



Dakota County

General Government and Policy Committee of the Whole

Agenda

Tuesday, April 9, 2024

9:30 AM

**Conference Room 3A, Administration
Center, Hastings**

(or following County Board)

If you wish to speak to an agenda item or an item not on the agenda, please notify the Clerk to the Board via email at CountyAdmin@co.dakota.mn.us
Emails must be received by 7:30am on the day of the meeting.
Instructions on how to participate will be sent to anyone interested.

1. Call To Order And Roll Call

Note: Any action taken by this Committee of the Whole constitutes a recommendation to the County Board.

2. Audience

Anyone in the audience wishing to address the Committee on an item not on the agenda or an item on the consent agenda may come forward at this time. Comments are limited to five minutes.

3. Approval Of Agenda (Additions/Corrections/Deletions)

3.1 Approval of Agenda (Additions/Corrections/Deletions)

CONSENT AGENDA

4. County Administration - Approval of Minutes

4.1 Approval of Minutes of Meeting Held on March 26, 2024

REGULAR AGENDA

5. County Board/County Administration

5.1 Office Of The County Manager - Legislative Update

6. Public Services And Revenue

6.1 Property Taxation and Records - Overview Of New Property Document Services, Recommended New Fees Associated With Services And Update On Mapping Prejudice Project

- 7. County Manager's Report
- 8. Future Agenda Items
- 9. Adjournment
 - 9.1 Adjournment

For more information, call 651-438-4417

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<https://www.co.dakota.mn.us/Government/BoardMeetings/Pages/default.aspx>
Public Comment can be sent to CountyAdmin@co.dakota.mn.us**



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3293

Agenda #: 3.1

Meeting Date: 4/9/2024

Approval of Agenda (Additions/Corrections/Deletions)



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3294

Agenda #: 4.1

Meeting Date: 4/9/2024

Approval of Minutes of Meeting Held on March 26, 2024



Dakota County

General Government and Policy Committee of the Whole

Minutes

Tuesday, March 26, 2024

9:30 AM

**Conference Room 3A, Administration
Center, Hastings**

(or following County Board)

1. Call To Order And Roll Call

The meeting was called to order at 9:42 a.m. by Commissioner Atkins, Board Chair, in the absence of Committee Chair Workman.

Present	Commissioner Mike Slavik Commissioner Joe Atkins Commissioner Laurie Halverson Commissioner William Droste Commissioner Mary Liz Holberg Commissioner Mary Hamann-Roland
Absent	Commissioner Liz Workman

Also in attendance were Matt Smith, County Manager; Tom Donely, First Assistant County Attorney; and Jeni Reynolds, Sr. Administrative Coordinator to the Board.

Commissioner Hamann-Roland was present via Zoom, but not part of the voting quorum.

The audio recording of this meeting is available upon request.

2. Audience

Commissioner Atkins noted that all public comments can be sent to CountyAdmin@co.dakota.mn.us
No comments were received for this agenda.

3. Approval Of Agenda (Additions/Corrections/Deletions)

3.1 Approval of Agenda (Additions/Corrections/Deletions)

Motion: William Droste

Second: Mike Slavik

Ayes: 5

Commissioner Slavik, Commissioner Atkins, Commissioner Halverson,
Commissioner Droste, and Commissioner Holberg

Excused: 1

Commissioner Hamann-Roland

CONSENT AGENDA

On a motion by Commissioner Halverson, seconded by Commissioner Slavik, the Consent agenda was approved as follows:

4. County Administration - Approval of Minutes

4.1 Approval of Minutes of Meeting Held on March 12, 2024 and March 19, 2024

Motion: Laurie Halverson

Second: Mike Slavik

Ayes: 5

Commissioner Slavik, Commissioner Atkins, Commissioner Halverson,
Commissioner Droste, and Commissioner Holberg

Excused: 1

Commissioner Hamann-Roland

REGULAR AGENDA

5. County Board/County Administration

5.1 Discussion On Global Green Expo 2031

County Manager Matt Smith briefed this item and responded to questions. The Committee expressed interest in serving as fiscal agent for Expo31 and directed staff to work with the County Attorney and Community Development Agency staff to evaluate potential Memorandum Of Understanding (MOU) terms that would be supportive of the Expo31 initiative, consistent with statutory authority, and protect the interests of the County and taxpayers. Staff were asked to return to the Committee/Board at a future date when more clarity on terms of a recommended MOU is possible.

Information only; no action requested.

5.2 Legislative Update

Tom Downs (Downs), Paul Cassidy and Dan Dwight (Stinson) provided a lobbyist update. Physical Development Director Georg Fischer presented fiscal year 2025 congressionally directed spending requests. Future meeting and event dates were discussed. This item was on the agenda for informational purposes only.

Information only; no action requested.

6. Closed Executive Session

6.1 Closed Executive Session: Cyber Security Update - Current Cyber Threat Landscape And Security Measures Taken By Information Technology

Motion: Mike Slavik

Second: William Droste

The time being 10:19 a.m. and pursuant to public notice, the Committee went into closed session in Conference Room 3A, Administration Center, to conduct

in accordance with Minnesota Statutes sections 13D.021 and 13D.03 a Closed Executive Session to discuss cyber security updates.

The following were present:

Commissioner Mike Slavik, District 1
Commissioner Joe Atkins, District 2
Commissioner Laurie Halverson, District 3
Commissioner Bill Droste, District 4
Commissioner Mary Liz Holberg, District 6
Commissioner Mary Hamann-Roland, District 7 (Zoom)
Matt Smith, County Manager
Tom Donely, First Assistant County Attorney
Lucie O'Neil, Attorney (Civil Division Head)
Jeni Reynolds, Sr. Administrative Coordinator to the Board
Jenny Groskopf, Risk & Homeland Security Manager
Peter Simonson, Area Assistant Vice President, Director-Cyber Liability
Gallagher Insurance
David Senn, Sr. Information Security Analyst (IT)
Sarah Fenske, Risk Management Coordinator
Dan Cater, Chief Information Officer (IT)
David McKnight, Director of Enterprise Finance Information Services
Jessica Parker Carlson, Deputy Director of Enterprise Finance Information
Services Administration
Nathan Hanson, Intergovernmental Analyst

The Closed Executive Session continued until 11:09 a.m., at which time the Committee reconvened to adjourn the General Government and Policy Committee of the Whole meeting with all members present.

WHEREAS, upon adoption of a resolution by majority vote, the Dakota County Board, is authorized pursuant to Minn. Stat. § 13D.05 Subd. 3(d), to hold a closed executive session to obtain a cyber security briefing and training on security measures taken to protect the County; and

WHEREAS, the Dakota County Board of Commissioners desires to meet and obtain a cyber security briefing and training on the current cyber threat landscape and security measures taken to protect the County.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby closes the General Government and Policy Committee of the Whole meeting on March 26, 2024, and proceeding to Conference Room 3A, Administration Center, Hastings, Minnesota, to obtain a cyber security briefing and training on the cyber threat landscape and security measures taken to protect the County.

This item was approved and recommended for action by the Board of Commissioners

Ayes: 5

Commissioner Slavik, Commissioner Atkins, Commissioner Halverson,
Commissioner Droste, and Commissioner Holberg

Excused: 1

Commissioner Hamann-Roland

7 County Manager's Report

County Manager Matt Smith briefly discussed the following with the Committee:

- Permit parking at ADC
- Consolidating of Contracts staff to Finance. Additional discussion and update to come at future date.

8. Future Agenda Items

No future agenda items discussed.

9. Adjournment

9.1 Adjournment

Motion: William Droste

Second: Mike Slavik

On a motion by Commissioner Droste, seconded by Commissioner Slavik, the meeting was adjourned at 11:09 a.m.

Ayes: 5

Commissioner Slavik, Commissioner Atkins, Commissioner Halverson,
Commissioner Droste, and Commissioner Holberg

Excused: 1

Commissioner Hamann-Roland

Respectfully submitted,

Jeni Reynolds

Sr. Administrative Coordinator to the Board



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3259

Agenda #: 5.1

Meeting Date: 4/9/2024

DEPARTMENT: Office of the County Manager

FILE TYPE: Regular Information

TITLE

Legislative Update

PURPOSE/ACTION REQUESTED

Provide an update on preparations for the 2024 State legislative session, State and Federal legislative affairs, and the status of County legislative priorities.

SUMMARY

Staff will provide updates on federal and state legislative affairs and activities, Minnesota Inter-County Association (MICA), Association of Minnesota Counties (AMC), National Association of Counties (NACo) activities, 2024 State of Minnesota Capital Budget requests, related County activities and other legislative topics of interest to Dakota County.

RECOMMENDATION

Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACTS

- ☒ None ☐ Current budget ☐ Other
☐ Amendment Requested ☐ New FTE(s) requested

RESOLUTION

Information only; no action requested.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: None.

BOARD GOALS

- ☐ A Great Place to Live ☐ A Healthy Environment
☐ A Successful Place for Business and Jobs ☒ Excellence in Public Service

CONTACT

Department Head: Matt Smith

Author: Nathan Hanson



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3273

Agenda #: 6.1

Meeting Date: 4/9/2024

DEPARTMENT: Property Taxation and Records

FILE TYPE: Regular Information

TITLE

Overview Of New Property Document Services, Recommended New Fees Associated With Services And Update On Mapping Prejudice Project

PURPOSE/ACTION REQUESTED

Provide overview of new Property Document Services, recommended new fees associated with the services and provide an update on the Mapping Prejudice Project in Dakota County.

SUMMARY

The Property Taxation and Records Department is introducing two new online property document retrieval services to provide additional access to recorded documents and keep property owners informed. Staff will present an overview of the new services and the recommendation of associated fees.

RecordEASE Occasional User: Property Taxation and Records Department implemented RecordEASE Land Records system from West Central Indexing (WCI) in May 2015 and has since digitized all historic abstract and Torrens documents, which are now searchable in RecordEASE. The public currently may research these digitized documents online via a RecordEASE subscription account with monthly fees - paid by the user - or by using public terminals in County buildings.

The RecordEASE Occasional User Online Portal will allow one-time or infrequent users to search Dakota County property records remotely and download documents without maintaining a subscription and payment of the monthly subscription fee. The occasional users pay individual fees by credit card to Dakota County for remote access to property documents, which may be more cost effective than a subscription. In addition to enhancing customer service, this service will result in greater internal efficiencies for staff. The recommended RecordEASE Occasional User Fees are as follows:

2024 RecordEASE Occasional User Fees

Online Access	\$5.00
Search	\$1.00
View Document	\$2.00
View Certificate (Torrens)	\$3.00
View Tract Page	\$3.00
View Tract Card	\$3.00

The proposed fees are comparable to services provided by other counties and align with the

Dakota County RecordEASE Web Subscription Fee Schedule (See Attachment).

The Property Taxation and Records Department will schedule a public hearing pursuant to Minn. Stat. § 373.41 and seek County Board approval to amend the 2024 Fee Schedule, Resolution No. 23-467 (October 23, 2023), to add the new fees related the RecordEASE Occasional User service. The RecordEASE Occasional User Portal will be available to the public upon approval of an amendment of the 2024 Dakota County Fee Schedule.

Property Watch: Property Watch is a new service for Dakota County property owners to monitor their property and combat the effect of property fraud. This service is free of charge and available by subscribing to the service. Subscribers will receive an email or text alert when anything is recorded on or against their property. This service will be available in late April 2024.

Staff will also provide an update on the Mapping Prejudice Project in Dakota County, detailing the completion of the mapping process and the status of discharging racially restrictive covenants in Dakota County.

RECOMMENDATION

Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACTS

There is no budget request for the services. The newly established fees for the RecordEASE Occasional User Portal will offset merchant fees absorbed by the county to digitize these documents and provide an estimated \$40,000 in fee revenue annually. There is no cost associated with the implementation of RecordEASE Occasional User and Property Watch services.

- | | | |
|--|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Current budget | <input checked="" type="checkbox"/> Other |
| <input type="checkbox"/> Amendment Requested | | <input type="checkbox"/> New FTE(s) requested |

RESOLUTION

Information only; no action requested.

PREVIOUS BOARD ACTION

23-467; 10/23/23

14-539; 11/25/14

ATTACHMENTS

Attachment: RecordEASE Fee Schedule

BOARD GOALS

- | | |
|---|--|
| <input type="checkbox"/> A Great Place to Live | <input type="checkbox"/> A Healthy Environment |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input checked="" type="checkbox"/> Excellence in Public Service |

CONTACT

Department Head: Amy Koethe

Author: Amy Koethe

Dakota County Property Records

RecordEASE Web Fee Schedule

Monthly Subscription Fee*	\$30.00 per Subscription
Search Fee	\$0.50 per Search
View Recorded Documents	\$1.50 per Document
View Certificates of Title (Torrens)	\$2.50 per Certificate
View Tract Page	\$2.50 per Tract
View Tract Plat	\$2.50 per Tract
View Recorded Plat	Not Available in RecordEASE
See Dakota County's website to view recorded Plats for free.	

* The monthly subscription is charged whether or not the system is accessed during the month.



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3295

Agenda #: 9.1

Meeting Date: 4/9/2024

Adjournment