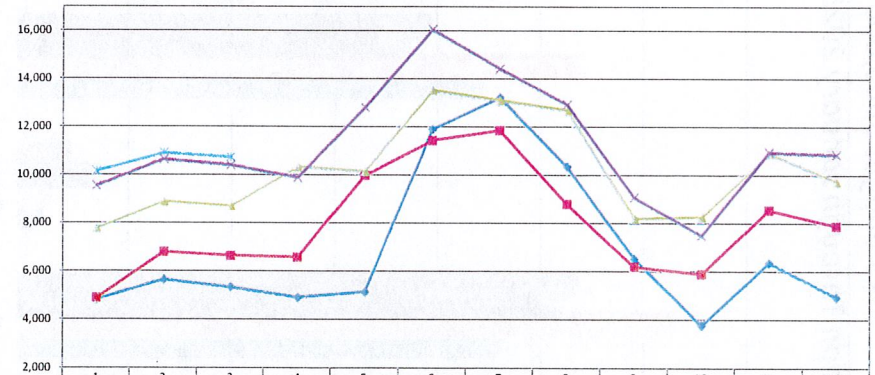
Fund Balance (000's)

General Fund: Cash Fund Balance by Month 2019-2023



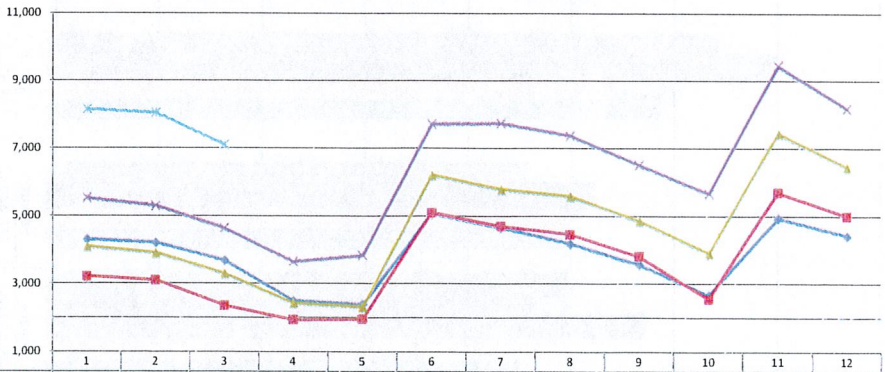
	1	2	3	4	5	6	7	8	9	10	11	12
2019	18,285	16,768	14,999	13,074	11,892	21,708	20,165	18,464	17,061	15,944	23,994	22,227
2020	19,092	16,873	15,291	13,634	12,472	22,462	27,108	23,919	22,522	20,619	27,698	25,101
2021	21,774	20,019	18,660	17,164	15,767	32,710	29,891	28,791	27,296	26,067	35,360	32,704
2022	31,823	30,169	28,401	26,522	25,144	42,821	40,066	38,629	36,901	34,966	44,667	41,343
2023	39,545	36,157	33,205									

Road & Bridge Fund Balance by Month 2019-2023



	1	2	3	4	5	6	7	8	9	10	11	12
2019	4,828	5,649	5,347	4,913	5,148	11,900	13,223	10,343	6,539	3,780	6,364	4,943
2020	4,869	6,770	6,620	6,554	9,950	11,412	11,832	8,774	6,173	5,868	8,514	7,856
2021	7,783	8,879	8,703	10,323	10,144	13,532	13,100	12,679	8,196	8,267	10,892	9,726
2022	9,528	10,634	10,392	9,864	12,786	16,033	14,405	12,924	9,058	7,477	10,935	10,828
2023	10,151	10,922	10,739									

Health & Human Services: Cash Fund Balance by Month 2019-2023



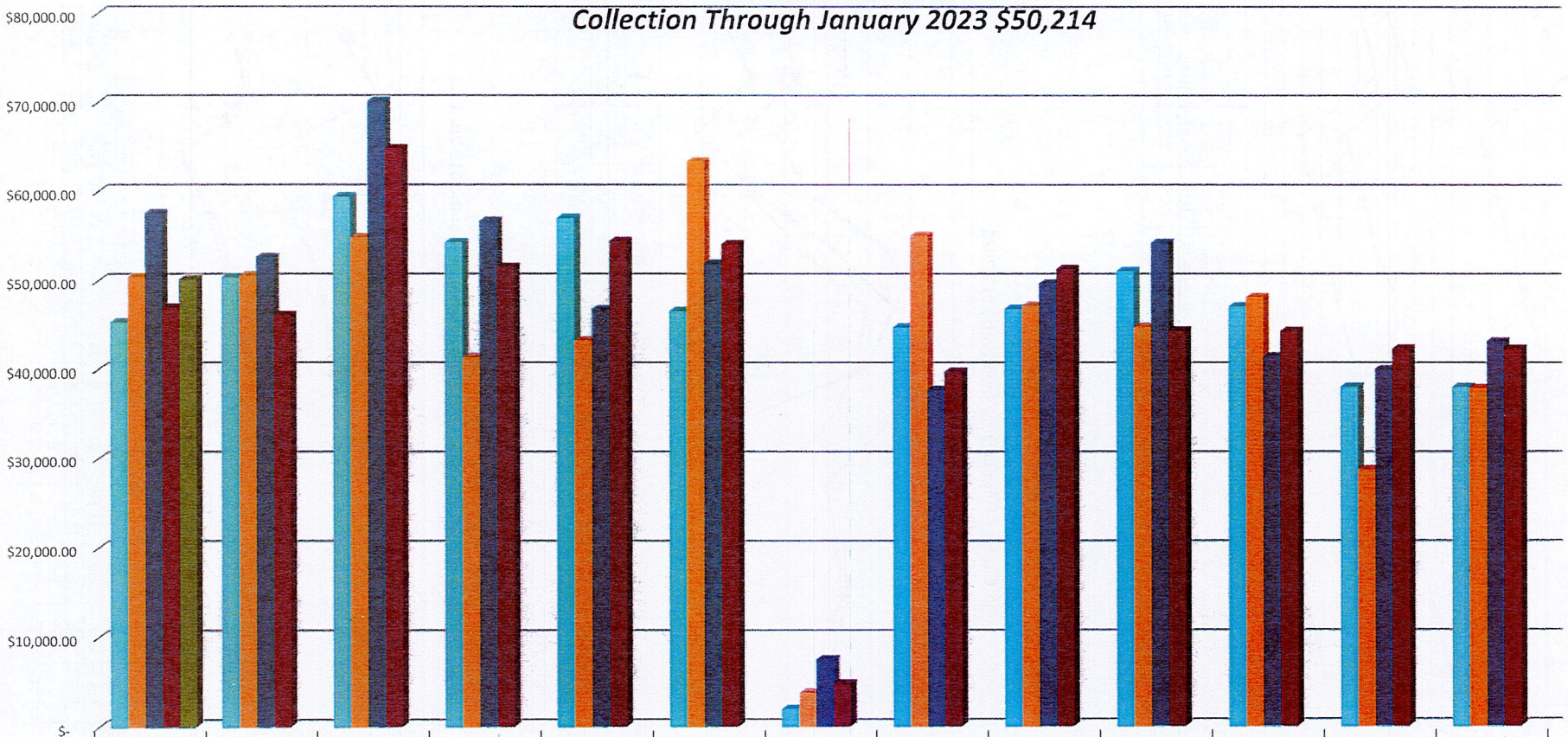
	1	2	3	4	5	6	7	8	9	10	11	12
2019	4,298	4,198	3,684	2,491	2,388	5,061	4,652	4,171	3,562	2,670	4,935	4,411
2020	3,195	3,082	2,338	1,917	1,938	5,075	4,679	4,437	3,792	2,537	5,679	4,977
2021	4,071	3,887	3,283	2,413	2,300	6,194	5,776	5,565	4,846	3,888	7,431	6,425
2022	5,512	5,286	4,624	3,640	3,818	7,706	7,727	7,362	6,499	5,653	9,435	8,163
2023	8,152	8,049	7,110									

Wheelage Tax

Average Annual Collection $567,854

2023 Budget $600,000

Collection Through January 2023 $50,214



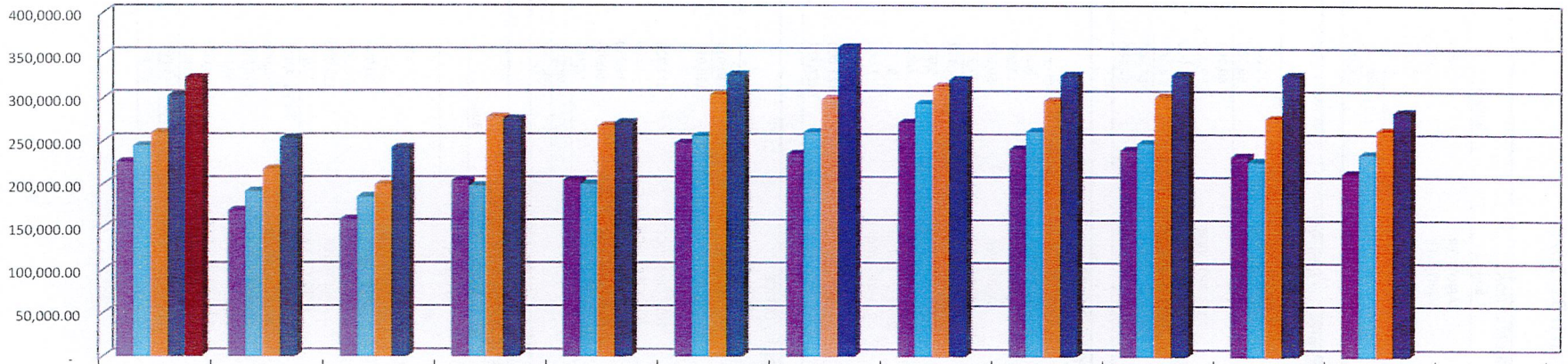
	January	February	March	April	May	June	Cleanup	July	August	September	October	November	December
2019	$45,410.66	$50,447.62	$59,526.25	$54,386.49	$57,152.45	$46,629.92	$2,043.50	$44,813.25	$46,878.14	$51,126.28	$47,146.69	$38,150.39	$38,130.00
2020	$50,463.58	$50,630.64	$54,917.39	$41,409.10	$43,328.09	$63,508.19	$3,796.36	$55,127.16	$47,193.47	$44,838.16	$48,168.82	$28,795.38	$37,983.69
2021	$57,675.88	$52,708.33	$70,214.38	$56,833.00	$46,820.71	$51,916.89	$7,560.47	$37,755.23	$49,732.78	$54,316.23	$41,540.05	$40,106.74	$43,298.19
2022	$46,984.14	$46,175.17	$64,940.55	$51,523.73	$54,524.84	$54,193.75	$4,820.30	$39,766.40	$51,328.18	$44,461.49	$44,395.41	$42,404.86	$42,375.86
2023	$50,213.73												

Sales Tax - By Month

Average Annual Collection $2,802,594

2023 Budget $3,600,000

Total Collection Through January 2023 $323,438



	January	February	March	April	May	June	July	August	September	October	November	December	
2019	226,169.98	169,393.34	159,101.39	204,286.41	204,569.35	247,948.11	235,535.00	272,109.23	241,194.99	240,048.97	233,020.64	213,197.33	
2020	244,822.69	191,388.15	185,240.25	197,581.84	199,802.27	256,119.85	260,845.66	294,224.99	262,009.72	247,842.61	226,771.81	235,295.92	
2021	260,106.74	217,561.62	199,107.90	278,069.85	268,126.90	303,945.22	299,222.82	314,042.03	297,541.95	301,996.51	277,139.04	263,063.00	
2022	303,035.44	253,275.28	242,386.41	276,025.44	271,845.87	327,383.41	359,757.77	321,598.37	326,999.59	327,346.98	327,169.00	284,561.00	
2023	323,437.59												

2023 Capital Improvement Plan
Budget to Actual
As of March 31, 2023

ADMINISTRATION

Description	Project #	Source	Budget	Actual	Remaining
County Codification Services	N/A	CARRYOVER	15,000	-	15,000
Office Remodel - Veteran's Services	ADM-0198	CARRYOVER	10,000	-	10,000
NB Library - Office blinds replacement	2023 ADD	UNALLOCATED	3,240	-	3,240
Management Training	2023 ADD	UNALLOCATED	5,500		
Total Carryover from 2022			**33,740**	**-**	**28,240**
Total			**$ 33,740**	**$ -**	**$ 28,240**

AUDITOR TREASURER (ELECTIONS)

Description	Project #	Source	Budget	Actual	Remaining
Election Pollbook Replacement	AUD-0138	CARRYOVER	21,000	-	21,000
Election Equipment Replacement Fund	AUD-0137	CARRYOVER	59,000	-	59,000
Total Carryover from 2022			**80,000**	**-**	**80,000**
Election Equipment Replacement Fund	AUD-0137	2023 CIP BUDGET	59,000	-	59,000
Electronic Pollbook Replacement	AUD-0138	2023 CIP BUDGET	21,000	-	21,000
Election Results - Storage Media	AUD-0139	2023 CIP BUDGET	4,500	-	4,500
Total 2023 CIP Budget			**84,500**	**-**	**84,500**
Grand Total			**$ 164,500**	**$ -**	**$ 164,500**

FACILITY MAINTENANCE

Description	Project #	Source	Budget	Actual	Remaining
Exterior Door Badge Access at PSC	MNT-0267	CARRYOVER	5,500	-	5,500
Fence Around Generator at PSC	MNT-0267	CARRYOVER	12,000	-	12,000
Parking Gate/Fence at PSC	MNT-0267	CARRYOVER	50,000	-	50,000
Cameras at PSC	ENTS-0184	CARRYOVER	37,272	(35,528)	1,744
Total Carryover from 2022			**104,772**	**(35,528)**	**69,244**
Repair Courthouse lots	MNT-0055	2023 CIP BUDGET	5,000	-	5,000
Replace water heater at the Courthouse	MNT-0061	2023 CIP BUDGET	7,500	-	7,500
Replacement APC Automatic Transfer Switches	MNT-0094	2023 CIP BUDGET	9,500	(9,322)	178
Better Hallway Signage on 3rd floor	MNT-0219	2023 CIP BUDGET	1,000	-	1,000
Fencing and Parking Gate at PSC	MNT-0267	2023 CIP BUDGET	100,000	-	100,000
Total 2023 CIP Budget			**123,000**	**(9,322)**	**113,678**
Grand Total			**$ 227,772**	**$ (44,850)**	**$ 182,922**

SHERIFF'S OFFICE

Description	Project #	Source	Budget	Actual	Remaining
Insurance Reimbursements (incl Auction Proceeds)	N/A	REVENUE	130,014	41,069	171,083
Total Revenue			**130,014**	**41,069**	**171,083**
Sheriff's Office Patrol Vehicle Replacements - 6 squads	CCSO-0141	2023 CIP BUDGET	372,926	(11,757)	361,169
Reserve Deputy Ballistic Vests	CCSO-0225	2023 CIP BUDGET	9,200	(1,038)	8,162
40LMTS Single Shot Less Lethal	CCSO-0235	2023 CIP BUDGET	46,750	(13,652)	33,098
Agency Handgun Program	CCSO-0237	2023 CIP BUDGET	24,500	(4,860)	19,640
Jail Transport Vehicle	CCSO-0238		43,789	-	43,789
Total 2023 CIP Budget			**497,165**	**(31,307)**	**465,858**
Grand Total			**$ 627,179**	**$ 9,762**	**$ 636,941**

PUBLIC WORKS

Description	Project #	Source	Budget	Actual	Remaining
Insurance Reimbursements (incl Auction Proceeds)	N/A	REVENUE	-	1,675	1,675
Total Revenue			**-**	**1,675**	**1,675**
Skid Steer Trailer	PWKS-0166	CARRYOVER	19,776	-	19,776
Lowboy Trailer	PWKS-0165	CARRYOVER	38,118	(38,118)	-
1-Ton Work Truck	PWKS-0168	CARRYOVER	60,000	-	60,000
1-Ton Tipper Truck	PWKS-0206	CARRYOVER	76,563	-	76,563
Sign Truck	PWKS-0081	CARRYOVER	220,000	(77,782)	142,218
Hydrant Replacement	N/A	CARRYOVER	10,073	-	10,073
Total Carryover from 2022			**424,530**	**(115,900)**	**308,630**
Tandem Snow Plow Truck	PWKS-0171	2023 CIP BUDGET	170,000	-	170,000
Tandem Snow Plow Truck	PWKS-0172	2023 CIP BUDGET	170,000	-	170,000
1-ton Work Truck	PWKS-0209	2023 CIP BUDGET	80,000	-	80,000
Survey Equipment	PWKS-0227	2023 CIP BUDGET	74,000	(74,000)	-
Fuel Island Repairs	PWKS-0233	2023 CIP BUDGET	50,000	-	50,000
Total 2023 CIP Budget			**544,000**	**(74,000)**	**470,000**
Grand Total			**$ 968,530**	**$ (188,225)**	**$ 780,305**

2023 Capital Improvement Plan
Budget to Actual
As of March 31, 2023

PARKS/ENVIRONMENTAL

Description	Project #	Source	Budget	Actual	Remaining
Swedish Immigrant Trail Erosion Control Measures	ENVS-0105	CARRYOVER	7,500	-	7,500
Security Lighting & Electrical Services	ENVS-0108	CARRYOVER	500	-	500
Fish Lake Park Plan/Design Services	ENVS-0111	CARRYOVER	15,304	(12,024)	3,280
Sunrise Prairie Trail - 15% Match	N/A	CARRYOVER	209,520	-	209,520
Total Carryover from 2022			**232,824**	**(12,024)**	**220,800**
Ki-Chi-Saga Playground Swing	ENVS-0114	2023 CIP BUDGET	15,000	-	15,000
Parking Lot Gravel & Grading Frandsen/Checkerboard Parks	ENVS-0115	2023 CIP BUDGET	25,000	-	25,000
Swedish Immigrant Regional Trail Pavement Repair	ENVS-0116	2023 CIP BUDGET	15,000	-	15,000
Parks 1998 Tractor Trailer Replacement	ENVS-0118	2023 CIP BUDGET	15,000	-	15,000
Parks 2001 Trailer Replacement	ENVS-0119	2023 CIP BUDGET	15,000	-	15,000
Parks Maintenance Facility Well	ENVS-0239	2023 CIP BUDGET	15,000	-	15,000
Sunrise Prairie Regional Trail-Subgrade Correction and Paving	ENVS-0241	2023 CIP BUDGET	25,000	-	25,000
Total 2023 CIP Budget			**125,000**	**-**	**125,000**
Grand Total			**$ 357,824**	**(12,024)**	**$ 345,800**

TECHNOLOGY

Description	Project #	Source	Budget	Actual	Remaining
ARMER Testing Equipment	N/A	CARRYOVER	37,800	-	37,800
Replace 9 Printers for Sheriff's Office - Jail, Jail Admin, SO	ENTS-017	CARRYOVER	4,600	-	4,600
Replace 6 high volume scanners for HHS	ENTS-030	CARRYOVER	6,000	-	6,000
Upgrade of Keysecure Data Encryption Equipment	ENTS-095	CARRYOVER	17,250	-	17,250
Relocate the Wyoming Emergency Paging Tower	ENTS-083	CARRYOVER	100,000	-	100,000
Total Carryover from 2022			**165,650**	**-**	**165,650**
Replacement of 20 MDC's/Laptops for Sheriff's Office due to age 1/2 were done in 2022	ENTS-0028	2023 CIP BUDGET	32,500	(31,800)	700
5 replacement laptops for HHS	ENTS-0031	2023 CIP BUDGET	6,175	-	6,175
MCC 7500E Laptop Consoles (2)	ENTS-0088	2023 CIP BUDGET	165,000	-	165,000
Replace Printer for County Administration	ENTS-0096	2023 CIP BUDGET	500	-	500
Replace Fujitsu Scanner in Treasurer's Office	ENTS-0098	2023 CIP BUDGET	985	-	985
Replace network cores at ECC, No parts available	ENTS-0099	2023 CIP BUDGET	515,926	-	515,926
Replace network switches that support end user devices	ENTS-0103	2023 CIP BUDGET	60,000	-	60,000
Social Media and Texting archive solution	ENTS-0179	2023 CIP BUDGET	7,200	(4,990)	2,210
Replace 3 PC's in Attorney's Office	ENTS-0243	2023 CIP BUDGET	3,300	-	3,300
Replace 6 laptops for County Attorney Office	ENTS-0244	2023 CIP BUDGET	8,700	-	8,700
Replace laptop for Assessor's Department	ENTS-0245	2023 CIP BUDGET	1,450	-	1,450
Replace laptop in Auditor's Department	ENTS-0246	2023 CIP BUDGET	1,450	-	1,450
Replace 2 laptops in Probation due to age	ENTS-0248	2023 CIP BUDGET	2,900	-	2,900
Replace 4 PC's in ECC / 911 Center due to age	ENTS-0250	2023 CIP BUDGET	4,400	-	4,400
Replace 2 PC's in HHS due to age	ENTS-0251	2023 CIP BUDGET	2,200	-	2,200
Replace 3 Desktop PC's in the Jail due to age	ENTS-0254	2023 CIP BUDGET	3,300	-	3,300
Replace "all in one" printer for Sheriff's Office due to age	ENTS-0255	2023 CIP BUDGET	750	-	750
Replace 6 Desktop PC's in Sheriff's Office due to age	ENTS-0256	2023 CIP BUDGET	6,600	-	6,600
Replace 1 printer due to age in Zoning	ENTS-0259	2023 CIP BUDGET	850	-	850
Add 1 WDA / Laptop to Probation *May need added software licenses for Pro Phoenix	PBTN-0249	2023 CIP BUDGET	3,200		3,200
Total 2023 CIP Budget			**827,386**	**(36,790)**	**790,596**
Grand Total			**$ 993,036**	**$ (36,790)**	**$ 956,246**

HHS

Description	Project #	Source	Budget	Actual	Remaining
Child Protection interview/visitation rooms	HHS-0195	2023 CIP BUDGET	40,000		40,000
HHS Interview Rooms	HHS-0196	2023 CIP BUDGET	40,000		40,000
Total			**$ 80,000**	**$ -**	**$ 80,000**

UNALLOCATED

Description		Source	Budget	Actual	Remaining
2023 Unallocated CIP Funds		2023 CIP BUDGET	163,181		
NB Library - Office blinds replacement	Allocated at 2/8/23 meeting	TO ADMIN	(3,240)		
Management Training	Allocated at 2/8/23 meeting	TO ADMIN	(5,500)		
Total			**$ 154,441**	**$ -**	**$ 154,441**

TOTAL ALL DEPARTMENTS	**$ 3,607,022**	**$ (272,127)**	**$ 3,329,395**

ARPA Expenses
Budget to Actual
As of March 31, 2023

ADMINISTRATION

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0199 ADM	'Old' Jail and White House Demolition	$ 800,000	$ (44,455)	$ (12,256)	$ 743,289
ARPA-0335 ADM	Broadband	1,945,050	(79,960)	(19,990)	1,845,100
ARPA-0336 ADM	School Grants - Vocational Programs	500,000	(500,000)	-	-
ARPA-0341 ADM	School Grants - Open Use	100,000	(100,000)	-	-
ARPA-0345 ADM	IT Assessment	35,000	(36,944)	-	(1,944)
ARPA-0349 ADM	Employee Engagement Survey	9,300	(8,660)	-	640
ARPA-0354 ADM	ARPA Advisory Consultant	1,775	(1,775)	-	-
ARPA-0356 ADM	Childcare Provider Training Assistance	100,000	-	-	100,000
		$ 3,491,125	**$ (771,794)**	**$ (32,246)**	**$ 2,687,085**

ATTORNEY

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0339 ATT	Children's Services Collaborative	$ 118,298	$ (118,298)	$ -	$ -
ARPA-0340 ATT	County Attorney - FT Media Services Tech	108,018	(5,575)	(1,760)	100,683
ARPA-0344 ATT	County Attorney - PT Law Clerk	51,468	(15,645)	(2,800)	33,023
		$ 277,784	**$ (139,518)**	**$ (4,560)**	**$ 133,706**

AUDITOR-TREASURER

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0337 AUD	Tyler Tax/CAMA Software	$ 250,000	$ -	$ -	$ 250,000
ARPA-0347 AUD	Single Use Audit - ARPA Funds	20,000	-	-	20,000
		$ 270,000	**$ -**	**$ -**	**$ 270,000**

EMERGENCY MANAGEMENT

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0342 EMGT	Emergency Management - COOP Update	**$ 60,000**	**$ -**	**$ -**	**$ 60,000**

ENTERPRISE SERVICES

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0062 ENTS	Replace ceiling grid and tile in the hallways of the 1989 Courthouse	$ 75,000	$ -	$ -	$ 75,000
ARPA-0092 ENTS	Cisco USC Interconnects / Chassis	229,032	-	-	229,032
ARPA-0093 ENTS	Upgrade Backup Exec Tape Library	75,000	-	-	75,000
ARPA-0101 ENTS	Upgrade data center fabric network switches at the ECC data center	75,000	-	-	75,000
ARPA-0102 ENTS	Upgrade data center fabric network switches at the Courthouse data center	75,000	-	-	75,000
ARPA-0133 ENTS	Cyber Security Audit, Testing and Mitigation	65,000	-	-	65,000
ARPA-0202 ENTS	Cisco UCS in DMZ Replacement of Chassis and Fabric Interconnects	53,400	-	-	53,400
ARPA-0352 ENTS	2 Laptops - U of MN Extension	4,200	(2,937)	-	1,263
ARPA-0355 ENTS	Laptop - HHS	1,620	(1,620)	-	-
ARPA-0086 ENTS	*ARPA ARMER* Broadband PTT Solution (ARMER Radio to Smartphone)	15,000	-	-	15,000
ARPA-0087 ENTS	*ARPA ARMER* Increase microwave bandwidth to Nessel ARMER site	1,700	-	-	1,700
ARPA-0261 ENTS	*ARPA ARMER* Upgrade of ARMER Microwave backhaul system- this is a multi year project	800,000	-	-	800,000
ARPA-0334 ENTS	*ARPA ARMER* ARMER Infrastructure Replacement	2,083,300	-	(41,661)	2,041,639
		$ 3,553,252	**$ (4,557)**	**$ (41,661)**	**$ 3,507,034**

ENVIRONMENTAL SERVICES

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0117 ENVS	Park Maintenance Cold Storage and Shop	$ 100,000	$ -	$ (15,000)	$ 85,000
ARPA-0180 ENVS	Online Permitting/Licensing Module	95,000	-	-	95,000
ARPA-0240 ENVS	Chisago County Mountain Bike Course	75,000	-	-	75,000
ARPA-0304 ENVS	Ki Chi Saga Park Municipal Building	150,000	-	-	150,000
ARPA-0305 ENVS	Water Resources Grant Match	250,000	-	-	250,000
ARPA-0306 ENVS	Water Resources Truck	50,000	-	-	50,000
ARPA-0307 ENVS	Lower St. Croix Watershed Planning	121,200	-	(38)	121,162
		$ 841,200	**$ -**	**$ (15,038)**	**$ 826,162**

HEALTH AND HUMAN SERVICES

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0350 HHS	Public Health Payroll	$ 8,190	$ (8,190)	$ -	$ -

JAIL

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0348 JAIL	PPE	$ 13,058	$ (13,058)	$ -	$ -

LID

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0353 LID	Canoe, Motor and Batter - LID	$ 2,132	$ (2,104)	$ -	$ 28

MAINTENANCE

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0135 MNT	Repair elevator on 1973 side of Courthouse	$ 50,000	$ -	$ -	$ 50,000
ARPA-0333 MNT	Honeywell Phase II	729,577	(729,577)	-	-
ARPA-0343 MNT	HVAC Replacement - ECC	59,894	(59,894)	-	-
ARPA-0346 MNT	JACE Controller	29,600	(29,600)	-	-
ARPA-0351 MNT	Air Handler - ECC	6,859	(6,859)	-	-
		$ 875,930	**$ (825,930)**	**$ -**	**$ 50,000**

PUBLIC WORKS

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0338 PWKS	Harris Building Improvements - Phase I (Engineering/Architectural Fees)	$ 148,300	$ (9,230)	$ (37,302)	$ 101,768
2023 ADD	Harris Building Improvements - Phase II	900,000	-	-	900,000
		$ 1,048,300	**$ (9,230)**	**$ (37,302)**	**$ 1,001,768**

SHERIFF'S OFFICE

Project #	Description	Budget	2022 Actual	2023 Actual	Amount Remaining
ARPA-0182 CCSO	Camera Work Station for Jail	$ 5,061	$ -	$ -	$ 5,061
2023 ADD	Recruitment Program	55,000	-	-	55,000
		$ 60,061	**$ -**	**$ -**	**$ 60,061**
	TOTALS	**$ 10,501,032**	**$ (1,774,381)**	**$ (130,807)**	**$ 8,595,845**

Chisago County
MINNESOTA
ADMINISTRATION

II.

DRAFT 2024 Budget and Levy Schedule

The Chisago County Board of Commissioners MUST adopt the FINAL 2024 Budget and Levy by December 27th, 2023 (MN Stat. 275.07). The preliminary levy must be adopted by September 30th, 2023. These dates are required by Minnesota Statute (MN Stat. 275.065).

Chisago County is committed to complete transparency in its budgeting and spending processes, so it is proposed via the attached DRAFT schedule that the B/F Committee hear department's budget presentations beginning in August 2023. The DRAFT schedule timing allows for each department to edit/adjust their budgets based on B/F Committee recommendations.

Attachment:

- DRAFT 2024 Budget and Levy Schedule
- 'Budget and Levy Guided by County Values'

Chisago County MINNESOTA

FY 2024 Budget Process Schedule (*as of April 12, 2023*)

April 12th	Budget Schedule Presented	Budget & Finance Committee
Late April – Early May	Management Team Meeting to review Budget preparation and Instructions to Department Heads (OpenGov Refresher) - Staffing Review/Preview	Administration/Management Team
May – July	Meetings with Department Directors/Staff to review Draft Department Budgets	Admin &Auditor-Treasurer - Departments
Late July – Early August	Management Team Meeting to review FY 2023 Budget	Administration/MAT
August 9th	Budget & Finance Committee Meeting to continue Draft FY 2023 Budget Review - Brief Department Presentations to Board, *if desired*	Budget & Finance Committee - Admin & Departments
August 16th	County Administrator presents Draft FY 2024 Budget to County Board - Brief Department Presentations to Board, *if desired*	County Board, Administration & Departments
September 6th	County Board considers Preliminary Levy, *if desired* Must be adopted by end of September (MN Stat. 275.065)	County Board
September 13th	Budget & Finance Committee Meeting to continue Draft FY 2024 Budget Review, *if needed*	County Board
September 20th	County Board ADOPTS Preliminary Levy, *if needed* - Must be adopted by end of September (MN Stat. 275.065)	County Board
December 6th	Budget Information Meeting held (TNT) and adoption of final FY 2024 Budget (operating and capital) and Levy, *if desired* - Must be adopted by December 26th, 2023 (MN Stat. 275.07)	County Board
December 20th	Final FY 2024 Budget (operating and capital) and Levy adopted, *if needed* - Must be adopted by December 27th, 2023 (MN Stat. 275.07)	County Board

2024 Chisago County Budget

A Budget and Levy Guided by County Values

Mission Statement

'Chisago County was created by the State of Minnesota to serve, protect, and enhance the quality of life for those we serve.'

2024: Continuing Forward - Creating Sustainability

Chisago County is committed to complete transparency in its budgeting and spending processes.

In 2024, Chisago County plans to use a value-based budgeting process by seeking and analyzing every opportunity to improve efficiencies throughout the County and to better prepare Chisago County for many years to come.

WHY DOES CHISAGO COUNTY TAX RESIDENTS?

1) MANDATES/REQUIRED
2) NEEDS AND WANTS

Value Based Budgeting

What is the purpose of Value-Based Budgeting?

Value Based Budgeting provides a way to compare County values with the programs and services the County provides. It helps Chisago County by:

- Identifying key County Board of Commissioner goals; and
- Evaluating the impacts of these goals on County programs and services; and
- Engaging in strategic decision-making regarding funding for services and/or changes to service levels for current programs and services.

Value based Budgeting helps the community and County staff understand the County's use of its **limited** resources. This method of budgeting contributes to the County's long-term financial sustainability by encouraging explicit choices by the policymakers. These choices help the County develop a strategic budget that reflects the County's values and ensures a high level of County service to all residents.

Implementation

The first step in implementing value-based budgeting is to identify the County's goals --or "results"-- which serve as high-level, overarching objectives for the County and are representative of the community priorities. Results should:

- Be clear, understandable and measurable;
- Reflect the objectives and priorities of Board and the community.
- Accommodate potentially diverse views;
- Incorporate majority, as well as minority opinions; and,
- Be definable.

Value Based Budgeting will help us define our priority objectives and create a budget based on achieving those objectives. Based on the Board goals, the following are common results in value-based budgets:

- Accessible and connected community
- Economically vital community
- Healthy environment and community
- Inclusive and socially thriving community

Strategic Goals and Strategies

Short-term and long-term goals are vital to the development of Chisago County into a more efficient governmental entity by providing a plan to strive towards and achieve.

EXAMPLE OF VALUES:

• Looking forward: Preparing for the changes that future residents are expected to be older, have fewer children and represent more ethnic minorities.

• An Active Community: Design the County to maximize social connections and programs that generate greater usage of public parks and trails in Chisago County.

• Chisago is a Destination: Supporting projects that better attract new residents, new businesses, restaurants, retail, and recreational opportunities.

• Putting it to Work: The Board of Commissioners, County staff, and community TRANSPARENTLY work together on all plans.

2024 Chisago County Budget Development

The County's fiscal year spans from January 1st to December 31st; however, the budget development process begins in early April with the Board of Commissioners setting a Preliminary Budget Schedule for preparation of the up-coming 2024 budget.

The County Administrator presents the Board and the Department Heads the DRAFT budget schedule with instructions. The schedule sets the deadlines for departmental budget submissions, department meetings with the Budget and Finance Committee and the Capital Improvement Plan.

The Board must adopt the preliminary 2024 budget and levy by the end of September 2023 (pursuant to MN Stat. 275.065). By adopting the preliminary budget in September, the Board has time to incorporate any adjustments to the budget which result in a reduction to the preliminary budget or levy.

The County Board has set the Truth in Taxation Hearing for December 6th, 2023. At the TNT Hearing, the County Administrator presents the proposed 2024 budget and levy to the public and the Board of Commissioners. The FINAL 2024 Budget and Levy must be adopted by December 27th, 2023 (pursuant to MN Stat. 275.07).

2024 DRAFT Chisago County Budget Calendar

April 12th	Budget Schedule Presented	Budget & Finance Committee
Late April – Early May	Management Team Meeting to review Budget preparation and Instructions to Department Heads (OpenGov Refresher) - Staffing Review/Preview	Administration/Management Team
May – July	Meetings with Department Directors/Staff to review Draft Department Budgets	Admin &Auditor-Treasurer - Departments
Late July – Early August	Management Team Meeting to review FY 2023 Budget	Administration/MAT
August 9th	Budget & Finance Committee Meeting to continue Draft FY 2023 Budget Review - Brief Department Presentations to Board, *if desired*	Budget & Finance Committee - Admin & Departments
August 16th	County Administrator presents Draft FY 2024 Budget to County Board - Brief Department Presentations to Board, *if desired*	County Board, Administration & Departments
September 6th	County Board considers Preliminary Levy, *if desired* Must be adopted by end of September (MN Stat. 275.065)	County Board
September 13th	Budget & Finance Committee Meeting to continue Draft FY 2024 Budget Review, *if needed*	County Board
September 20th	County Board ADOPTS Preliminary Levy, *if needed* - Must be adopted by end of September (MN Stat. 275.065)	County Board
December 6th	Budget Information Meeting held (TNT) and adoption of final FY 2024 Budget (operating and capital) and Levy, *if desired* - Must be adopted by December 26th, 2023 (MN Stat. 275.07)	County Board
December 20th	Final FY 2024 Budget (operating and capital) and Levy adopted, *if needed* - Must be adopted by December 27th, 2023 (MN Stat. 275.07)	County Board

Basis of Budgeting

The use of fund accounting is one of the basic requirements of generally accepted accounting principles (GAAP) for government, and one of the major differences between government and private-sector accounting. It requires separate record keeping for each respective activity type.

Governmental fund budgets are based on a modified accrual basis of accounting, under the guidelines of Generally Accepted Accounting Principles (GAAP). These funds are used to account for "government-type" activities of the County and receive a significant portion of their funding from property taxes, state aids and various grants. The County's General Fund, Debt Service Fund, Road and Bridge Fund, Health and Human Services Fund and Capital Improvement Plan Fund are examples of Governmental fund budgets.

Budget Procedure

Draft department budgets are prepared using a uniform layout, using the OpenGov software. The format is used for a consistent approach to each department's draft budget. It also to better analyze the proposed budget and is presented in a budget document, created by the County Auditor/Treasurer's Office.

Line-item expenditures are reviewed during budget preparation; however, budgetary decisions are based on total departmental budgets. For comparative purposes, two years' of actual expenditures and the previous year's budget are shown during the budgeting process for comparison purposes.

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a plan that covers major one-time capital expenditures in; Vehicles and Equipment; New Facilities Construction; and Facilities Maintenance & Replacement. The CIP is funded using County Program Aid and previous year CIP carryover funds, which is given from the Minnesota Legislature to Chisago County.

The CIP provides a strategic approach to financing and facilitating capital projects envisioned in the comprehensive plan. The CIP is a separate document from the Budget. Elements of the document are adopted by the Board of Commissioners in separate action from the budget. Operational expenses related to capital, if any, are accounted for and incorporated into the appropriate operating budget.

Budget Monitoring & Budget Adjustments

The County Administrator and the County Auditor/Treasurer monitor the actual expenditures and revenue receipts of the County Departments, but adjustments may be made so that the County's Budget remains in balance throughout the fiscal year by the County Board of Commissioners.

On a monthly basis, the County Auditor-Treasurer and staff prepare a report, which is presented to the Budget and Finance Committee (2nd Wednesday of each month at 3:00 pm in the County Boardroom) that details the activity within each budget category and provides summary information on the status of the County's Budget. Actions that are necessary to ensure a healthy budget status at the end of the fiscal year are recommended in the budget status report; other items which have major fiscal impacts are also reviewed.

Supplemental appropriations, which are normally financed by unanticipated revenues during the year, and any amendments or transfers of appropriations between summary accounts or departments, must be approved by the Board of Commissioners.

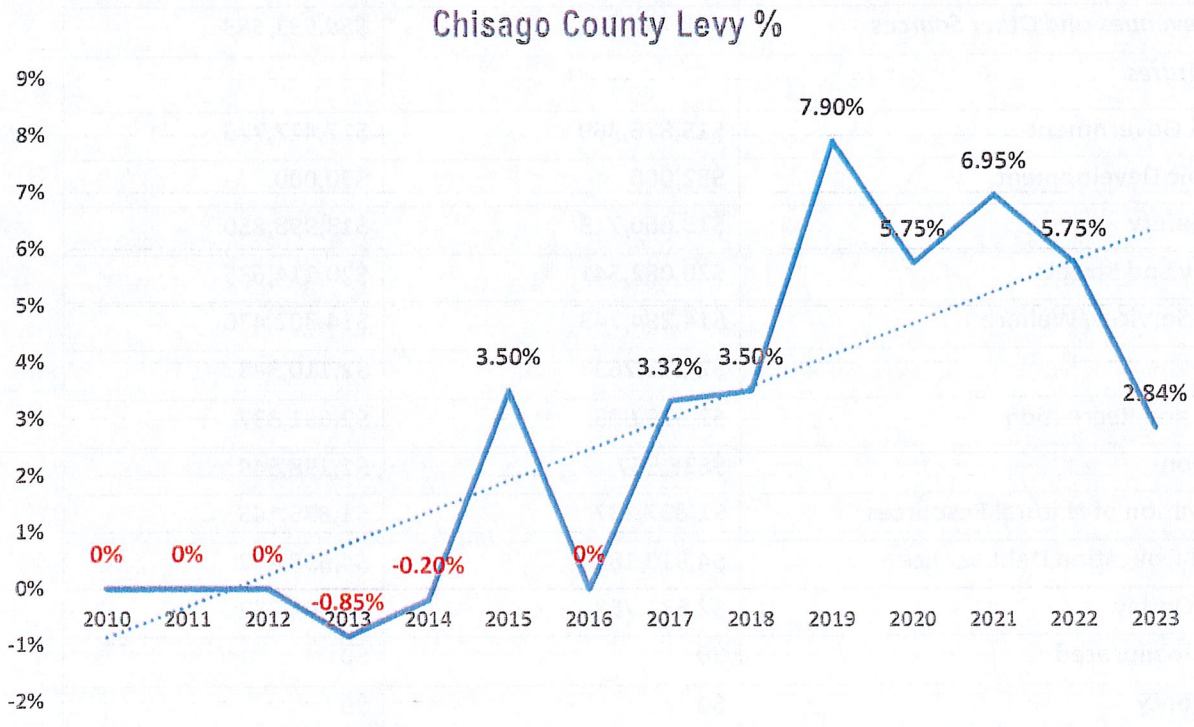
2022-2023 CHISAGO COUNTY BUDGETING

	2022 Adopted Budget	2023 Adopted Budget
Revenues		
Taxes		
County Tax Levy	$44,785,732	$46,068,380
Other Taxes	$4,020,000	$4,805,000
Licenses and Permits	$981,600	$1,033,090
Intergovernmental		
Federal	$5,878,325	$4,382,409
State	$16,000,384	$15,863,311
Other Sources		
Charges for Services	$5,116,549	$7,245,763
Fines and Forfeits	$113,000	$113,000
Interest on Investments	$175,000	$275,000
Donations	$6,500	$10,500
Miscellaneous	$873,900	$875,030
Assessments	$0	$0
Proceeds of Bond Sale	$0	$0
Transfers	$786,425	$172,500
Budgeted Use of Fund Balance	$50,047	$87,600
Total Revenues and Other Sources	*$78,787,462*	*$80,931,583*
Expenditures		
General Government	$15,876,369	$17,427,775
Economic Development	$82,000	$70,000
Public Safety	$13,660,713	$13,998,850
Highway and Streets	$20,082,541	$20,114,635
Human Services/Welfare	$14,294,743	$14,302,470
Health	$2,123,763	$2,110,348
Culture and Recreation	$2,570,805	$2,691,337
Sanitation	$838,357	$1,198,549
Conservation of Natural Resources	$1,807,237	$1,875,145
General Obligation Debt Service	$4,919,182	$4,698,242
Capital Outlay	$2,531,752	$2,444,232
Other/Unallocated	$0	$0
Contingency	$0	$0
Increase in Fund Balance		
Total Expenditures	*$78,787,462*	*$80,931,583*

COUNTY BUDGET AND REVENUES

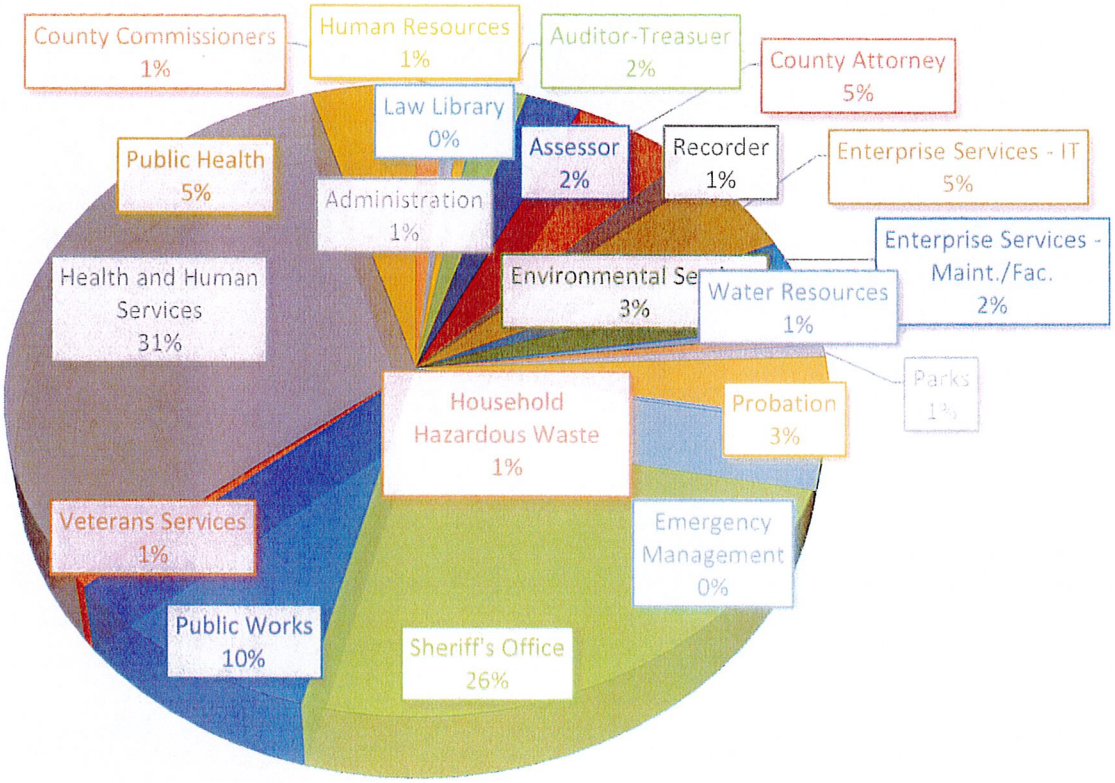
2010-2023

YEAR	Budgeted Expenditure	Non-Levy Revenue	Fund Balance	Property Tax Levy	Levy %
2010	$53,031,979	$21,364,312	$0	$31,667,667	0%
2011	$50,767,693	$19,100,026	$0	$31,667,667	0%
2012	$51,541,827	$19,788,485	$0	$31,667,667	0%
2013	$51,662,419	$20,137,520	$127,878	$31,397,021	-0.85%
2014	$59,769,586	$26,497,029	$1,925,456	$31,347,021	-0.20%
2015	$54,630,113	$22,307,325	-$127,212	$32,450,000	3.50%
2016	$63,997,035	$30,487,790	$1,059,245	$32,450,000	0%
2017	$63,479,967	$29,630,811	$320,554	$33,528,602	3.32%
2018	$68,234,839	$33,369,769	$162,967	$34,702,103	3.50%
2019	$68,990,233	$31,401,943	$144,741	$37,443,549	7.90%
2020	$73,623,499	$33,894,633	$132,313	$39,596,533	5.75%
2021	$72,735,610	$30,385,949	$0	$42,349,661	6.95%
2022	$78,420,261	$33,944,183	$0	$44,476,078	5.75%
2023	$80,604,063	$34,863,203	$0	$45,740,860	2.84%



CHISAGO COUNTY 2023 STAFFING

Chisago County Staffing (as of 3/28/2023)		
County Commissioners	5	*Elected
Administration	3	
Human Resources	2.5	
Law Library	0.25	
Auditor-Treasurer	7	
Assessor	9	
County Attorney	19	
Recorder	5	
Enterprise Services - IT	17	
Enterprise Services - Maint./Fac.	7	
Environmental Services	10	
Water Resources	2	*Many Seasonals
Household Hazardous Waste	2	
Parks	2.5	*Many Seasonals
Probation	12	
Emergency Management	1	
Sheriff's Office	98	
Public Works	36	*Many Seasonals
Veterans Services	2	*4 Van Drivers
Health and Human Services	117	
Public Health	17	
TOTAL	374.25	





Fund Balance Discussion

April 12, 2023 Budget & Finance Meeting

The fund balance discussion is a complicated one. Today we will review:

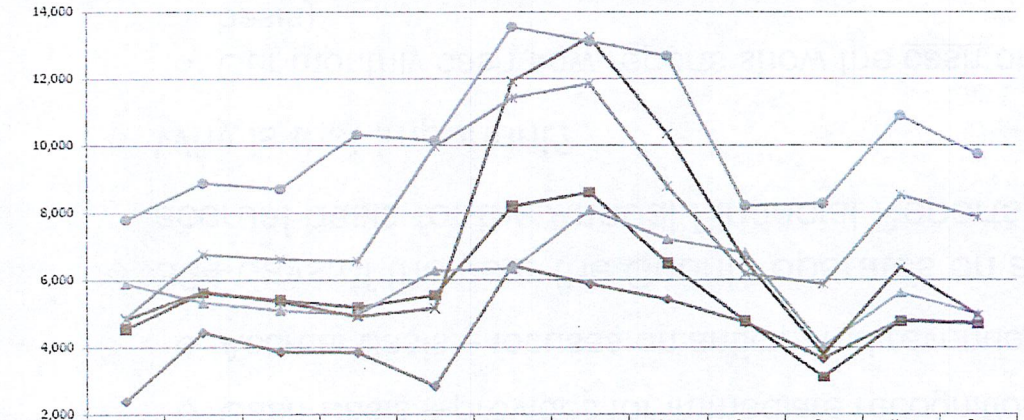
- Cash Basis vs. Accrual Basis
- Terminology
- Chisago County Fund Balance Policy
- PRELIMINARY 2022 Fund Balance Discussion – Info will be provided at meeting.

Cash Basis vs. Accrual

- The main difference between Cash Basis and Accrual is the timing of when revenues and expenses are recognized.
  - Cash Basis – provides for immediate recognition of revenue and expenses
  - Accrual Basis – focuses on anticipated revenues and expenditures
- 364 days of the year the County operates on a cash basis and one day a year on an accrual basis for the Annual Financial Reports
- Why is that important?
  - Our monthly cash flow reports show the cash on hand on the last day of the month (cash basis)
  - The Audit fund balance depicts the fund balance with adjustments for revenues and expenses that are anticipated (accrual basis)

Road & Bridge Fund Example

Monthly Cash Flow Report



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	2,384	4,428	3,860	3,843	2,834	6,413	5,870	5,410	4,723	3,665	4,802	4,732
2017	4,541	5,608	5,389	5,175	5,536	8,175	8,591	6,500	4,761	3,110	4,777	4,676
2018	5,885	5,327	5,099	4,966	6,271	6,326	8,078	7,213	6,813	4,012	5,615	4,979
2019	4,828	5,649	5,347	4,913	5,148	11,900	13,223	10,343	6,539	3,780	6,364	4,943
2020	4,869	6,770	6,620	6,554	9,950	11,412	11,832	8,774	6,173	5,868	8,514	7,856
2021	7,783	8,879	8,703	10,323	10,144	13,532	13,100	12,679	8,196	8,267	10,892	9,726

Audit Fund Balance

Liabilities, Deferred Inflows of Resources, and Fund Balances (Continued)	General	Road and Bridge
Fund Balances:		
Nonspendable		
Septic loans receivable	$ 21,536	$ -
Inventories	-	1,166,740
Prepaid items	586,895	5,360
Restricted for		
Attorney forfeiture funds	24,012	-
Recorder - compliance fees	1,583,113	-
Recorder - technology fees	490,032	-
Sheriff's forfeitures	32,210	-
Sheriff's reserve	5,436	-
Snowmobile safety education	12,444	-
Sheriff's contingent	3,316	-
Gun permits	224,326	-
Jail canteen account	98,850	-
Juvenile substance abuse court	7,162	-
Water quality programs	198,644	-
E-911	96,664	-
Project lifesaver	5,121	-
Law library	113,565	-
Sewer grants	34,397	-
Pit restoration reserve	-	1,142,339
Solid waste	-	-
Park acquisition	-	-
Lake improvement district	-	-
Ditch maintenance and repairs	-	-
Debt service	-	-
Child protection grant	-	-
Attorney technology grant	10,297	-
Aquatic invasive species	94,495	-
Specific purposes by donors	751	-
Capital projects	-	-
Committed to		
Public health and north woods software IM	-	-
Payroll/HRIS software and CAMA software	144,278	-
Assigned to		
General government	307,515	-
Wellness, safety, ergo, LMC	3,900	-
Elections	101,697	-
Capital equipment	4,639,264	-
Building improvement	646,354	-
Human services	-	-
Public safety	9,318	-
Highways and streets	-	8,513,178
Culture and recreation	3,139	-
Dental insurance	280,491	-
Unassigned	25,484,402	-
Total Fund Balances	$ 35,263,624	$ 10,827,617

Understanding Terminology

Nonspendable

Amounts that can't be spent because they are not in a spendable form or are legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash.

Restricted

Amounts for which constrains have been placed on the use of the resources, either externally imposed by creditors (such as through debt covenants), grantors, contributors or by laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Committed

Amounts that can be used only for the specific purposes imposed by formal action (resolution) of the County Board. Those committed amounts can't be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts.

Understanding Terminology

Assigned

Amounts the County intends to use for a specific purposes that do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represented intended uses established by the County Auditor-Treasurer, who has been delegated that authority by Board Resolution.

Unassigned

The residual classification for the General Fund, it includes all spendable amounts not contained in the other fund balance classifications. In other governmental funds, the assigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amount had been restricted or committed.

December 31, 2021 Balance Sheet
Page 35 of Financial Report

Liabilities, Deferred Inflows of Resources, and Fund Balances
(Continued)

	General	Road and Bridge	Human Services	Debt Service	Nonmajor Funds	Total
Fund Balances:						
Nonspendable						
Septic loans receivable	$ 21,536	$ -	$ -	$ -	$ -	$ 21,536
Inventories	-	1,166,740	-	-	-	1,166,740
Prepaid items	586,895	5,360	-	-	-	592,255
Restricted for:						
Attorney forfeiture funds	24,012	-	-	-	-	24,012
Recorder - compliance fees	1,583,113	-	-	-	-	1,583,113
Recorder - technology fees	490,032	-	-	-	-	490,032
Sheriff's forfeitures	32,210	-	-	-	-	32,210
Sheriff's reserve	5,436	-	-	-	-	5,436
Snowmobile safety education	12,444	-	-	-	-	12,444
Sheriff's contingent	3,316	-	-	-	-	3,316
Gun permits	224,326	-	-	-	-	224,326
Jail canteen account	98,850	-	-	-	-	98,850
Juvenile substance abuse court	7,162	-	-	-	-	7,162
Water quality programs	198,644	-	-	-	-	198,644
E-911	96,664	-	-	-	-	96,664
Project lifesaver	5,121	-	-	-	-	5,121
Law library	113,565	-	-	-	-	113,565
Sewer grants	34,397	-	-	-	-	34,397
Pit restoration reserve	-	1,142,339	-	-	-	1,142,339
Solid waste	-	-	-	-	460,770	460,770
Park acquisition	-	-	-	-	303,717	303,717
Lake improvement district	-	-	-	-	314,451	314,451
Ditch maintenance and repair	-	-	-	-	86,296	86,296
Debt service	-	-	-	8,809,855	-	8,809,855
Child protection grant	-	-	150,392	-	-	150,392
Attorney technology grant	10,297	-	-	-	-	10,297
Aquatic invasive species	94,495	-	-	-	-	94,495
Specific purposes by donors	751	-	-	-	-	751
Capital projects	-	-	-	-	171,092	171,092
Committed to						
Public health and north woods software IM	-	-	300,000	-	-	300,000
Payroll/HRIS software and CAMA software	144,278	-	-	-	-	144,278
Assigned to						
General government	307,515	-	-	-	-	307,515
Wellness, safety, ergo, LMC	3,900	-	-	-	-	3,900
Elections	101,697	-	-	-	-	101,697
Capital equipment	4,639,264	-	-	-	-	4,639,264
Building improvements	646,354	-	-	-	-	646,354
Human services	-	-	6,387,528	-	-	6,387,528
Public safety	9,318	-	-	-	-	9,318
Highways and streets	-	8,513,178	-	-	-	8,513,178
Culture and recreation	3,139	-	-	-	-	3,139
Dental insurance	280,491	-	-	-	-	280,491
Unassigned	25,484,402	-	-	-	-	25,484,402
Total Fund Balances	$ 35,263,624	$ 10,827,617	$ 6,837,920	$ 8,809,855	$ 1,336,326	$ 63,075,342

Fund Balance Policy

The purpose of the policy is to set forth objectives and parameters for unreserved fund balances in the major funds of the County.

- Serve as a guide for maintaining stable financial reserves
- Ensure long term economic stability of Chisago County
- Maintain sufficient reserves to meet cash flow needs until property tax payments are received
- Comply with recommendations of the Office of State Auditor
- Assist in maintaining favorable bond ratings
- Help to ensure stable tax rates
- Allow for funding of cash flow needs for minor funds
- Allow for unanticipated expenditures or revenue shortfalls

Policy For Unreserved Fund Balance



35-50%

Maintain 35% to 50% of operating revenues for the major funds (Revenue, Road & Bridge, Health & Human Services)

OR



5 Months

Maintain no less than five months of operating expenditures for the major funds.

Fund Balance Policy

- If at year end, balances in any of the 3 major funds should fall outside of the above parameters, budgeted revenue and expense adjustments will be made over the next two subsequent years to bring the fund balance into compliance. Any budgeted increase or decrease in fund balance shall be disclosed annually.
- If it is considered practical to reduce excess fund balance by additional expense, those expenses will be one-time expenses that will have minimal or no impact on ongoing operating expenses.
- Each major fund will stand alone with respect to fund balance compliance.
- Fund balance will be considered in developing the Chisago County annual budget and levy.
- This policy will be reviewed on a periodic basis.

December 31, 2021 Fund Balance

	GENERAL FUND	ROAD & BRIDGE SPECIAL REVENUE FUND	HUMAN SERVICES SPECIAL REVENUE FUND
1. 2021 revenues (Exh. 5)	$ 36,153,596	$ 23,034,897	$ 15,825,121
2. 2021 expenditures (Exh. 5)	$ 34,116,656	$ 20,311,564	$ 14,589,687
3. 2021 unrestricted fund balance (Exh. 3)	$ 31,620,358	$ 8,513,178	$ 6,687,528
4. 35% of revenues (line 1)	$ 12,653,759	$ 8,062,214	$ 5,538,792
5. 50% of revenues (line 1)	$ 18,076,798	$ 11,517,449	$ 7,912,561
6. 5 months of expenditures (line 2)	$ 14,215,273	$ 8,463,152	$ 6,079,036

Per the County's Fund Balance Policy, the amount on line 3 should fall between the amounts on lines 4 and 5, or be no less than the amount on line 6.

IV.

04.12.2023

Memo

To
County Board

From
Bridgitte Konrad, Auditor-Treasurer

Re
Election Equipment

Comments:

In 2022 we started to put money away for future replacement of our election equipment. The plan was to put $59,000 away per year for five years.

As our county grows, the number of registered voters has increased in some of our precincts. The rule of thumb is to consider splitting a precinct once they are over 2500 registered voters. An alternative is to deploy additional tabulation equipment to the precincts on election day to keep the lines moving.

In reviewing registered voter information, we have four precincts that are over 3,000 voters. The City of Chisago City is in the process of splitting into two precincts so additional equipment will be needed for that precinct. The other precincts over 3,000 voters include Lindstrom, North Branch P-A and Wyoming P-B.

I am requesting the Board authorize use of approximately $31,000 of the funds we have set aside for election equipment in 2022 to purchase a Scan and Touchwriter for the new Chisago City precinct and an additional Scan for the other three precincts. We would then need to extend the set aside program through 2027.

Chisago County Auditor-Treasurer's Office

Tel 651-213-8509
Fax 651-213-8510
313 North Main Street, Room 271
Center City, MN 55012
www.chisagocounty.us
bridgitte.konrad@chisagocounty.us

Chisago County
MINNESOTA
ADMINISTRATION

V.

Sales Tax Agreement

There are four changes to the local tax agreements with the Department of Revenue. Below are the changes with a summary of each change.

1. Administrative Fee
    - Starting January 1, 2024, administrative fees will be a flat rate of 1.35%. We will continue to use the current method for calculating administrative fees through December 31st, 2023.

2. Transmittal of tax revenue to local governments
    - Starting January 1, 2024, local governments will receive one payment approximately 40 days after the end of the month the sales tax returns are due. We will continue to make two payments for all the sales up through December 31, 2023.

3. Notice Date for changes
    - The new requirement to notify the local government of agreement changes is 180 days instead of notification by January 1 of each year for a change to the new fiscal year starting July 1. The change to 180 days will coincide with the Department switching to a flat fee for calculating the administrative fees for local tax collection.

4. Withholding when tax ends
    - We currently withhold 20% of gross receipts from the last month of local sales tax revenue collected. We will no longer have a set percentage amount, but instead we will work with the local government to determine an amount to withhold. The Department will analyze historical data of the local tax to determine a reasonable estimate to withhold.

VI.

CHISAGO COUNTY
DEPARTMENT OF PUBLIC WORKS
Mail: 313 North Main Street, Room 400
Center City, MN 55012-9863
Office: 31325 Oasis Road, Center City, MN 55012-9863
Phone (651) 213-8700
Fax (651) 213-8772

Joe Triplett, P.E.
Director | County Engineer

Ben Hobert, P.E.
Assistant County Engineer

Paul Gibson, L.S.
County Surveyor

Bruce Lind
Maintenance Superintendent

Ben Utech
Traffic Operations Manager

Barbara J. Shimmon
Finance and Office Manager

PUBLIC WORKS MEMORANDUM

TO: Budget & Finance Committee

FROM: Joe Triplett, P.E.

DATE: 4/6/23

RE: Harris Shop Improvements

We have bid out our Harris Shop Improvement project. I am not looking to bring it to the Board for award and approval, so funding will need to be identified. The bidding process is different for this type of building project. Whereas with our highway projects, we get one bid from a Prime Contractor who pulls together all of their subcontractor's bids so there is only one bid to open. With this process, there are different parts to the projects that each get "bid" out so that each contractor can bid on their portion. That means we ended up opening over 50 bids for the 12 different "packets" of the project.

Overall estimated construction cost for the was $1,780,729. The low bid combination came in at $1,769,938. This was with one of the bid packets (Structural Steel) coming in well over the estimated cost. Kraus-Anderson is recommending that this bid be rejected and be re-bid, as they are confident that a better bid can be obtained. They do, however, leaving this amount in the overall construction cost as a contingency cost.

The other soft costs (construction management, site services, permitting/plan review, testing, etc.) amounts to $278,262 or about 15.7% of construction. We typically see anywhere from 15% to 25% for these sorts of expenses, so this does not appear out of line. Site reimbursables (trailer, dumpster, signage, toilets, etc) and other equipment (compressor, Hotsie, racking, etc.) amounts to $102,000. Construction contingency is at 5% of construction or $88,497.

This brings the total project amount to $2,244,107. While it is expected to ultimately come in under this amount, I think it is prudent to plan for it.

KRAUS-ANDERSON®

Kraus-Anderson Construction Company
501 South Eighth Street, Minneapolis, MN 55404

April 5, 2023

Mr. Joe Triplett
Chisago County
313 Main Straight
Center City, MN 55012

RE: **Chisago County Harris Public Works – Contract Award**

Dear Mr. Joe Triplett:

This letter is concerning the contract awards for the above referenced project that was bid on March 23, 2023.

Kraus-Anderson has verified bidders and we submit the following lowest responsible bidders and their total bid amount:

Work Scope		***Contractor, City, State***		***Bid Amount***
WS 03-A	Concrete	Ebert, Inc. dba Ebert Construction Corcoran, MN	Total Contract Amount:	$157,200.00
WS 03-B	Structural Pre-Cast	Wells Concrete Products Co. dba Wells Concrete Maple Grove, MN	Total Contract Amount:	$163,750.00
WS 06-A	Carpentry	Tekton Construction Company Minneapolis, MN	Total Contract Amount:	$19,500.00
WS 08-A	Doors, Frames, & Hardware – Material Only	Twin City Hardware Company St. Paul, MN	Total Contract Amount:	$16,000.00
WS 08-E	Sectional Overhead Doors	St. Cloud Overhead Door Company dba American Door Works Waite Park, MN	Total Contract Amount:	$78,948.00
WS 09-A	Drywall	RTL Construction, Inc. Shakopee, MN	Total Contract Amount:	$124,345.00
WS 09-K	Painting	Wasche Commercial Finishes, Inc. East Bethel, MN	Total Contract Amount:	$10,870.00

WS 13-G	Pre-Engineered Metal Building	Jack Walters & Sons Corp. Allenton, WI	Total Contract Amount:	$353,000.00
WS 23-B	Combined Mechanical	Peterson Sheet Metal, Inc. Bemidji, MN	Total Contract Amount:	$292,000.00
WS 26-A	Electrical	NEO Electrical Solutions, LLC. Hudson, WI	Total Contract Amount:	$131,500.00
WS 31-A	Site Clearing & Earthwork	Arnt Construction Company, Inc. Hugo, MN	Total Contract Amount:	$155,420.00
WS 32-A	Asphalt Paving	Knife River Corporation – North Central Sauk Rapids, MN	Total Contract Amount:	$197,600.00
			Total Contract Amount:	**$1,700,133.00**
			Added Construction Contingency:	**$69,805.00**
			Overall Construction Costs:	**$1,769,938.00**

We have enclosed the Bid Tabulation sheets that reflect the bids received.

We recommend rejecting WS 05-B1 Combined Structural Steel to be re-bid at a later date with the budget of $69,805.00 being added to the Construction Contingency to cover possible future costs.

If you have any questions regarding this information, please do not hesitate to contact me at 763-453-5972

Very truly yours,
KRAUS-ANDERSON® CONSTRUCTION COMPANY

Dan Kjellberg,
Project Manager

Chisago County - Harris Shop Washbay and Truck Storage Building
Overall Project Budget

				Revision Date
		2023	2023	3/27/2023
Description		Harris Shop Wash Bay and Truck Storage Building 50% DD's	Harris Shop Wash Bay and Truck Storage Building Construction Budget	Remarks
		Construction- 4 Months	Construction - 4 Months	
Chisago County Revenue				
Utility Rebates				
Other Income				
Interest Earnings				
Total Available Dollars		**$0**	**$0**	
Construction Costs				
Building Construction				
Bid Day Construction Costs			$1,769,938	Bid Day Numbers
Sitework, Wash Bay & Equipment Storage Buildings		$1,478,566		Bid Day Numbers
Alternate 1.a - New Pavement		$283,949		Bid Day Numbers
Alternate 1.b - New West Apron		$18,214		Bid Day Numbers
Subtotal		**$1,780,729**	**$1,769,938**	Bid Day Numbers
KA Site Services		$170,066	$170,066	4 Month Schedule
General Conditions / Reimbursables		$78,000	$78,000	Trailer,dumpsters, toilets, temp barricades, signage, etc.
Design Contingency	3%	$53,422		Electrical, pavement sections and washday not fully defined
Construction Contingency	5.0%	$89,036.45	$88,496.90	
Construction Escalation	0%	$0	$0	Bidding March 2023
Subtotal		**$2,171,253**	**$2,106,501**	
Soft Costs				
Architectural & Engineering Fees		$148,300	$0	Tracked under separate contract
Construction Manager Preconstruction Fee		$8,500	$8,500	
Construction Manager Fee		$65,138	$63,195	3% of Cost of Construction
Asbestos Abatement		$0		
Upgraded Xcel Service (Gas & Electric)		$0		By Owner If Needed
Permitting/Plan Review		$14,000	$14,000	
Construction Testing / Special inspections		$18,000	$18,000	
TAB & Commissioning		$0		
Builders Risk Insurance		$4,500	$4,501	
Owner Soft Cost Contingency	5%	$12,922	$5,410	
Subtotal		**$271,359**	**$113,606**	
Owner Costs				
FFE/Equipment		$24,000	$24,000	By Chisago County - Hotsie, Racking and Compressor
Subtotal		**$24,000**	**$24,000**	
Total Project Costs		**$2,466,613**	**$2,244,107**	
				Grand Total
Project Balance Available over / (under)		**$2,466,613**	**$2,244,107**	

VII + VIII.

Chisago County Department of
Environmental Services and Zoning
313 No. Main St. #243
Center City, MN 55012

Memo

To: Chisago County Budget and Finance Committee

From: Kurt Schneider, Director Environmental Services & Zoning

Date: April 7, 2023

Re: **Environmental Services ARPA Funds Reallocation & County Recorders Technology Fund Property Records/Permitting Software Request**

On November 16, 2022, the County Board authorized ARPA-0304 ENVS; ARPA-0240 ENVS; and ARPA -0117 ENVS with estimated funding requests of $150,000, $75,000, and $100,000 respectively. These ARPA funding requests are proposed for the purpose of designing and constructing a new multi-purpose building *(restrooms, concessions space, a storage room and outdoor pavilion space)* and a 3-mile single-track Mountain Bike Course Trail at Ki Chi Saga County Park; and constructing a Parks Maintenance Cold Storage/Shop Building at Checkerboard Park.

Park Staff has solicited quotes with experienced contractors for each of these projects; A total of three (3) building quotes and two (2) Mountain Bike Trail Course quotes were received as follows and the previously awarded Parks Maintenance Cold Storage/Shop is presented here with added construction needs:

ARPA – 0304 ENVS Building Contractor Quotes:

1) Structural Buildings- **$155,391.00** ***Proposal Attached*
2) Sherman Builders- $155,982.05
3) Cedar Forest Products-$199,593.00

ARPA-0240 ENVS Single Track Mountain Bike Trail Course Quotes:

1) Pathfinder Trail Building – **$184,264.85** ** ***Proposal Attached***
2) Rock Solid Trail Contracting - $264,746

ARPA – 0117 ENVS Park Maintenance Cold Storage/Shop (awarded March, 15, 2022)

1) Custom Pole Buildings - $99,829.25 (includes permits & engineering)
2) Recommended additional Rebar and Excavation work of $5,700

An additional ARPA funds commitment of $145,0305.10 is requested to fully facilitate implementation of the three ARPA projects outlined above. A full breakdown of these ARPA Funds Park Division project costs is attached for further detail review. To accommodate this funding need staff proposes the re-allocation of previously committed ENVS ARPA funding as follows:

1. Redirect ARPA 0180-ENVS Online Permitting/Licensing Module funds to the above identified ARPA-0304 and ARPA-0240 Ki-Chi-Saga Park Improvements, and the additional ARPA-0117 Checkerboard Park Cold Storage construction needs.

2. Utilize County Recorders Dedicated Technology Fund balance to implement Online Property Records Permitting/Licensing Module software services (Preliminary Tyler Technologies quote for Enterprise Permitting & Licensing software implementation and 3-year service estimate is $315,886)

Recommended Action:

The Environmental Services Department respectfully requests the re-allocation of $145,0305 in ARPA 0180-ENVS dedicated funds to the ARPA 0304-ENVS, ARPA 0240-ENVS, and ARPA 0117-ENVS projects; AND authorization to proceed with the use of County Recorders Dedicated Technology Fund balance in support of current estimated 3-year term Enterprise Permitting & Licensing software services.

ARPA Funds-Parks Divison

Account	Project Description	Budgeted	Total Cost	Shortage	Transfer
ARPA-0117 ENVS	**Park Maintenance Cold Storage and Shop**	**$ 100,000.00**	**$ 105,529.25**	**$ 5,529.25**	**$ 5,500.00**
Business	***Custom Pole Buildings***				
Purchase Price	*Pole Buildings*	$ 74,340.00			
Purchase Price	*Building Plans (Becklin & Whitney Consulting Engineers)*	$ 1,800.00			
Purchase Price	*Building Permits (City of North Branch)*	$ 789.25			
Quoted Price	*Concrete Installation (5" thick- fiber mesh and aprons)*	$ 22,900.00			
Quoted Price	*Concrete Installed with Rebar*		$ 3,700.00		
Estimated Price	*Gustafson Excavation*		$ 2,000.00		
Operations Budget	*Electrical-Wiring, lighting fixtures, Recepticals*				
	Total Building Costs	**$ 99,829.25**	**$ 5,700.00**		
ARPA-0240 ENVS	**Chisago County Mountain Bike Course**	**$ 75,000.00**	**$ 184,264.85**	**$ 109,264.85**	**$ 109,500.00**
Business	***Pathfinder Trail Building***				
Quoted Price	*Singletrack Trails*	$ 112,638.25			
Quoted Price	*B-line-labor costs*	$ 56,626.60			
Quoted Price	*B-line-feature costs (Import of wood and rock)*	$ 15,000.00			
	Total Building Costs	**$ 184,264.85**			
ARPA-0304 ENVS	**Ki Chi Saga Park Municipal Building**	**$ 150,000.00**	**$ 180,241.00**	**$ 30,241.00**	**$ 30,000.00**
Business	***Structural Buildings***				
Quoted Price	*Building Structure*	$ 100,911.00			
Quoted Price	*Conctete*	$ 18,774.00			
Quoted Price	*Electical in building*	$ 8,760.00			
Quoted Price	*Plumbing in building*	$ 16,776.00			
Quoted Price	*Sinks, faucets, drains, stainless tables w/shelving*	$ 4,200.00			
Quoted Price	*Toilet Partitions*	$ 5,970.00			
	Total Building Costs	**$ 155,391.00**			
Excludes	*Excavation-Fill, Rough/Final Grading*		$ 5,000.00		
Excludes	*Demo of old exsiting building structure*		$ 3,000.00		
Excludes	*Sewer Hook-ups to building*		$ 5,000.00		
Excludes	*Water line Hook-ups to building*		$ 5,000.00		
Excludes	*Electrical Hook-ups to building*		$ 5,000.00		
Excludes	*5-Outdoor lighting fixtures*		$ 1,000.00		
Excludes	*Building Permit*		$ 850.00		
	Excluded Costs		**$ 24,850.00**		
	ARPA Funding Shortage			**$ 145,035.10**	**$ 145,000.00**

Ki Chi Saga Park

A Pathfinder Proposal

PATHFINDER

TRAIL BUILDING

The Brief:

- Chisago County Parks invited Pathfinder Trails out for a site walk of Ki Chi Saga Park

- County Parks are interested in approx. 3.5 miles of trail in the park. Also asking for an estimation of pump track potential and alternate skills lines along the trail.

- Pathfinder Trails owner Adam Buck attended the site visit with Joseph Tart, Chisago County Parks Director.



The Goal:

- Chisago County Parks recognize the growing popularity of single track mountain bike trails, and the fact they offer no off road single track in their current park network.

- Pathfinder Trails looked at the space and sees an opportunity for 3 to 3.5 miles of single track trail. Given the topography a beginner level trail makes the most sense or some low level Intermediate trail.

- Pathfinder also sees the opportunity to create one big skill trail or bike playground. This is done by taking advantage of the open space to create challenging ride lines off the main line of travel. These alternate lines can be of varying difficulty and help keep the trail interesting for riders.

-

The What: Trail Playground

- I see the opportunity to build this out as a 3 - 3.5 mile main trail with alternate lines and b lines along the entire corridor of the trail. These alternate lines would be created using dirt, rock, and wood.

- I see this as a way to increase the excitement of the trail and allow riders to progress their skills in a fun integrated way. These could be added as budget allows, or in a phase 2. This has the added benefit of increasing the linear footage of trail within the confines of the park.

The How: Construction Process

- Construction Process
  - Pathfinder Trails would flag a trail on site, and capture a gps track.
  - We'd review flag line with Chisago County Parks for final approval.
  - We'd start with one 4 - person crew, who we'd break out into 2 crews to start tackling 2 segments at a time.
  - The building would happen in the intended flow of the trail, which will be determined at time of flagging.
  - Construction would continue to completion. Approximately 45 days.

The What: B Lines and Flow Features

- Length: 100’ to 1,000’, these should be built to fit.
- B-lines and Features:
    - Flow
    - Balance
    - Technical

The What: Flow Features

- Flow:
    - Sinuous line of rollers, berms, and jumps that use a riders momentum and energy to create opportunity for speed, air time, and fun. These features also help keep a riders energy pointed down trail and into the next intended trail feature.
        - 2-3 b-lines per loop, the key to these is providing options!
    - Create zones that help break down individual features to teach skills like pumping, jumping, and cornering.







The What: Balance Features.

- Balance
  - Creating 2-3 lines in each loop of the trail network to teach the finer skills of balance, braking, and slow turning, and navigating tighter features. Accomplished through man made wooden ladders. Can also incorporate large boulders into these for some added spice!









The What: Technical Features.

- Technical
  - Technical: Creating 2-3 lines in the trail network that are structured around technical trail. In the Midwest we have a lot of man made technical trail and that style has a very specific feel, this provides us that opportunity to create this and teach riders what they'll experience at other riding areas in the Midwest, Where sometimes the only difficulty for a rider to overcome is being on a different riding surface!





The How: B Lines Construction Process

- Establish a baseline difficulty for sizes of features with Joesph and how they fit in to Novice - Expert ratings.

- Identify locations for features based on trail speeds in and out of areas, access, and material needs.

- Bring crews in to do construction, depending on type of feature this will be a 4 person crew or 2 person crew.

- Begin construction. Typically 2-3 days per feature area or `Approximately 20 days to complete 9 - 12 feature lines.

- Flow check, adjust if needed!

- Open!

Construction Estimate

- **Cost Estimate:**
  - **Singletrack Trails: $112,638.25**
- **B-line:**
  - **$56,626.60 (labor Costs)**
  - **Feature costs $15,000.00 (for wood/ rock import)**



Contact info:

Adam Buck, Owner

Ph: 507-226-3799

E-mail: Buck@pathfindertrailbuilding.com

PATHFINDER

TRAIL BUILDING


Pathfinder Trail Building
Adam Buck
507-226-3799
buck@pathfindertrailbuilding.com
PATHFINDER
TRAIL BUILDING



KI CHI SAGA PARK

A PATHFINDER TRAILS PROPOSAL

About Us

- Started in 2017
- Mission Statement: To design, develop, and integrate trail systems that create the opportunities for people to connect from the urban environment to the wild landscape by creating trails and trail systems that connect these communities and promote fun, health, and happiness with the outdoors through active pursuits.
- Deep roots in the off road community
- Remote access back country trails to urban bike parks!
- Growing company

Our Team

Adam Buck - Owner - Trail Builder - Project Manager - Special Projects - Bike Park
21 years building experience

Bryan Mitchell - Trail Builder - Crew Leader - On site Project Manager
5 years at Pathfinder Trails

Matt Thompson - Trail Builder - Crew Leader -- On site Project Manager
3 years at Pathfinder Trails







Our Team

Lukas Halahan - Trail Builder - Pro BMXer - Flow Trail - Bike Park
2 years at Pathfinder Trails

Nathan Halahan - Trail Builder - Pro BMXer - Flow Trail - Bike Park
2 years at Pathfinder Trails

Bill Klosterman - Trail Builder - Fabricator
1 year at Pathfinder Trails

Tanner Williams- Trail Builder - Tread finishers
2 years at Pathfinder Trails

Bill Jensen - Trail Builder - Tread finisher
2 years at Pathfinder Trails

Projects Overview

- Brewer's Extension - Lander WY - 4 mi (XC)
- Pole Mountain Re-routes - Laramie WY - 3 mi (XC)
- Andres Bike Park - Carpentersville IL - 1 mi (Bike Park)
- Memorial Bluff - Red Wing MN - 1 mi (Skills Park)
- Welch Village Bike Park - Welch MN - 3 runs (Gravity)
- Proving Grounds - Dubuque IA- 6.5 mi (XC/Bike Park)
- Detroit Mountain Recreation Area - Detroit Lake MN - 4 mi, 3 DH runs (XC/Gravity/Skills)
- Tioga Recreation Area - Cohasset MN (XC/Bike Park/ Gravity)
- Red Head Mountain Bike Park - Chisolm MN (XC)
- Hidden Valley Recreation Area - Ely MN - 7 mi (XC)
- Giant's Ridge Bike Park - Biwabik MN - 2 runs (Gravity/ Bike Park)
- Rice Creek Chain of Lake, Anoka MN - 3 mi (XC)
- Lone Lake Park - Minnetonka MN - 4 mi (XC)
- Theo Wirth re-work - Minneapolis MN (Rehab)
- Perkins Hill Pump Track - Minneapolis MN (Bike Park)
- Brophy Lake County Park - Alexandria MN (Bike Park)
- Farside Bike Park, Galena IL (on going) - 3 mi (Bike Park)
- Localized LLC Bike Park - Afton MN (on going) - 3 mi (XC/Bike Park)
- Monarch Single track - Victoria MN (on going) 4 mi (XC/ BikePark)

Project Assessment

- 3.25 mile +/- .25 miles
- Done at a rate of $9.50 per foot
- Opportunity for a skills trail!
  - Jump lines, skills features.
- Opportunity for a pump track!



Trail Assessment

- I see the opportunity for a beginner level, contour flow trail that takes advantage of the slight elevation changes within the park. This would be a trail that works the terrain to keep a riders speed up by utilizing berms, rollers, and other flow features that keep the riders momentum up, and place the trail to take advantage of steeper side slope to make for a fun riding experience, with emphasis on creating opportunities for riders to improve their bike handling skills.



Trail Assessment

- The other opportunity I see is to take advantage of the open terrain to create a skill trail. This allows the main line to be beginner/novice ride experience, while offering intermediate riders a place to ride and a place novice riders to hone and progress their skills. I think this is valuable given how close this is to the local high school, and with the explosion of the MCA racing league, along with the lack of local single track trails in the area.
- We'd accomplish this by creating a braided trail. Every couple to a few hundred feet we'd build an alternate or b-line that would be a skill teaching feature like jumping, or balance these could be a 100' to 1,000' long depending on what could fit in the space and budget. They can built with all types of material whether that be logs, rock, wood, or dirt.

Trail Head

Pump Track Area

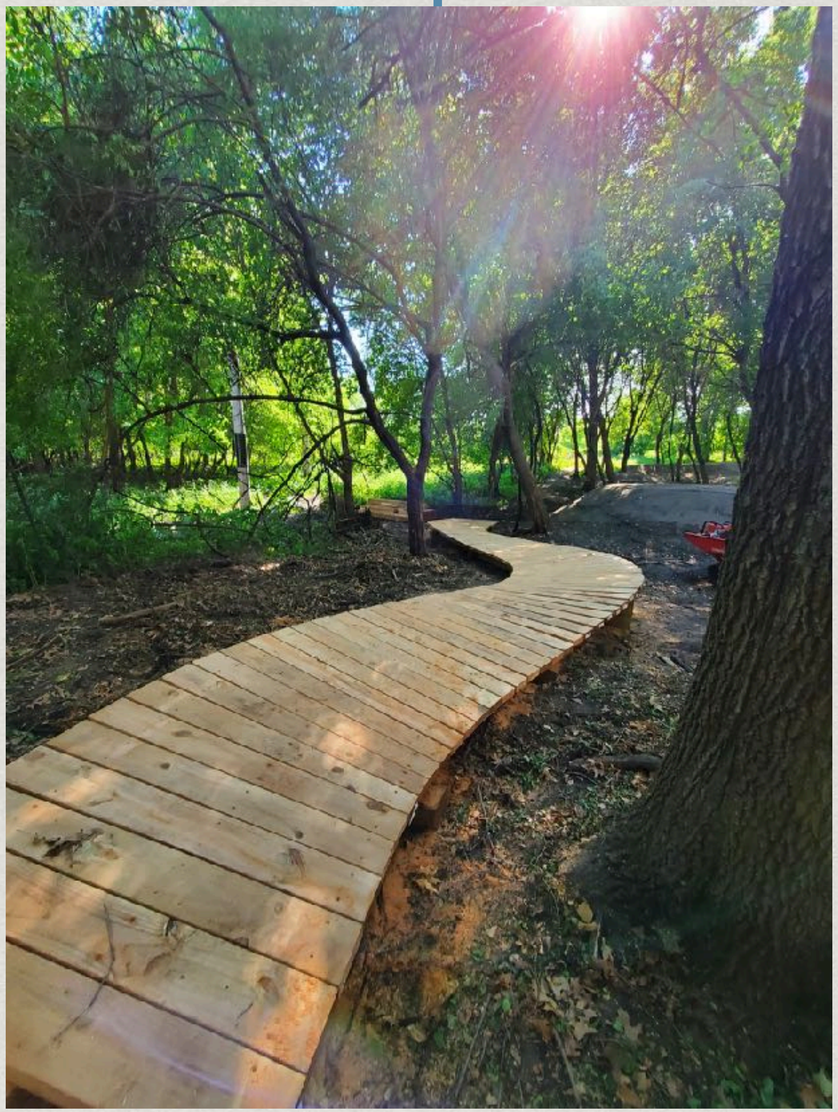


Examples of B-lines - Natural Logs





Examples of B-lines - Lumber





Examples of B-lines - Stone





Construction Plan

- Once a crew is mobilized, typically 3 - 4 builders with 1-2 mini excavators will begin building the route in the intended ride direction.
- After the main routes are constructed the crew can comeback in and add b-lines or that can be left for future phased construction.
- We also see an opportunity for a pump track near the parking lot area as a future component to the trail network.


Pathfinder Trail Building
Adam Buck
507-226-3799
buck@pathfindertrailbuilding.com
PATHFINDER
TRAIL BUILDING

♦ Commercial ♦ Residential ♦ Agricultural ♦ Industrial ♦

STRUCTURAL BUILDINGS

Joe Tart
Chisago Parks Dept.

313 N Main St.
Center City, MN 55555
xxxxxx 612-322-2285

3.17.2023

Building Site Location

Dear Valued Customer,

Structural Buildings is pleased to submit our proposal for your building project. Our experienced team of professionals have been constructing dreams throughout Minnesota and the surrounding five-state area since 1985. With over 6,000 buildings constructed, our design and production team will use their knowledge to collaborate with you to determine your goals, budget, and vision to develop a successful building project that is custom fit to your needs and exceed your expectations.

26'W X 30'L X 9'H
w/26'W X 30' L X 9' H Open Porch Area





FOUNDATION

and a 5' Embedment
3ply 2x6 Glu Laminated Column
2x8 SYP #1 Treated .60 Grade Board
Column Space (Eaves 6' O.C.) (Gables 8' O.C.)

FRAMING

4 / 12 Truss Pitch
6' Truss Spacing
35-5-5 Truss Load
2x6 #2 Btr SPF Wall Girts
2x6 MSR SPF 1650 Roof Purlins
2x4 Wind Bracing
2x6 Corner Bracing

INTERIOR WALL FRAMING

1. **2x6x10 Divider Stud Wall**
2. **2x4x10 Bathroom Walls**

EXTERIOR WAINSCOT

26 GA Quad Rib PAINTED G-90

SIDING

26 GA Strong Rib PAINTED G-90

ROOFING

26 GA Strong Rib PAINTED G-90

OVERHANGS

Vented 24" Precut Soffit Eave
Solid 24" Precut Soffit Gable

VENTILATION

20" Ridge Cap Profile Vented Ridge
2 Rows of Eave Closure Strips

WALK DOORS

1 - AJ 7100 3' - Front of Main Building
- **Dead Bolt--Schlage 626, Commercial**
- **Knob - Passage--Schlage 626 Commercial**
- **Door Slab--AJ Standard**
- **EZ Fit Kit--EZ Fit Kit**
- **Door Color--AJ White**
- **Door Swing--Left-Hand Out-Swing**
- **Jamb Depth--AJ Standard**
- **Plyco Latch Guard**
- **Plyco HD Closer**

2 - AJ 7100 3' - Front of Main Building
- **Dead Bolt--Schlage 626, Commercial**
- **Knob - Passage--Schlage 626 Commercial**
- **Door Slab--AJ Standard**

- EZ Fit Kit--EZ Fit Kit
- Door Color--AJ White
- Door Swing--Right-Hand Out-Swing
- Jamb Depth--AJ Standard
- Plyco Latch Guard
- Plyco HD Closer

1 - AJ 7100 3' - Right of Main Building
- Dead Bolt--Schlage 626, Commercial
- Knob - Passage--Schlage 626 Commercial
- Door Slab--AJ Standard
- EZ Fit Kit--EZ Fit Kit
- Door Color--AJ White
- Door Swing--Right-Hand Out-Swing
- Jamb Depth--AJ Standard
- Plyco Latch Guard
- Plyco HD Closer

Concession Roll-up Door.
1 - 6' x 4' - Back of Main Building
(1) Trac-Rite 944 White Roll-up Door

OVERHEAD DOORS
1 - 6' x 7' - Left of Main Building
(1) Trac-Rite 944 White Roll-up Door

WALL LINER
29 GA Strong Rib, White Liner (Kitchen Area)
Interior Wainscot: 29 GA Strong Rib, White Liner
Interior Girts: 2x4 #2 Btr SPF
3/8" x 4x8 Pebble Glass Board (2) Bathrooms
Utility Room Walls: Unfinished

CEILING LINER
29 GA Strong Rib, White Liner

INSULATION
R-44 Blown Fiberglass Ceiling Insulation with Access Door and 4 mil. Poly
None Fiberglass Wide Bat Wall Insulation and 4 mil. Poly
Building Wrap: Included

SNOW RAIL
20 LF of 2x4 Snow Rail

Your Price = $100,911.00

Options:

1.) **CONCRETE**
   a.) **4" Interior Concrete Floor, Poly and Fiberglass Rebar@ 2x2 Grid:**
   a.) **4" Exterior Concrete Floor, Poly and Fiberglass Rebar@ 2x2 Grid:**
   b.) **4" Thick Exterior Aprons: (1) 4x26 (1) 4x4 Entrance Pad**
   (1) 4x8 Overhead Door Apron:

c.) 2" Perimeter Foam Board: 16" Down, 32" Out
Note: 26x30 Area. **ADD: $ 18,774.00**

2.) Electrical: **ADD: $ 8,760.00**

a.) 1--100Amp Service,(trenching not included)
b.) 2- Bath fan Wiring
c.) 15 Surface mount LED Disk Lights
d.) 14 Convenience Receptacles
e.) 1-Exit/Emergency LT to Code
f.) 1- Electric Water Heater wiring.(30' Run Standard
g.) 8 Single Pole Switch Wiring
h.) 5- Outside light wiring. (Fixtures Not included)

3.) Plumbing: Water Lines trench to Structure(Not Included) **ADD: $ 16,776.00**

Men's Room:

a.) 1- Gerber Viper ADA Toilet with Seat
b.) 1- Gerber Urinal
c.) 1- Sloan Flushometer
d.) 1- Gerber Wall Hung Sink
e.) 1- Delta Lav Faucet
f.) 1-Floor Drain
g.) 1- Vented Exhaust Ceiling Fan

Woman's Room:

a.) 2- Gerber Viper Toilets with Seats
b.) 1- Gerber Wall Hung Lav
c.) 1-Delta Lav Faucet
d.) 1- Floor Drain
e.) 1- Vented Exhaust Ceiling Fan

Mechanical Room:

a.) 1- 50 Gallon Electric Water Heater
b.) 1- Laundry Tub
c.) 1- Laundry Tub Faucet
d.) 1- Floor Drain 2- Outside Sillcocks
e.) 1- Softener Loop

Kitchen:

a.) Plumbing for 3 Compartment Sink
b.) Plumbing for Kitchen Faucet
c.) 1- Floor Drain

Note: Plumbing design to be Winterized- Must Blow out System with Compressor.

4.) 3- Compartment Sink with Faucets and Drains **ADD: $ 4,200.00**
2- 4' Stainless Steel tables with Shelving

5.) Toilet Partitions: **ADD: $ 5,970.00**

Quote Includes
Material, Tax Delivery, Construction, Dumpster and Portable Toilet

Quote Excludes
Building Permit, Excavation, Fill, Final Rough Grade. Mechanicals to Structure

Warranties
65 Years on partial treated glued laminated columns against rot, insect attack or delamination.
45 Years on paint systems
6 Years on roof leakage due to workmanship or materials failure.

Please be aware this quote expires in 10 days.

Structural Buildings is committed to providing a lifetime of superior quality, service, and value to our customers through professional teamwork. That is our "Symbol of Satisfaction" to you! Thank you for taking the time to meet with me and discuss your project.

Regards,

Daniel Brehm

12926 1st Street | Becker, MN 55308

C: 763-482-9204 | O: 763.296.5800 | TF: 1.800.535.9722 | F: 763.296.5801

d.brehm@structuralbuildings.com www.structuralbuildings.com LIC#BC709531

tyler technologies

Quoted By: Ray Kinard
Quote Expiration: 7/29/23
Quote Name: Tyler EPL

Sales Quotation For:
Chisago County
313 N Main St Rm 271
Center City MN 55012-7656
Phone: +1 (651) 213-7120

Tyler SaaS - SaaS - Silver

Description	Term	Monthly Fee	Users/Units	Annual Fee
Enterprise Permitting & Licensing Core Software				
Community Development Suite - Per User		$ 178	10	$ 21,310
Enterprise Permitting & Licensing Extensions				
e-Reviews		$ 1,314	1	$ 15,763
Civic Access - Community Development		$ 762	1	$ 9,142
Community Development Executive Insights		$ 613	1	$ 7,356
Workforce Mobile		$ 52	5	$ 3,090
Core Foundation Bundle		$ 210	1	$ 2,521
Tyler Software				
GIS		$ 52	10	$ 6,180
	Sub-Total:			$ 65,362
	Less Discount			*$ 19,600*

TOTAL	**3**		**$ 45,762**

Professional Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Professional Services				
Data Conversion Services	50	$ 250	$ 12,500	$ 0
Professional Implementation Consulting - Remote	252	$ 200	$ 50,400	$ 0
Professional Implementation Consulting -Onsite	84	$ 225	$ 18,900	$ 0
Project Management Services - Remote	360	$ 200	$ 72,000	$ 0
Training Services - Onsite	32	$ 225	$ 7,200	$ 0
Training Services - Remote	88	$ 200	$ 17,600	$ 0
TOTAL:			**$ 178,600**	**$ 0**

Summary	**One Time Fees**	**Recurring Fees**
Total SaaS		$ 45,762
Total Services	$ 178,600	$ 0
Total Third-Party Hardware, Software, Services	$ 0	$ 0
Summary Total	**178,600**	**$ 45,762**
Contract Total	**$ 315,886**	
Estimated Travel Expenses	**$ 10,000**	

Optional Tyler SaaS - SaaS - Silver

Description	Term	Monthly Fee	Users/Unit	Annual Fee
Enterprise Permitting & Licensing Extensions				
Enterprise Service Requests (Back office only, does not include mobile app)		$ 482	1.0	$ 5,780
Tyler Software				
My Civic Bundle (Citizen Engagement and Requests)		$ 876	1.0	$ 10,508
Sub-Total				16,288
Less Discount				*4,886*
TOTAL	**3**			**11,402**

Comments
EPL Implementation: Tyler leads and owns the configuration of 2 unique business transactions, 2 template business transactions, and will build out the standard geo-rules and standard automation events included in the application. Configuration elements beyond this will be owned by the client.

Shared Services:

Tyler Technologies' Enterprise Permitting & Licensing implementation team will be primarily responsible for the following implementation tasks:

- Training on how to use Enterprise Permitting & Licensing
- Training and providing guidance on how to configure and maintain Enterprise Permitting & Licensing
- Setup of Enterprise Permitting & Licensing GIS Map
- Setup of Enterprise Permitting & Licensing GIS Live Link
- Setup of CSS GIS Map (as applicable, based on contract)
- Setup of CSS ArcGIS Integration (as applicable, based on contract)
- Setup of CSS Payments (as applicable, based on contract and client having secured an appropriate payment gateway)
- Setup and testing of Tyler-to-Tyler integrations (Enterprise ERP, Cashiering, Content Management, Enterprise Service Requests, as applicable based on contract)
- Setup of Workforce Mobile (as applicable, based on contract)
- Enterprise Permitting & Licensing Automation Events (Intelligent Objects, standard Intelligent Queries). This covers automation tasks like E-mails, Tasks, Geo Rules, etc.

The client subject matter experts (SMEs) should be available approximately 25% of any given week throughout the project in order to perform configuration in addition to scheduled time with Tyler's Enterprise Permitting & Licensing consultant. These client SMEs will be responsible for the following general configuration tasks:

- Enterprise Permitting & Licensing Case Type Setup (and all associated items required to configure)
- Enterprise Permitting & Licensing System Setup Configuration (Holidays, Zones, Hold Types, Hearing Types, etc.)
- Enterprise Permitting & Licensing Report Setup's dynamic custom fields
- Enterprise Permitting & Licensing User/User Role Setup
- Enterprise Permitting & Licensing Workflow/Workflow Template Setup (WF Actions, Steps, Templates, Submittal Types, Item Reviews etc.)
- CSS Experience (CSS Case Types, CSS Geo Rules, CSS Themes, Headers, Menus, Security Settings, etc.)
- Other configuration as desired by client

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation RapidIdentity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

SaaS Monthly Fees are rounded to the nearest dollar. The Annual Fee value represents the cost to the customer.

Core Foundation Bundle includes Enterprise Forms, Hub, SSRS/Crystal, Dynamic Reports, BMP Templates and Standard IOs. Tyler resources will configure and test basic Enterprise Licensing & Permitting functionality including global settings, and preliminary user roles.

eReviews enables electronic review and markup of submitted plans and other documentation by client personnel. eReviews requires Bluebeam Studio Prime, at an estimated yearly subscription cost of $3,000/100 users to be purchased separately by Client.

iG Workforce - iG Inspect and iG Enforce provide a mobile solution for field personnel to capture inspection and code data remotely. Tyler will assist to connect iG Apps to the Enterprise Permitting & Licensing powered by EnerGov suite, and support testing. These applications are available on iOS. The client is responsible for ensuring the app(s) are downloaded and kept up to date on client utilized hardware.

Tyler resources will establish connection and verify data exchange between Data & Insights and Enterprise Permitting & Licensing. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

Tyler resources will establish connection and verify data exchange between My Civic and Enterprise Permitting & Licensing powered by EnerGov for code cases.

Enterprise Service Requests is an application for citizens to report code complaints. Tyler resources will configure, train client personnel, and support go-live for 311 functionality utilized by Enterprise Permitting & Licensing powered by EnerGov.

DCT-DB Conversion - The Client will populate the Data Conversion Template database with their legacy data to be used for the conversion. Tyler will guide and support the Client during this process to ensure success in its population and actual conversion. Once the Data Conversion Template database has been populated by the Client, Tyler will produce the mapping document to provide to the Client to match Legacy Data to new Enterprise Permitting and Licensing fields. The client reviewed and approved mapping document will be used within the standard conversion utility.

Chisago County Department of Environmental Services and Zoning
313 No. Main St. #243
Center City, MN 55012

Memo

To: Chisago County Budget and Finance Committee

From: Kurt Schneider, Director Environmental Services/Parks

Date: April 12, 2023

Re: **Fish Lake Master Plan – CIP Budget Adjustment/Reallocation Request**

Chisago County Board authorized a 2022 CIP funding request of $18,500.00 (ENVS-0111) for Fish Lake Park planning and design services. Consulting firm HKGi was hired to complete this project along with submission of the plan and applying for regional designation to the Greater Minnesota Regional Parks and Trails Commission (GMPRTC).

To complete the remaining work a HKGi contract amendment of +$5,500.00 is needed, causing a total project cost not to exceed $24,000. The contract amendment details additional work necessary to complete the project and shepherd the final plan forward to regional designation success (*attached Contract Amendment Document*).

The additional funding needed for this $5,500 project enhancement can be sourced from cost savings being recognized from with the 2023 CIP Budgeted acquisition of a park's replacement Steel Utility Trailer (ENVS-0119). Staff is expecting to acquire the necessary trailer at substantial savings and has received quotes estimating $11,000 in unspent ENVS-0119 Steel Utility Trailer CIP dollars, which is more than enough to cover the $5,500 need.

Staff recommends proceeding with the HKGi contract amendment and requests Budget and Finance Committee review and recommendation to source the $5,500 project enhancement with unspent 2023 CIP ENVS-0119 Steel Utility Trailer designated dollars.

March 29, 2023

Joseph Tart
Parks Director, Chisago County
Environmental Services
313 N. Main Street Suite 240
Center City, MN 55012

Re: Contract Amendment for Fish Lake Park Master Plan Update

Background

In October of 2022, HKGi began working with Chisago County staff to prepare a master plan update for Fish Lake Park. The scope of work included the following primary tasks:

- Review of previously drafted materials provided by County staff
- Site visit to understand the study area
- Presentations to the County Park Board
- Preparation, launch, and monitoring of a community survey
- Coordination meetings with County staff
- Preparation of a draft plan document to meet GMRPTC requirements
- Submission of the master plan into the GMRPTC portal for application as a Regional Park

The contract agreement, 10/31/2022 stated that HKGi would provide assistance as necessary, with staff direction, at an hourly rate not to exceed $18,500 (which included the additional community engagement services), and complete these services by March 31st, 2023.

As of March 1st, 2023, approximately $18,400 in services have been provided toward this effort. However, Final preparation of the draft plan document, submission of the master plan to the GMRPTC portal, and a final presentation to the County Board are anticipated to be completed by the end of April, 2023.

- The delay in project schedule was due to extension of community engagement period, and additional time allocated for staff and Park Board review of the draft master plan elements.
- In preparation of the draft document, the following elements required more time and effort on the part of HKGi than originally estimated:
    - Revision of text and re-organization of plan elements provided from the 2018 draft plan
    - Preparation of an interpretive plan
    - Preparation of the Ecological Stewardship Plan chapter (required additional editing for clarity)
    - Preparation of a detailed cost estimate and phasing plan

Contract Amendment

This proposed amendment requests an additional $5,500 to complete the total scope of work described above, for a total project cost not to exceed $24,000. The amendment also proposes extending the contract date to May 31, 2023. Work completed as part of the contract amendment will be tracked and invoiced as 'Extended Services'.

Please contact me you have any questions or need additional information.

Sincerely,

Jody Rader
Project Manager, HKGi

Gabrielle Grinde
Vice President, HKGi

Authorization to Proceed:

_____ _____

Joseph Tart, Chisago County Parks Director Date

IX.

COUNTY OF CHISAGO

COUNTY ADMINISTRATION

Chisago County Government Center
313 North Main Street, Room 172
Center City, MN 55012-9663

April 12, 2023

Memo to: Budget and Finance Committee

RE: New Position Development – **County Outreach and Initiative Coordinator** – Administration/HRA-EDA

PURPOSE:

The primary responsibility of the proposed **County Outreach and Initiative Coordinator** position is to put Chisago County "on the map" as a desirable place to live, work, and play. What is good for anyone in Chisago County is GOOD FOR CHISAGO COUNTY.

The position will seek to improve the quality of life for individuals, families and businesses within Chisago County. The position will assist in bringing people to visit, live, and work in Chisago County, by highlighting and emphasizing the County's and its entities distinctive features (i.e., lakes, rural retail tourism, events, unique features).

This position would be an asset and provide significant value to the County, Cities, Townships, School Districts, Non-profits, and business communities by assisting in the coordination of their goals, events, and projects. The coordinator will seek to connect the entities through their commonalities, which will limit redundancies, and find efficiencies. The individual can be a resource to the entities if they do not have the staff or ability to invest in position.

One commonality that all entities have in common is the desire for economic growth and development.

The following entities in Chisago County are dedicated to the economic growth in Chisago County with limited results individually (but together?):

- Chisago County HRA/ EDA
- Chisago Lakes Chamber
- North Branch Chamber
- Rush City Chamber
- Individual City EDA groups (some of which are more successful than others)

The purpose of the **County Outreach and Initiative Coordinator** position is to develop and implement efforts to attract, retain and expand economic growth within Chisago County, in accordance with the strategic plans and direction of the County Board of Commissioners and County Administrator.

Major duties of the position include:

1. Promote and prepares a variety of reports and studies related to promoting economic growth, tourism, quality of life in Chisago County,
2. Participates in designing, developing, and implementing an annual marketing plan,
3. Development of internal and external County correspondence (i.e., internal newsletters, County Annual/Semi-Annual newsletters)
4. Develops and maintains effective working relationships with diverse entities in promoting initiatives for Chisago County.
5. Conducts research and program evaluation by implementing data collection, analysis, monitoring, and

dissemination protocols,

6. Facilitates communication with and between County Board, other municipal governments, educational institutions, private sector businesses and other related non-profit organizations.
7. Participates in/on a variety of meetings, conferences, and/or other related groups in order to receive and convey information.
8. Implementation of marketing initiatives

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Management, Marketing, Communications, Human Resources, or related field.
- Demonstrated oral, written and visual communication skills.
- Demonstrated computer skills, including website, database management, and social media.
- Valid Minnesota Driver's License.

The ideal applicant would have a marketing background and strong relationships with the County's public sector, private sector, school districts, tourism industry, and chambers.

This position could be scheduled to work 40 hours per week, Monday-Friday, 8:00-4:30 p.m., with occasional evening and weekend duties or less depending on demand OR part-time and limited to 20+ hours per week depending on the commitment from the County Board of Commissioners.

Relation to HRA-EDA

Chisago County HRA-EDA

"To improve the commercial and industrial tax base within the County with an emphasis on assisting existing businesses; and vigorously marketing the County to attract new business development."

"To promote and maintain a high quality of life in the County by advancing private development and private investment through collaborative efforts with local units of government and other interested organizations in Chisago County."

Economic Development
We work closely with local units of government throughout the County to provide Commercial and Industrial sites. We achieve this by investing in business parks and redevelopment sites. We also specialize in accessing financial programs to assist businesses looking to expand and locate in Chisago County.

Community Development
In order to provide sufficient infrastructure for development, we assist our cities and townships to secure and administer local, state, and federal grants and loans. We also provide project planning and program implementation.

Housing Development and Rehabilitation
The HRA-EDA owns and operates six multi-housing developments within the county. We also assist developers in locating sites for housing and assist with funding resources.

Small Business Development Center Services
The Chisago County HRA-EDA is a Small Business Development Center (SBDC) satellite office. We provide free and confidential consulting services to businesses and those considering starting a business. Services include: access to capital and loan packaging; financial analysis and assessment; cash flow management; business plan development; general marketing; start-up assistance; expansion assistance and relocation assistance.