



# Dakota County

## General Government and Policy Committee of the Whole

### Agenda

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Tuesday, February 7, 2023

9:30 AM

Conference Room 3A, Administration  
Center, Hastings (or following County  
Board)

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(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](mailto: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 January 3, 2023, Special Meeting January 10, 2023 and Special Meeting January 24, 2023

#### 5. County Board/County Administration

##### 5.1 *Budget* - Report On Budget Amendments, Contracts, And Year-End Projections For Operations

##### 5.2 *Office Of The County Manager* - Fourth Quarter Update On 2022 Board Priorities

**6. Public Services And Revenue**

- 6.1** *Public Services and Revenue Administration - Approval Of Public Art Citizen Advisory Committee And Library Advisory Committee 2023 Work Plans*

**REGULAR AGENDA**

**7. County Board/County Administration**

- 7.1** *County Board - Legislative Update*
- 7.2** *Office Of The County Manager - Adoption Of Amendments To Policy 1015 Citizen Advisory Committee Membership And Retirement Of Policy 1014 Open Appointments And Policy 1550 Volunteer/Advisory Committee Reimbursement*
- 7.3** *Employee Relations - Adoption Of Amendments To Policy 3220 HEROES And Years Of Service Employee Recognition Program*

**8. County Manager's Report**

**9. Adjournment**

- 9.1** Adjournment

**For more information, call 651-438-4417**  
**Dakota County Board meeting agendas are available online at**  
**<https://www.co.dakota.mn.us/Government/BoardMeetings/Pages/default.aspx>**  
**Public Comment can be sent to [CountyAdmin@co.dakota.mn.us](mailto:CountyAdmin@co.dakota.mn.us)**



# General Government and Policy Committee of the Whole

## Request for Board Action

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**Item Number:** DC-1820

**Agenda #:** 3.1

**Meeting Date:** 2/7/2023

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Approval of Agenda (Additions/Corrections/Deletions)



# General Government and Policy Committee of the Whole

## Request for Board Action

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**Item Number:** DC-1821

**Agenda #:** 4.1

**Meeting Date:** 2/7/2023

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Approval of Minutes of Meeting Held on January 3, 2023, Special Meeting January 10, 2023 and Special Meeting January 24, 2023



# Dakota County

## General Government and Policy Committee of the Whole

### Minutes

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Tuesday, January 3, 2023

10:00 AM

Conference Room 3A, Administration  
Center, Hastings (or following  
County Board)

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(or following Regional Railroad)

#### 1. Call To Order And Roll Call

**Present**

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

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

The audio recording from this meeting is available upon request.

The meeting was called to order by Chair Atkins at 10:17 a.m.

#### 2. Audience

Chair Atkins noted that all public comments can be sent to [CountyAdmin@co.dakota.mn.us](mailto: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: Mary Hamann-Roland

Second: Mike Slavik

On a motion by Commissioner Hamann-Roland, seconded by Commissioner Slavik, the agenda was unanimously approved.

Ayes: 7

#### CONSENT AGENDA

On a motion by Commissioner Droste, seconded by Commissioner Workman, the consent agenda was approved as follows:

**4. County Administration - Approval of Minutes**

**4.1** Approval of Minutes of Meeting Held on December 13, 2022

Motion: William Droste

Second: Liz Workman

Ayes: 7

**REGULAR AGENDA**

**5. County Board/County Administration**

**5.1** Legislative Update

Paul Cassidy with Stinson, Mike Erlandson and Tom Downs with Downs, Legislative Advisory Workgroup lead Commissioner Atkins and Intergovernmental Nathan Hanson briefed this item and responded to questions. Discussion was held regarding the 2023 legislative platform. The committee directed staff to prepare and send a letter of support to Minnesota Valley Transit Authority (MVTA) for the 2023 RAISE Discretionary Grant: MVTA Burnsville Transit Station Mobility Hub.

This item was on the agenda for informational purposes only. No action was requested.

Information only; no action requested.

**6. County Manager's Report**

No County Manager Report.

**7. Adjournment**

**7.1** Adjournment

Motion: Mike Slavik

Second: Mary Liz Holberg

On a motion by Commissioner Slavik, seconded by Commissioner Holberg, the meeting was adjourned at 11:18 a.m.

Ayes: 7

Respectfully submitted,  
Jeni Reynolds  
Sr. Administrative Coordinator to the Board



# Dakota County

## General Government and Policy Committee of the Whole

### Minutes

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Tuesday, January 10, 2023

11:00 AM

Conference Room L139, Western  
Service Center, Apple Valley

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(or following Physical Development Committee of the Whole)

#### Special General Government and Policy Committee

#### 1. Call To Order And Roll Call

The meeting was called to order by Chair Atkins at 12:09 p.m.

**Present**

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

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

The audio recording from this meeting is available upon request.

#### 2. Approval Of Agenda (Additions/Corrections/Deletions)

##### 2.1 Approval of Agenda (Additions/Corrections/Deletions)

Motion: Mary Hamann-Roland

Second: Mike Slavik

On a motion by Commissioner Hamann-Roland, seconded by Commissioner Slavik, the agenda was unanimously approved.

Ayes: 7

#### REGULAR AGENDA

#### 3. County Board/County Administration

##### 3.1 Legislative Update

Legislative Advisory Workgroup (LAW) lead Commissioner Atkins briefed this item and responded to questions. Physical Development Director Georg Fischer and Social Services Director also responded to questions. Potential legislative

priorities for 2023 were discussed. Priorities proposed to the committee included energy efficiency improvements, bus rapid transit funding equity, mental health service support and appropriate handling of the Freeway Landfill. Following committee discussion, it was recommended to include energy efficiency improvements in the County's capital priorities for 2023 and develop a priority related to addressing unfunded State mandates.

This item was on the agenda for informational purposes only. No action was requested.

Information only; no action requested.

#### **4. County Manager's Report**

No County Manager's Report.

#### **5. Adjournment**

##### **5.1 Adjournment**

Motion: Mary Hamann-Roland

Second: Liz Workman

On a motion by Commissioner Hamann-Roland, seconded by Commissioner Workman, the meeting was adjourned at 12:34 p.m.

Ayes: 7

Respectfully submitted,  
Jeni Reynolds  
Sr. Administrative Coordinator to the Board



# Dakota County

## General Government and Policy Committee of the Whole

### Minutes

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Tuesday, January 24, 2023

9:30 AM

Conference Room 3A, Administration  
Center, Hastings

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(or following County Board)

#### Special General Government and Policy Committee

#### 1. Call To Order And Roll Call

The meeting was called to order by Chair Atkins at 9:52 a.m.

##### Present

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

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

The audio recording from this meeting is available upon request.

#### 2. Approval Of Agenda (Additions/Corrections/Deletions)

##### 2.1 Approval of Agenda (Additions/Corrections/Deletions)

Motion: Mary Hamann-Roland

Second: Mike Slavik

On a motion by Commissioner Hamann-Roland, seconded by Commissioner Slavik, the agenda was unanimously approved.

Ayes: 7

#### REGULAR AGENDA

#### 3. County Board/County Administration

##### 3.1 Legislative Update And Adoption Of 2023 Legislative Priorities

Motion: Laurie Halverson

Second: Mary Hamann-Roland

Intergovernmental Analyst Nathan Hanson and Paul Cassidy with Stinson briefed this item and responded to questions.

Following discussion, it was recommended to remove the following partner-led projects:

- TH 13/Nicollet Intersection
- TH 50 Safety Improvements East of TH 52
- TH 77 Northbound Lane Addition

The item was voted on as amended. Commissioner Workman and Holberg voted no on this item.

WHEREAS, the Minnesota Legislature convened its 2023 session on January 3, 2023; and

WHEREAS, the interests of Dakota County and its citizens will be directly affected by the decisions of the 2023 Legislature; and

WHEREAS, on January 10, 2023, and January 24, 2023, the General Government and Policy Committee of the Whole reviewed items for inclusion in Dakota County's 2023 Legislative Priorities.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the following legislative priorities:

Policy Priorities:

- Bus Rapid Transit Funding Equity
- Closure of the Freeway Landfill
- Full Funding of Local Costs for or Relaxation of State Mandates
- Protection of Current Motor Vehicle Lease Sales Tax Distribution
- Support of Mental Health Services

Capital Priorities:

- Behavioral Health Crisis and Recovery Center
- County Facilities Energy Efficiency Upgrades and On-Site Renewable Energy Initiative
- County Road (CR) 46 Reconstruction
- County State Aid Highway (CSAH) 9/179th Street Reconstruction
- CSAH 54/68 Mississippi River Trail Extension
- CSAH 66/62 Interchange at Trunk Highway (TH) 52
- Future CR 32 from CR 71 to TH 52
- Household Hazardous Waste Collection and Recycling Facility
- Interstate-35/CSAH 50 Interchange
- Law Enforcement Center Integrated Health Care Unit
- Mendota to Lebanon Greenway TH 55 Crossing
- Minnesota River Greenway Pedestrian/Railroad Separation
- Mississippi River Greenway Completion of the Connecting People to the Mississippi River Plan

- North Creek Greenway Pedestrian Crossings
  - River to River Greenway Dodd Road Crossing
  - Thompson County Park Master Plan Improvements Design
  - Veterans Memorial Greenway Highway Crossings
- ; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby adopts the amended 2023 Legislative Platform.

This item was approved and recommended for action by the Board of Commissioners on 2/7/2023.

Ayes: 5

Nay: 2

#### **4. County Manager's Report**

No report was given.

#### **5. Adjournment**

##### **5.1 Adjournment**

Motion: Mike Slavik

Second: Mary Hamann-Roland

On a motion by Commissioner Slavik, seconded by Commissioner Hamann-Roland, the meeting was adjourned at 10:35 a.m.

Ayes: 7

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-1717

Agenda #: 5.1

Meeting Date: 2/7/2023

**DEPARTMENT:** Budget

**FILE TYPE:** Consent Information

### TITLE

**Report On Budget Amendments, Contracts, And Year-End Projections For Operations**

### PURPOSE/ACTION REQUESTED

Receive quarterly and year-end updates on budget amendments, contracts, and the year-end financial projections for 2022.

### SUMMARY

The summary of budget amendments completed from September 1, 2022 through December 31, 2022, is included as Attachment: Budget Amendment Summary. Budget amendments identified in this attachment include administrative amendments that would have gone to Board prior to the adoption of the Budget Compliance Policy by Resolution No. 18-485 (September 18, 2018).

The Professional Services Contracts (Attachment) is a summary of all administratively approved contracts and contract amendments completed September 1, 2022 through December 31, 2022, that would have needed Board approval prior to the adoption of the Solicitation, Bid, and Contract Policy by Resolution No. 18-485 (September 18, 2018).

Financial year-end projections for 2022 operations are included as year-end Forecast (Attachment). Financial projections will be adjusted as new information becomes available.

### 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

18-485; 9/18/18

### ATTACHMENTS

- Attachment: Budget Amendment Summary
- Attachment: Professional Services Contracts

Attachment: Year-end Forecast

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

- Inform and Listen
- Discuss
- Involve
- N/A

**CONTACT**

Department Head: Paul Sikorski

Author: Karen Cater

## Dakota County Budget Amendment Summary Reporting Dates September 1, 2022 through December 31, 2022

| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
|---|----------------|--------------------------------|---|-----------------------|-----------------------|----------|
| <a href="#">BA20220073</a>  | 09/01/2022     | CIP-TRANSPORTATION             | 2022 Transportation CIP Carryover             | 67,820,437            | 67,820,437            | 0.00     |
| NOTES: 2021 - 2022 Transportation CIP Carryover   |                |                                |   |                       |                       |          |
| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
| <a href="#">BA20220074</a>  | 09/01/2022     | CIP-PARKS                      | 2022 Parks CIP Carryover                      | 43,485,874            | 43,485,874            | 0.00     |
| NOTES: 2021 - 2022 Parks CIP Carryover  |                |                                |   |                       |                       |          |
| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
| <a href="#">BA20220075</a>  | 09/01/2022     | CIP-COUNTY BUILDING            | 2022 Buildings CIP Carryover                  | 26,306,327            | 26,306,327            | 0.00     |
| NOTES: 2021 - 2022 Buildings CIP Carryover  |                |                                |   |                       |                       |          |
| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
| <a href="#">BA20220077</a>  | 09/01/2022     | CIP IT DATA NETWORK            | 2022 Data Networks CIP Carryover              | 2,204,619             | 2,204,619             | 0.00     |
| NOTES: 2021 - 2022 Data Networks CIP Carryover  |                |                                |   |                       |                       |          |
| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
| <a href="#">BA20220078</a>  | 09/01/2022     | CIP-ENVIRONMENTAL RESOURCES    | 2022 Environmental Resources CIP Carryover    | 11,051,407            | 11,051,407            | 0.00     |
| NOTES: 2021 - 2022 Environmental Resources CIP Carryover                                    |                |                                |   |                       |                       |          |
| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
| <a href="#">BA20220079</a>  | 09/01/2022     | Multiple Departments           | 2022 Byllesby and Regional Rail CIP Carryover | 31,453,274            | 31,453,274            | 0.00     |
| NOTES: 2021 - 2022 Byllesby Dam and Regional Rail CIP Carryover                             |                |                                |   |                       |                       |          |
| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
| <a href="#">BA20220080</a>  | 09/01/2022     | DC TRANSPORTATION SALES/USE TA | 2022 Sales and Use Tax CIP Carryover          | 23,290,341            | 23,290,341            | 0.00     |
| NOTES: 2021 - 2022 Sales and Use Tax CIP Carryover  |                |                                |   |                       |                       |          |
| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
| <a href="#">BA20220110</a>  | 12/01/2022     | CIP-COUNTY BUILDING            | SSP Funding for Library                       | 114,056               | 114,056               | 0.00     |
| NOTES: Increasing project budget for external revenue received from South St. Paul per JPA. |                |                                |   |                       |                       |          |
| Set ID  | Effective Date | Department                     | Reference Description                         | Revenue               | Expense               | FTE      |
| <a href="#">BA20220130</a>  | 12/27/2022     | OFFICE OF PERFORMANCE/ANALYSIS | Residential Survey Carryover                  | 11,137                | 11,137                | 0.00     |
| NOTES: Carryover of Residential Survey budget for expenses incurred in 2022.                |                |                                |   |                       |                       |          |
| <b>Report Totals</b>  |                |                                |   | <b>\$ 203,532,853</b> | <b>\$ 203,532,853</b> | <b>0</b> |



**OneSolution - Manager Approved Contract Amendments**

Contracts Starting Between: 9/1/2022 to 12/31/2022

As of Report Date: 1/1/2023

Attachment: Professional Services Contracts

| Contract Number | Contractor Name                      | Contract Description                              | Contract Type    | Contract Original Amount | Contract Amendment Total | Contract Current Maximum Total | Dept | Amendment Approval Date | Change Order | Amendment Extended Amount | Amendment Change Description   | Amendment Item Description   |
|-----------------|--------------------------------------|---|------------------|--------------------------|--------------------------|--------------------------------|------|-------------------------|--------------|---------------------------|--------------------------------|--|
| C0031992        | AXON ENTERPRISE INC                  | Body and Squad Camera system                      | Non Construction | \$673,192.00             | \$17,811.00              | \$691,003.00                   | SC   | 10/07/2022              | 1            | \$12,195.00               | Addition for Tran. Van. Camera | Addition for Transport Van Cameras   |
|                 |                                      |   |                  |                          |                          |                                |      | 10/31/2022              | 2            | \$5,616.00                | addition of 4 licenses/ Admin. | addition of 4 licenses for Admin. staff  |
| C0033434        | EUREKA CONSTRUCTION INC              | CP 42-156 Grading, Aggregate, Bit, Traffic Signal | Construction     | \$2,459,437.98           | \$86,425.31              | \$2,545,863.29                 | 7094 | 09/21/2022              | 9            | \$5,729.97                | Backsheet #2 add \$5,729.97    | Backsheet #2 add \$5,729.97 - WR   |
|                 |                                      |   |                  |                          |                          |                                |      | 09/21/2022              | 10           | \$2,673.23                | Backsheet #3 add \$2,673.23    | Backsheet #3 add \$2,673.23  |
|                 |                                      |   |                  |                          |                          |                                |      | 09/21/2022              | 11           | \$1,540.00                | CO# 6 add \$1,540.00           | CO# 6 add \$1,540.00 - WR  |
|                 |                                      |   |                  |                          |                          |                                |      | 09/21/2022              | 12           | \$7,020.62                | CO #7 ADD \$ 7,020.62          | CO #7 ADD \$ 7,020.62 - WR   |
|                 |                                      |   |                  |                          |                          |                                |      | 10/04/2022              | 13           | \$1,736.94                | Amend #1 add \$1,736.94        | Amend #1 add \$1,736.94 - WR   |
| C0033506        | DYNAMIC LIFECYCLE INNOVATIONS INC    | Transportation & Recycling Of Electronic Waste    | Non Construction | \$250,000.00             | \$25,000.00              | \$275,000.00                   | 7007 | 11/17/2022              | 1            | \$25,000.00               | Increase Dollar & Extend Term  | Amendment (for remaining 2022 Services)  |
| C0033705        | JL THEIS INC                         | Traffic Control & ADA Improvements CP 32-105      | Construction     | \$702,961.36             | \$5,400.00               | \$708,361.36                   | 7094 | 10/11/2022              | 1            | \$1,980.00                | CO #2 add \$1,980              | Amend #1. CO #2 add \$1,980 - WR   |
|                 |                                      |   |                  |                          |                          |                                |      | 10/13/2022              | 2            | \$3,420.00                | Amend #1 add \$3,420           | Amend #1 add \$3,420 - WR  |
| C0034289        | OUTBACK FENCE and FABRICATION INC    | IC Construction for SLPR Bison Range Project      | Construction     | \$361,686.00             | \$17,551.24              | \$379,237.24                   | 7095 | 09/21/2022              | 3            | \$10,269.00               | Increase Contract Amount/Term  | IC Construction for SLPR Bison Range Project   |
| C0034410        | COLLINS ELECTRICAL CONSTRUCTION CO   | CP 26-56 Aggregate, Bitu Patching, Pavement, Walk | Construction     | \$3,554,233.54           | \$45,720.62              | \$3,599,954.16                 | 7094 | 10/21/2022              | 1            | \$3,875.00                | CO #1 add \$3,875              | Amend #1 CO #1 add \$3,875 - WR  |
|                 |                                      |   |                  |                          |                          |                                |      | 10/21/2022              | 2            | \$2,956.80                | CO#2 add \$2,956.80            | Amend #2 CO#2 add \$2,956.80 - WR  |
|                 |                                      |   |                  |                          |                          |                                |      | 10/21/2022              | 3            | \$5,989.50                | BS #1 add \$5,989.50           | Amend 3 BS #1 add \$5,989.50 - WR  |
|                 |                                      |   |                  |                          |                          |                                |      | 10/27/2022              | 4            | \$32,899.32               | Amend #1 add \$32,899.32       | Amend #1 add \$32,899.32 - WR  |
| C0034845        | NADEAU COMPANIES LLC                 | Spring Lake Park Reserve Ravine Stabilization     | Construction     | \$595,290.00             | \$36,928.72              | \$632,218.72                   | 7095 | 12/06/2022              | 1            | \$36,928.72               | Extend Term/Increase Contract  | Amendment 1 - Extend Term to 6/30/2023. Increase contract by \$36,928.72 for total contract max = \$632,218.72 |
| C0035049        | NORTHLAND GRADING and EXCAVATING LLC | CP 96-07/ Rice Cnty 101-01                        | Construction     | \$7,930,000.00           | \$60,900.39              | \$7,990,900.39                 | 7094 | 09/13/2022              | 3            | \$12,086.23               | Backsheet #3 \$12,086.23       | Backsheet #3 \$12,086.23 - WR  |
|                 |                                      |   |                  |                          |                          |                                |      | 09/13/2022              | 4            | \$8,034.13                | Backsheet #4 \$8,034.13        | Backsheet #4 \$8,034.13 - WR   |
|                 |                                      |   |                  |                          |                          |                                |      | 11/03/2022              | 5            | (\$558.36)                | Amend #5 BS #5 (\$558.36)      | Amend #5 BS #5 (\$558.36) - WR   |
|                 |                                      |   |                  |                          |                          |                                |      | 11/03/2022              | 6            | \$7,283.21                | Amend #5 BS #6 add \$7,283.21  | Amend #5 BS #6 add \$7,283.21  |
|                 |                                      |   |                  |                          |                          |                                |      | 12/05/2022              | 7            | \$1,444.35                | Backsheet #7                   | Backsheet #7 add \$1,444.35 - WR   |
| C0035145        | JL THEIS INC                         | IC - Construction for SLPR Bison Range            | Non Construction | \$485,755.50             | \$45,625.00              | \$531,380.50                   | 7095 | 10/19/2022              | 1            | \$45,625.00               | Increase Contract Amount       | IC - Construction for SLPR Bison Range   |
| C0035243        | VERSACON INC                         | IC - WSC Loading Dock Door Repairs                | Non Construction | \$102,500.00             | \$2,451.00               | \$104,951.00                   | 6099 | 09/23/2022              | 1            | \$1,085.00                | CO# 1 add \$1,085              | CO# 1 add \$1,085 - WR   |
|                 |                                      |   |                  |                          |                          |                                |      | 10/13/2022              | 2            | \$1,366.00                | CO #2 add \$1,366              | CO #2 add \$1,366 - WR   |
| C0035306        | EBERT INC                            | IC Construction for Lawshe Museum Renovations     |                  | \$797,700.00             | \$10,469.73              | \$808,169.73                   | 6099 | 10/31/2022              | 1            | \$10,469.73               | Amend #1 CO #1 add \$10,469.73 | Amend #1 CO #1 add \$10,469.73 - WR  |
| C0035595        | GARLAND INC                          | IC - Design/Build - Roof Replacement              | Non Construction | \$129,769.00             | \$6,169.50               | \$135,938.50                   | 6099 | 11/04/2022              | 1            | \$6,169.50                | Increase Dollar Amount         | Amendment #1   |
| C0035691        | EUREKA CONSTRUCTION INC              | CP 46-58 Intersection Modification at CSAH 46/CSA | Construction     | \$672,264.87             | \$30,000.00              | \$702,264.87                   | 7094 | 11/07/2022              | 3            | \$30,000.00               | Amend #1 BS #1 add \$30,000    | Amend #1 BS #1 add \$30,000 - WR   |

**OneSolution - Professional Services Contracts Between \$50,000 - \$100,000**

**Contracts Starting Between: 9/1/2022 to 12/31/2022**

**As of Report Date: 1/1/2023**

| Contract No | Vendor Name                              | Purpose  | Dept                        | Orig Start | Curr End   | Orig Amt     |
|-------------|--|--|-----------------------------|------------|------------|--------------|
| C0036096    | NETSPI LLC                               | Security Assessment/Audit (County Network)         | INFORMATION TECHNOLOGY      | 11/15/2022 | 1/20/2023  | \$ 99,877.75 |
| C0035893    | NATIONAL BUSINESS SYSTEMS INC (NBS INC)  | Digitization of Torrens Documents                  | PROPERTY TAXATION & RECORDS | 10/01/2022 | 1/31/2023  | \$ 95,760.00 |
| C0035900    | AMERICAN ENGINEERING TESTING INC         | As-Needed ITA & Geotechnical Services              | CIP-COUNTY BUILDING         | 09/26/2022 | 10/1/2024  | \$ 90,000.00 |
| C0035966    | BRAUN INTERTEC CORPORATION               | As Needed ITA & Geotechnical Services              | CIP-COUNTY BUILDING         | 10/11/2022 | 11/1/2024  | \$ 90,000.00 |
| C0035962    | TERRACON CONSULTANTS INC                 | As Needed ITA & Geotechnical Services              | CIP-COUNTY BUILDING         | 10/11/2022 | 11/1/2024  | \$ 90,000.00 |
| C0035951    | ON-DEMAND SERVICES GROUP INC (ODG)       | SharePoint Migration Consultant Services           | INFORMATION TECHNOLOGY      | 10/17/2022 | 3/17/2023  | \$ 83,000.00 |
| C0035953    | KARGES-FAULCONBRIDGE INC                 | Crisis and Recovery Center - Commissioning Service | CIP-COUNTY BUILDING         | 10/10/2022 | 12/29/2025 | \$ 73,200.00 |
| C0036193    | PROBOLSKY RESEARCH LLC                   | Residential Reuse Behavior Survey                  | ENVIRONMENTAL RESOURCES     | 12/06/2022 | 3/31/2023  | \$ 70,000.00 |
| C0035928    | SRF CONSULTING GROUP INC                 | Final Design Consultant CP 97-217                  | CIP-TRANSPORTATION          | 10/04/2022 | 10/4/2023  | \$ 66,214.00 |
| C0035776    | NCXT LLC                                 | Strategic Planning Consultation Services           | LIBRARY-GENERAL             | 09/06/2022 | 4/30/2023  | \$ 62,900.00 |
| C0036265    | HOISINGTON KOEGLER GROUP INC (HKGI)      | Grant Writer for Active Living-2022-2025           | PUBLIC HEALTH               | 12/08/2022 | 10/31/2025 | \$ 60,000.00 |
| C0036039    | JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD | Dakota County Plus Supplemental Newsletter -Winter | COMMUNICATIONS              | 11/14/2022 | 12/6/2022  | \$ 55,815.00 |

# Dakota County

Attachment: Year-end Forecast

## 2022 Year-End Projections - Operations (All Funds)

as of 1/31/23

| Object Category   | Actuals              | % Budget   | Amended Forecast     | Forecast % of Budget | Budget               | Variance             |
|---|----------------------|------------|----------------------|----------------------|----------------------|----------------------|
| Property Taxes  | 105,928,846          | 77%        | 140,308,245          | 101%                 | 138,420,508          | 1,887,737            |
| Other Taxes   | 2,313,106            |            | 2,409,596            | 120%                 | 2,012,250            | 397,346              |
| Charges for Services  | 30,716,974           | 101%       | 30,869,791           | 101%                 | 30,523,362           | 346,429              |
| Other Revenues  | 13,833,408           | 101%       | 13,833,408           | 101%                 | 13,749,313           | 84,095               |
| Fines and Forfeitures   | 8,818                | 29%        | 13,422               | 45%                  | 30,000               | -16,578              |
| Licenses & Permits  | 1,707,313            | 119%       | 1,707,313            | 119%                 | 1,436,430            | 270,883              |
| Federal Revenue   | 40,140,139           | 95%        | 42,214,788           | 100%                 | 42,320,589           | -105,801             |
| State Revenue   | 52,217,475           | 90%        | 57,465,807           | 100%                 | 57,754,580           | -288,773             |
| Other Intergovernmental Rev                                   | 4,187,895            | 96%        | 4,187,895            | 96%                  | 4,354,640            | -166,745             |
| Other Financing Sources                                       | 195,375              | 1%         | 12,874,217           | 78%                  | 16,487,107           | -3,612,890           |
| <b>Revenue</b>  | <b>\$251,249,349</b> | <b>82%</b> | <b>\$305,884,482</b> | <b>100%</b>          | <b>\$307,088,779</b> | <b>(\$1,204,297)</b> |
| Salaries/Benefits   | 192,892,408          | 91%        | 199,849,917          | 94%                  | 211,635,264          | 11,785,347           |
| Dept/County Support   | 28,985,269           | 102%       | 29,080,269           | 103%                 | 28,330,193           | -750,076             |
| Travel/Training   | 1,320,841            | 76%        | 1,476,841            | 85%                  | 1,734,630            | 257,789              |
| Office Support  | 2,202,582            | 78%        | 2,292,587            | 81%                  | 2,819,624            | 527,037              |
| Materials/Supplies  | 2,011,488            | 76%        | 2,097,029            | 79%                  | 2,649,964            | 552,935              |
| Citizen/Client Related Service                                | 52,937,428           | 93%        | 55,981,471           | 98%                  | 57,147,437           | 1,165,966            |
| Interdepartmental   | -8,150,402           | 58%        | -12,885,723          | 92%                  | -14,006,221          | -1,120,498           |
| Capital and Other Financing                                   | 12,874,217           | 77%        | 12,874,217           | 77%                  | 16,777,888           | 3,903,671            |
| <b>Expense</b>  | <b>\$285,073,831</b> | <b>93%</b> | <b>\$290,766,608</b> | <b>95%</b>           | <b>\$307,088,779</b> | <b>\$16,322,171</b>  |
| <b>Total Projected Contribution to Fund Balance 12/31/22:</b> |                      |            | <b>\$15,117,874</b>  |                      |                      |                      |

### Revenues

- Property Taxes - \$1.89 million surplus resulting from additional taxes on electric distribution lines
- Other taxes - Surpluses in State Deed Fees and Mortgage Registry
- Charges for Services - Park fees coming in higher for camper cabins, equipment rentals and campground fees
- State/Federal/Other Intergovernmental - Grant revenue deficits offset by savings in salaries and benefits and citizen/client services
- Other Financing Sources (Fund Balance) - Deficit offset by surpluses in capital expenses

### Expenses

- Salaries and Benefits - Averaged over 100 vacancies per pay period in 2022, resulting in a projected \$12 million year end surplus
- General Support - Deficits in election support for additional mailings and ballots and IT software maintenance costs will be covered by Countywide set-aside
- Citizen/Client Related Services - Grant expense surpluses offset by deficits in state and federal revenues
- Interdepartmental - Internal charge-backs have a \$0 Net County Cost impact. Deficits offset by equal savings within departmental budgets.
- Capital Equipment - Surpluses resulting in delays in vehicle shipments and delays in project start dates



# General Government and Policy Committee of the Whole

## Request for Board Action

Item Number: DC-1813

Agenda #: 5.2

Meeting Date: 2/7/2023

**DEPARTMENT:** Office of the County Manager

**FILE TYPE:** Consent Information

### TITLE

**Fourth Quarter Update On 2022 Board Priorities**

### PURPOSE/ACTION REQUESTED

Receive an update on the fourth quarter performance of the 2022 Board Priorities.

### SUMMARY

Each year the County Board identifies a number of priority projects to focus on and track throughout the year. The fourth and final quarter of 2022 is now complete and an update on the status of these priorities is attached (Attachment: 2022 Board Priorities Q4 Update).

### 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

22-036; 1/18/22

### ATTACHMENTS

Attachment: 2022 Board Priorities Q4 Update

### BOARD GOALS

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

### PUBLIC ENGAGEMENT LEVEL

- Inform and Listen
- Discuss
- Involve
- N/A

### CONTACT

Department Head: Matt Smith  
Author: Madeline Goebel



# 2022 Board Priorities

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| Number                  | Title  | Division     |
|-------------------------|--|--------------|
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| 2                       | Dakota County Future Assessment  | County Admin |
| 3                       | Redistricting  | PS&R         |
| 4                       | ARP Allocation   | County Admin |
| 5                       | Greenway Acceleration Program- Decision Making                             | PDD          |
| 6                       | ELF Policy   | County Admin |
| 7                       | Veterans Memorial Greenway   | PDD          |
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| <b>Monitoring Items</b> |  |              |
| 9                       | Host Fees Agreements   | PDD          |
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| 11                      | COVID-19 Information and Response  | CSD          |
| 12                      | Groundwater Agricultural Chemical Reduction Effort (ACRE) Plan Development | PDD          |
| 13                      | Freeway Landfill   | PDD          |
| 14                      | Support 2022 Legislative Priorities  | County Admin |
| 15                      | Priority Transportation Projects   | PDD          |
| 16                      | Priority County Building Projects  | PDD          |
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| 18                      | Housing Business Plan  | CSD          |
| 19                      | Same-day Driver's License Issuance Pilot at Lakeville License Center       | PS&R         |
| 20                      | Mental Health Continuum  | CSD          |
| 21                      | Dakota Communications Center (DCC) Governance Reform                       | County Admin |

# 1 South St. Paul Library

**BACKGROUND/PURPOSE**

Dakota County is entering into an agreement with the City of South St. Paul to acquire land at 7th and Marie to build and operate a new Dakota County Library branch in South St. Paul.

Based upon 2021 Board direction:

1. A design firm is preparing plans and specifications in anticipation of Board direction to proceed with the project
2. Legislation requesting State assistance is being considered by the Legislature.
3. A coordinating Committee of County and City Elected Officials and staff are discussing terms of a potential JPA.

**MILESTONE**

**Q4:** Construction Begins with anticipated completion in December 2023.

**NARRATIVE**

Construction is on schedule with an anticipated completion date of December 2023. We are working with the City of South St. Paul to create a Joint Powers Agreement for operations and staffing.

**PARTNERS**

Dakota County  
City of South St. Paul

**PARTNER UPDATE**

None.

**FUTURE MILESTONES**

Will be monitored in 2023 under Board Priority County Building Project Updates.

## 2 Dakota County Future Assessment

**BACKGROUND/PURPOSE**

The Board has expressed interest in understanding long-term trends, particularly in the wake of COVID that will affect the County’s strategies and opportunities in the future.

The purpose is to provide opportunities to review current trends and future forecasts and incorporate that into the Board’s planning and decision making.

**MILESTONE**

**Q4:** Internal County strategic planning will include an updated outlook on future trends.

**NARRATIVE**

Research work to date was presented to the Board in November. It showed that working two days per week or less on a county site could be a hybrid model affecting half of county staff and over 150,000 square feet of office space. Facilities staff will explore several options as test cases and return to the Board in Q1 2023 for project(s) review and approval to full design.

**PARTNERS**

Dakota County Administration  
Dakota County Board of Commissioners

**PARTNER UPDATE**

None

**FUTURE MILESTONES**

Will be monitored in 2023 under Board Priority - County Building Project Updates.

### 3 Redistricting

**BACKGROUND/PURPOSE**

The US Constitution requires decennial redistricting to reapportion political districts. Redistricting is the process of redrawing the boundaries of election districts. It occurs every 10 years after the census. Redistricting evens out population shifts (increases and decreases) within a geographical area, like a county. The purpose is to make sure residents are equally represented. Dakota County must redistrict its own County Board and Soil and Water Conservation Districts.

The State Supreme Court issued a redistricting order after the legislature did not meet the February 15 deadline. Cities and townships must redraw their precinct lines by March 29th. Following that, the County must reapportion the County Board and Soil and Water Conservation Districts. Staff recommend that the County Board pass a plan at their April 19 County Board Meeting.

**MILESTONE**

**Q4:** November 8 General Election

**NARRATIVE**

November 8 General Election was conducted, and representation of new districts took oath of office on January 3rd.

**PARTNERS**

County GIS  
Local GIS and Clerks  
PS&R and Elections Department Staff  
County Administration

**PARTNER UPDATE**

The Secretary of State's Office facilitated postcard mailing statewide.

**FUTURE MILESTONES**

## 4 ARP Allocations

### BACKGROUND/PURPOSE

On March 11, 2021, the President signed the American Rescue Plan (ARP) Act into law in response to the unprecedented impacts of the COVID-19 health emergency on the economy, public health, state and local governments, individuals, and businesses. ARP provides various new resources to fund the County’s relief and response efforts related to COVID-19.

On May 18, 2021, the County Board authorized the acceptance of ARP Fiscal Recovery Funds (FRF) in the amount of \$83,332,300, which may be used to respond to the public health emergency or its negative economic impacts, respond to workers performing essential work during the public health emergency, for the provision of government services to the extent of reduction in revenue due to the public health emergency, and to make necessary investments in water, sewer or broadband infrastructure.

The goal is to make strategic, timely decisions on the utilization of ARP funds. Staff will implement and report funding, ensuring federal compliance with spending and reporting.

### MILESTONE

**Q4:** Quarterly Project and Expenditure Report due by January 31, 2023. Incorporate and align ARP spending decisions to the overall County capital and operating budgets.

### NARRATIVE

The County received a \$83.3M ARP allocation. Funds must be obligated by the end of 2024 and expended by the end of 2026. Q3 Quarterly Project and Expenditure report submitted. Q4 Quarterly Project Report on schedule to be submitted in January 2023.

### PARTNERS

Dakota County Administration  
Dakota County Board of Commissioners

### PARTNER UPDATE

No partner updates at this time.

### FUTURE MILESTONES

## 5 Greenway Acceleration Program- Decision Making

### BACKGROUND/PURPOSE

In order to advance the County Board's vision of a 200-mile greenway system, staff are undertaking pre-design and design studies to help refine the understanding of capital costs, operational costs, and staffing requirements. This work will also better position projects for external funding. Based on study progress, staff would prepare budget requests for future County Board consideration.

The aim is to improve understanding of capital, operational, and staffing requirements for potential greenway acceleration. In addition, position projects for potential grant funding.

Preliminary focus:

Initial design of Tier 1 and 2 segments of the Lake Marion GW (Lakeville), Vermillion Highlands GW (Rosemount), and Mendota-Lebanon Hills GW (IGH & Eagan). Final designs of Vermillion River GW (Hastings) and River to River Greenway (Mendota Heights).

### MILESTONE

**Q3 & Q4:** Design; refined cost and staffing estimates

### NARRATIVE

On track. Cost estimates revised based on on-going design. City and public engagement activities continue.

### PARTNERS

Internal: Parks Administration, Transportation Project Management, Planning, Land Conservation, Right of Way, Construction Administration, Grounds Maintenance, Buildings Maintenance, Parks Outreach, Visitor Services, Outdoor Education, Natural Resources, Capital Projects, Risk Management GIS, Finance, Contracting, Patrol, Attorney.

External: Cities of Lakeville, Rosemount, IGH, Eagan, Hastings, Mendota Heights.

### PARTNER UPDATE

No partner updates at this time.

### FUTURE MILESTONES

**2023:** Complete preliminary and final designs; refined cost and staffing estimates. Determination by Board whether to accelerate progress.

## 6 ELF Policy

### BACKGROUND/PURPOSE

To obtain Board direction on the sources and uses of various revenues for the purpose of furthering Board goals in the areas of natural resource protection and enhancement, parks and greenways, and land conservation.

A review of current and potential revenues to understand the extent of potential improvements based upon long-term master plan goals. And to provide information to inform Board direction on the level of funding to be allocated toward natural resource protection and enhancement, parks and greenways, and land conservation projects.

### MILESTONE

**Q4:** Board adoption of CIP. Board decision on revenues.

### NARRATIVE

The draft CIP was presented to the County Board at the October 4 GGP meeting, incorporating guidance on funding allocations for Greenways. Current assumption is that 15% of a Greenway project is eligible for ELF based on a review of 6 greenway projects. This percentage is included in the draft CIP. ELF ratio was determined. CIP was completed and approved by the County Board.

### PARTNERS

Dakota County  
Potentially local governments

### PARTNER UPDATE

No partner updates.

### FUTURE MILESTONES

## 7 Veterans Memorial Greenway

### BACKGROUND/PURPOSE

Complete the five-mile greenway extending from Lebanon Hills Regional Park to the Mississippi River Greenway and include five to seven memorial nodes. At least one of the memorials would be designed to accommodate large group gatherings. The greenway is projected to serve 63,000 annual visits and honor the 25,000 veterans that have served from Dakota County communities. This is a multi-year project.

The objective is to complete the greenway from Lebanon Hills Regional Park to the Mississippi River Greenway, while honoring veterans through both design and amenities.

Pursue funding for the greenway from state and federal sources. Begin the land acquisition process by working with Flint Hills, XCEL Energy and other private landowners along the greenway route. Work with Veterans' Services to identify veterans' groups to advocate for funding.

### MILESTONE

**Q4:** Finalize 60% design review for Phase 2, begin right-of-way process on Phase 2, finalize design and submit plans for Phase 1, complete right-of-way negotiations for Phase 1.

### NARRATIVE

Flint Hill's land donation completed and recognized by the CB. Continued progress on Schiela property acquisition and communication with Eagan Parks staff. Project has shifted to a new PM, Tony Wotzka. Alternatives analysis of reconstructing 105th Street in Inver Grove Heights are occurring. Federal environmental document work is likely to begin on all three phases. Interpretive Memorial plan to be finalized in 2023. \$5M in federal funding secured. ROW completed for Phase 1 and waiting on 90% design review/submittal.

### PARTNERS

Veterans groups  
 Dakota County Veterans Services  
 Private property owners  
 Businesses  
 Local governments

### PARTNER UPDATE

No partner updates at this time.

### COVID-19 IMPACT

No impact. Open Houses will be held as normal.

### FUTURE MILESTONES

## 8 Broadband

**BACKGROUND/PURPOSE**

The Dakota Broadband Board (DBB) was formed in 2017 with the approval of a Joint Powers Agreement (JPA) by eleven member participants. Eight members executed the Indefeasible Right of Use (IRU) agreement. The remaining elected bodies, including Dakota County, have not voted on the IRU.

With direction from Dakota County Board regarding participation in the DBB, complete a plan for future Dakota County participation. Implement a plan including the creation of a new JPA.

**MILESTONE**

**Q4:** March 2023 deadline created by the County Board for County’s role in the dissolution or withdrawal from DBB

**NARRATIVE**

County staff attempted to work with other DBB members in the creation of an IRU that would be acceptable to all parties. While the DBB Ad Hoc Committee recommended an IRU to the DBB Board, this agreement did not have the support of county officials involved in the process. County staff is working with LOGIS to develop a contract for infrastructure maintenance once the County withdraws from the DBB on March 1, 2023.

**PARTNERS**

Dakota County Board and staff  
 DBB staff  
 DBB Technical Advisory Committee members  
 DBB Board members  
 Dakota County City Administrators/Managers  
 Dakota County Superintendents

**PARTNER UPDATE**

Dakota County Board and staff, DBB staff, DBB Technical Advisory Committee members, DBB Board members, Dakota County City Administrators/Managers

**FUTURE MILESTONES**

## 9 Host Fees Agreements

### BACKGROUND/PURPOSE

Dakota County has negotiated Host Fee Agreements in lieu of Surcharge since 1998. These agreements apply to six active landfills in Dakota County, Pine Bend Sanitary Landfill, Burnsville Sanitary Landfill, Burnsville Demolition Landfill, SKB Rich Valley Demolition Landfill, Frattalone's Dawnway Landfill, and the SKB Industrial Waste Landfill. Proceeds from these agreements are placed in the County's Environmental Legacy fund which is for the purposes of protection, preservation, or enhancement of the environment.

The purpose is to negotiate updated Host Fee Agreements with the six active landfills in Dakota County and ensure adequate compensation to the County for hosting Landfills.

### MILESTONE

**Q4:** Finalize and approve agreements

### NARRATIVE

Agreements were signed for new host fees with all partners in Q4.

### PARTNERS

Physical Development, Environmental Resources, Finance, and the County Attorney's Office

Republic Services, SKB Environmental, Waste Management, and Frattalone Companies

### PARTNER UPDATE

Partners continue to provide feedback on County proposals. SKB has responded favorably to the latest proposal for Industrial, Construction and Demo Wastes, and has indicated that they will abide by final agreements for Municipal Solid waste reached by Pine Bend and Waste Management for the prospective MSW Landfill in Inver Grove Heights.

### COVID-19 IMPACT

None at this time.

### FUTURE MILESTONES

## 10 Review and Update Energy Policies and Strategies

### BACKGROUND/PURPOSE

Adopt a County Energy Conservation and Greenhouse Gas (GHG) Reduction Strategy in order to reduce County facility and equipment energy consumption, increase investment in clean energy alternatives, and reduce GHG production.

The goal is to Adopt County Energy Conservation and Greenhouse Gas Reduction strategy.

The purpose is to seek County Board approval of new Energy Conservation and Greenhouse Gas Reduction strategy, identify energy conservation projects that will reduce County long term facility and equipment operating costs and provide ROI within life expectancy of improvement, seek external funding to offset cost of energy efficiency improvements, and implement energy improvements that meet ROI goals and reduce long term operational costs, resulting in saving of County tax dollars.

### MILESTONE

**Q3 and Q4:** Implement energy improvements that meet ROI goals and reduce long-term operational costs, resulting in saving of County tax dollars.

### NARRATIVE

County Board allocated \$1M in 2023 CIP for energy improvement projects. FM working with consultant to identify projects that will meet County Energy Efficiency goals, for implementation in 2024. Received County Board approval to expand EV charging stations at major services centers and Empire site.

### PARTNERS

Energy Consultant  
Affected Cities  
Energy related groups

### PARTNER UPDATE

County working with consultants, federal legislative representatives, and County lobbyists to seek support for energy conservation projects at the Federal level. Also working with local utilities to identify rebates and incentives to assist with ROI analysis of energy projects.

### FUTURE MILESTONES

# 11 COVID-19 Information and Response

**BACKGROUND/PURPOSE**

Since the start of the COVID-19 pandemic in 2020, public health has taken the lead role in the COVID-19 pandemic response. The purpose going forward is to decrease the number of COVID-19 cases in Dakota County by increasing vaccination rates, offering testing options and informing residents of other mitigation strategies. Employee Relations and Risk Management take the lead in the employee response but consult with public health. Public health provided technical assistance to schools and businesses, however, does not provide policy decisions.

**MILESTONE**

**Q4:** monitor and remobilize if needed

**NARRATIVE**

The Omicron variant continued to be present during this timeframe, primarily BA.5 and BQ.1. Hospitalizations remained fairly stable this quarter, increasing near the end of the year. During Q4, Dakota County moved between the CDC’s Low and Medium COVID-19 Community Levels; Dakota County ended the year in the Low level. Mask mandates were not reinstated.

**PARTNERS**

- Cities
- Schools
- Clinics
- Faith-Based Organizations
- Businesses
- MDH
- Other metro counties

**PARTNER UPDATE**

Partnering with community-based organizations and libraries to offer vaccine clinics in the community.

**COVID-19 IMPACT**

From January (Q1) to September 29, 2022, public health has implemented 230 COVID-19 vaccine clinics, providing 4,121 vaccinations. As of September 26th, Dakota County was ranked 5th out of 87 counties in percent total population vaccinated with at least one dose (79.7 %) and 6th out of 87 counties in percent total up-to-date with all boosters (39.5%). Public health began offering the bivalent booster vaccine when it became available.

**FUTURE MILESTONES**

## 12 Groundwater Agricultural Chemical Reduction Effort (ACRE)- Plan Development

### BACKGROUND/PURPOSE

The development of an ACRE Plan was identified as a priority in the adopted 2020-2030 Dakota County Groundwater Plan (tactic 1B1B). The purpose of ACRE is to partner with farmers, SWCD, UMN, and other state, regional and local agencies to develop, adopt, and implement prioritized, targeted, and measurable strategies that protect the health of drinking water wells and the environment from agricultural chemicals such as nitrates, pesticides, and chloride. The goal is approval of an ACRE Plan to address nitrate contamination in Dakota County.

Using the 2020-2030 Groundwater Plan as a starting point, staff will work with stakeholder groups (including an organized Ag. Advisory Group) to develop an ACRE Plan that provides prioritized, targeted, and measurable strategies to reduce ag. chemicals (with focus on nitrate) in groundwater. The draft strategies and tactics will be presented to the Planning Commission and Physical Development Committee of the Whole (PDC) for consideration. Revised strategies, based on Planning Commission and PDC direction, and feedback from stakeholder groups, will be presented to the County Board for possible adoption.

### MILESTONE

**Q4:** County Board Adoption

### NARRATIVE

Final ACRE Plan was approved and adopted by the County Board on 10/18/2022

### PARTNERS

Soil and Water Conservation District (SWCD), Minnesota Department of Health (MDA) and other state regulatory agencies, farmers and rural residents, LGUs/municipalities located in rural Dakota County, and other County departments/ units.

### PARTNER UPDATE

MDA, BWSR, Met Council, Conservation MN, and the VRWJPO provided comments on the draft Plan released for public review.

### FUTURE MILESTONES

## 13 Freeway Landfill

### BACKGROUND/PURPOSE

The Freeway Landfill, located west of Interstate 35W in Burnsville, opened in the early 1970s and accepted approximately 5.3 million cubic yards of municipal solid waste for disposal through 1990. The Freeway Dump, located on the east side of Interstate 35W, was an unlicensed dump that accepted an estimated 790,000 cubic yards of waste between 1966 and 1971. The Landfill and Dump lack most of the environmental protection mechanisms required to ensure the areas surface water and groundwater are adequately protected. Neither location has a liner beneath the waste, and both have inadequate groundwater and methane gas monitoring and venting and lack leachate collection systems.

The City of Burnsville’s municipal water supply wells are located within one mile of the Dump and Landfill. When the nearby Kraemer Quarry stops pumping water out of the quarry, groundwater in the areas will rise and come into contact with the waste at the Landfill and Dump, potentially polluting the city’s water supply. The Minnesota Pollution Control Agency is currently reviewing options for the proper cleanup of the property.

The purpose is to ensure that the Freeway Landfill is remediated to protect public health and the environment.

### MILESTONE

**Q4:** Review proposed MPCA Legislative Actions of Freeway landfill and determine the applicability of County Host Fees

### NARRATIVE

No significant actions were completed during this quarter. Staff continue to monitor progress and will schedule an update for the Physical Development Committee once there is something significant to report.

### PARTNERS

Minnesota Pollution Control Agency  
 City of Burnsville  
 County Attorney's Office

### PARTNER UPDATE

Freeway Landfill has applied for a permit to reopen their facility to accept MSW. The MPCA provided a response identifying the many issues that would need to be addressed prior to consideration.

### COVID-19 IMPACT

All meetings were held virtually

### FUTURE MILESTONES

## 14 Support 2022 Legislative Priorities

**BACKGROUND/PURPOSE**

The County is pursuing a number of legislative priorities during the 2022 Legislative Session. This priority will include updates on the status of County priorities, reporting on legislative-related events, and preparations for the 2023 legislative session. Continue to Work with partners in the State Legislature, executive branch, and other local units of government to pursue the County's legislative priorities.

**MILESTONE**

**Q4:** Finalize the 2023 Legislative Platform and schedule a 2023 pre-session forum with the legislative delegation.

**NARRATIVE**

Stinson LLP and Downs Government Affairs continued to advocate for our state and federal legislative priorities. 2023 Legislative Priorities discussion started Q4. Any finalization was postponed until after new commissioner started Jan. 1<sup>st</sup>.

**PARTNERS**

Minnesota State Legislature  
 Executive Branch  
 Stinson LLP  
 Congress  
 U.S. Executive Branch  
 Downs Government Affairs

**PARTNER UPDATE**

Stinson LLP and Downs Government Affairs continue to advocate for our state and federal legislative priorities.

**COVID-19 IMPACT**

None

**FUTURE MILESTONES**

**Q4:** Finalize the 2023 Legislative Platform and schedule a 2023 pre-session forum with the legislative delegation.

## 15 Priority Transportation Projects

### BACKGROUND/PURPOSE

To track progress and provide updates to the County Board on high priority 2022 Trunk Highway transportation improvement projects identified in the adopted legislative platform.

- Interstate 35 and the interchange at I-35 and CSAH 50, Lakeville and Burnsville
- Trunk Highway 77, Apple Valley and Eagan
- Trunk Highway 3, Rosemount, Eagan and Inver Grove Heights
- Trunk Highway 55 from Rosemount to Hastings.

### MILESTONE

**Q4:** Assist MnDOT with TH 55 scope of work and timeline. Identify timing and project lead (county or state) for TH 3 study.

### NARRATIVE

**I-35 and County Highway 50 Interchange** Dakota County recently secured \$5.04 million in congressional directed spending from the 2023 Omnibus Appropriations Bill to support the design of the I-35 and County 50 interchange. Preliminary design of the interchange will be led by Dakota County with a design contract anticipated to begin mid-2023, upon completion of the I-35 Corridor evaluation. Dakota County also submitted the project for consideration for MnDOT's 2022/2023 Corridors of Commerce program. The I-35 Corridor evaluation is ongoing, and the consultant team is preparing technical memos on corridor crash history, congestion, and future traffic modeling. A series of stakeholder outreach meetings along the corridor is planned to take place from mid-February to mid-March 2023. The consultant team will also begin developing corridor concepts and evaluating the concepts for how well they improve safety and congestion issues on the corridor in the coming months.

**Trunk Highway 77** MnDOT and Dakota County staff are developing a scope of work for additional traffic modeling to review post-pandemic travel patterns in the corridor. The traffic analysis will assess congestion in the corridor and the origins and destinations of travelers to better understand the potential value and timing of proposed capacity improvements on the corridor. The Request for Proposals is anticipated to be released in mid-February 2023.

**Trunk Highway 55** MnDOT has completed the safety project to install dedicated turn lanes at the intersection of Hwy 55 and Doyle Path in Rosemount. Dakota County staff have been working with MnDOT to develop a scope of work for the TH 55 corridor study to evaluate corridor needs to inform planned bridge and pavement project in MnDOT's 10-

year Capital Highway Investment Plan. MnDOT estimates releasing a request for proposals by the end of Q1 of 2023.

**Trunk Highway 3** Dakota County and MnDOT staff have agreed that Dakota County will lead the TH 3 study between CSAH 42 and I-494. Staff are actively working on a scope of work with MnDOT and will be engaging the cities of Rosemount, Eagan, and Inver Grove Heights in Q1 of 2023 for their input on the project scope.

### PARTNERS

MnDOT, Cities, transit providers, Met Council, FHWA, public, and other agencies through public engagement efforts.

### PARTNER UPDATE

MnDOT has tentatively agreed to allow Dakota County staff to lead the TH 3 study in Rosemount, Eagan, and Inver Grove Heights to facilitate faster completion of the study. Since the County has a faster contracting process and because the issues on TH 3 are very similar to County highway corridors, the partners believe this will allow the TH 3 study to kick off in early 2023, concurrently with the TH 55 study.

### FUTURE MILESTONES

# 16 Priority County Building Projects

**BACKGROUND/PURPOSE**

To track progress and provide updates to the County Board on high-priority 2022 Building CIP projects.

**PROJECTS**

South St. Paul Library

- Q1:** Design Development
- Q2:** Construction Documents
- Q3:** Bidding and Contract Award
- Q4:** Onsite Construction Begins

Mendota Heights Youth Shelter

- Q1:** Due Diligence Period
- Q2:** Close on Property
- Q3:** Alterations to Exterior and Interior
- Q4:** Begin Operations

Adult IR Treatment Services Facility

- Q1:** Grant Accepted by Board
- Q2:** Work with West St. Paul on Zoned Location
- Q3:** Produce Predesign for City Review
- Q4:** Due Diligence & Land Acquisition

LEC Mental and Medical Health Treatment Addition

- Q1:** Designer Selection Process
- Q2:** Program Verification/ Predesign
- Q3:** Begin Design (pending State funding)
- Q4:** Schematic Design

County-wide Building Conditions Assessment

- Q1:** Sign Vendor to Contract, Gather Source
- Q2:** Execute On-site Assessments
- Q3:** Enter Site Data into Software
- Q4:** Software Training and Analysis

Recycle Zone II:

- Q1:** Site Search, Program Test Fit
- Q2:** Site Search, Revise Grant Information
- Q3:** Site Search
- Q4:** Due Diligence

**PARTNERS**

The cities of South St. Paul, Mendota Heights, West St. Paul and other municipalities depending on site selection. Also, Scott County, various State agencies, nonprofit partners and private landowners.

**PARTNER UPDATE**

Partnerships with cities (SSP, WSP and others) and Scott & Washington Counties continue for property acquisitions and project planning/zoning.

**COVID-19 IMPACT**

The youth shelter's construction is complete and was affected by ongoing material availability issues like kitchen equipment. These lead time issues are ever present in current construction environment. The SSP Library bid above expectations, however, moving forward with construction, required changes will be managed to funds available.

**Q4 PROJECT UPDATES**

**South St. Paul Library** Construction has progressed well based on warm, dry weather. All major underground work (footings, foundations, stormwater management, etc.) is in place. Concrete block work has begun along the west wall and will progress all winter under heated enclosures. Some misc. steel has also been set. All furniture and equipment are being purchased including shelving and the automated book handler.

**Mendota Heights Youth Shelter** Construction is complete. The building is open and serving clients.

**Adult IR Treatment Services Facility** County staff is with the City of West St. Paul on the rezoning of a portion of the Norther Service Center site on which to place this building. A project update was given to the County Board in late November; full Schematic Design will be presented to the Board in January 2023.

**LEC Mental and Medical Health Treatment Addition** Schematic Design was presented to the County Board. The Board then authorized the project to continue through Design Development which will be presented in Q2 2023. At that time, based on the possible state funding, the project will either be authorized to move to final design and bidding or take a break for at least one year until funding is secured.

**County-wide Building Conditions Assessment** All Capital Projects Management and key Facilities staff have been trained on the software. Analysis of building costs and maintenance and operations projects has begun. The data

will be used to inform the 2023 Buildings Capital Improvement Plan process.

**Recycle Zone II-** County staff is working with the City of Lakeville on the possible rezoning of a parcel for this use. A Purchase Agreement has been offered to the Owner and negotiations continue.

# 17 Priority Parks and Greenways Projects

**BACKGROUND/PURPOSE**

To track progress and provide updates to the County Board on high-priority 2022 park and greenway improvement projects.

**PROJECTS**

**Bison Reintroduction Project (Spring Lake Park Reserve)**

- Q1: Construct required infrastructure
- Q2: Substantial completion of infrastructure
- Q3: Final preparation
- Q4: **Bison arrival**

**Natural Resource Restoration Activities (systemwide)**

- Q1: 2022 Workplan development
- Q2-Q4: **Conduct restoration activities**

**Sustainable Trails Study (Lebanon Hills Regional Park)**

- Q1: Solicit consultant proposals
- Q2: Award contract; initiate project
- Q3: Data collection; recommendation development
- Q4: **Finalize study**

**Updates to Park System Plan, Visitor Services Plan, and Natural Resource Management System Plan (systemwide)**

- Q1: Conduct pre-planning tasks to prepare for updates (e.g., confirm inventory, identify issues, develop RFP)
- Q4: **Solicit consultant proposals; initiate project**

**Donor Recognition Policy (systemwide)**

- Q2: Develop a draft policy
- Q3: Present policy to Board for adoption
- Q4: **Implementation**

**PARTNERS**

Internal: Planning, Land Conservation, Transportation, Grounds Maintenance, Buildings Maintenance, Parks Outreach, Visitor Services, Outdoor Education, Natural Resources, GIS, Finance, Contracting, OPA, Patrol, Attorney.

External: Met Council, cities, MnDNR, Minnesota Zoo, and community members.

**PARTNER UPDATE**

None

**COVID-19 IMPACT**

None

**PROJECT UPDATES**

**All projects on track.**

**Bison Reintroduction Project (Spring Lake Park Reserve):** Bison successfully reintroduced.

**Natural Resource Restoration Activities (systemwide):** Restoration projects successfully implemented on track within all park units.

**Sustainable Trails Study (Lebanon Hills Regional Park):** Study finalized and presented to Physical Development Committee

**Updates to Park System Plan, Visitor Services Plan, and Natural Resource Management System Plan (systemwide):** Pre-planning tasks on track, but project will be postponed in 2023 per Board direction.

**Donor Recognition Policy (systemwide):** Considered by GGP in Q4; progress continues based on Board feedback

# 18 Housing Business Plan

**BACKGROUND/PURPOSE**

Housing Leadership Work Group reconvened in 2021 to review learnings and accomplishments from Housing Business Plan 1.0 and to recommend future investments and activities for Housing Business Plan 2.0. The workgroup recommended future investments focused on three areas: shelter, prevention, and affordable housing units.

The goal is to update the County Housing Business Plan based on stakeholder input, learnings from Housing Business Plan 1.0 and the changing dynamics of the housing work in Dakota County following the COVID Pandemic.

**MILESTONE**

**Q4:** Continue follow-up work from Q1-Q3; bring all elements together under Housing Business Plan 2.0

**NARRATIVE**

Prevention: Presented final prevention recommendations to board in October.

Shelter: Community meetings held re shelter development. Presented shelter development plans to board in November. Greenlight to move forward with shelter site exploration.

Affordable Housing: Continue discussions about this topic in Q1 2023 with the CDA

**PARTNERS**

Internal: Community Services; Physical Development (PD) and Capital Projects, OPA, CSA

External: Community Development Agency (CDA), cities, community partners, people experiencing homelessness, landlords.

**PARTNER UPDATE**

Partnerships with faith communities to host shelter conversations.

**FUTURE MILESTONES**

# 19 Same-day Driver’s License Issuance Pilot at Lakeville License Center

**BACKGROUND/PURPOSE**

This project is required by the State Legislature as of 7/1/21. A same-day driver's license pilot project has been initiated, with the Minnesota pilot locations of Lakeville and Moorhead participating. The pilot commenced on October 1, 2022 and will run through June 30, 2023. The pilot will be monitored by the Minnesota Department of Public Safety and Driver & Vehicle Services and a report is due to the MN Legislature by January 1, 2024. That report will be drafted by DPS.

The goal behind this legislation is to provide customer convenience - instant issuance of a standard driver's license credential, identification card, or instructional permit.

**MILESTONE**

**Q4:** Go live

**NARRATIVE**

Project is underway, and staff are issuing same day standard credentials to customers. We will continue to work with both DVS/DPS and Idemia, the card vendor, to ensure a successful pilot project until it's completion on 6/30/23.

**PARTNERS**

Minnesota Department of Public Safety, Minnesota Driver & Vehicle Services, Public Service & Revenue Division, Service & License Center Department, Lakeville License Center.

**PARTNER UPDATE**

Since the launch on 10/3, staff have issued 2,724 standard OTC credentials, which makes up 27.96% of all transactions at Lakeville. Standard DL's are up 7.74% from the same date range last year.

**FUTURE MILESTONES**

## 20 Mental Health Continuum

### BACKGROUND/PURPOSE

System partners have been working together for years to develop partnerships and new models of service delivery related to mental health crisis care continuum. We continue to implement innovative partnerships to address the needs of community members who experience mental health crisis. Work to Continue to expand the crisis services continuum in the areas of:

1. someone to call
2. mobile crisis response
3. somewhere to go, and
4. crisis follow-up.

### MILESTONE

**Q4:** Evaluate program progress

### NARRATIVE

Continuing 911 call transfer process: Sept 15, 202 - Sept, 2022, 1,058 call transfers from 911 to Crisis Response Unit, 79% of calls were handled without need for law enforcement (LE) response.

Hiring, training and onboarding new FTE to expand mobile crisis team - 7/10 staff hired, onboarded and now providing mobile response. Continuous posting and interviewing for remaining evening positions. Implementing new co-location arrangements for effectively deploying mobile response capacity countywide.

Board approval for site selection of Crisis and Recovery Center; worked with Capital Project Management (CPM) and Wold and city on zoning including City Council Presentations/action and numerous community meetings in Sept. Nov. and Dec. - rezoning passed; working with CPM and Wold on design plans; engaging lived experience perspective through Local Advisory Council (LAC); coordinating with DHS, partnering with Guild on communication and community engagement plan - community meetings scheduled for 10.18.22, 11.10.22 and 12.1.22 Developed standardized JPA for Embedded Social Worker Partnership program expansion with 10/10 JPAs fully executed. 10/10 MCA agreements for background studies signed; initiated hiring process for SW positions (4/5 new embedded SW positions filled, 7/10 cities with embedded SW); continued coordinating with cities on expansion activities, including convening Steering Committee. Developing workflow and data tracking systems for services - priority for 2023 through IT project. Continued high level of partner and community engagement around expansion activities, including through LACs, MH and substance use disorder (SUD) roundtables, community presentations, and Board presentation 9.13.22, AMC presentation 12.6 and CAO presentation 12.08 presentation 9.13.22.

### PARTNERS

Internal partners: CAO, ER, IT, Sheriff's Office (SO), CS Admin., Physical Development/Capital Project Management (CPM), etc. External partners (several): 11 local Law Enforcement (LE) agencies; Sheriff's Office; Dakota County Communications Center/911; Guild; people with lived experience/Local Advisory Council (LAC); East Metro Crisis Alliance, Service Safety and Justice (SSJ) Committee, etc.

### PARTNER UPDATE

External: All going well with 911 transfers from County, LE and Dakota 911 perspectives.

LE partners and community partners report high satisfaction with more mobile response, and we are still building the team.

Dakota County LE agencies report high satisfaction and excitement for continuing to build partnerships

Working with ER and DCSO on new process for streamlining background check process that will speed up onboarding to Police Departments.

Internal: Workforce shortages and competitive job market impacting pace of hiring and retention but still getting good candidates that bring diversity in skills and experiences. In Q 4, 2022 2 staff (1 SW and 1 Sup) from the crisis teams left County for other positions. External: broader workforce shortages are also impacting availability of MH and SUD services. Other challenges (non-COVID related): outdated technology negatively impacts efficiency, effectiveness and staff satisfaction/retention (IT project starting in 2023); navigating changing system roles; supervisor and staff support for complex work in a time of high acuity and system pressure.

### FUTURE MILESTONES

## 21 Dakota Communications Center (DCC) Governance Reform

### BACKGROUND/PURPOSE

In 2021 a County Board priority was to review the governance of the Dakota Communications Center (DCC). The DCC was established in 2005 as a Joint Powers Agreement between Dakota County and eleven cities located within the county. To comply with an FBI requirement that the DCC has a management control agreement with a law enforcement agency, the Dakota County Sheriff’s Office assumed this responsibility. Complying with this requirement led to discussions on whether the County should assume primary ownership and management of the DCC.

Upon request by the Board of Commissioners to examine governance the DCC Board of Directors created a Financing Task Force to evaluate the County’s future involvement and participation in the DCC.

Three key actions were identified by the Task Force:  
 County phase up to cover 50% of fixed costs from 2022-2024, approximately a \$250k increase per year.

Identifying possible changes to the committee structure.  
 Identifying measures to provide greater County influence over fixed cost spending decisions.

Progress will be evaluated after the initial 3 years.

### MILESTONE

**Q4:** Report to Board of Commissioners on funding implementation, operations efficiency, and costs evaluations.

### NARRATIVE

Report to County Board is planned for Q1 of 2023.

### PARTNERS

Dakota County Board  
 Dakota County Cities  
 Dakota County Administration  
 Dakota County Sheriff  
 DCC Executive Committee  
 DCC Staff  
 Dakota County Attorney’s Office

### FUTURE MILESTONES



# General Government and Policy Committee of the Whole

## Request for Board Action

Item Number: DC-1800

Agenda #: 6.1

Meeting Date: 2/7/2023

**DEPARTMENT:** Public Services and Revenue Administration

**FILE TYPE:** Consent Action

### TITLE

**Approval Of Public Art Citizen Advisory Committee And Library Advisory Committee 2023 Work Plans**

### PURPOSE/ACTION REQUESTED

Approve Public Art Citizen Advisory Committee and Library Advisory Committee 2023 Work Plans.

### SUMMARY

County Board Policy No. 1015 provides direction regarding its citizen advisory committees and states that the Public Art Citizen Advisory Committee and Library Advisory Committee are required to consult annually with the County Board to see concurrence regarding the topics they will study or on which they will advise the County Board.

Planned areas of focus for the Public Art Citizen Advisory Committee include:

- Advising departments on methods to incorporate art at locations throughout Dakota County, like the Dakota County Greenway tunnels, bison reintroduction, South St. Paul Library
- Collaborate with Parks to select performances for the Music in the Park events throughout the summer months
- Investigating opportunities to promote art at the Dakota County Fairgrounds, like supporting the art contest.

Planned areas of focus for the Library Advisory Committee include:

- Engaging with customers in experiences which support growth and learning
- Achieving greater community awareness of the value of the Library
- Providing innovative spaces and technologies to enhance access to information and services
- Delivering relevant and accessible collection materials
- Dakota County Library cultivates community, creativity, and learning
- Cultivate an innovative, flexible, adaptive culture that invites community access and participation

### RECOMMENDATION

Staff recommends approval of the Public Art Citizen Advisory Committee and Library Advisory Committee 2023 work plans.

### EXPLANATION OF FISCAL/FTE IMPACTS

- None       Current budget       Other

Amendment Requested

New FTE(s) requested

**RESOLUTION**

WHEREAS, County Policy states that citizen advisory committees are required to consult annually with the County Board to seek concurrence regarding the topics they will study or which they advise the County Board; and

WHEREAS, the Public Art Citizen Advisory Committee and the Library Advisory Committee have discussed and drafted potential directions for their efforts in 2023; and

WHEREAS, staff recommends that the Public Art Citizen Advisory Committee and the Library Advisory Committee 2023 work plans be approved.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the Public Art Citizen Advisory Committee and the Library Advisory Committee 2023 work plans.

**PREVIOUS BOARD ACTION**

None.

**ATTACHMENTS**

Attachment: 2023 Draft Public Art Work Plan

Attachment: 2023 Draft Library Work Plan

**BOARD GOALS**

A Great Place to Live

A Healthy Environment

A Successful Place for Business and Jobs

Excellence in Public Service

**PUBLIC ENGAGEMENT LEVEL**

Inform and Listen

Discuss

Involve

N/A

**CONTACT**

Department Head: Teresa Mitchell

Author: Sarah Kidwell



# Public Art Citizen Advisory Committee

## 2023 Draft Work Plan

Purpose Statement: The purpose of the Public Art Citizen Advisory Committee is to leverage art to inspire and unify the community.

| Board Goal            | Committee Goal  | Activity   | Outcome  | Timeline |
|-----------------------|---|--|--|----------|
| A Great Place to Live | Provide consultation to Parks Department to incorporate public art on tunnels in the Dakota County Greenway system. | Advise and support Parks Department to: <ul style="list-style-type: none"> <li>• Review list of tunnels in the greenway system</li> <li>• Identify community partners near each tunnel</li> <li>• Identify funding opportunities</li> <li>• Promote RFQ/RFP through artist networks</li> <li>• Review RFQ/RFP submissions</li> </ul> | Parks Department has an inventory of tunnels in the Dakota County Greenway system with placemaking potential for public art projects.                    | Q1-4     |
| A Great Place to Live | Collaborate with Parks Department to hold diverse and impactful Music in the Park events.                           | <ul style="list-style-type: none"> <li>• Solicit interest from artists and performers</li> <li>• Assist Parks Department to screen and select artists and performers for Music in the Park events</li> </ul>   | Parks Department hosts three Music in the Park events and one Summer Solstice Celebration in Dakota County parks that attract more than 1,000 attendees. | Q1-3     |
| A Great Place to Live | Provide consultation to Parks Department to incorporate art into the Bison Reintroduction project.                  | Support Parks Department in their timeline to: <ul style="list-style-type: none"> <li>• Identify scope of project and funding</li> <li>• Determine location for art installation</li> <li>• Determine process for art procurement</li> </ul>   | Public art is included in the Bison Reintroduction project.  | Q1-4     |
| A Great Place to Live | Provide consultation to Library Department to incorporate art into the new South St. Paul Library                   | <ul style="list-style-type: none"> <li>• Appoint subcommittee to serve on project team</li> <li>• Promote RFP for project team</li> <li>• Review RFP submissions</li> </ul>  | Library Department procures and installs artwork for new South St. Paul Library.   | Q1-4     |
| A Great Place to Live | Investigate opportunities for collaboration with the Dakota County Fair to promote art at the fairgrounds.          | <ul style="list-style-type: none"> <li>• Appoint subcommittee to serve on project team</li> <li>• Identify opportunities for collaboration, such as making the art contest a premier event in Dakota County or art building beautification</li> </ul>  | Identify one opportunity to promote art at the Dakota County fairgrounds.  |          |



# Library Advisory Committee

## 2023 Draft Work Plan

The Library Advisory Committee provides citizen perspective in the development and provision of library services to county residents.

| Board Goal            | Committee Goals  | Activity   | Outcome Measure  | Timeline |
|-----------------------|--|--|--|----------|
| A Great Place to Live | Engage customers in experiences which support growth and learning  | <ul style="list-style-type: none"> <li>• Share committee member and community input to enhance library services</li> </ul>   | <ul style="list-style-type: none"> <li>• Event attendance</li> <li>• Summer Discovery participation</li> <li>• Active library users</li> </ul>   | Q1-4     |
| A Great Place to Live | Achieve greater community awareness of the value of the library  | <ul style="list-style-type: none"> <li>• Promote library news, services, and events to networks</li> </ul>   | <ul style="list-style-type: none"> <li>• Event attendance</li> <li>• Summer Discovery participation</li> <li>• Active library users</li> <li>• Followers on social media</li> </ul>      | Q1-4     |
| A Great Place to Live | Provide responsibly designed innovative spaces and technologies to enhance access to information, knowledge and services | <ul style="list-style-type: none"> <li>• Provide citizen comments on current use and future planning of library spaces</li> </ul>  | <ul style="list-style-type: none"> <li>• Number of in-person visits</li> <li>• Number of meeting room reservations</li> <li>• Percent rating the Library as good or excellent</li> </ul> | Q2-3     |
| A Great Place to Live | Deliver relevant and accessible collections  | <ul style="list-style-type: none"> <li>• Consider public requests for reconsideration of materials and make recommendations on items held in the library collections which have been challenged</li> <li>• Grow committee understanding of how library material is selected and purchased</li> </ul> | <ul style="list-style-type: none"> <li>• Use of online research tools</li> <li>• Number of checkouts</li> </ul>  | Q1-4     |
| A Great Place to Live | Cultivate an innovative, flexible, adaptive culture that invites community access and participation                      | <ul style="list-style-type: none"> <li>• Provide community perspectives to proposed updates in library policies</li> </ul>   | <ul style="list-style-type: none"> <li>• Percent rating the library as good or excellent</li> </ul>  | Q1-4     |



# General Government and Policy Committee of the Whole

## Request for Board Action

Item Number: DC-1842

Agenda #: 7.1

Meeting Date: 2/7/2023

**DEPARTMENT:** Office of the County Manager

**FILE TYPE:** Regular Information

### TITLE

**Legislative Update**

### PURPOSE/ACTION REQUESTED

Provide an update on the 2023 State legislative session, State and Federal legislative affairs, and the status of County legislative priorities.

### SUMMARY

The Legislative Advisory Workgroup (LAW) and 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, 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

### PUBLIC ENGAGEMENT LEVEL

- Inform and Listen
- Discuss
- Involve
- N/A

**CONTACT**

Department Head: Matt Smith

Author: Nathan Hanson



# General Government and Policy Committee of the Whole

## Request for Board Action

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Item Number: DC-1780

Agenda #: 7.2

Meeting Date: 2/7/2023

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**DEPARTMENT:** Office of the County Manager

**FILE TYPE:** Regular Action

### TITLE

**Adoption Of Amendments To Policy 1015 Citizen Advisory Committee Membership And Retirement Of Policy 1014 Open Appointments And Policy 1550 Volunteer/Advisory Committee Reimbursement**

### PURPOSE/ACTION REQUESTED

Adopt amendments to Policy 1015 Citizen Advisory Committee Membership (Policy 1015) and retire Policy 1014 Open Appointments (Policy 1014) and Policy 1550 Volunteer/Advisory Committee Reimbursement (Policy 1550).

### SUMMARY

Since 1997, the County has had in place Policy 1015. It has outlined the purpose, rules, direction and overall guidance on the use and operations of citizen advisory committees. The policy has meet the needs and requirements of the County Board, the County, and its citizens.

Over time there was the creation of two additional policies which deal only with Citizen Advisory Committees. Policy 1014 addresses appointments to the Citizen Advisory Committees and Policy 1550 regulates compensation for citizen advisory committees. Both policies currently exist in parallel to Policy 1015.

The amendments to Policy 1015 are proposed for two primary reasons. The first is to combine the three separate policies that manage citizen advisory committees into one. Policy 1014 and 1550 will be retired in order to eliminate the repetition of information and remove possible conflicts created among multiple policies, all of which address Citizen Advisory Committees.

The second reason for amending the current policy is to incorporate division or department level committees established and managed by County staff into the parameters of Policy 1015 and to allow those committees to receive per diems if approved by the County Board. The purposes of these committees, managed by divisions or departments, are the same as those listed under the previous version of Policy 1015 which applied to County Board appointed committees. The purposes of both versions of citizen advisory committees remains the same:

1. To seek advice from members of the public in the decision-making processes of the County Board.
2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.

- 6. To provide an independent sounding board for issues, ideas, and policy matters.
- 7. To reflect the diverse interests of County clientele and residents.

Several other inclusions in the new policy address other issues. The proposed changes codify the increase in the per diem rate from \$35 to \$50 for most committees as approved by the County Board (Resolution No. 23-029 on January 3, 2023). Language has been added that specifies how division and department established committees can be approved by the County Board for per diems. Clear direction on which committees and who is eligible for per diems. Also, the removal of language pertaining to previous criminal convictions barring participation.

The changes recommended in this amendment are designed to increase citizen participation in Dakota County, improve service delivery, and reduce the number of duplicative policies.

Attached are the final version of Policy 1015 Citizen Advisory Committees and a version highlighting the additions and subtractions from the contents of all 3 policies after they were combined and reorganized.

### RECOMMENDATION

Staff recommend approval of the new amended Policy 1015 and retirements of Policy 1014 and Policy 1550.

### EXPLANATION OF FISCAL/FTE IMPACTS

The proposed amended policy will have limited fiscal impacts. There would likely be slight increases in the amount of dollars paid out in per diems for participation in approved committee activities. There should be no other costs associated with maintaining or operating County Board or division and department level approved committees. There is no FTE impact.

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

### RESOLUTION

WHEREAS, the County has long valued the input and participation of its citizens and utilized Citizen Advisory Committees in many ways and for many purposes; and

WHEREAS, the County Board recognizes the changing environments for its citizens and county operational needs; and

WHEREAS, the previous policies 1015 Citizen Advisory Committee Membership, 1014 Open Appointments, and 1550 Volunteer/Advisory Committee Reimbursement, addressed citizens advisory committees were inefficient and potentially conflicting in their current form; and

WHEREAS, the County Board approved increased per diems for participation in citizen advisory committees from \$35 to \$50 by Resolution No. 23-029 on January 3, 2023, to ensure quality and useful participation by its citizens by covering costs associated with participation; and

WHEREAS, in order to incorporate new committees to continue the strong tradition of citizen participation and meet the current and future needs of the County Board and County services new policy guidelines are needed.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the amended Policy 1015 Advisory Committees; and

BE IT FURTHER RESOLVED, That County Policy 1014 Open Appointments and Policy 1550 Volunteer/Advisory Committee Reimbursement be retired.

**PREVIOUS BOARD ACTION**

17-534; 10/31/17

17-608; 11/28/17

23-029; 1/03/23

**ATTACHMENTS**

Attachment: Draft Policy 1015 Citizen Advisory Committee Membership

Attachment: Draft Policy 1015 Citizen Advisory Committee Membership- Highlighted Changes

**BOARD GOALS**

A Great Place to Live

A Healthy Environment

A Successful Place for Business and Jobs

Excellence in Public Service

**PUBLIC ENGAGEMENT LEVEL**

Inform and Listen

Discuss

Involve

N/A

**CONTACT**

Department Head: Matt Smith

Author: Joe Hertenstein



## Policy 1015 Citizen Advisory Committees

**Version:** 2.00

**Effective Date:** MM/DD/YYYY

**Board or Administrative:** Board

### Policy Statement

Dakota County citizen advisory committees serve a statutory, policy and/or operational purpose. These committees support County government for a variety of purposes including, but not limited, to:

1. To seek advice from members of the public in the decision-making processes of the County Board.
2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.
7. To reflect the diverse interests of County clientele and residents.

Some committees have specific staff assigned and designated to support their function. The function and reporting relationship to the County Board vary from committee to committee.

### Definitions

*County Board Citizen Advisory Committee:* A County Board established committee, work group, or board to which the County Board or regularly appoints members of the public.

*Division/Department Citizen Advisory Committee:* A committee, work group, or board established and managed by County staff to meet purposes defined in this policy.

*Per Diem:* A lump sum payment established by county board resolution that is intended to be a substitute for reimbursement of itemized expenses for attending meetings in person.

*Expenses:*

- *Mileage:* The rate and circumstances applicable to county employees for traveling on official county business with a non-county-owned automobile
- *Parking:* Actual cost

- *Miscellaneous out-of-pocket*: Actual cost for items such as photocopying, long-distance telephone charges, facsimile charges, and similar items, including child care and seminar/conference expenses
- *Meals*: The same rates applicable to county employees

*Seminar/Conference Expenses*: Includes seminar and conference fees, mileage, parking cost, and meals (excluding cost for alcoholic beverages) that are an integral part of the seminar/conference

## Source

Authority for this policy is through the Dakota County Board of Commissioners:

Resolution No. 97-602 as adopted on September 23, 1997  
 Resolution No. 97-710 as adopted on November 18, 1997  
 Resolution No. 98-17 as adopted on January 6, 1998  
 Resolution No. 03-644 as adopted on December 23, 2003  
 Resolution No. 05-560 as adopted on November 15, 2005  
 Resolution No. 06-465 as adopted on November 14, 2006  
 Resolution No. 07-19 as adopted on January 9, 2007  
 Resolution No. 10-102 as adopted on February 23, 2010  
 Resolution No. 10-571 as adopted on November 16, 2010  
 Resolution No. 12-006 as adopted on January 10, 2012  
 Resolution No. 13-009 as adopted on January 8, 2013  
 Resolution No. 14-005 as adopted on January 7, 2014  
 Resolution No. 14-598 as adopted on November 25, 2014  
 Resolution No. 16-614 as adopted on December 13, 2016  
 Resolution No. 17-534 as adopted on October 31, 2017  
 Resolution No. 17-608 as adopted on November 28, 2017  
 Resolution No. 23-029 as adopted on January 3, 2023

## General

### Roles and Relationships

#### Committees

Citizen advisory committees may advise the County Board, report directly to the County Board and/or work with County Staff.

The County Board provides direction regarding County Board Citizen Advisory Committees' work. Communications between the County Board and its committees are routed through the Office of the County Manager, or when a committee has a County staff person assigned to it, the department staff liaison. Periodic committee reports may be scheduled on the appropriate County Board Committee agendas.

Division/Department Citizen Advisory Committees may be established to service the purposes identified in the Policy Statement when appropriate to support a division or department in relation to County Board established programs or policies.

### **Citizen Members**

Citizen members are appointed to committees and serve in accordance with this policy, the committee's by-laws and any applicable statutory requirements.

### **Youth Members**

Youth members are current high school students (including homeschooled students) living in Dakota County that are a Sophomore, Junior, or Senior at the time of their appointment to a citizen advisory committee. Youth members have the same rights and responsibilities as the adult members of advisory committees.

### **Ex-Officio Members**

Ex-officio members of any committee are non-voting members.

### **Office of the County Manager**

The Office of the County Manager coordinates all staff activities for County Board Citizen Advisory Committees. When applicable, the County Manager is represented at committee meetings by a staff liaison who is assigned by and responsible to the County Manager. The Office of the County Manager maintains committee membership records and coordinates appointment procedures for County Board Citizen Advisory Committees.

### **Staff Liaison**

County Staff may be assigned to County Board Citizen Advisory Committees by the County Manager, except for the Extension Committee and Dakota-Scott Workforce Development Board. Staff liaisons serve as the County Manager's representative to the citizen advisory committees. The principal role of the staff liaison is to provide technical support and to facilitate the flow of information between the committee, County staff, the County Manager, and/or the County Board. A Division/Department Established Citizen Advisory Committee must have a staff liaison to coordinate its activities and provide information to and from Division/Department leadership. Other general staff responsibilities include:

- Orient and educate new committee members.
- Assist in developing meeting agendas.
- Prepare and maintain official minutes of meetings and other records.
- Distribute committee meeting notices and agendas.
- Ensure the committee's work complements County mission and goals.
- Coordinate and provide information on County Board agenda items or actions that are of interest to the committee.
- Provide information on committee activities to the County Board.

- Research and provide background information and analysis on issues under consideration by the committee, including policy recommendations.
- Provide administrative assistance such as preparing committee correspondence and reports.
- Provide public notice of regular and special meetings as required by policy and law.
- Support committee in the maintenance of by-laws in accordance with this policy.

While the staff liaison is assigned to assist the committee in many ways, the committee’s authority is limited and does not include directing staff for such tasks as project work, reports, or budgetary decisions; however, tasks may be undertaken on a mutually agreed basis provided the tasks are within the mission of the committee and are not contrary to County Board direction or policy. If consensus cannot be achieved on the need for a particular project or task the committee desires, this is then communicated to the Division Director or County Manager, who may direct the staff to undertake the task.

### **Committee Chair**

The designation of a committee chair varies by committee. In some cases, the County Board appoints the committee chair; in others, the committee elects its chair.

Pursuant to Board policy, the following committee chair is appointed by the County Board: Special Board of Appeal and Equalization.

Pursuant to internal by-laws, the following committee chairs are selected by their respective bodies: Library Advisory Committee, Planning Commission, Personnel Board of Appeals, Zoning Board of Adjustment, Dakota-Scott Workforce Development Board, Extension Committee, and Public Art Citizen Advisory Committee.

Committee chair responsibilities include:

- Lead meetings in an orderly fashion.
- Plan meeting agendas in cooperation with the staff liaison.
- Encourage participation by all members at meetings.
- Serve as a primary contact to the County Board and staff liaison.

### **By-Laws**

Each citizen advisory committee shall have the responsibility to prepare and adopt by-laws prescribing the rules by which the committee will conduct its business. All by-laws shall be consistent with Policy 1015 and any applicable laws and regulations. All by-laws shall include an article prohibiting a member from participating in committee business where the member has a conflict of interest.

The by-laws of all citizen advisory committees must be reviewed by the County Attorney’s Office.

### **County Board Statement of Expectations**

The Dakota County Board of Commissioners believes a citizen advisory committee will work most productively when its members are committed and knowledgeable, and work together as a team.

The County Board expects its citizen advisory committee appointees to:

- Attend new member orientation.
- Make a serious commitment to regularly attend and actively participate in the committee’s work, including substantive participation in committee meetings and discussions.
- Notify the staff liaison, in advance, if unable to attend meeting.
- Understand the roles and relationships of the committee, staff liaison, County staff, and County Board.
- Become familiar with the County’s and committee’s role and mission.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about committee matters, prepare themselves well for meetings, and review and comment on minutes and reports.
- Get to know other committee members and build a working relationship that contributes to consensus.
- Conduct themselves in a professional manner.
- Show respect for and tolerance of differing views and opinions.
- Reflect the perspectives of the County’s diverse constituency in committee discussions and decision-making processes, where appropriate.
- Comply with the County’s policy prohibiting sexual and general harassment. This policy prohibits unwelcome verbal, nonverbal, visual, or physical conduct relating to an individual’s race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, status with regard to public assistance, or status as disabled which interferes with an individual’s employment or volunteer service or which creates an intimidating, hostile, or offensive environment.
- Refrain from accepting gifts from individuals or organizations that do business with Dakota County in accordance with gift ban laws.

## Committee Identification and Establishment

### County Board Citizen Advisory Committees

The following citizen advisory committees have been established by the county board as of the date of this policy, with the membership appointed by the county board unless otherwise noted:

- ***Dakota-Scott Workforce Development Board***, established by the county board, consisting of 27 Dakota County and Scott County members serving staggered two-year terms; 15 members represent private business and the following represent the public sector:
  - Two representing organized labor
  - Three representing educational agencies, including at least one representative from a local adult basic education program approved under section 124D.52
  - Two or more representing community based organizations
  - One or more representing economic development agencies
  - One representing public vocational rehabilitation agencies
  - One representing public employment service agencies
  - One representing public assistance agencies

- **Extension Committee**, established by the county board, consisting of nine members. There are seven adult members, one from each commissioner district, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.
  
- **Library Advisory Committee**, established by the county board, consisting of nine members. There are seven adult members, one from each commissioner district, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.
  
- **Personnel Board of Appeals**, established by the county board, consisting of four at-large members serving staggered three-year terms, with a limit of two consecutive terms.
  
- **Planning Commission**, established by County ordinance, consisting of 14 members, two from each commissioner district, serving one-year terms.
  
- **Public Art Citizen Advisory Committee**, established by the county board, consisting of 11 members. There are nine adult members, one from each commissioner district and two at-large, serving staggered two-year terms, with a limit of three consecutive terms. There are also two at-large youth members, serving one-year terms with an option for a one-year extension. Youth members are limited to two one-year terms.
  
- **Special Board of Appeal and Equalization**, established by the county board, consisting of seven members, one from each commissioner district, serving staggered two-year terms; at least one member is an appraiser, realtor or other person familiar with property valuation; treasurer/auditor is a non-voting member.
  
- **Zoning Board of Adjustment**, established by county ordinance, consisting of 3 at-large members and 1 alternate, including at least 1 member from the Planning Commission, serving two-year terms.

## Open Appointments

The notice of recruitment is released annually by the Office of the County Manager. The Office of the County Manager may also release additional notices of recruitment addressing mid-term vacancies as needed or directed by the County Board.

The Office of the County Manager notifies incumbents prior to expiration of their terms. Appointees interested in reappointment do not need to complete a new application but should notify their county commissioner of their interest.

Applications for open appointments should be submitted to the Office of the County Manager. Applications received in response to the notice of recruitment are forwarded to the respective county commissioner or to the Board of Commissioners, as applicable, prior to County Board action. Whenever possible, the County Board makes appointments from among applicants who have

submitted applications to the most recent notice of recruitment or incumbents who have expressed interest in reappointment.

In making appointments to citizen advisory committees, the County Board does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

The Office of the County Manager notifies applicants and appointees of the County Board's appointments. In accordance with this policy members of County Board Citizen Advisory Committees may be eligible for reappointment for another term as determined by the County Board.

If a district-specific position remains vacant for 60 days, the Board may make the appointment on an at-large basis.

### **Notification**

A copy of this policy is made available to all citizen advisory committee appointees.

### **County Division and Department Established Citizen Advisory Committees**

The County Board acknowledges there may be need for additional citizen advisory committees which can be managed County Staff at a Division or Department level to support County programs. The County Manager shall inform the County Board of the creation of division and department level citizen advisory committees. Request to establish a citizen advisory committee should include the committee's intended purpose or requirement, rules for the appointment, planned frequency of meetings, number of members and planned duration as well as any other pertinent information.

## **Reimbursement**

### **County Board Established Citizen Advisory Committees**

Where necessary to eliminate barriers to volunteer service, Dakota County reimburses members expenses incurred in connection with official volunteer duties when a committee has authorization of the County Board for reimbursement.

County Board appointees to the following committees, who are not representing a governmental unit, may receive \$50 per diem in lieu of itemized expenses for in person attendance at regular and special meetings of the committee:

- Dakota-Scott Workforce Development Board
- Extension Committee
- Library Advisory Committee
- Planning Commission
- Public Art Citizen Advisory Committee
- Zoning Board of Adjustment

For those committees listed above, at the start of each appointee's term, the committee staff liaison distributes to the appointee a Statement of Representation. Each appointee signs a Statement of Representation confirming or waiving individual eligibility for per diem compensation. These forms will be used to determine per diem eligibility. The committee staff liaison retains these forms for the length of the appointee's term.

Citizen advisory committee members who serve informally as liaisons from one advisory committee to another are not eligible to receive per diem for attendance at regular or special meetings of any committee to which they were not appointed by the County Board.

County Board appointees to the Personnel Board of Appeals receive \$50 per diem plus expense reimbursement for attendance at meetings of the Personnel Board of Appeals.

County Board appointees to the Special Board of Appeal and Equalization receive \$175 per day or \$87.50 per half-day plus mileage reimbursement for attendance at meetings of the Special Board of Appeal and Equalization.

Applicants who wish to decline or who are not eligible for a per diem must make note at the time of application.

Committee members entitled to expenses and/or per diem must make an application to the Staff Liaison and shall be included on the Monthly Expense Report. Receipts are required for all claims except for mileage, parking meter expense, and meals.

### **County Division and Department Established Citizen Advisory Committees**

Department-appointed volunteers do not receive per diem absent county board approval. A Division or Department may seek authorization to provide a per diem for a citizen advisory committee. A Division/Department Advisory Committee member is not entitled to a per diem if they are appointed to the committee as a representative of another entity or employer and are receiving compensation from that entity or employer for the representation on the advisory committee.

If the Department Head determines that expense reimbursement is necessary in order to eliminate barriers to participation, to achieve compliance with contractual or statutory requirements, or to compensate volunteers for expenses incurred at the request of the Department, the Department Head may authorize reimbursement of expenses from the department budget through the use of the Monthly Expense Report. Department-appointed volunteers do not receive expense reimbursement in connection with overnight out-of-state travel except where such travel has been approved in advance by the County Board.

### **Eligibility for Citizen Advisory Committees**

Eligible persons for advisory committees must claim their primary residence in Dakota County. Alternatively, if the committee is focused on employment or services delivery individual committee by-laws may authorize membership of those who work or provide services within, for, or in conjunction with Dakota County residents.

No paid employee of Dakota County is eligible to be appointed as a member of any citizen advisory committee unless otherwise specified by law. Persons currently under contract with or employed by a contractor of Dakota County, at the discretion of the County Board, may be excluded from appointment.

### **Terms**

For the purpose of calculating the number of terms served by an appointee:

1. If an individual is appointed between January and June their first term will be considered to have begun on January 1 of that calendar year.
2. If an individual is appointed between July and December of their first term will be considered to have begun on January 1 of the following calendar year.

### **Resignations- County Board Citizen Advisory Committees**

Written or verbal resignations from County Board Citizen Advisory Committee members are forwarded to the County Manager. When a letter of resignation is received from a County Board Citizen Advisory Committee member, acceptance of the resignation is placed on the County Board consent agenda. When the resignation is accepted, the County Board authorizes the process of filling the vacancy. Mid-term resignations are filled in accordance with this Policy.

### **Attendance Reports- County Board Citizen Advisory Committees**

Semi-annual attendance reports are submitted by the appropriate departments to County Administration for each committee where members receive per diems. The County Manager transmits the attendance reports to the County Board.

### **Removal of Members**

The County Manager or Staff Liaison notifies an appointee if he/she is removed from a citizen advisory committee. A copy of this notification is also sent to the respective commissioner and committee staff liaison. The position is then vacant and to be filled in accordance with the Open Appointments Policy. A member who has been automatically removed from a citizen advisory committee may apply for reappointment.

#### **Automatic Removal**

A. Automatic removal of an appointee to the following citizen advisory committees occurs when an appointee is absent for three consecutive Regular or Special meetings, or 50% of the meetings, during any consecutive 12-month period:

- Extension Committee
- Planning Commission
- Public Art Citizen Advisory Committee

B. Automatic removal of appointees to the following citizen advisory committees occurs when an appointee fails to maintain a principal residence within the county commissioner district from which he/she was appointed:

- Extension Committee (all members)
- Planning Commission (all members)
- Public Art Citizen Advisory Committee (all district-specific members)
- Special Board of Appeal and Equalization (all members)

C. Automatic removal of appointees to the following citizen advisory committee occurs when an appointee fails to maintain a principal residence within the county:  
Personnel Board of Appeals

### **Removal for Cause**

A. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct detrimental to the accomplishment of the citizen advisory committee’s mission or engages in conduct which is contrary to the County Board statement of expectations:

- Extension Committee
- Personnel Board of Appeals
- Planning Commission
- Public Art Citizen Advisory Committee
- Special Board of Appeal and Equalization
- Library Advisory Committee

B. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct which meets the statutory or ordinance basis for removal:  
Zoning Board of Adjustment

### **Public Meeting Requirements**

The following citizen advisory committees, and any of their subcommittees, are subject to all requirements of the Minnesota Open Meeting Law, Minn. Stat. Ch. 13D:

- Dakota-Scott Workforce Development Board
- Library Advisory Committee
- Planning Commission
- Special Board of Appeal and Equalization
- Zoning Board of Adjustment

The committee staff liaison ensures compliance with the Open Meeting Law for the committees, and any of their subcommittees, listed above.

Meetings of the following citizen advisory committees, and any of their subcommittees, although not subject to the Minnesota Open Meeting Law, will be open to the public at a physical location and may, if allow by its by-laws, permit attendance by members and the public by electronic means so long as all discussion by the members can be seen and heard by all members of the committee and the public:

Extension Committee  
Public Art Citizen Advisory Committee

The committee staff liaison provides reasonable public notice for meetings of the committees listed above.

### Annual Work Plans

Committees consult, through staff liaison or committee chair, at least annually with the County Board Committees of the Whole to seek direction regarding the topics on which they will advise the County Board (annual work plan), including the schedule and method of communication with the Board.

The Personnel Board of Appeals, Special Board of Appeal and Equalization, and Zoning Board of Adjustment are exempt from this requirement.

### Procedures

A list of Committees approved under this policy and procedures will be maintained by the Office of the County Manager.

### History

| Version | Revision Date |
|---------|---------------|
| 1.0     | 09/23/1997    |
| 1.1     | 11/18/1997    |
| 1.2     | 01/06/1998    |
| 1.3     | 12/23/2003    |
| 1.4     | 11/15/2005    |
| 1.5     | 11/14/2006    |
| 1.6     | 01/09/2007    |
| 1.7     | 02/23/2010    |

| Version | Revision Date |
|---------|---------------|
| 1.8     | 11/16/2010    |
| 1.9     | 01/10/2012    |
| 2.0     | 01/08/2013    |
| 2.1     | 11/25/2014    |
| 2.2     | 12/13/2016    |
| 2.3     | 10/31/2017    |
| 2.4     | 11/28/2017    |
| 3.0     | 01/19/2023    |

## Related Policies

### Contact

[Jennifer.Reynolds@co.dakota.mn.us](mailto:Jennifer.Reynolds@co.dakota.mn.us)

### Approval

Resolution No. and Date (Board Policies)

**OR**

/s/ County Manager Name and Date (Administrative Policies)



## Policy 1015 Citizen Advisory Committees

**Version:** 2.00  
**Effective Date:** MM/DD/YYYY  
**Board or Administrative:** Board

### Policy Statement

Dakota County citizen advisory committees serve a statutory, policy and/or operational purpose. These committees support County government for a variety of purposes including, but not limited, to:

1. To seek advice from members of the public in the decision-making processes of the County Board.
2. To meet requirements of state law.
3. To ask residents to help define community standards and norms.
4. To provide technical expertise in certain areas.
5. To serve as advocates for the County.
6. To provide an independent sounding board for issues, ideas, and policy matters.
7. To reflect the diverse interests of County clientele and residents.

Some committees have specific staff assigned and designated to support their function. The function and reporting relationship to the County Board vary from committee to committee.

### Definitions

**County Board Citizen Advisory Committee:** A County Board established committee, work group, or board to which the County Board or regularly appoints members of the public.

**Division/Department Citizen Advisory Committee:** A committee, work group, or board established and managed by County staff to meet purposes defined in this policy.

**Per Diem:** A lump sum payment established by county board resolution that is intended to be a substitute for reimbursement of itemized expenses **for attending meetings in-person.**

**Expenses:**

- **Mileage:** The rate and circumstances applicable to county employees for traveling on official county business with a non-county-owned automobile
- **Parking:** Actual cost

- *Miscellaneous out-of-pocket*: Actual cost for items such as photocopying, long-distance telephone charges, facsimile charges, and similar items, including child care and seminar/conference expenses
- *Meals*: The same rates applicable to county employees

*Seminar/Conference Expenses*: Includes seminar and conference fees, mileage, parking cost, and meals (excluding cost for alcoholic beverages) that are an integral part of the seminar/conference

~~*Notice of Recruitment*: an annual press release to all area news media that announces upcoming vacancies on citizen advisory committees and solicits applications for appointments. This notice may include the function of the committee, number of members, length of term, and membership requirements.~~

## Source

Authority for this policy is through the Dakota County Board of Commissioners:

- Resolution No. 97-602 as adopted on September 23, 1997
- Resolution No. 97-710 as adopted on November 18, 1997
- Resolution No. 98-17 as adopted on January 6, 1998
- Resolution No. 03-644 as adopted on December 23, 2003
- Resolution No. 05-560 as adopted on November 15, 2005
- Resolution No. 06-465 as adopted on November 14, 2006
- Resolution No. 07-19 as adopted on January 9, 2007
- Resolution No. 10-102 as adopted on February 23, 2010
- Resolution No. 10-571 as adopted on November 16, 2010
- Resolution No. 12-006 as adopted on January 10, 2012
- Resolution No. 13-009 as adopted on January 8, 2013
- Resolution No. 14-005 as adopted on January 7, 2014
- Resolution No. 14-598 as adopted on November 25, 2014
- Resolution No. 16-614 as adopted on December 13, 2016
- Resolution No. 17-534 as adopted on October 31, 2017
- Resolution No. 17-608 as adopted on November 28, 2017
- Resolution No. 23-029 as adopted on January 3, 2023

## General

### Roles and Relationships

#### Committees

Citizen advisory committees may advise the County Board, report directly to the County Board and/or work with County Staff.

The County Board provides direction regarding County Board Citizen Advisory Committees' work. Communications between the County Board and its committees are routed through the Office of the County Manager, or when a committee has a County staff person assigned to it, the department staff liaison. Periodic committee reports may be scheduled on the appropriate County Board Committee agendas.

Division/Department Citizen Advisory Committees may be established to service the purposes identified in the Policy Statement when appropriate to support a division or department in relation to County Board established programs or policies.

### **Citizen Members**

Citizen members are appointed to committees and serve in accordance with this policy, the committee's by-laws and any applicable statutory requirements.

### **Youth Members**

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Committee chair responsibilities include:

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- Plan meeting agendas in cooperation with the staff liaison.
- Encourage participation by all members at meetings.
- Serve as a primary contact to the County Board and staff liaison.

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Extension Committee  
Library Advisory Committee  
Planning Commission  
Public Art Citizen Advisory Committee  
Zoning Board of Adjustment

For those committees listed above, at the start of each appointee's term, the committee staff liaison distributes to the appointee a Statement of Representation. Each appointee signs a Statement of Representation confirming or waiving individual eligibility for per diem compensation. These forms will be used to determine per diem eligibility. The committee staff liaison retains these forms for the length of the appointee's term.

Citizen advisory committee members who serve informally as liaisons from one advisory committee to another are not eligible to receive per diem for attendance at regular or special meetings of any committee to which they were not appointed by the County Board.

County Board appointees to the Personnel Board of Appeals receive \$50 per diem plus expense reimbursement for attendance at meetings of the Personnel Board of Appeals.

County Board appointees to the Special Board of Appeal and Equalization receive \$175 per day or \$87.50 per half-day plus mileage reimbursement for attendance at meetings of the Special Board of Appeal and Equalization.

Applicants who wish to decline or who are not eligible for a per diem must make note at the time of application.

Committee members entitled to expenses and/or per diem must make an application to the Staff Liaison and shall be included on the Monthly Expense Report. Receipts are required for all claims except for mileage, parking meter expense, and meals.

Dakota County's representative to the Metropolitan Area on Aging (MAA) appointed by the human services advisory committee (HSAC), if not a member of HSAC, receives per diem for MAA meetings.

### **County Division and Department Established Citizen Advisory Committees**

Department-appointed volunteers do not receive per diem absent county board approval. A Division or Department may seek authorization to provide a per diem for a citizen advisory committee. A Division/Department Advisory Committee member is not entitled to a per diem if they are appointed to the committee as a representative of another entity or employer and are receiving compensation from that entity or employer for the representation on the advisory committee.

If the Department Head determines that expense reimbursement is necessary in order to eliminate barriers to participation, to achieve compliance with contractual or statutory requirements, or to compensate volunteers for expenses incurred at the request of the Department, the Department Head may authorize reimbursement of expenses from the department budget through the use of the Monthly Expense Report. Department-appointed volunteers do not receive expense reimbursement in

connection with overnight out-of-state travel except where such travel has been approved in advance by the County Board.

## Eligibility for Citizen Advisory Committees

Eligible persons for advisory committees must claim their primary residence in Dakota County. Alternatively, if the committee is focused on employment or services delivery individual committee by-laws may authorize membership of those who work or provide services within, for, or in conjunction with Dakota County residents.

~~Persons currently on probation for a felony offense and persons with a felony or gross misdemeanor conviction for the following offenses may, in the discretion of the County Board, be excluded from appointment: homicide/murder, crimes against the person, sex crimes, crimes against the family, crimes against public safety and health, public misconduct or nuisance, or first, second or third degree driving while impaired.~~

No paid employee of Dakota County is eligible to be appointed as a member of any citizen advisory committee unless otherwise specified by law. Persons currently under contract with or employed by a contractor of Dakota County, at the discretion of the County Board, may be excluded from appointment.

### Terms

For the purpose of calculating the number of terms served by an appointee:

1. If an individual is appointed between January and June their first term will be considered to have begun on January 1 of that calendar year.
2. If an individual is appointed between July and December of their first term will be considered to have begun on January 1 of the following calendar year.

### Resignations- County Board Citizen Advisory Committees

Written or verbal resignations from County Board Citizen Advisory Committee members are forwarded to the County Manager. When a letter of resignation is received from a County Board Citizen Advisory Committee member, acceptance of the resignation is placed on the County Board consent agenda. When the resignation is accepted, the County Board authorizes the process of filling the vacancy. Mid-term resignations are filled in accordance with this Policy.

### Attendance Reports- County Board Citizen Advisory Committees

Semi-annual attendance reports are submitted by the appropriate departments to County Administration for each committee where members receive per diems. The County Manager transmits the attendance reports to the County Board.

### Removal of Members

The County Manager or Staff Liaison notifies an appointee if he/she is removed from a citizen advisory committee. A copy of this notification is also sent to the respective commissioner and committee staff

liaison. The position is then vacant and to be filled in accordance with the Open Appointments Policy. A member who has been automatically removed from a citizen advisory committee may apply for reappointment.

**Automatic Removal**

A. Automatic removal of an appointee to the following citizen advisory committees occurs when an appointee is absent for three consecutive Regular or Special meetings, or 50% of the meetings, during any consecutive 12-month period:

- Extension Committee
- Planning Commission
- Public Art Citizen Advisory Committee

B. Automatic removal of appointees to the following citizen advisory committees occurs when an appointee fails to maintain a principal residence within the county commissioner district from which he/she was appointed:

- Extension Committee (all members)
- Planning Commission (all members)
- Public Art Citizen Advisory Committee (all district-specific members)
- Special Board of Appeal and Equalization (all members)

C. Automatic removal of appointees to the following citizen advisory committee occurs when an appointee fails to maintain a principal residence within the county:

- Personnel Board of Appeals

**Removal for Cause**

A. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct detrimental to the accomplishment of the citizen advisory committee’s mission or engages in conduct which is contrary to the County Board statement of expectations:

- Extension Committee
- Personnel Board of Appeals
- Planning Commission
- Public Art Citizen Advisory Committee
- Special Board of Appeal and Equalization
- Library Advisory Committee

B. The County Board, by resolution, may remove its appointee to one of the following citizen advisory committees where the appointee has engaged in conduct which meets the statutory or ordinance basis for removal:

- Zoning Board of Adjustment

## Public Meeting Requirements

The following citizen advisory committees, and any of their subcommittees, are subject to all requirements of the Minnesota Open Meeting Law, Minn. Stat. Ch. 13D:

- Dakota-Scott Workforce Development Board
- Library Advisory Committee
- Planning Commission
- Special Board of Appeal and Equalization
- Zoning Board of Adjustment

The committee staff liaison ensures compliance with the Open Meeting Law for the committees, and any of their subcommittees, listed above.

Meetings of the following citizen advisory committees, and any of their subcommittees, although not subject to the Minnesota Open Meeting Law, will be open to the public at a physical location and may, if allow by its by-laws, permit attendance by members and the public by electronic means so long as all discussion by the members can be seen and heard by all members of the committee and the public:

- Extension Committee
- Public Art Citizen Advisory Committee

The committee staff liaison provides reasonable public notice for meetings of the committees listed above.

### Annual Work Plans

Committees consult, through staff liaison or committee chair, at least annually with the County Board Committees of the Whole to seek direction regarding the topics on which they will advise the County Board (annual work plan), including the schedule and method of communication with the Board.

The Personnel Board of Appeals, Special Board of Appeal and Equalization, and Zoning Board of Adjustment are exempt from this requirement.

## Procedures

A list of Committees approved under this policy and procedures will be maintained by the Office of the County Manager.

## History

| Version | Revision Date |
|---------|---------------|
| 1.0     | 09/23/1997    |

| <b>Version</b> | <b>Revision Date</b> |
|----------------|----------------------|
| 1.1            | 11/18/1997           |
| 1.2            | 01/06/1998           |
| 1.3            | 12/23/2003           |
| 1.4            | 11/15/2005           |
| 1.5            | 11/14/2006           |
| 1.6            | 01/09/2007           |
| 1.7            | 02/23/2010           |
| 1.8            | 11/16/2010           |
| 1.9            | 01/10/2012           |
| 2.0            | 01/08/2013           |
| 2.1            | 11/25/2014           |
| 2.2            | 12/13/2016           |
| 2.3            | 10/31/2017           |
| 2.4            | 11/28/2017           |
| 3.0            | 01/19/2023           |

## **Related Policies**

## **Contact**

[Jennifer.Reynolds@co.dakota.mn.us](mailto:Jennifer.Reynolds@co.dakota.mn.us)

## **Approval**

Resolution No. and Date (Board Policies)

**OR**

/s/ County Manager Name and Date (Administrative Policies)



# General Government and Policy Committee of the Whole

## Request for Board Action

Item Number: DC-1797

Agenda #: 7.3

Meeting Date: 2/7/2023

**DEPARTMENT:** Employee Relations

**FILE TYPE:** Regular Action

### TITLE

**Adoption Of Amendments To Policy 3220 HEROES And Years Of Service Employee Recognition Program**

### PURPOSE/ACTION REQUESTED

Adopt amendments to Policy 3220 HEROES and Years of Service Employee Recognition Program, which includes the addition of new Inclusion, Diversity, Equity and Access Leadership Awards (IDEA).

### SUMMARY

Dakota County has authority pursuant to Minn. Stat. § 15.46 to operate a program of preventive health and employee recognition. The County Board adopted Policy 3220 to implement the recognition program. The County's inclusion, diversity and equity goals improve the County's work environment and to the health of the employee in relation to their employment.

Staff recommend revisions to Policy 3220 to include the addition of the new IDEA awards which are intended to recognize the outstanding efforts of County employee groups and individuals who have worked to make Dakota County a more inclusive, diverse, accessible and equitable organization through the support and advancement of the County's inclusion, diversity and equity goals.

### RECOMMENDATION

Staff recommends approval.

### EXPLANATION OF FISCAL/FTE IMPACTS

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

### RESOLUTION

WHEREAS, the Employee Relations Department periodically reviews and recommends revisions to policies to maintain and enhance the effective and responsive provision of human resource services in the County;

WHEREAS, the County has authority pursuant to Minn. Stat. § 15.46 to operate a program of preventive health and employee recognition; and

WHEREAS, the County Board adopted Policy 3220 to implement the recognition program; and

WHEREAS, the County's inclusion, diversity and equity goals improve the County's work

environment and to the health of the employee in relation to their employment; and

WHEREAS, the County seeks to recognize the outstanding efforts of County employee groups and individuals who have worked to make Dakota County a more inclusive, diverse, accessible and equitable organization through the support and advancement of the County's inclusion, diversity and equity goals.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the proposed revisions to Policy 3220 HEROES and Years of Service Employee Recognition Program, which includes the addition of new Inclusion, Diversity, Equity and Access Leadership Awards (IDEA).

**PREVIOUS BOARD ACTION**

None.

**ATTACHMENTS**

Attachment: Revised Policy 3220

**BOARD GOALS**

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

**PUBLIC ENGAGEMENT LEVEL**

- Inform and Listen
- Discuss
- Involve
- N/A

**CONTACT**

Department Head: Andy Benish  
Author: Andy Benish

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# DAKOTA COUNTY

# POLICIES AND PROCEDURES MANUAL

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## Policy 3220 ~~HEROES and Years of Service~~ Employee Recognition Programs

Original Publication Date:

Revision Date(s): 10/1/2013; 4/21/2015; 05/16/2019

Last Reviewed: 05/16/2019

Department: Employee Relations

Board or Administrative: Board

Related Policies:

### POLICY STATEMENT

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It is the policy of Dakota County to recognize long and faithful service and special accomplishments through public acknowledgement and/or by presenting a token of appreciation to eligible employees in accordance with the guidelines set forth below.

### DEFINITIONS

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**HEROES:** Honoring Effective Responsive Outstanding Efficient Service Awards

**IDEA:** Inclusion, Diversity, Equity and Access Leadership Awards

### SOURCE

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Minn. Stat. 15.46

Administered by Employee Relations Department with approval from County Manager and County Board of Commissioners.

### GENERAL

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**Guiding Principles:** Employee Recognition Programs

Service Awards

All non-limited full-time and non-limited part-time employees receive service awards upon completion of ten calendar years of ~~continuous~~ service and every five calendar years of service thereafter.

Employees who retire with ten or more years of service receive a token of recognition honoring their service to the County.

HEROES

Awards given to collaborating groups of County employees whose efforts and outcomes exemplify the County's mission of "Efficient, Effective, Responsive government."

IDEA

Awards intended to recognize the outstanding efforts of County employee groups and individuals who have worked to make Dakota County a more inclusive, diverse, accessible and equitable organization through the support and advancement of the County’s inclusion, diversity and equity goals.

**PROCEDURES**

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The ~~Service Award Program~~ employee recognition programs ~~are~~ is administered by the Employee Relations Department, which has the responsibility to:

1. Administer those funds allocated by the County Board for ~~the Service~~ each employee ~~Award~~ recognition ~~Program~~.
2. Provide specific recommendations to the County Board regarding the type of ~~service~~ award for each ~~service anniversary~~ recognition program.
3. Identify employees eligible for ~~service award~~ each recognition program and order appropriate awards.
4. Present to the County Board an annual listing of the employees receiving ~~S~~ service, HEROES and IDEA awards.

~~Each year the County Board designates one day as Employee Recognition Day. County employees who are celebrating an anniversary of 20 or more years are invited to attend the Board meeting on Employee Recognition Day.~~

Staff contact: Andy Benish                      Ext: 4382                      Email: Andrew.Benish@co.dakota.mn.us

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Board Resolution or Manager Signature:                      Res. 15-192; 4/21/2015

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# General Government and Policy Committee of the Whole

## Request for Board Action

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**Item Number:** DC-1822

**Agenda #:** 9.1

**Meeting Date:** 2/7/2023

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Adjournment