



Dakota County

General Government and Policy Committee of the Whole

Agenda

Tuesday, December 3, 2024

9:30 AM

Conference Room 3A, Administration
Center, Hastings

(or following County Board)

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

1. Call To Order And Roll Call

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

2. Audience

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

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

3.1 Approval of Agenda (Additions/Corrections/Deletions)

CONSENT AGENDA

4. County Administration - Approval of Minutes

4.1 Approval of Minutes of Meeting Held on November 12, 2024

5. County Board/County Administration

5.1 *County Board* - 2024 Board Priorities Third Quarter Update

5.2 *Human Resources* - Approval Of Revisions To Policy 3241 (Flex Leave) And Policy 3160 (Compensation Guidelines)

6. Public Services And Revenue

6.1 *Library* - Approval Of Library Advisory Committee Bylaws

REGULAR AGENDA

7. Public Services And Revenue

7.1 *Public Services and Revenue Administration* - Update On Heritage Trail Interpretive Loop Pilot Project

8. County Board/County Administration

8.1 *Communications and Public Affairs* - Legislative Update

9. Enterprise Finance and Information Services

9.1 *Office of Performance and Analysis (OPA)* - Update On Multi-County 2025 Residential Opinion Survey Project

9.2 *Finance* - Update On Obligation Of American Rescue Plan Act Funding

10. County Manager's Report

11. Future Agenda Items

12. Adjournment

12.1 Adjournment

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Public Comment can be sent to CountyAdmin@co.dakota.mn.us



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3975

Agenda #: 3.1

Meeting Date: 12/3/2024

Approval of Agenda (Additions/Corrections/Deletions)



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3976

Agenda #: 4.1

Meeting Date: 12/3/2024

Approval of Minutes of Meeting Held on November 12, 2024



Dakota County

General Government and Policy Committee of the Whole

Minutes

Tuesday, November 12, 2024

9:30 AM

Conference Room 3A, Administration
Center, Hastings

(or following County Board)

1. Call To Order And Roll Call

The meeting was called to order at 9:30 a.m. by Commissioner Workman.

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 Heidi Welsch, County Manager; Tom Donely, First Assistant County Attorney; and Jeni Reynolds, Sr. Administrative Coordinator to the Board.

The audio recording of this meeting is available upon request.

2. Audience

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

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

3.1 Approval of Agenda (Additions/Corrections/Deletions)

Motion: Joe Atkins

Second: Mary Hamann-Roland

Ayes: 7

CONSENT AGENDA

On a motion by Commissioner Hamann-Roland, seconded by Commissioner Droste, the Consent agenda was approved as follows:

4. County Administration - Approval of Minutes

4.1 Approval of Minutes of Meeting Held on October 8, 2024

Motion: Mary Hamann-Roland

Second: William Droste

Ayes: 7

5. County Board/County Administration

5.1 Authorization To Provide One-Time Base Equity Adjustment To Non-Temporary, Non-Union County Staff

Motion: Mary Hamann-Roland

Second: William Droste

WHEREAS, during 2021 and 2022, the County adopted a non-union merit compensation plan and merit matrix which included a combination of base and lump sum merit payments for all non-union employees; and

WHEREAS, the lump sum payments were established due to the economic uncertainty caused by the on-going COVID 19 pandemic; and

WHEREAS, as a result of the lump sum payments, employee advancement through the salary ranges were somewhat stagnated; and

WHEREAS, County staff hired after that time received initial wage rates that were constrained by current staff wages due to internal equity considerations; and

WHEREAS, to reconcile the impact of the lump sum payments in 2021 and 2022, the Human Resources Director recommends a one-time two percent (2%) base increase for all non-temporary, non-union County employees employed as of the first pay period in January 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes a one-time two percent (2%) equity adjustment to all non-temporary, non-union employees, employed by the County as of the first pay period of 2025.

This item was approved and recommended for action by the Board of Commissioners on 12/3/2024.

Ayes: 7

5.2 Adoption Of 2025 Merit Compensation Policy And Plan Provisions

Motion: Mary Hamann-Roland

Second: William Droste

WHEREAS, market competitive compensation and pay policy administration are essential to effective and efficient government; and

WHEREAS, the 2024 Merit Compensation Policy and Plan provisions should be amended for application in 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the 2025 Merit Compensation Policy and Plan to

include the following provisions:

- Non-union salary ranges increased 4.25 percent above 2024 non-union salary ranges
- The merit matrix provides for a combination of 0.0 percent to 8.25 percent base adjustments

; and

BE IT FURTHER RESOLVED, That participating employees' 2025 salaries shall be established in the context of and consistent with these provisions; and

BE IT FURTHER RESOLVED, That the Human Resources Director is hereby authorized to update, edit and amend the 2024 Merit Compensation Policy and Plan for application in 2025.

This item was approved and recommended for action by the Board of Commissioners on 12/3/2024.

Ayes: 7

REGULAR AGENDA

6. Physical Development

6.1 Discussion Of Dakota County Library System Renovation Plan And Future Funding Considerations

Capital Projects Manager Jay Biedny and Library Director Margaret Stone briefed this item and responded to questions. This item was on the agenda for informational purposes only. No action was taken.

Information only; no action requested.

7. Enterprise Finance and Information Services

7.1 Update On Dakota County Bonding Process

Finance Director Paul Sikorski and Bruce Kimmel from Ehlers briefed this item and responded to questions. This item was on the agenda for informational purposes only. No action was taken.

Information only; no action required.

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

Finance Director Paul Sikorski briefed this item and responded to questions. This item was on the agenda for informational purposes only. No action was taken.

Information only; no action requested.

7.3 Update On 2025 Dakota County Budget Process

Finance Director Paul Sikorski and County Manager Heidi Welsch briefed this item and responded to questions. This item was on the agenda for informational purposes only. No action was taken.

Information only; no action requested.

8. County Manager's Report

County Manager Heidi Welsch gave a brief update on the following:

- Open Enrollment is open until November 13, 2024.
- The December 6, 2024 Governance and Strategic Planning Workshop Agenda is coming together.
- Senior Leadership Team is reviewing the remote/hybrid policy.

9. Future Agenda Items

No future agenda topics were discussed. Commissioner Slavik will bring future discussion on operational efficiencies to a future meeting.

10. Adjournment

10.1 Adjournment

Motion: Mary Hamann-Roland

Second: William Droste

Commissioner Atkins left the meeting at 11:05 a.m. On a motion by Commissioner Hamann-Roland, seconded by Commissioner Droste, the meeting was adjourned at 11:46 a.m.

Ayes: 6

Excused: 1

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-3920

Agenda #: 5.1

Meeting Date: 12/3/2024

DEPARTMENT: Office of the County Manager

FILE TYPE: Consent Information

TITLE

2024 Board Priorities Third Quarter Update

PURPOSE/ACTION REQUESTED

Receive an update on the third quarter of the 2024 Board Priorities.

SUMMARY

The County Board identifies priority areas each year and tracks their progress throughout the year. With the third quarter of 2024 complete, a status update of these board priorities is attached (Attachment: 2024 Board Priorities Q3 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

None.

ATTACHMENTS

Attachment: 2024 Board Priorities Q3 Update

BOARD GOALS

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

CONTACT

Department Head: Heidi Welsch

Author: Gaonou Vang



2024 Board Priorities – Third Quarter Update

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●	c. Library Strategic Plan	PS&R
●	d. Future Dakota 911 role and funding	County Admin
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●	a. Develop a Strategy for the Allocation of State Housing Funds +	CSD/CDA
●	b. Refine Housing Business Plan	CSD/PDD
3	Economic Development	
●	a. Revisit current County roles and practices through an Economic Development lens	PDD/CDA
●	b. Collaborate with cities on strategic infrastructure and land development (RIG)	PDD/CDA
4	Budget and Finance	
●	a. Determine future capital finance strategies	EFIS
●	b. Implement revisions to budget process & calendar	County Admin
5	Health and Accessibility	
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●	b. Community Health Improvement Plan	CSD
Monitoring Items		
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●	7 2024 Legislative Priorities	County Admin
●	8 Capital Improvement Projects	PDD
●	9 Freeway Landfill	PDD
●	10 Opioid Settlement	CSD
●	11 Planning for New County Website	EFIS/County Admin



2024 Board Priorities – Third Quarter Update

1a) Solid Waste Management Plan

Responsible Division(s): Physical Development Division (PDD)

Background Information:

Purpose

Update the County’s Solid Waste Management Plan using county staff and contracted resources to conduct stakeholder engagement and develop the 2024-2044 Dakota County Solid Waste Plan as required by the Minnesota Pollution Control Agency (MPCA).

Goals

Revise the Dakota County Solid Waste Plan which provides strategic direction for County solid waste programming to meet statutory requirements.

Quarterly Milestones:

Q1: Develop draft strategies based on MPCA’s final Metropolitan Solid Waste Management Policy Plan.

Q2: Engage stakeholders and community partners on draft strategies.

Q3: Refine plan strategies and development of draft plan and seek County Board authorization for public comment on the draft plan.

Q4: Refine the draft plan based on public comments and seek County Board authorization for approval and submittal to the MPCA.

Action or Monitoring Designation: Action

Resource Requirements:

Stakeholder engagement contractor, Office of Planning, Environmental Resources, Communications Office

List of Partners:

MPCA, cities/townships, schools, businesses, waste haulers and facilities, community groups, residents, non-profits, Dakota County Planning Commission, County Board

● **Status**



2024 Board Priorities – Third Quarter Update

Q3 Narrative

Dakota County is required to submit a revised solid waste management plan to the Minnesota Pollution Control Agency (MPCA) by October 30, 2024, to implement the MPCA's revised Metropolitan Solid Waste Management Policy Plan (Policy Plan).

Staff conducted a public comment period from August 1-21, 2024 on the county's draft 2024-2044 Solid Waste Management Plan (2024-2044 Management Plan). Residents, businesses, schools, and waste industry representatives were invited to comment online or in-person. The comment period was promoted through a variety of methods including a press release, county website, e-newsletters, direct emails to stakeholders and social media.

Q3 Partner Update

On July 23, staff presented to the Physical Development Committee of the Whole (PDC) to request the draft 2024-2044 Management Plan be released for public comment. Twenty-two individuals representing the viewpoints of residents, municipalities, schools, and waste industry submitted written comments. All public comments were considered, and staff presented recommended plan revisions to the County Planning Commission on September 26, 2024. The Planning Commission recommended the County Board submit the revised 2024-2044 Management Plan to the MPCA for agency review and approval. Staff will present the revised draft plan to the PDC on October 22, 2024, with a recommendation to submit it to the MPCA for review and approval.



2024 Board Priorities – Third Quarter Update

1b) Park System Plan +

Responsible Division(s): PDD

Background Information:

Purpose

Update the 2030 Park System Plan goals and vision (adopted in 2008, term 10 years) to a 2050 Vision Plan for Parks, Greenways and Natural Systems to set the policy foundation for parks, greenways, land protection, visitor services, natural resource restoration, and cultural landscape preservation in Dakota County for the coming years.

Goals

*Adopt a 2050 Vision Plan for Parks, Greenways, and Natural Systems in 2024.
Providing guidance for updating the Visitor Services Plan and the Natural Resource Management System Plan (parks operational plans) in 2025.*

Quarterly Milestones

Q1: Project scoping, release RFP for consultant, begin vision discussions with the Physical Development Committee.

Q2: Execute consultant contract, continue vision discussions with the Physical Development Committee.

Q3: Prepare and present draft to Physical Development Committee.

Q4: Adopt 2050 Vision Plan for Parks, Greenways and Natural Systems.

Action or Monitoring Designation: Action

Resource Requirements:

Planning consultant. Contracts with cultural liaisons for community engagement.

List of Partners:

None.

● **Status**



2024 Board Priorities – Third Quarter Update

Q3 Narrative:

Community engagement phase is now complete. During this phase, the project team assessed the current system and progress since the 2030 Park System Plan was adopted in 2008, analyzed demographic, societal, natural resource, and recreational trends, and sought input from the County Board and community. Over the summer and fall, more than 500 people provided input at 25 events (pop-up and focus group meetings) and over 400 people participated in the online questionnaire.



2024 Board Priorities – Third Quarter Update

1c) Library Strategic Plan

Responsible Division(s): Public Services and Revenue (PS&R)

Background Information:

Purpose

This plan will help the library set direction and goals for the next three years. During the development of this plan, the library will work to connect with underserved communities.

Goals

To develop a three-year plan which will establish the goals and strategies for the library.

Quarterly Milestones:

Q2: Update board prior to starting community engagement.

Q4: Bring completed plan to board.

Action or Monitoring Designation: Action

Resource Requirements:

Library staff time. Consultant costs are being paid for with Metropolitan Library Service Agency (MELSA) funding.

List of Partners:

Terra Luna Consultants. Community partners to be determined.

● Status

Q3 Narrative:

The library has completed the community engagement portion of the strategic planning process and has begun reviewing the feedback and input from the survey and community conversation. The Strategic Planning Team will develop goal and strategies during the 4th quarter.

The Board of Commissioners was updated on the status of the work during this quarter.

The library is still on track to complete the plan in 2024 and begin using it in 2025.



2024 Board Priorities – Third Quarter Update

1d) Future Dakota 911 Role and Funding

Responsible Division(s): County Admin

Background Information:

Purpose

Develop and adopt Board policy on the County's future financial responsibility for Dakota911, in collaboration with other JPA members, and incorporate into the 2025 budget and levy.

Goals

Define the County financial relationship and responsibility for Dakota911 for the 2025 and future budget years.

Quarterly Milestones:

Q1: Establish working group of County and City representatives to develop recommendations for 2025 and future member contribution levels.

Q2: Working group develops recommendations on future member contributions.

Q3: County Board develops position on County funding for Dakota911.

Q4: County Board adopts 2025 Dakota911 funding as part of the 2025 County budget and levy.

Action or Monitoring Designation: Action

Resource Requirements:

Staff and commissioner(s) time to participate in discussions with other JPA members, and to evaluate alternatives.

List of Partners:

Dakota911 JPA members, Dakota911 staff, Dakota911 Fiscal Agent (Lakeville)

 **Status**



2024 Board Priorities – Third Quarter Update

Q3 Narrative:

The County Board received an update on the status and work completed over the past few years about operational efficiencies at Dakota 911. The Dakota 911 Executive Director provided detailed information on changes made to address issues that were brought up in the two studies completed in this area. The County Board discussed the current approach to funding contributions used by the county. The board felt they have achieved the requirements of the updated joint powers agreement to review future funding levels. The County Board asked that this issue be included in a review of funding approaches in several joint city/county joint ventures.



2024 Board Priorities – Third Quarter Update

2a) Develop a Strategy for the Allocation of State Housing Funds +

Responsible Division(s): Community Services Division (CSD), Dakota County Community Development Agency (CDA)

Background Information:

Purpose

Dakota County will receive significant funding over the next several years in the form of new State and Local Affordable Housing Aid (AHA). These resources present a unique opportunity to address immediate needs and gaps across the housing continuum and invest in long-term solutions that reduce future instances of housing instability or homelessness for Dakota County residents.

Goals

Develop a 5-year plan for allocating affordable housing aid in alignment with Dakota County's refreshed Housing Business Plan.

Quarterly Milestones

Q1: Hold Board Workshop to discuss gaps and opportunities across the housing continuum, including staff recommendations for use of affordable housing aid.

Q2: Refine recommendations and present 5-year plan for Board consideration and decision-making.

Q3: Present plan for Board consideration and decision-making.

Q4: TBD, pending Board feedback and decision-making.

Action or Monitoring Designation: Action

Resource Requirements:

Staff time (CS/CDA) to research needs and develop specific recommendations. State and local affordable housing aid.

List of Partners:

Internal: Community Services, Physical Development, County Attorney's Office, Communications, Budget, etc.

External: Community Development Agency, cities, community partners, faith leaders, people experiencing homelessness, etc.

 **Status**



2024 Board Priorities – Third Quarter Update

Q3 Narrative:

Presented a comprehensive plan for Affordable Housing Aid spending at August CSC to fund activities in the Housing Business Plan, including additional activities allowable per the legislative changes. This plan was created in partnership with the CDA and is the staff recommended plan. This plan is included in the 2025 proposed county budget.

Q3 Partner Update:

Partnering with the CDA to present data and options to the board.



2024 Board Priorities – Third Quarter Update

2b) Refine Housing Business Plan

Responsible Division(s): CSD & PDD

Background

Purpose

Dakota County developed a Housing Business Plan to help coordinate housing programs between the County and CDA. The plan needs to be refreshed to reflect current and future housing needs for Dakota County.

Goal

Update Dakota County's Housing Business Plan to include strategic goals, projects, and investments planned between 2024 - 2028, including in the areas of:

- *Homelessness prevention*
- *Emergency shelter development*
- *Affordable housing and housing stability services*

Quarterly Milestones:

Q1:

Housing Business Plan (overall):

Hold Board Workshop to discuss gaps and opportunities across the housing continuum, including staff recommendations for new and continued investments.

Shelter:

Begin engaging cities and the public related to shelter development.

Q2:

Housing Business Plan (overall):

Refine recommendations and present 5-year plan for Board consideration and decision-making.

Shelter:

Continue public engagement process, including solidifying plans for a committee to review and prioritize potential shelter sites.

Q3:

Housing Business Plan (overall):

Present plan for board feedback and decision-making.

Shelter:

Committee to begin meeting to review potential sites.



2024 Board Priorities – Third Quarter Update

Q4:

Housing Business Plan (overall):

TBD, pending Board feedback and decision-making.

Shelter:

Committee continues meeting to review potential sites (with goal to make recommendation in early to mid-2025)

Action or Monitoring Designation: Action

Resource Requirements: Staff time (CS/CDA) to research needs and develop specific recommendations. Federal/state/and local funding to implement housing plans.

List of Partners:

Internal: Community Services, Physical Development, County Attorney's Office, Communications, Budget, etc.

External: Community Development Agency, cities, community partners, faith leaders, law enforcement, people experiencing homelessness, etc.

Status

Q3 Narrative:

Housing Business Plan:

Presented a comprehensive plan for Affordable Housing Aid spending at August CSC to fund activities in the Housing Business Plan, including additional activities allowable per the legislative changes. This plan was created in partnership with the CDA and is the staff recommended plan. This plan is included in the 2025 proposed county budget.

Shelter:

Community Engagement Plan drafted. Awaiting board direction on development planning.

Q3 Partner Update:

Partnering with the CDA to present data and options to the board.



2024 Board Priorities – Third Quarter Update

3a) Revisit current County roles and practices through an Economic Development lens

Responsible Division(s): PDD & CDA

Background

Purpose

To ensure that county policies support economic development and growth whenever feasible.

Goal

Updates to current county policies and development of additional policies to address foreseeable issues related to Economic Development.

Quarterly Milestones:

Q1: Gather data related to other County Costs Share Policies.

Q2: Compare and analyze cost share policies with other Metro Counties and identify potential changes for County Board consideration.

Q3: Discuss at the Economic Development County Board Strategic Planning Session.

Q4: Revise Policies as directed by the County Board.

Action or Monitoring Designation: Action

Resource Requirements: Staff time, local government feedback.

List of Partners: CDA, cities and townships

Status

Q3 Narrative:

Staff received direction at the July 24 County Board Workshop with the CDA: set parameters of summit with cities/chambers (schedule for after election); review County Transportation Policy; continue the conversation on Transit; and research economic development best practices from across the country.



2024 Board Priorities – Third Quarter Update

3b) Explore Opportunities for Collaborating with Potential Partners on Strategic Infrastructure and Land Development

Responsible Division(s): PDD/CDA

Background Information:

Purpose

Ensure that infrastructure investments (roads, trails, communications, housing, brownfield cleanup, etc.) are coordinated with other local governments and potential partners.

Goals

Review and update county policies and practices, as deemed appropriate by the County Board, related to the County's role in infrastructure and land development.

Quarterly Milestones:

Q1: Identify Existing County Policies and Practices related to Infrastructure and Land Development for possible review and update and obtain and review similar policies and practices from other organizations.

Q2: Continue work on milestones identified in Q1.

Q3: Discuss County Infrastructure and Land Development Policies and Practices with the County Board at the Economic Development Strategic Priorities Workshop to obtain direction.

Q4: Work with partners to revise policies and practices, where applicable, based on County Board direction.

Action or Monitoring Designation: Action

Resource Requirements: Staff time. County Board direction.

List of Partners: CDA and local government

Status

Q3 Narrative:

Staff received direction at the July 24 County Board Workshop with the CDA: develop measurables for Greater MSP, review Transportation Policy, and review the County's role in non-disclosure agreements.



2024 Board Priorities – Third Quarter Update

Q3 Partner Update:

Coordinating with the CDA.



2024 Board Priorities – Third Quarter Update

4a) Determine Future Capital Finance Strategies

Responsible Division(s): Enterprise Finance and Information Services (EFIS)

Background Information:

Purpose

The recent practice of paying cash for the County’s share of capital projects is unlikely to be sustainable over the long term, without either limiting future construction, raising property taxes, or reducing other locally funded operations. Create a tool or plan for the County Board to use to help determine the direction and mix of funding for future capital projects.

Goals

Develop a 5-year financial plan incorporating a comprehensive view of taxes, other revenues, and capital projects and financing. Develop a long-term capital financing strategy to align with the CIP, with appropriate use of debt where it makes sense. Develop goals and plans for long-term use of and reliance on the various County controlled revenues (levy, host fees, transportation taxes, fees/charges, etc.) versus outside (primarily state/federal) revenues, considering flexibility of use, administrative costs, and impacts on County residents.

Quarterly Milestones:

Q1: Issue Request For Proposal for Financial Advisory Services. Execute contract with financial advisor. Begin development of Financial Management Plan (FMP).

Q2: Award contract to vendor (Ehlers). Begin work to develop financial management plan.

Q3: Present the plan to Senior Leadership Team and County Board as a part of the 2025 budget process.

Q4: Update the plan to coincide with the 2025 budget.

Action or Monitoring Designation: Action

Resource Requirements:

Staff and consultant time.

List of Partners

Internal: Physical Development, IT, Finance, EFIS Admin, County Board. External: Ehlers

● Status



2024 Board Priorities – Third Quarter Update

Q3 Narrative:

On August 13, 2024, Ehlers presented a draft of Dakota County’s 10-year financial plan to the board. The Board provided feedback, and Ehlers is in the process of finalizing the plan. Next steps will be Ehlers handing off the financial plan to Dakota County Finance for regular updates.



2024 Board Priorities – Third Quarter Update

4b) Implement Revisions to Budget Process and Calendar

Responsible Division(s): EFIS

Background Information:

Purpose

Provide County Board with more budget information sooner in the process to allow for their input and budget changes prior to the adoption of the maximum levy.

Goal

Move Board budget hearings and County Manager's recommended budget from November to August.

Quarterly Milestones:

Q1: Develop new budget schedule. Update Senior Leadership Team (SLT) and Deputies Group on new schedule. Begin 2025 Budget Kick-off meetings.

Q2: Implement new schedule with the start of the development of the 2025 draft budget.

Q3: Conduct division budget meetings and County Board budget work sessions to prepare for preliminary tax levy approval in September 2024.

Q4: Complete 2025 budget and tax levy process with final approval in December 2024. Solicit feedback from the County Board on the success of the process used for the 2025 budget process.

Action or Monitoring Designation: Action

Resource Requirements:

Staff time

List of Partners:

SLT, Deputies, All Department staff involved in budget development.

● **Status**

Q3 Narrative:

Budget recommendations were presented at the workshops in August per the updated schedule followed by the max levy being set on September 10th.



2024 Board Priorities – Third Quarter Update

5a) Family Resource Center Study and Next Steps

Responsible Division(s): CSD

Background Information:

Purpose

Assess community need for, and partner readiness to develop, a Family Resource Center model in Dakota County.

Goals

Determine whether to implement a One-Stop Shop/ Family Resource Center model in Dakota County and, if so, design program and partner arrangements based on identified community needs.

Quarterly Milestones:

Q1: Complete community assessment and future recommendations for implementation.

Q2: Pending outcome of assessment, apply for grant from Sauer Family Foundation to support implementation of Family Resource Center. Explore additional funding opportunities through the Department of Human Services or other sources.

Q3: Pending outcome of assessment and grant, solidify partner agreements and governance for Family Resource Centers.

Q4: Pending outcome of assessment and grant, begin implementing Family Resource Centers.

Action or Monitoring Designation: Action

Resource Requirements

Staff time from Community Services to support collaborative. Staff time from partner organizations to determine community needs and program design. Funding to reimburse partners for cost of services or coordination. Tools or technology to support service integration between service providers as part of Family Resource Center model.

List of Partners

The Improve Group (facilitating community assessment). Key partners that hosted pop-up resource events to test concept and gather data on community needs: 360 Communities, ROCC, Hastings Family Services. Roughly a dozen additional partners that provided resources or services at pop-up events.

Dakota County internal: Social Services, Employment & Economic Assistance, Public Health, Dakota County Parks, Dakota County Libraries, and others.



2024 Board Priorities – Third Quarter Update

● Status

Q3 Narrative:

From the Sauer Family Foundation monies, an RFP was issued for a Coordinating Agency to hire an FTE for a Program Coordinator to assist the non-profit partners to stand up Community Resource Centers in their geographic areas.

Q3 Partner Update:

The One Stop Shop Collaborative Work Group met in July. They are currently providing partners with updates via email. Meeting with partners is on hold until RFP responses are due.



2024 Board Priorities – Third Quarter Update

5b) Community Health Improvement Plan

Responsible Division(s): CSD

Background Information:

Purpose

The Dakota County Community Health Improvement Plan (CHIP) is an integral step in addressing public health issues identified in the Community Health Assessment (CHA). This process is a foundational strategy that is utilized by local and state public health systems nationwide. It aims to engage the community in a strategic planning process to improve the health and safety of all Dakota County residents. It also ensures that the priorities and strategies are shared by the partners in the county.

Goals

The CHIP is a community-driven plan that includes goals, measurable objectives, and action steps for each health priority area. It is a cooperative effort among local health and partner organizations and is a call-to-action/guide for all community members and organizations to improving health in Dakota County

Quarterly Milestones

Q1:

Continue implementing current CHIP and set up infrastructure for the next CHIP.
Determine roles and continued partnership among the Mental Health Action Team (MHAT) for the remainder of the current CHIP which goes through 2024.
Host subcommittee meetings with partners who have indicated interest in implementing determined strategies for the remainder of the year.
Conduct action planning for these strategies and establish a timeline for implementation.
Share 2023 CHA priorities with County Board.
County Board adopts priorities.
Develop a new decentralized approach for upcoming CHIP planning.
Establish Internal CHIP steering committee.

Q2:

Conduct action planning for current CHIP strategies and establish a timeline for implementation.
Develop a new decentralized approach for upcoming CHIP planning.
Host Kick off meeting for external CHIP steering committee.



2024 Board Priorities – Third Quarter Update

Q3:

Determine evaluation for current CHIP strategies.

Work with CHIP Internal Steering Committee to conduct stakeholder analysis and root cause analysis for new CHIP Priorities.

Q4:

Establish timeline for next year’s project.

Determine a community engagement plan.

Action or Monitoring Designation: Action

Resource Requirements

Staff time and partner time.

List of Partners

NAMI MN, SAVE, Lakeville Area School District, Park Nicollet Foundation, Dakota County Technical College, DARTS, Blue Cross Blue Shield of MN, Allina, MDH- Statewide Health Improvement Partnership.

● Status

Q3 Narrative:

Dakota County Public Health met with the Mental Health Action Team partners to help determine capacity, interest, and commitment to the remainder of the current CHIP. Based on those conversations, subcommittee meetings were held to conduct action planning for the current CHIP strategies. Some projects are led by PH, while others are led by partners and supported by PH. Simultaneously, PH proposed a new approach for the upcoming CHIP. Due to the high number of priorities in the 2023 CHA, PH will be taking a decentralized approach and utilizing a variety of Mobilizing for Action through Planning and Partnerships (MAPP) 2.0 tools to determine shared root causes among the priorities to address multiple issues through coordinated efforts. An internal CHIP steering committee is currently being developed to support the development and facilitation of this new approach.

Q3 Partner Update:

We are exploring new partnerships with Caponia Art Park and Little Moments Count, a program through HealthPartners to determine how their involvement might elevate the work of our current and future CHIP.



2024 Board Priorities – Third Quarter Update

6) 2024 Elections

Responsible Division(s): PS&R

Background Information:

Purpose

According to guiding regulations, successfully conduct the 2024 election. Staff will continue to work on election security and training to help ensure a successful election, which will support the accuracy and integrity of election results.

Goals

Elections are secure, accessible, and transparent.

Quarterly Milestones:

Q1: Conduct Presidential Nomination Primary (PNP) on March 5, 2024 and March Township Elections on March 12, 2024.

Q2: Conduct statutory duties of training municipal clerks and election judges.

Q3: Conduct State Primary Election on August 13, 2024.

Q4: Conduct State General Election on November 5, 2024 and the subsequent Post-Election Review.

Action or Monitoring Designation: Monitoring

Resource Requirements:

Costs for the priority will be staff time and supplies associated with working on the election and related activities.

List of Partners:

Public Services and Revenue/Elections, Office of the Secretary of State, Cities, and townships
School districts.

Status

Q3 Narrative:

Dakota County Elections solidified recount agreements and supplier partnerships to ensure a successful general election.



2024 Board Priorities – Third Quarter Update

Q3 Partner Update:

We continue to work with the Office of the Secretary of State, Cities and townships, and School districts.



2024 Board Priorities – Third Quarter Update

7) 2024 Legislative Priorities

Responsible Division(s): County Admin

Background Information:

Purpose

The County is pursuing several legislative priorities during the 2024 Legislative Session. This priority will include updates on the status of County priorities, reporting on legislative-related events, and preparations for the 2025 legislative session.

Goals

Work with partners in the State Legislature, executive branch, and among other local units of government to pursue the County's legislative priorities.

Quarterly Milestones:

Q1: Provide updates to the Board on the status of 2024 legislative priorities, host an early-session forum with the legislative delegation, host regular updates with the delegation.

Q2: Provide updates to the Board on the status of 2024 legislative priorities, host a post-session forum with the legislative delegation.

Q3: Begin development of 2025 legislative priorities.

Q4: Finalize 2025 Legislative Priorities.

Action or Monitoring Designation: Monitoring

Resource Requirements:

Staff time

List of Partners:

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

● Status

Q3 Update:

Development and adoption of the 2025 legislative priorities was completed during the third quarter.



2024 Board Priorities – Third Quarter Update

8) Capital Improvement Projects

Responsible Division(s): PDD

Background Information:

Purpose

To track progress and provide updates to the County Board on significant 2024 capital improvement projects including those identified in the adopted legislative platform.

Goals

To keep the Board informed about progress on capital improvement projects and seek their input and assistance in moving the projects towards implementation.

Quarterly Milestones:

Q1: Monitor City of Burnsville’s response to the R.B McGowan Company, Inc. request to reopen and expand Freeway Landfill.

Q2-Q4: Provide the Board with ongoing updates on High Priority Capital Improvement Projects.

Action or Monitoring Designation: Monitoring

Resource Requirements

County Staff and agency partners including Minnesota Department of Transportation (MnDOT), Cities, Transit Providers, Met Council, and Federal Highway Administration (FHWA). Consultants as required to for project plans and delivery.

List of Partners

MnDOT, Met Council, Cities, Transit Providers, other local government, and internal staff.

● Status

Q3 Update:

Updates continue to be provided on specific CIP projects through the Division Directors’ written reports and RBAs. Parks is preparing a CIP update for the October 22nd County Board meeting.



2024 Board Priorities – Third Quarter Update

9) Freeway Landfill

Responsible Division(s): PDD

Background Information:

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.

Goals

Ensure that the Freeway Landfill is remediated to protect public health and the environment.

Quarterly Milestones:

County staff will stay in contact with the Minnesota Pollution Control Agency (MPCA) and the City of Burnsville to monitor progress and discuss potential cleanup options. Staff will report any progress to the County Board.

Q1-Q2: Monitor MPCA legislative actions for Freeway Landfill.

Q1-Q4: Monitor MPCA progress on Freeway Landfill. Report any progress to the County Board.

Action or Monitoring Designation: Monitoring

Resource Requirements:

Staff time and County Board direction



2024 Board Priorities – Third Quarter Update

List of Partners:

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

● Status

Q3 Narrative:

The MPCA has the project on hold.



2024 Board Priorities – Third Quarter Update

10) Opioid Settlement

Responsible Division(s): CSD

Background Information:

Purpose

To monitor and provide strategy on the use of opioid settlement funds and provide updates to the County Board on significant 2024 opioid settlement projects.

Goals

To keep the County Board up-to-date on the progress and strategy related to opioid settlement funded projects and seek their input and direction in the expenditure of future funding.

Quarterly Milestones:

Q1-Q4: Provide the County Board with ongoing and relevant updates on projects utilizing Opioid Settlement Funds and items related to the Opioid Response Advisory Committee.

Action or Monitoring Designation: Monitoring

Resource Requirements:

Staff time and County Board direction

List of Partners:

Public Health, Social Services, Community Corrections, Sheriff's Office, County Attorney's Office, Opioid Response Advisory Committee, Financial Services

● Status

Q3 Narrative:

Public Health provided updates to the County Board related to opioid settlement funds and Opioid Response Advisory Committee(ORAC) in June and September of 2024. The Board authorized adoption of the ORAC's 2024 workplan and allocation of opioid funds for training, the purchase of nasal naloxone, and execution of related contract amendments as necessary.

Q3 Partner Update:

Planning is underway for the annual cities meeting, as required by the Memorandum of Association.



2024 Board Priorities – Third Quarter Update

11) Planning for New County Website

Responsible Division(s): EFIS/County Admin

Background Information:

Purpose

The county website has a need to be updated for several reasons. The new website will offer the county the ability to increase accessibility, improve information sharing and offer additional online services to residents.

Goals

To have a new county website and platform in place by the end of 2025.

Quarterly Milestones:

Q1: Committee work, gather input from users.

Q2: Gather input from users, start development of RFP.

Q3: Release RFP and select vendor for website development.

Q4: Work with all partners and vendor in developing new website.

Action or Monitoring Designation: Monitoring

Resource Requirements:

County staff time. Consultant costs.

List of Partners:

IT, Communications, EFIS Administration

● Status

Q3 Narrative:

The request for proposal for the public website re-platform project was released on August 23, 2024. Responses were due back to the county by October 11, 2024. It is anticipated that a recommendation will be made in the selection of a contractor to the County Board for this project in the first quarter of 2025.



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-4011

Agenda #: 5.2

Meeting Date: 12/3/2024

DEPARTMENT: Human Resources

FILE TYPE: Consent Action

TITLE

Approval Of Revisions To Policy 3241 (Flex Leave) And Policy 3160 (Compensation Guidelines)

PURPOSE/ACTION REQUESTED

Approve policy revisions to Policy 3241 (Flex Leave) And Policy 3160 (Compensation Guidelines) as summarized below and reflected in the revised versions attached.

SUMMARY

Policy 3241 Flex Leave

- Added language to exempt required employees during public emergency or weather event under Minn. Stat. § 181.9447.
- Added language to exempt paid time off beyond that required by law under Minn. Stat. § 181.9447.
- Various administrative language changes.

Policy 3160 Compensation Guidelines

- Add Initial Probationary Period Compensation to reflect a 12-month probationary period and standards for probationary pay increases.
- Modify title for Promotion and Transfer Probationary Period Compensation.
- Various administrative language changes.

RECOMMENDATION

Staff recommends approval.

EXPLANATION OF FISCAL/FTE IMPACTS

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

RESOLUTION

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

WHEREAS, the proposed revisions are recommended for Policy 3241 (Flex Leave):

- Added language to contemplate required employees during public emergency or weather

event under Minn. Stat. § 181.9447.

- Added language to exempt paid time off beyond that required by law under Minn. Stat. § 181.9447.
- Various administrative language changes.

; and

WHEREAS, the proposed revisions are recommended for Policy 3160 (Compensation Guidelines):

- Add Initial Probationary Period Compensation to reflect a 12-month probationary period and standards for probationary pay increases.
- Modify title for Promotion and Transfer Probationary Period Compensation.
- Various administrative language changes.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the proposed revisions to Policy 3241 Flex Leave and Policy 3160 Compensation Guidelines and authorizes the Human Resources Director to modify said policy accordingly.

PREVIOUS BOARD ACTION

24-005; 01/02/24

02-720; 12/17/02

ATTACHMENTS

Attachment: Policy 3241 (Flex Leave)

Attachment: Policy 3160 (Compensation Guidelines)

BOARD GOALS

A Great Place to Live

A Healthy Environment

A Successful Place for Business and Jobs

Excellence in Public Service

CONTACT

Department Head: Andy Benish

Author: Andy Benish



Policy 3241 Flex Leave

Version: 6.00

Effective Date: 1/2/2024

Board or Administrative: Board

Policy Statement

It is the ~~policy~~ goal of Dakota County to provide equity, consistency, and flexibility in the delivery of all benefits programs. Flex Leave, in addition, also incorporates employee tenure to recognize and reward years of service to the County.

This policy provides all eligible County employees ~~adequate and necessary~~ paid time off from work while ensuring sufficient departmental coverage by requiring ~~adequate~~ advance notice so that planning can occur. The provisions of this policy ~~discourage unnecessary time off use by providing~~ cash and savings incentives. Flex Leave can be used for any purpose, including, but not limited to, safe and sick time as required by law, subject only to non-intrusive request/approval procedures consistent with law, policy, and labor contracts.

Definitions

- *Donated Flex Leave Bank*: a bank of donated Flex Leave converted to available wages that is maintained by the County for use by eligible employees.
- *Donated Flex Leave Wages*: wages that are produced from donated Flex Leave which are available to be paid to eligible recipients.
- *Earned sick and safe time ("ESST")*: Leave, including paid time off, that is paid at the same hourly rate earned from employment that may be used for the same purposes and under the same conditions as provided under Minnesota Statutes Section 181.9447, but in no case shall this hourly rate be less than that provided under Minnesota Statute Section 177.24 or an applicable local minimum wage.
- *Employee*: any person who is employed by Dakota County and not independent contractors.
- *Flex Leave*: Paid Time Off – a combination of vacation/sick leave/bereavement leave/earned safe and sick time.
- *Limited-Term Position*: This term is defined in Policy 3060.

- ~~Medical Emergency: a medical condition of an employee or an employee's parent, spouse, or child that will require the prolonged absence of the employee and will result in a substantial loss of income to the employee because the employee will have exhausted all sources of paid leave.~~
- *Non-Limited Term Position:* This term is defined in Policy 3060.
- *Tenure:* the total length of continuous employment with Dakota County, including approved leaves of absence and aggregate time served in limited positions since the most recent date of hire.

Source

Dakota County Benefits Program; Minn. Stat. § 181.9446 *et seq.*

General

This policy encourages advance planning of absences from work. To ensure necessary departmental coverage, non-emergency (planned) use of Flex Leave should be requested in advance. For non-emergency (planned) use of Flex Leave, employees should give their supervisor advance notice equal to the amount of requested time off, up to five days. Emergency (unplanned) use of Flex Leave may require documentation. Established department rules and requirements concerning employees' absences from work will be applied.

ELIGIBILITY REQUIREMENTS

All County employees are eligible to participate in the County's Flex Leave Plan.

ACCRUAL RATES

In compliance with Minnesota Statutes § 181.9447, subdivision 10, the County considers the first 48 hours of Flex Leave earned and Flex Leave used annually by any employee as ESST, unless otherwise designated by management and approved by the ~~Employee Relations~~Human Resources Department.

Effective January 1, 2025, employees are not eligible to utilize leave for the purposes listed under the Earned Sick and Safe Time Act, Minn. Stat. 181.9447, subd. 1, clause (4), if the employee's preassigned or foreseeable work duties during a public emergency or weather event would require the employee to respond to such an emergency or event.

Effective January 1, 2025, the documentation provisions referenced in the Earned Sick and Safe Time Act, Minn. Stat. 181.9447, subd. 3, shall not apply to paid leave available to an employee for absences from work in excess of the minimum amount required by ESST, as such absences are governed by the County Flex Leave Plan.

Non-Limited, Special Limited-Term and Grant Funded positions

County employees in non-limited term, special limited-term, and grant-funded positions are eligible to accrue Flex Leave as listed in the chart below.

- Flex Leave accrues on a per pay period basis based on hours worked.
- Eligible new employees start accruing Flex Leave immediately.
- Flex Leave may be used after the pay period in which it was earned.
- Part-time employees earn Flex Leave on a pro-rated basis based on actual hours paid.

Non-Limited, Special Limited-Term and Grant Funded Flex Leave Accrual Rates (based on 1.0 FTE)

Years of Service	Annual Accrual Rate	Pay Period Accrual Rate
0-5 Years	160 hours or 20 days per year	6.13 hours
6-10 Years	192 hours or 24 days per year	7.36 hours
11-15 Years	240 hours or 30 days per year	9.20 hours
16 or More Years	304 hours or 38 days per year	11.65 hours

Temporary, Emergency Temporary and Trainee positions

Employees in Temporary, Emergency Temporary, and Trainee positions are eligible to accrue Flex Leave at a rate of 1 hour for every 30 hours worked, regardless of tenure or experience.

USE OF FLEX LEAVE

An employee may use accrued Flex Leave to receive paid time off of work for any reason as long as such use complies with the terms of this policy.

CREDIT FOR PRIOR EXPERIENCE (Non-Union positions)

New employees hired into Non-Limited, Special Limited-Term, and Grant Funded, non-union positions with a minimum of ten (10) years relevant recent work experience will be eligible to begin employment at the six (6) year Flex Leave accrual rate with approval of the ~~Employee Relations~~ Human Resources Director.

Employees hired into Division Director, Deputy Division Director, Department Director, Deputy Department Director, Elected Department Head's Chief Deputy, or similar positions will be eligible for Flex Leave credit and an advanced accrual rate upon hire with the approval of the ~~Employee Relations~~ Human Resources Director and County Manager.

ADVANCEMENT OF FLEX LEAVE

The ~~Employee Relations~~Human Resources Director may approve an advancement of Flex Leave to an employee who does not have sufficient available accrued Flex Leave for the purpose of recovering away from work following a traumatic event experienced through the course of performing their duties on behalf of Dakota County. Requests for an advance of Flex Leave will be made to the ~~Employee Relations~~Human Resources Director by the responsible Department Director, Division Director, or similar. Advances will not generally exceed two working days (up to 16 hours). Flex Leave earned in subsequent pay periods will be credited against the advanced Flex Leave.

CARRY OVER OF ACCRUED FLEX LEAVE AND CONVERSION OPTIONS

Employees in Non-Limited, Special Limited-Term, and Grant Funded positions may carry forward a balance of unused Flex Leave. The maximum carryover from one payroll year to the next is 1,000 hours. Employees who are eligible to participate in the County's Post Employment Health Care Savings Plan will have the cash equivalency of hours in excess of 1,000 deposited in the Minnesota State Health Care Savings Plan (HCSP) according to the applicable union contract and/or the Plan's plan provisions. Employees have the option to convert their accrued Flex Leave into deferred compensation or wages. Employees will make elections for conversion during the annual Open Enrollment period.

Employees in Temporary, Emergency Temporary, and Trainee positions may carry forward a balance of unused Flex Leave. The maximum carryover from one payroll year to the next is 80 hours.

CONVERSION OF FLEX LEAVE TO DEFERRED COMPENSATION AND WAGES

To be eligible to participate in the annual conversion of Flex Leave to deferred compensation or wages, employees must meet the following criteria:

- Employees must have used 60 hours of Flex Leave during the first three payroll quarters
- Employees must have 60 hours of Flex Leave accrued at the last payroll preceding open enrollment
- Employees must have a balance of 40 hours of Flex Leave after conversion

Limitations

The maximum amount of Flex Leave that can be converted to deferred compensation is 20 percent (subject to maximum deferral regulations as stated in IRC Section 457 and state salary statute limitations if applicable) of the total Flex Leave balance. Conversion of Flex Leave to deferred compensation will be effective the following year. Employees may convert to wages up to 100 Flex Leave hours in order to offset the cost of benefits enrollments, provided they meet the conversion requirements above.

An employee who has terminated Dakota County employment and qualifies as a Dakota County retiree may convert Flex Leave to deferred compensation, subject to maximum deferral regulations as stated in IRC Section 457, on their final paycheck prior to receiving their severance payment.

EMPLOYEE TENURE RESTORATION

The accumulation of those benefits related to years of service (such as eligibility for service awards and Flex Leave accrual rates) is based on tenure.

Employees who previously worked for the County in Non-Limited Term positions and were terminated in good standing may request to have their previous County tenure restored. All such requests will be approved at the discretion of the ~~Employee Relations~~Human Resources Director. General considerations relating to tenure restoration are as follows:

1. The length of the employee's previous service;
2. The length of the employee's separation from employment;
3. Whether tenure restoration would be consistent with previous decisions regarding tenure restoration.

Upon written approval of tenure restoration by the ~~Employee Relations~~Human Resources Director or designee, the benefit accrual date is adjusted to include the length of previous continuous service.

Employees in Limited-Term positions are not eligible for tenure restoration.

Employees who separate employment from the County and are rehired by the County within 180 days of the Employee's separation from employment with the County are not entitled to have their Flex Leave balance that was paid out by the County upon separation reinstated unless the County is required to do so by law.

FLEX LEAVE DONATION PROGRAM

The County administers a Flex Leave donation program that enables qualifying employees to donate Flex Leave to or receive Donated Flex Leave Wages from the Donated Flex Leave Bank.

Recipient Eligibility

To be eligible to receive wages from the Donated Flex Leave Bank, an employee must:

1. Experience a medical emergency of own or family member as defined under general program rules.
2. Need additional time off for bereavement in the event of the death of a parent, spouse, child, grandparent or employee defined family member for up to five days.
3. Have been continuously employed by the County in a position that is eligible to accrue and use Flex Leave for at least six (6) months immediately prior to receiving donated Leave wages;

4. Experience a qualifying event after six consecutive months of employment with the County;
5. Be eligible to accrue and use Flex Leave;
6. Have exhausted their own accrued Flex Leave, sick leave, floating holiday, and/or compensatory time off prior to receiving donated Leave wages;
7. Be approved for a leave of absence under the Family and Medical Leave Act, Americans with Disabilities Act, or a personal leave of absence for a Medical Emergency or bereavement;
8. Expect to resume employment with the County after their leave of absence ends; and
9. Request and be approved to receive Donated Flex Leave wages.
10. This program is to run concurrently with FMLA or other unpaid leaves, which employees are entitled to under federal or state law or as otherwise required by the County.

Donor Eligibility

To be eligible to donate Flex Leave to the Donated Flex Leave Bank, an employee must:

1. Have been continuously employed with the County for at least six (6) months immediately prior to donating Flex Leave;
2. Have a combined balance of at least 80 hours of Flex Leave, sick leave, and/or compensatory time off remaining post donation; and
3. Request and be approved to donate Flex Leave.

General Program Rules

1. The program is intended to provide additional flex to deal with a medical emergency involving a medical condition of an employee or an employee's parent, spouse, child or someone the employees provides care for that will require the prolonged absence of the employee and will result in a substantial loss of income to the employee because the employee will have exhausted all sources of paid leave up to 30 days.
2. Flex Leave cannot be donated to a particular employee(s), only to the Donated Flex Leave Bank.
3. Eligible recipients who are part-time employees may receive a pro-rated amount of donated flex leave wages per calendar year based on their FTE status.
4. Donated Flex Leave wages must be used by the recipient within a reasonable time after a Medical Emergency or death of a parent, spouse, ~~or child~~, grandparent or other employee defined family member for up to five days.
5. Employees applying for or receiving short- or long-term disability benefits, PERA disability benefits, or other income replacement benefits are eligible to receive Donated Flex Leave wages for elimination periods only, as set out in applicable plan documents.
6. Employees applying for or receiving worker's compensation benefits are not eligible to receive Donated Flex Leave wages.
7. Donated Flex Leave wages used by the recipient do not count toward hours worked for the purposes of overtime calculation.

8. Eligible donors may donate up to 80 hours of Flex Leave per calendar year in one-hour increments.
9. Flex Leave donations are irrevocable; donated Flex Leave will not be returned to the employee who donated it.
10. For employment tax and wage-based benefit purposes, donated Flex Leave is considered wages of the recipient and not the donor.
11. Recipients do not accrue additional Flex Leave when receiving Donated Flex Leave wages.
12. The value of donated Flex Leave is calculated dollar-for-dollar based on the recipient's and donor's respective rates of pay at the time of use and is not eligible for retroactive or back pay.

TERMINATION BENEFIT

An employee's Flex Leave balance becomes available upon termination. The County's post-employment healthcare savings plan provisions will apply if the terminating employee is eligible to participate.

Procedures

Procedures and forms relating to this policy will be maintained by the [Employee Relations Human Resources](#) Department.

History

Version	Revision Date
1.0	10/1/2013
2.0	4/21/2015
3.0	8/1/2017
4.0	11/30/2021
5.0	7/19/2022
6.0	1/2/2024

Related Policies

- Policy 3060 Employee and Position Types

Contact

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~~Employee Relations~~ Human Resources Director

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Approval

Resolution No. 24-005; 1/2/2024

DAKOTA COUNTY POLICIES AND PROCEDURES MANUAL

Policy 3160 Compensation Guidelines

Original Publication Date:

Revision Date(s): 10/20/2015

Last Reviewed: 01/17/2019

Department: ~~Employee Relations~~ Human Resources

Board or Administrative: Board

Related Policies: 3123 Salary Surveys; 3124 Salary Structure

POLICY STATEMENT

It is the ~~policy~~ goal of Dakota County to provide employees equitable compensation and financial incentives, to the extent permitted by law, to promote attainment of the highest performance levels. The County also recognizes that compensation policies are a key factor in the attraction and retention of well-qualified individuals to participate in the achievement of organizational objectives. Therefore, the Dakota County Compensation Guidelines are based on the principles of equitable pay relationships and are designed to relate, to the extent possible, individuals' salary to performance, and contribution.

DEFINITIONS

Salary Surveys: Surveys in which salary information is provided for comparison of specific jobs.

Market Mean: The average base salary of employees in a particular job title listed in survey data.

Regional Market: The market that expands outside of the Metro Counties.

Local Market: The Metro County market that includes: Hennepin, Ramsey, Scott, Washington, Anoka, Carver and Olmsted.

Market Analysis: Salary survey data that is analyzed and used to determine salary comparisons.

Compensation Philosophy: The strategy adopted by the County Board of Commissioners for determining compensation practices.

Promotion: The selection of an internal candidate through the competitive process into a position at a higher salary grade.

Job Review: The process used to update knowledge/skills/abilities and job duties to develop accurate job descriptions.

Merit Matrix Guidelines: The percentage base and/or lump-sum increases for each level of performance as provided in the County's Merit Compensation Plan.

SOURCE

Dakota County Personnel Act, Minn. Stat. §§ 383D.05, *et seq.*
Dakota County Merit Compensation Plan
Dakota County Unclassified Employees Compensation Plan
Collective Bargaining Agreements

GENERAL

Salaries of all County employees are administered under the terms of the Dakota County Merit Compensation Plan, unless the terms of the Unclassified Employees Compensation Plan or a collective bargaining agreement apply.

Participants in the Unclassified Employees Compensation Plan include all Dakota County incumbents in positions designated and defined as Unclassified in the Dakota County Personnel Act.

Salary Surveys

Dakota County participates in local, regional, and national salary surveys and reviews compensation competitiveness on an annual basis. The market analysis helps determine annual recommendations to the County Board. Salary surveys are reviewed each year to determine market competitiveness. Dakota County's identified market is the Metro counties for the majority of the positions and may be expanded to a regional county market for positions that require a broader recruitment base.

Salary Alignment

Assignment of job classifications within salary grades reflects the salary survey information from the relevant labor markets and established job review evaluation processes. Market analysis is the primary resource for developing the pay structure. The job evaluation system is used as a secondary tool to validate salary grade assignment and to comply with Pay Equity reporting requirements.

The County gives primary consideration to local or regional market analysis in establishing the County's salary structure. Internal compensation relationships (pay equity) are analyzed within the job review process. The County's salary structure consists of eighteen (18) salary grades for which the minimum, midpoint, and range maximum rates of pay are annually established. Assignment of job classes to the proper salary range considers job relationships established by the job review system and salary survey information from relevant labor markets

Salary Offers to New Employees

New employees are normally paid a starting salary within the first quarter of the established salary range. Consideration may be given for experience beyond the minimum requirements when determining a starting salary. The maximum of the salary range may not be exceeded. Before a salary offer is made to an applicant, it must be approved by the Division/Department Director and the [Employee Relations Human Resources](#) Department. Any exceptions to this policy must be approved by the County Manager.

Initial Probationary Period Compensation

During an employee's initial twelve-month probationary period, a pay increase equivalent to fifty (50) percent of the available meet standards increase is provided upon successful completion of the first six-months of the initial probationary period. At the completion of the 12-month initial probationary period the first annual review is conducted, 50 percent of the available increase, based on current performance level and merit matrix guidelines, is available. (Ref. Policy 3060)

Promotion or Transfer Probationary Period Compensation

Upon promotion or transfer within the County, Employees are not eligible to receive salary increases within the first six months of continuous work, except for general salary adjustments which may be granted by the Dakota County Board of Commissioners. Upon satisfactory completion of the six-month probationary period, employees are eligible for performance increases as follows:

Six-month salary reviews are based on the plan year merit guidelines within which the review date falls. Applying matrix guidelines for base increases and lump-sum actions, 50 percent of the available increase is provided upon successful completion of the initial probationary period. At the first annual review, 50 percent of the available increase, based on current performance level and matrix guidelines, is available. (Ref. Policy 3060)

Promotion

At the time of a promotion decision, the employee is reviewed for time worked in the current position since the most recent performance review. The employee is then eligible for a salary increase, prorated based on the number of weeks since the last review. This has the effect of "closing out" the old position by reviewing the employee for all work done and also rewarding the employee monetarily for performance in that position since the last review.

Upon promotion, employees are eligible for an increase as outlined in the most recent Merit Compensation Plan (after the "close-out" actions have taken place) or placement at the new salary range minimum, whichever is greater. Resulting internal equity and the employee's appropriate placement within the salary range should be considered when implementing a promotional salary action.

All promotional increases require the approval of the ~~Employee Relations~~Human Resources Department.

Demotion

Involuntary

When progressive corrective intervention does not result in sustained performance improvement, the County may choose to demote an employee in lieu of discharge. Demotions may occur in instances when a position in a lower level classification for which the employee is qualified, is available. The ability to demote an employee is determined by the ~~Employee Relations~~Human Resources Director in consultation with the Division/Department Director. The employee's salary will be adjusted on a case by case basis as approved by the ~~Employee-Relations~~Human Resources Director.

Voluntary

A voluntary demotion is defined as the selection of an internal candidate through the competitive process into a position at a lower salary range or classification. The employee's salary review date will be adjusted to the effective date of the action. The employee's salary reduction will be calculated to the same range position on the lower salary range as it was on the higher salary range. Adjustments will be based on internal equity considerations and approved by the ~~Employee Relations~~Human Resources Director.

Reorganization

If a demotion is the result of a reorganization of unforeseen organization or structure changes and if the affected employee's salary is above the new salary range maximum, the salary is frozen until such time as the salary is within the new salary range.

Performance Increases

Pay increases are granted to employees based on performance rating and salary range assigned to their position. Performance increases are available in accordance with the annual Dakota County Merit Compensation Plan. (Ref. Policy 3140 Performance Management), or applicable collective bargaining agreement.

Compensation Errors

If errors occur in the calculation of an employee's compensation, the County retroactively corrects any overpayment or underpayment for a period of two years preceding the date the error is discovered. Employees are required to notify the ~~Employee Relations~~Human Resources Department of any errors.

Position Reclassification

The County ensures that appropriate relationships between classifications and jobs are established and maintained over time. These relationships are maintained consistently with requirements of the Minnesota Local Government Pay Equity Act.

Positions may be reclassified due to a gradual or significant change in duties and responsibilities over time. Positions may be reclassified either upward (higher salary range) or downward (lower salary range). In an upward reclassification the employee may be eligible for an increase as described in the most recent Dakota County Merit Compensation Plan. If reclassification downward results in an employee's salary exceeding the maximum of the new salary range, the rate of pay may not be increased for any reason, including performance reviews or general adjustments, until such time that the salary is within the established range.

Working Out-Of-Grade Class

Out-of-grade pay may be requested whenever an employee is designated by the supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of ten consecutive days or more. An employee must meet the minimum qualifications of the higher classification to be approved by ~~Employee Relations~~Human Resources for an out-of-grade salary adjustment. In such a case, the employee is eligible for an increase as described in the most recent Dakota County Merit Compensation Plan. Generally, working out-of-grade is the result of a temporarily vacant position.

Salary Review Date

Each employee's salary review date is based on a common review date within his or her department. These dates vary across the County and may be adjusted from time to time. Employees' salary review dates are adjusted following an approved unpaid leave of absence of 90 days or more. All pay increases are effective the first day of the pay period in which the review date falls. This effective date does not affect the employee's salary review date or future salary review dates.

Administration

Each employee will be paid at a rate which equals the portion of the employees' salary which is permitted by law. Each employee, whose salary exceeds the annual rate permitted by law, is entitled to receive flex hours in lieu of that portion of the salary which is not permitted by law. The amount of flex hours will be calculated utilizing the employee's actual annual rate established pursuant to the applicable compensation policy and plan. No employee is eligible to receive flex hours in lieu of compensation to offset the conversion of flex leave to deferred compensation or to medical premium costs.

Any employee eligible to receive flex leave hours pursuant to this policy will be credited with a lump sum of flex hours at the end of the payroll year. If the employee separates from County employment, following the receipt of the flex leave credit, but prior to the end of the employee's annual review period, the employees severance or separation pay will be reduced by the amount of the flex leave credited but not earned during the annual review period. Upon separation from County employment prior to receiving a flex leave credit, the employee shall receive a lump sum of flex leave hours on a prorated basis in lieu of salary earned but not paid.

An elected official, whose salary exceeds the annual rate permitted by law, is entitled to receive a credit to their benefits parity account in lieu of annual base compensation which is not permitted by law. The credit amount will be determined based on the officials annual salary established pursuant to the applicable compensation policy and plan and county board resolution. The elected official will receive a lump sum credit at the end of the payroll year. If the elected official's term is voluntarily or involuntarily terminated prior to the end of the payroll year, the elected official shall receive credit to the benefits parity account on a prorated basis.

Retroactivity

Employees terminating employment prior to the County Board adoption of an adjustment to the terms and conditions of their employment (under union contract, County Board action or department head action) are not entitled to any retroactive application of that adjustment.

Supersedure

The provisions of the Dakota County Merit Compensation Plan supersede any applicable Dakota County ~~Employee Relations~~Human Resources Policies or Procedures.

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

Board Resolution or Manager Signature: Res. 15-519; 10/20/2015



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3959

Agenda #: 6.1

Meeting Date: 12/3/2024

DEPARTMENT: Library

FILE TYPE: Consent Action

TITLE

Approval Of Library Advisory Committee Bylaws

PURPOSE/ACTION REQUESTED

Approve the Library Advisory Committee Bylaws.

SUMMARY

The Dakota County Board established the Library Advisory Committee in 2014, and in 2017 approved the original committee bylaws.

The Library Advisory Committee Bylaws have been updated to reflect the Board approved changes in the Gift Acceptance Policy 1570 and to increase the per diem for members. Other changes have been made for clarity and are administrative in nature.

The Library Advisory Committee has reviewed the changes and asks the Board to approve the updated to the Bylaws.

RECOMMENDATION

Staff recommend the board approve the updated committee bylaws.

EXPLANATION OF FISCAL/FTE IMPACTS

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

RESOLUTION

WHEREAS, by Resolution No. 14-400 (August 12, 2014), the Dakota County Board established the Library Advisory Committee; and

WHEREAS, the Dakota County Board updated the Gift Acceptance Policy 1570; and

WHEREAS, the Dakota County Board increased the per diem rate for public advisory committees; and

WHEREAS, the Dakota County Library updated the Library Advisory Committee bylaws to reflect those changes; and

WHEREAS, the Dakota County Library made other changes for clarity and are administrative in

nature; and

WHEREAS, the Library Advisory Committee requests the Dakota County Board approve the updated bylaws.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the amendments to the Library Advisory Committee bylaws.

PREVIOUS BOARD ACTION

14-400; 8/12/14

18-030; 1/2/18

ATTACHMENTS

Attachment: Library Advisory Committee Bylaws

BOARD GOALS

A Great Place to Live

A Healthy Environment

A Successful Place for Business and Jobs

Excellence in Public Service

CONTACT

Department Head: Margaret Stone

Author: Margaret Stone

Bylaws

Dakota County Library Advisory Committee

WHEREAS, in August 2014 the Dakota County Board established a Library Advisory Committee; and

WHEREAS, the Dakota County Board appoints members to the Library Advisory Committee; and

WHEREAS, the Dakota County Board requires the Committee return to the County Board with recommended amendments to the Bylaws.

NOW THEREFORE BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the updated Bylaws of the Library Advisory Committee.

Article I

AUTHORIZATION AND NAME

The County Board of Commissioners established a Library Advisory Committee in 2014, hereinafter referred to as the "Advisory Committee". The Advisory Committee shall have such powers and duties as are delegated to it by the Dakota County Board of Commissioners.

Article II

PURPOSE

The purposes of the Advisory Committee are:

- review and with a majority vote make decisions on disputed materials;
- advise the Library Director and County Board on ~~responsibilities in the development of the collection and of public programming for~~ the development of library services;
- develop recommended annual work plans for the Advisory Committee to the County Board;
- review and make recommendations on long-range plans for the Library;
- accept gifts ~~of up to \$500.00 for public library purposes; and for public library purposes~~ according to County Board Policy 1570 and Donation Plan.
- to act as advocates for the library and the county.
- ~~advise the Library Director on guidelines governing library operations~~

Article III

RELATIONSHIP TO THE COUNTY BOARD

The Advisory Committee shall apply the policies and procedures adopted by the Dakota County Board of Commissioners through its recommendations and responses to the County Board.

Article IV

MEMBERSHIP

Members of the Advisory Committee shall be appointed by the Dakota County Board of Commissioners using the Open Appointment Process. Members may serve on the Advisory Committee only as long as they meet, with respect to residence and attendance, County Board Policy 1015.

Qualifications: Members will be chosen from citizens who have broad knowledge of libraries, work in the field of libraries or technology or who demonstrate a strong interest in libraries.

Number of Members and Appointment: The Advisory Committee is appointed by the Board of Commissioners and will consist of one citizen member from each of the seven districts and up to two at-large youth members. In accordance with County Board Policy 1015, if a district specific position remains vacant for 60 days, the Board may make the appointment on an at-large basis.

Terms of Office: Advisory Committee members shall be appointed for two-year terms. Youth members are appointed for one-year terms.

Maximum Number of Terms: Advisory Committee members shall serve no more than three consecutive terms. At-large Youth Advisory Committee members may serve no more than two consecutive terms.

Removal:

1. For Cause. Any member of the Advisory Committee may be removed from office for conduct detrimental to the accomplishment of the Advisory Committee's purpose or if the member engages in conduct contrary to the County Board Statement of Expectations as expressed in County Board Policy 1015. Removal shall be effective upon a majority vote of the Dakota County Board of Commissioners.
2. For repeated absences. Automatic removal of an Advisory Committee member occurs when the member is absent for 3 consecutive meetings or 50% of the meetings, during any consecutive 12-month period.
3. For change of residency. Automatic removal of an Advisory Committee member occurs when the member fails to maintain a principal residence within the County Commissioner district from which the member was appointed.

Resignation: An Advisory Committee member may resign prior to the expiration of his/her term but such resignation must be provided in writing to the Library Director. The resignation will be forwarded to the County Board of Commissioners.

Article V

COMPENSATION

Members will receive per diem of ~~\$35.00~~ based on County Policy 1015 for attendance at regular and special meetings of this committee.

Article VI

OFFICERS AND STAFF COORDINATORS

Officer Positions and Election of Officers: At the annual organizational meeting (the first meeting of the calendar year), the Advisory Committee shall elect a Chair and a Vice-Chair from among its members. Election of officers shall require a majority vote of all members.

Term of Office: The term of office for all officers will be one year or until successors are elected. Officers may not serve more than two consecutive terms. The terms will begin immediately following election to office.

Duties of the Chair: The duties of the chair are to preside at all meetings, ~~forward all pertinent information to the County Board through the Library Director~~ and maintain order.

Duties of the Vice-Chair: In the absence of the Chair, the Vice-Chair shall act as Chair and shall have all the powers of the Chair. In the event of the Chair's permanent absence due to resignation or other causes, the Vice-Chair shall perform the Chair's duties until such time as the Advisory Committee can elect a new Chair.

Temporary Chair: In case of the temporary absence of both Chair and Vice-Chair at any meeting, the Advisory Committee shall elect a temporary Chair for such meeting.

Committee Coordinators: The Library Director will act as Committee Coordinator and forward all pertinent information to the County Board.

Article VII

MEETINGS

- All meetings shall be open to the public.
- The Advisory Committee will adopt a regular meeting schedule of at least three regular meetings a year. ~~The Chair may schedule special meetings as necessary.~~
- A quorum shall consist of ~~four~~ five members.
- A quorum shall be necessary for any formal action.

- Votes shall be taken and recorded on all formal actions.

Article VIII

CONFLICT OF INTEREST

Any Advisory Committee member, who in the discharge of his/her official duties, believes that he/she would be required to take an action or make a decision which would substantially affect his/her personal financial interests or those of a business with which he/she is associated, in the outcome of a matter which comes before the committee shall abstain from participation in the deliberative and decision-making process and voting with respect to the matter giving rise to the conflict.

Article IX

OFFICIAL MINUTES

Dakota County Library staff shall be responsible for the preparation and maintenance of the minutes of the meetings.

The minutes shall be sent to all members and any interested parties. Minutes must be approved by the Advisory Committee before they are considered final. Unapproved minutes will be posted on the website until after the next meeting at which time the approved minutes will be posted.

Article X

AMENDMENT

Any amendments to these Bylaws must be approved by the Dakota County Board of Commissioners.

Article XI

TERMINATION

The Advisory Committee shall cease to exist upon County Board action.

Article XII

EFFECTIVE DATE

These ~~Operating Rules~~ Bylaws shall take effect immediately upon adoption by the County Board.



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3978

Agenda #: 7.1

Meeting Date: 12/3/2024

DEPARTMENT: Public Services and Revenue Administration

FILE TYPE: Regular Information

TITLE

Update On Heritage Trail Interpretive Loop Pilot Project

PURPOSE/ACTION REQUESTED

Receive an update and information on Heritage Trail Interpretative Loop Pilot Project.

SUMMARY

The Dakota County Historical Society (DCHS), in collaboration with Dakota County Parks, and 106 Group, is leading the planning and proposal for a self-guided Heritage Trail Interpretive Loop Project within West St. Paul, South St. Paul, and Inver Grove Heights connecting places of local history and significant events. The proposed interpretive approach intends to highlight local history, with the goal of creating a cohesive interpretive narrative that connects trail users with the rich history of the region.

This pilot was authorized by the Dakota County Board of Commissioners as part of the 2024 Capital Improvement Program. The Board received an update on the project commencement at the Physical Development Committee meeting on May 14, 2024, which outlined a two phased approach.

The first phase deliverables include stakeholder engagement, research, draft sign content and design. Concept refinement, historical research, onsite analysis, and community engagement is underway. The Director of the Dakota County Historical Society will present an update on the pilot progress and seek Board feedback on proposals to incorporate in the final report.

Phase two would include final design, cost estimates, sign construction and installation. Funding for phase two is not currently identified but would likely be competitive for Minnesota Historical and Cultural Heritage Grants and other sources.

RECOMMENDATION

Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACTS

The 2024-2028 Parks CIP Adopted Budget includes County Program Aid within the planning set-aside for initial phase of project. The phase one cost is \$75,000.

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

RESOLUTION

Information only; no action requested.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: Draft Plan

Attachment: Presentation

BOARD GOALS

A Great Place to Live

A Healthy Environment

A Successful Place for Business and Jobs

Excellence in Public Service

CONTACT

Department Head: Teresa Mitchell

Author: Teresa Mitchell



Interpretive Loop Pilot Project Update

Matt Carter
Dakota County Historical Society

Maggie Schmidt
106 Group

Summary of work completed



- Hired 106 Group to assist with the Interpretive Loop Pilot Project
- Communities in project area include West St. Paul, South St. Paul and Inver Grove Heights
- Planning Department identified 23 locations as potential historical stops in the 23-mile trail loop
- 106 Group researched each proposed site and provided a summary and recommendation for each

Work to be completed

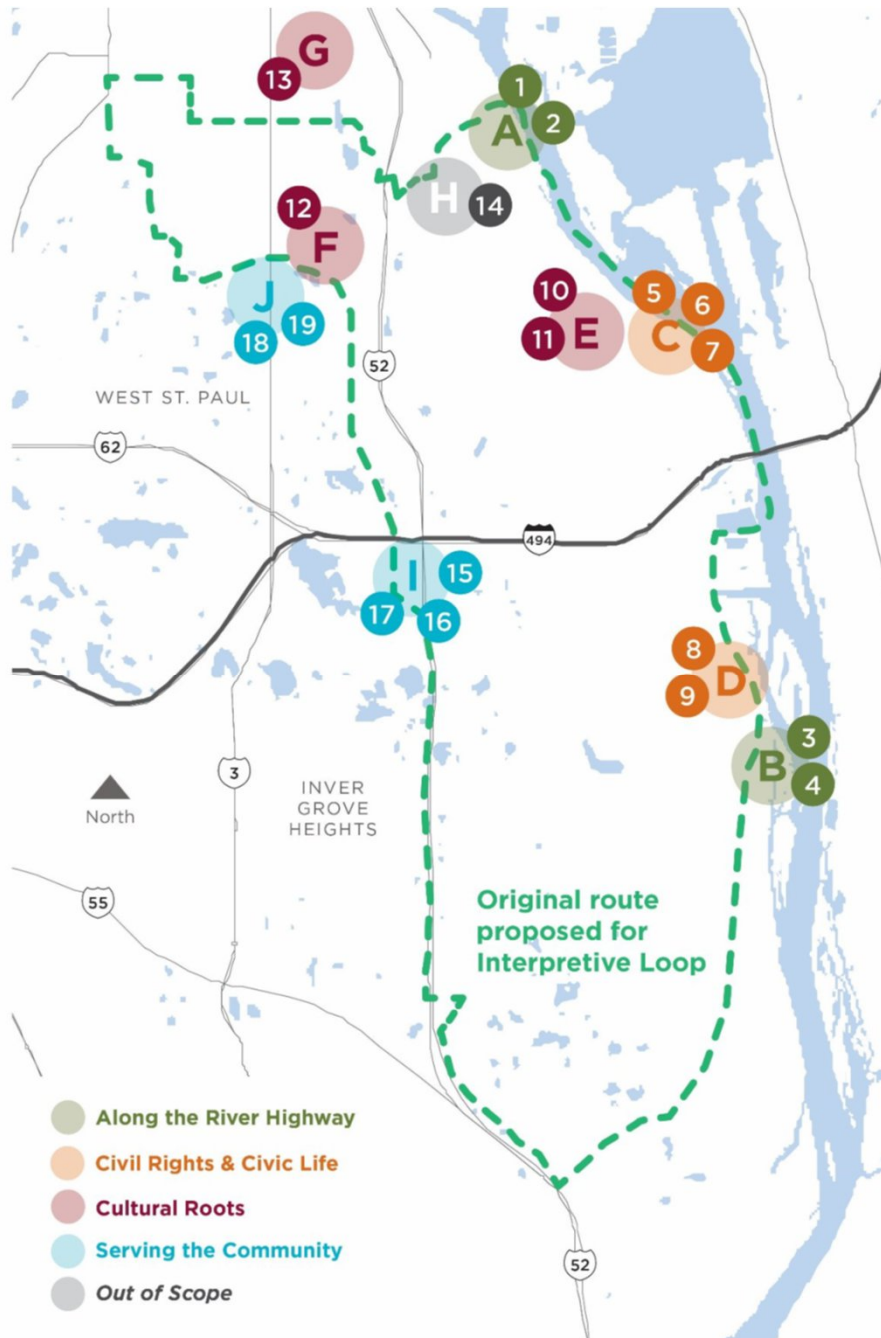
- Group 106 will coordinate two community engagement sessions related to the selected sites
- Final plan will include:
 - Research summary of the sites selected
 - Summary of community engagement sessions
 - Design sample
 - Draft production budget

Interpretive Approach



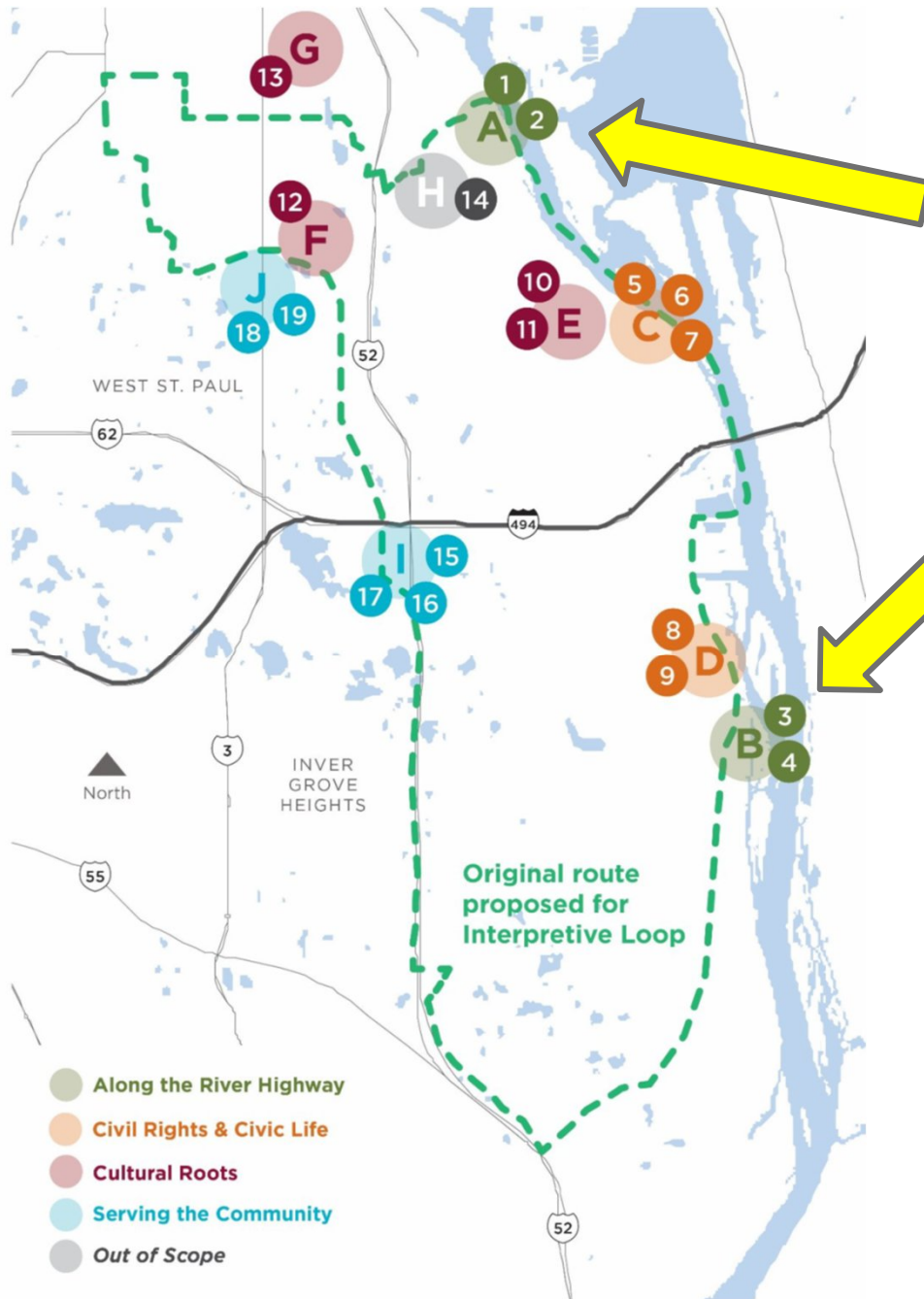
- What stories to include?
 - 23 interpretive topics
 - 24" x 36" interpretive panels
 - 100 words
 - 1-2 images
- Place-Based Interpretation
 - Features stories that are directly connected to the immediate landscape
- Clustered Interpretation
 - Features small groupings of easily accessible historical signage that are united by sub-theme
- Relevant Interpretation
 - Brings history to life that is meaningful and relevant to today's visitors

Interpretive Themes



- Along the River Highway
- Civil Rights & Civic Life
- Cultural Roots
- Serving the Community
- Out of Scope

Theme 1: Along the River Highway



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Cluster A

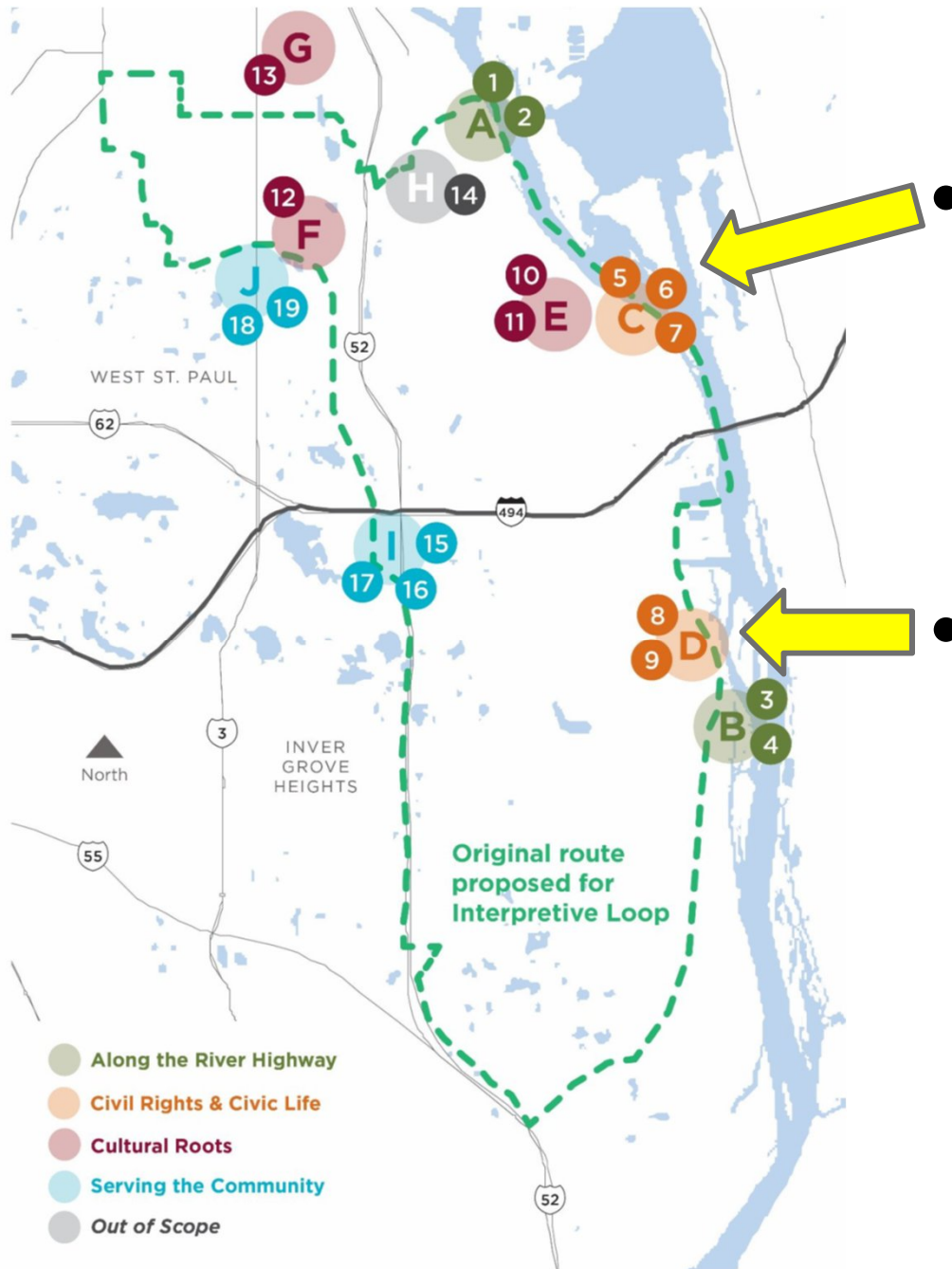
- Wreck of the 10 Spot
- Stockyard Navigation

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Cluster B

- Rock Island Swing Bridge
- Dillinger Chase

Theme 2: Civil Rights & Civic Life



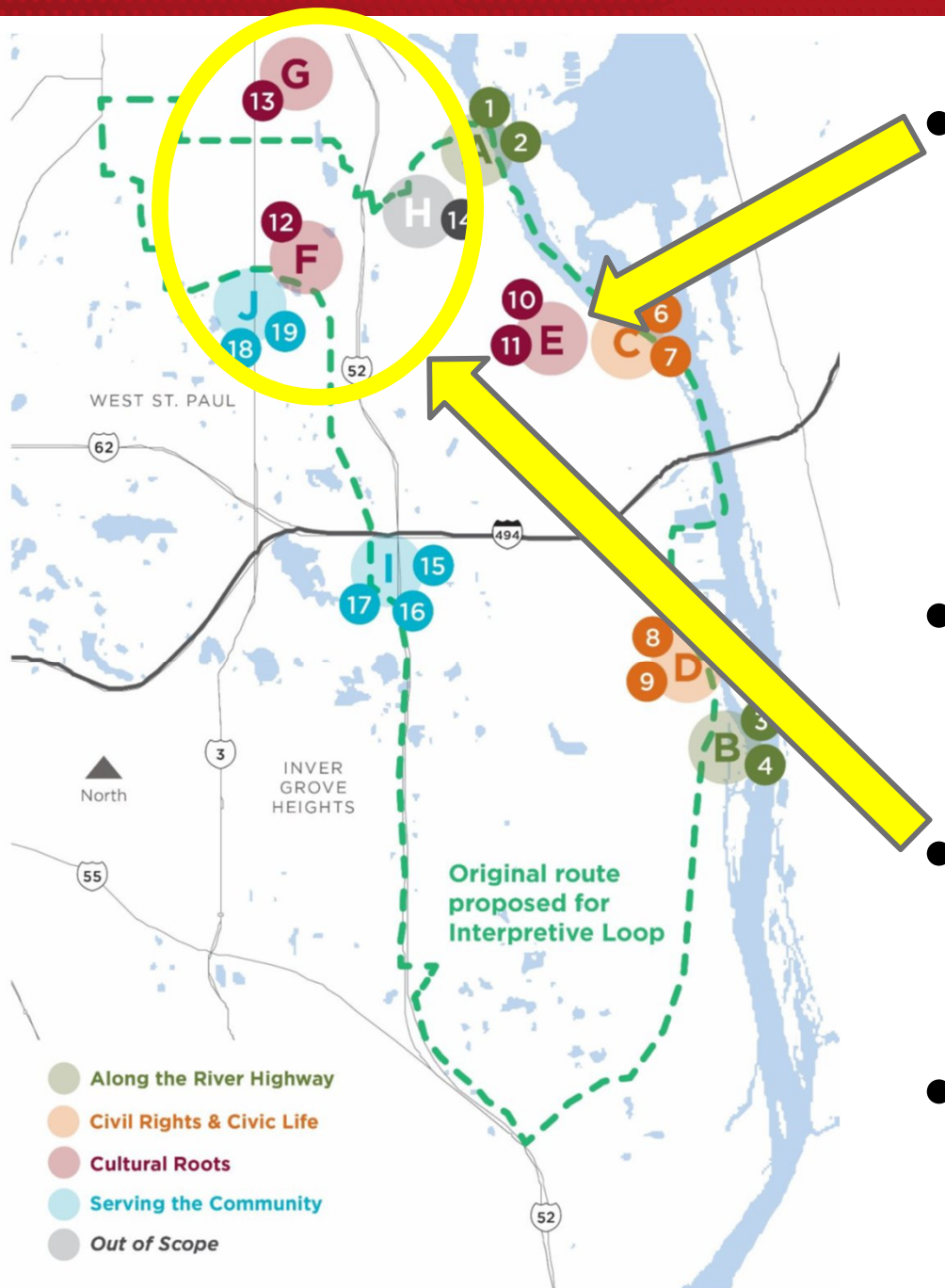
Cluster C

- Officer Leo Pavlak
- Black Suffrage Bill
- First Women to Vote

Cluster D

- Mayor Saves Council
- 1st Public School

Theme 3: Cultural Roots



Cluster E

- Son of Immigrants – NFL Draft
- 19th Century European Immigration

Cluster F

- Among Farmers

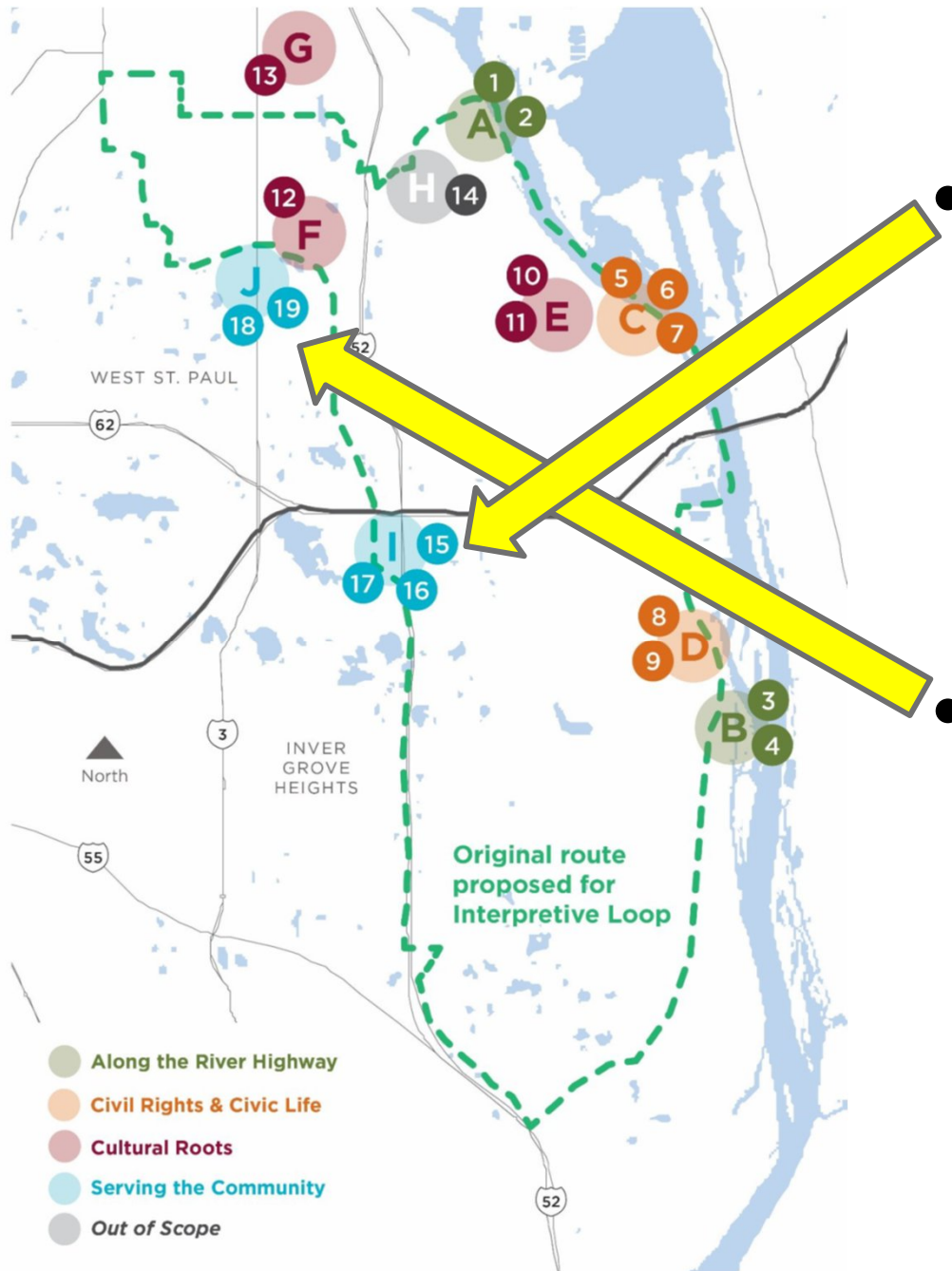
Cluster G

- Mexican Cuisine

Cluster H (Not in Scope)

- Dakota Village Sites

Theme 4: Serving the Community



Cluster I

- Stockyards Memorial Day Fire
- Waterous Company
- Female Firefighters

Cluster J

- Deputy Jerry Cotton
- Deputy Scott Patrick

Style Guide



PENNYPACKER WIDE

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
!@#\$%&()

Light **Bold**
Book **Extra Bold**
Regular **Black**
Medium

Richmond Text

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890
!@#\$%&()

Regular
Medium
Semibold
Bold
Black

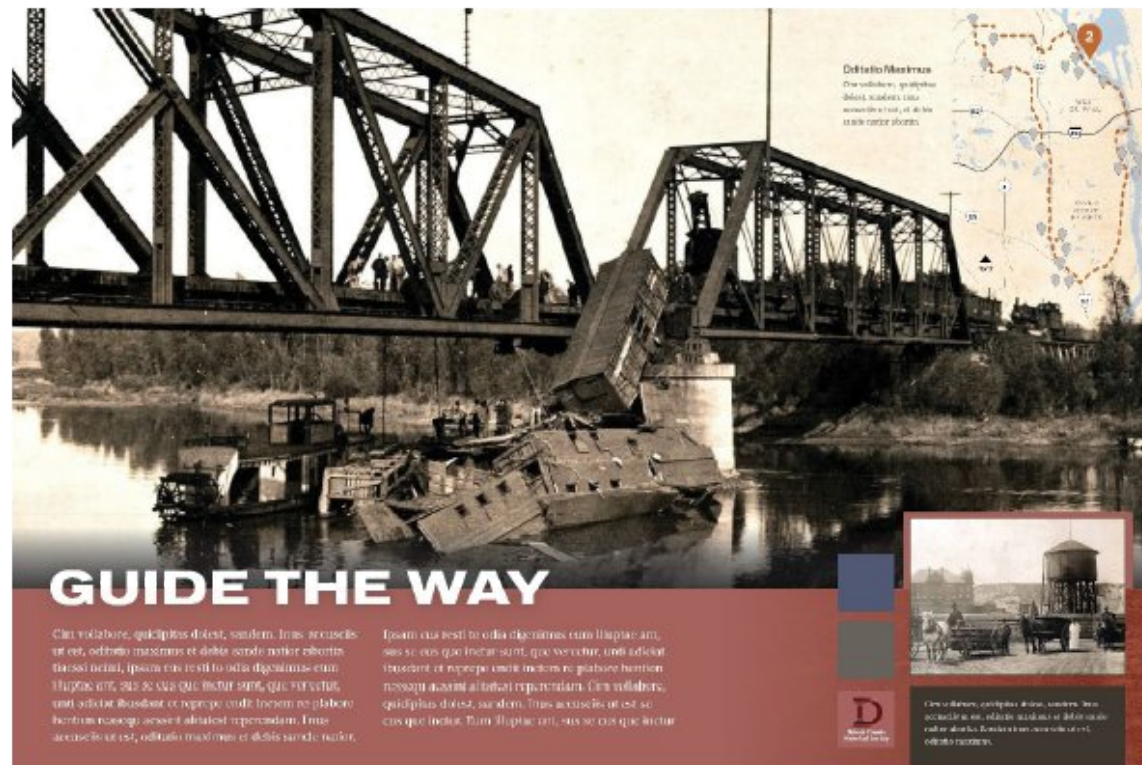


Typical Graphic

Typical

Before drafting interpretive text, a graphic typical demonstrates how design style may be translated into graphic design. Typical shows the relationship between color, typography, and graphics in order to communicate exhibit messages. They do not show finished designs; rather, they use placeholder text and/or imagery to demonstrate layout and future content.

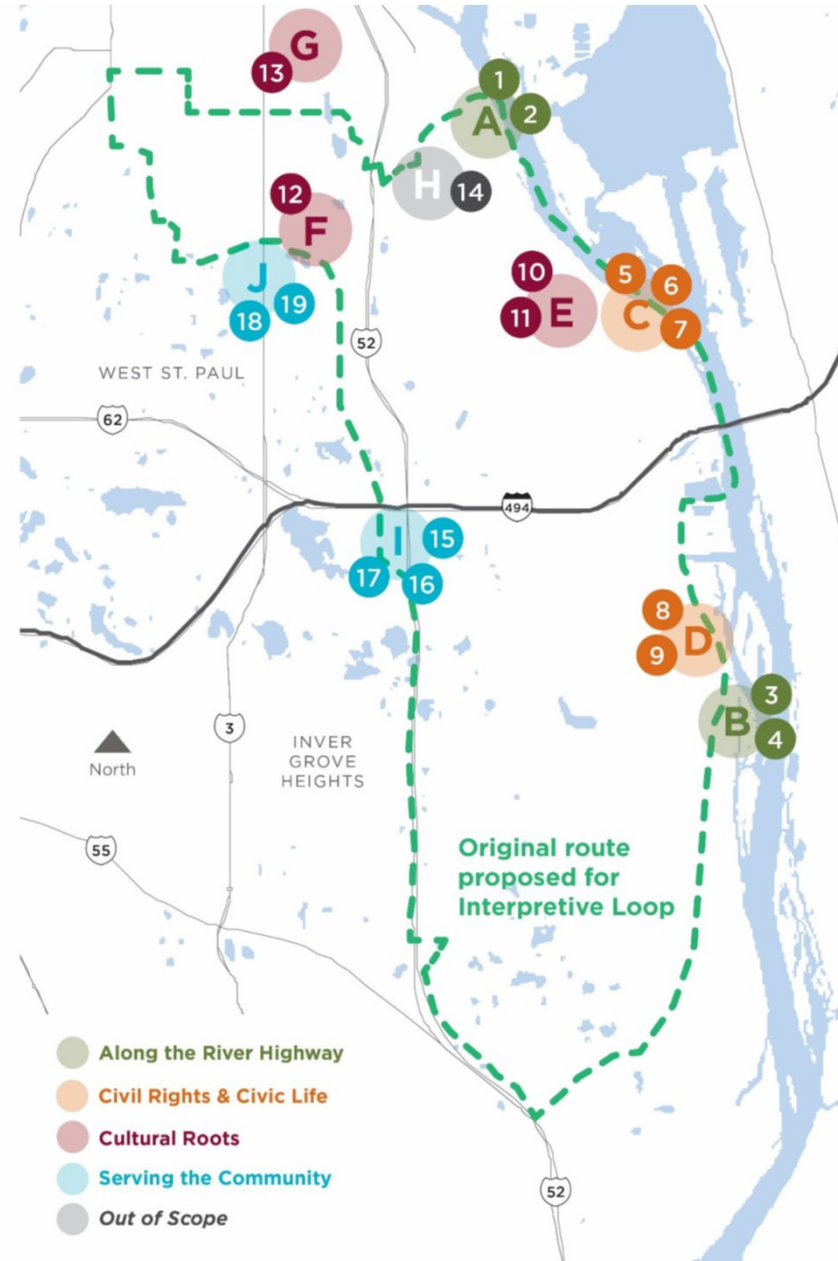
The typical below uses the Wreck of the 10 Spot as a test case. Its dimensions are 36" wide x 24" tall, and it demonstrates roughly the amount of content recommended at this size (100-150 of body copy and one or two inset images with captions) and employs the industrial, modern elements of the style guide. As discussed on our October 11, 2024, site visit, the typical also showcases a simple trail map in the top righthand corner that would repeat on each sign to help orient visitors to the Interpretive Loop. It also displays the Dakota County Historical Society logo.



Questions?

Matt Carter
Historical Society

Maggie Schmidt
106 Group





106GROUP

Connecting People + Place + Time

Main Office

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Suite 102
St Paul MN 55114

Locations

Boston MA
Richmond VA
Washington DC

106group.com

REVISED CONCEPT PLAN

Interpretive Loop

Dakota County Historical Society

11/22/24



Dakota County Historical Society
REVISED CONCEPT PLAN: Interpretive Loop

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Production Budget.....21

Submitted by:
Maggie Schmidt, Interpretive Planner and Project Manager, 106 Group
Alyssa Rupp, Graphic Designer, 106 Group
Laura Sadowsky, Historian, 106 Group

Project Overview

Background

The Dakota County Historical Society (DCHS), in collaboration with Dakota County Parks, the Dakota County Board of Commissioners, and 106 Group, is guiding the planning and future development of a self-guided interpretive experience within Dakota County, Minnesota. The pilot tour, currently entitled the “Interpretive Loop,” proposes to create a series of interpretive clusters or nodes within northern Dakota County. Each cluster will be organized by a theme and highlight local history stories, with the goal of creating a cohesive interpretive narrative that connects visitors with the rich history of the county. Testing and refinement of this concept, supported by historical research, onsite analysis, and community engagement, is underway. This contract includes preliminary concepts for the proposed waysides, but not production-ready files, fabrication, or installation.

Deliverable Summary

To begin this project, 106 Group researched 23 pre-selected topics. For the Research Summary (submitted October 1, 2024), historian Laura Sadowsky reviewed the proposed topics, gathered key content points, and identified potential images—primarily through onsite research at Dakota County Historical Society as well as online research. From here, interpretive planner Maggie Schmidt evaluated the topics, analyzed proposed sites in Dakota County with the project team, and made preliminary recommendations through a draft interpretive framework. Building upon comments received on the Draft Concept Plan, we’re pleased to submit a **Revised Concept Plan** for the Interpretive Loop that includes the following:

- Revised foundations (themes, goals, objectives, audience profiles, and interpretive approach)
- Revised topic list
- Style guide (font, color palette, exhibit base inspiration images)
- Design typical with “lorem ipsum” placeholder text, including color palette and dimensions
- Updated bubble map with general locations
- Site photos
 - *Please note: General locations only. It is recommended that an additional site visit is planned during the production phase to assess exact locations for accessibility.*
- Draft production budget

Final Plan (December 13, 2024) to include:

- First draft text for up to 23 interpretive panels with image thumbnails if applicable (no graphic layouts).

Review considerations:

To follow the project schedule, please provide consolidated feedback by **December 2, 2024**.

106 Group is looking for feedback on the following:

- *Please approve and/or revise the sub-themes, alternative topics, and suggested locations for clusters.*
- *Would you prefer custom bases with a unique design or more standardized bases (like the National Park Service)?*

Schedule

Dakota Co. Interpretive Bike Trails			
Task	Subtask	Review	Deadline
Startup	Kickoff call		Aug 10, 2024 Aug 15, 2024
Discovery	Research summaries		Oct 1, 2024
	Site Visit	Review	Oct 4, 2024 Oct 14, 2025
Draft Plan	Draft Plan	Review	Oct 28, 2024 Nov 5, 2024
	Revised Plan	Review	Nov 22, 2024 Dec 2, 2024
Final Plan	County Board update		Dec 3, 2024
	Community Engagement		Dec 5, 2024
	Final Plan/Draft Text		Dec 13, 2024
		Review	Dec 19, 2024 Dec 31, 2024
Closeout			Dec 31, 2024

Foundations

Why are we doing this project?

At its core, wayside planning is about creating a strategy to tell meaningful stories. An interpretive framework, which includes a mission, goals, and objectives, defines the parameters of the experience or storytelling and makes audience-focused recommendations that deeply engage visitors of all backgrounds. The Revised Concept Plan for the Interpretive Loop experience includes a theme and subthemes to connect visitors to places that hold historical significance in Dakota County.

Interpretive Framework

A theme provides structure and clarity to the message that visitors encounter when they visit the site. After their experience, visitors should be able to summarize the main point of interpretation in one sentence.

Big Idea

Everyday people shaped the history of Dakota County.

Subthemes

1. River Highway
2. Civil Rights and Civic Life
3. Cultural Roots
4. Serving the Community

Mission, Vision, Goals, and Objectives

DCHS Mission

To preserve, interpret and promote the history of Dakota County.

DCHS Vision

We make Dakota County history available and accessible to all.

Interpretive Loop Goals

These goals articulate what the organization wants to accomplish with this project:

- The new waysides in Dakota County will keep local history alive for future generations.
- The Interpretive Loop interpretive approach and style guide will serve as a pilot project for other local history experiences aimed at recreational trail users.

Visitor Experience Goals

Visitor Experience Goals summarize meaningful experiences that the institution wishes to foster for its visitors:

- Visitors to the Interpretive Loop will feel inspired to learn more about the history presented along the Trail.
- Visitors to the Interpretive Loop will feel motivated to visit other historic sites within Dakota County and participate in other interpretive opportunities, such as public tours or exhibits.

Objectives are measurable actions with a set target:

- Visitors will connect past stories of Dakota County to the present day, including their own lives.
- Visitors will be able to identify stories of local history, including within their own neighborhoods.

Audiences

Who is it for?

Target audiences can help focus content and design decisions. These groupings can be organized by age, gender, background, and ethnicity. Even motivations for visiting—such as bicycling or finding a place to simply unwind and relax—add layers to wayside development and design. These categories could deepen, expand, and evolve with future community engagement and interpretive opportunities for the Interpretive Loop, but we can utilize a preliminary understanding to begin wayside development. According to a Dakota County Pedestrian and Bicycle Study (2018),¹ potential visitor types may overlap with people who currently use bicycle and pedestrian facilities in Dakota County, such as:

- Recreational users, including:
 - Dakota County residents and visitors, including families with children utilizing trails or play equipment
 - Dakota County workers
 - Older adults (30+)

Expanding on these demographics, museum researcher John Falk’s categories of museum visitors—including explorers, facilitators, experience seekers, professional hobbyists, and rechargers—can help us begin to anticipate what Interpretive Loop visitors might want to experience along a casual stroll, a lunchtime walk, or a longer bike ride. For this project, we anticipate that most recreational visitors will fall into the Explorers category.

¹ Dakota County, “Dakota County Pedestrian and Bicycle Study,” 2018, <https://www.co.dakota.mn.us/Transportation/TransportationStudies/Past/Documents/PedestrianBicycleStudy.pdf>, accessed October 23, 2024.

Explorers are in search of new, exciting, and unfamiliar stories.

This visitor type is most likely motivated to:

- Take pictures of the landscape.
- Look for key highlights and main points, rather than focus on reading every wayside.
- Seek out interesting, bite-sized facts that spark their curiosity.

Interpretive Approach

What stories will we include?

During the Discovery phase, the proposed list of up to 23 interpretive topics was evaluated and organized based on each topic’s ability to support the draft theme statement; the availability of documented research and images to tell the story on a 24”x36” interpretive panel (approximately 100 words and 1-2 images); and a proposed topic’s clear connection to a specific location on the trail. The site visit on October 11, 2024, provided further clarity to each topic’s strength as an interpretive experience, as well as the overall interpretive approach for the Interpretive Loop. **In the Revised Plan, we’ve proposed a set of alternative topics that reflect the diversity of Dakota County. Additionally, a revised sub-theme called “Cultural Roots” interprets the impact of past and present immigration.** The following list of recommendations aim to guide the project team and local stakeholders as they finalize the list of interpretive topics and locations.

Place-based interpretation

The Interpretive Loop should feature stories that are directly connected to the immediate landscape, whenever possible.

Connecting visitors to unique places—by interpreting visible physical features in the immediate area—is currently considered best practice for visitor-centered interpretation. “Place” can also include elements that visitors can no longer see, such as historical events, buildings, or people from the past with a clear connection to the specific location (homesteaders who lived and farmed in that location, for example). According to the place-based education approach, residents or visitors to Dakota County can form deeper connections to cities and towns by learning more about the immediate landscape around them. Stories that do not have a visible or tangible link to what visitors can see, think, feel, or do are weaker and less effective in accomplishing project goals.

Clustered interpretation

The Interpretive Loop should feature small groupings of easily accessible historical signage that are united by a sub-theme.

Following the October 2024 site visit, it is recommended that the team cluster historical interpretation by sub-theme in well-trafficked, easily accessible areas, perhaps in shorter loops or routes. As originally conceived, the 24-mile loop was difficult to follow with some sections lacking safe and accessible infrastructure for bicyclists and pedestrians. The length and scale of the proposed trail did not appear to support the main goal of the project, which is to connect residents of Dakota County to local history and community-based stories. Best practices in interpretive planning prioritize accessibility for visitors of all abilities, including the analysis of facilities and locations that best meet visitor experience needs.² A detailed analysis of likely visitors (organized by age, gender, and other demographics) is out of scope for this project; however, the Interpretive Loop should broadly consider questions such as:

- What stories are visitors motivated to learn about, especially if their primary visit is driven by recreational experiences such as bicycling, dog walking, or running?
- What do visitors already know about the area’s history?
- How accessible is each location to different populations of potential visitors? Are they already visiting this location (to access a nearby dog park, for example) or is the location out of the way of nearby amenities?

Relevant interpretation

The Interpretive Loop should bring history to life that is meaningful and relevant to today’s visitors.

The History Relevance (HR) campaign, created by public historians over a decade ago, is one example of an initiative that challenges historical organizations such as Dakota County Historical Society to develop intentional, purposeful, and meaningful interpretation. One of our jobs as interpreters is to build bridges between the personal experiences of every visitor to deeper, universal meanings—which are often organized by themes or sub-themes—and stories from the county’s collective past.³ A story on the Interpretive Loop should not be selected merely because it is historical or even local, but because it is relevant to the everyday lives of people in Dakota County today. Qualities defined by the HR campaign, including the list below, could be used as a rubric to narrow and focus the final list of stories on the Interpretive Loop:

² Harpers Ferry Center, “Planning for Interpretation and Visitor Experience,” 1998, <https://www.nps.gov/subjects/hfc/upload/interp-visitor-exper.pdf>, accessed October 22, 2024.

³ Steph N. Dean, “National Park Interpretation and Place-Based Education: An Integrative Literature Review,” 2020, https://open.clemson.edu/cgi/viewcontent.cgi?article=1075&context=teach_learn_pub, accessed October 21, 2024.

- **Rooted in Historical Quality** – Offers historical context using primary source materials
- **Applicable** – Connects to visitors and fosters change in the community; teaches historical thinking skills
- **Impactful** – Challenges familiar assumptions, provokes new thinking
- **Current and Timely** – Relates to discussion happening at the local and national levels
- **Connected** – Shows continuity between past, present, and future and relates to individual and collective identities⁴

⁴ Tim Grove, “New Tool Available from the History Relevance Initiative,” 2020, [New Tool Available from the History Relevance Initiative – AASLH](#), accessed October 23, 2024.

Exhibits

Site Map

For the Revised Plan, we propose a series of interpretive clusters that are thematically place-based. **Unlike the Draft Concept Plan, which proposed four large groupings of loosely connected topics together in one area, this revised approach proposes multiple clusters per sub-theme, but with fewer panels per cluster.** A total of 10 clusters are shown on the map below, organized by sub-theme. Depending on the location and viewshed, each cluster could feature one to four interpretive panels, whether on individual, low-profile signs or front-back upright panels.

When selecting final locations for the clusters, it is recommended that new interpretive panels not directly “interrupt” existing interpretation within Dakota County, including interpretive signage with distinct branding developed by the National Park Service and Dakota County Trails. Other general recommendations for interpretive waysides refer to visitor data gathered for local pedestrian and bicycle studies, which includes:⁵

- **Locations that are accessible to all visitors** (as of 2018, one-third of Dakota County’s population does not drive/own a car, and walking, biking and transit infrastructure is less complete than the road network.)
- **Safe intersections in high traffic areas**, particularly at locations without existing traffic control.
- **Shade and scenic walks with natural features.**

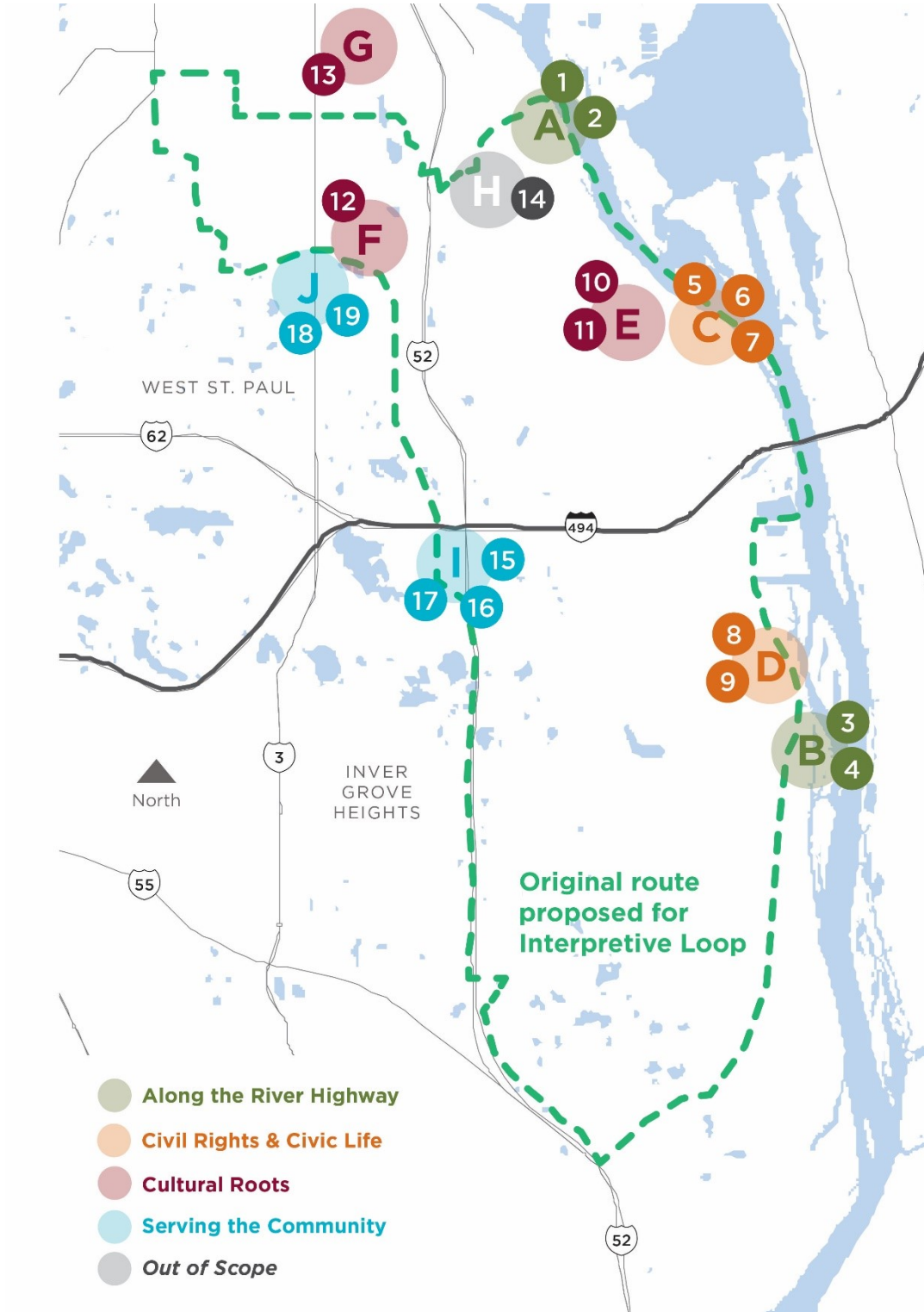
⁵ Dakota County, “Dakota County Pedestrian and Bicycle Study,” 2018, <https://www.co.dakota.mn.us/Transportation/TransportationStudies/Past/Documents/PedestrianBicycleStudy.pdf>, accessed October 23, 2024.



106GROUP

Connecting People + Place + Time

Dakota County Historical Society
REVISED CONCEPT PLAN: Interpretive Loop



Theme 1: Along the River Highway



General Locations: Cluster A (Mississippi River Trail overlook, Terminal Railway No. 10); Cluster B (not shown: Rock Island Swing Bridge, 4465 66th St. E, Inver Grove Heights, MN, 55076)

Cluster A:

- **Panel Topic-01: Wreck of the 10 Spot**
 - Purpose Statement: To interpret the 1912 wreck of a livestock locomotive, including the injuries and loss of life sustained in dense fog.
- **Panel Topic-02: Stockyard Navigation**
 - Purpose Statement: To interpret 20th-century labor on the river, including the lives of immigrant workers who moved freight to and from the St. Paul stockyards via river boats.

Cluster B:

- **Panel Topic-03: Rock Island Swing Bridge**
 - Purpose Statement: To interpret the role of the South St. Paul Beltline Railroad as a connector between stockyards in 1894, as well as the bridge's eventual decline.
- **Panel Topic-04: Dillinger Chase**
 - Purpose Statement: To interpret the sensational lore of John Dillinger after three separate gun battles with federal authorities in 1934.

Theme 2: Civil Rights and Civic Life



General Locations: Cluster C (Stockyards Exchange building, 200 Concord Exchange N, South St. Paul, MN 55075); Cluster D (Heritage Village Park, 4321 65th St. E, Inver Grove Heights, MN 55076)

Cluster C:

- **Panel Topic-05: Officer Leo Pavlak**
 - Purpose Statement: To interpret the tragic loss of Officer Leo Pavlak, who was killed on duty in front of the South St. Paul post office (near the Stockyards Exchange building) while escorting two bank messengers in 1933.
- **Panel Topic-06: Black Suffrage Bill**
 - Purpose Statement: To interpret Charles Griswold, a state representative for Winona County, who led an extensive campaign to introduce three petitions, including one in Hastings in Dakota County in 1865, for expanded voting rights in Minnesota.
- **Panel Topic-07: First Women to Vote Following 19th Amendment**
 - Purpose Statement: To interpret the stories of local women in South St. Paul who hastily voted at the polls following a national amendment.

Cluster D:

- **Panel Topic-08: Mayor Saves Council**
 - Purpose Statement: To interpret the 1957 gas leak and heroism of Mayor Theodore Piekarski, whose actions saved nine lives at the village hall.
- **Panel Topic-09: 1st Public School**
 - Purpose Statement: To interpret the former location of Dakota County's first public school, which was built by local settlers in 1854 and burnt to the ground in 1872.

Theme 3: Cultural Roots



General Locations: Cluster E (South Saint Paul High School, 700 2nd St N, South Saint Paul, MN 55075); Cluster F (Hmong Farmers Association, 149 Thompson Ave E Ste 202, West Saint Paul, MN 55118 or HAFA Farm in Vermilion Township); and Cluster G (not shown: District del Sol, 175 Cesar Chavez St. Ste 2, Saint Paul, MN 55107)

Cluster E:

- **Panel Topic-10: Son of immigrants in the National Football League**
 - Purpose Statement: To interpret the life and multi-sport career of Stanislaus Kostka, born in 1912 to Polish and Bohemian parents, who attended South St. Paul High School, the UMN, and later the NFL.
- **Panel Topic-11: 19th-century European immigration**
 - Purpose Statement: To interpret waves of European labor and immigration to Dakota County, including the railroads and meatpacking plants where they worked.

Cluster F:

- **Panel Topic-12: Hmong farmers**
 - Purpose Statement: To interpret the history of Hmong immigration to Minnesota and Dakota County in the 1970s, connecting to the current Hmong Farmers Association in West St. Paul (established 2011) and the HAFA Farm in Vermilion Township.

Cluster G:

- **Panel Topic-13: Mexican cuisine**
 - Purpose Statement: To interpret the history of Mexican immigration and family businesses in what is now known as District del Sol⁶, such as the El Burrito Mercado run by the Silva family, founded in 1979.

⁶ [District del Sol | Saint Paul Historical](#)

Cluster H: (not in scope)

- **Panel Topic-14: Dakota village sites**

- **Purpose Statement:** To refresh outdated Dakota interpretation at Simon's Ravine Trailhead kiosk, including interpretation of existing public artwork. *Note: This topic will require extensive community engagement with stakeholders and is not recommended for this Concept Plan.*



General Location: Cluster H (Simon's Ravine Trailhead, 1308 Concord St. N, South Saint Paul, MN 55075)



Theme 4: Serving the Community



General Locations: Cluster I (Inver Grove Heights Fire Station 3, Upper 55th St. E, Inver Grove Heights, MN 55077); Cluster J (Marthaler Park/West St. Paul Police Department, 1616 Humbolt Ave, Saint Paul, MN 55118; image credit: weststpaulreader.com)

Cluster I:

- **Panel Topic-15: Stockyards Memorial Day Fire**
 - Purpose Statement: To interpret the significant fire that swept through the stockyards in South St. Paul on May 31, 1948.
- **Panel Topic-16: Waterous Company**
 - Purpose Statement: To interpret the local manufacturers of fire trucks and hydrants dating back more than 100 years.
- **Panel Topic-17: Female Firefighters**
 - Purpose Statement: To interpret the all-female firefighter crew of 2020 and Judy Smith Thill, the first female fire chief at Inver Grove Heights Fire Department in 2007.

Cluster J:

- **Panel Topic-18: Deputy Jerry Cotton**
 - Purpose Statement: To interpret the service of West St. Paul's Jerry Cotton, the first African American deputy to join the Dakota County Sheriff in 1980.
- **Panel Topic-19: Deputy Scott Patrick**
 - Purpose Statement: To interpret the honor and sacrifice of Deputy Scott Patrick, who was killed at Smith Avenue and Dodd Road intersection in West St. Paul in 2014.

Design Style

Visual elements help bring Dakota County history to life while creating a cohesive and meaningful experience for the visitor. Below are two tools that will help guide the overall look and feel and provide the structure and tone of any future exhibits.

Style Guide

A style guide lays out the building blocks for interpretation. Elements such as color, typography, material references, and graphic motifs are explored based on visual research of a specific period of time, artistic era, location, and/or mood.

Inspired by Dakota County's industry and infrastructure of the late 1880s and early 1900s, especially on Concord Street and the Stockyard Exchange Building, this style guide leans on warm, industrial hues and pronounced geometric lines and shapes. The palette features red and orange tones reminiscent of steel, brick, and wood, mixed with more modern influences of blue and warm grays. A wider, sturdier typeface for headings and callouts (Pennypacker Wide) pairs with a typeface that is more legible for body copy. This typeface features qualities you would encounter with a typewritten, or monospaced font (Richmond Text). Overall, the style lends itself to the history of this area while also incorporating modern touches of the current time.



PENNYPACKER WIDE

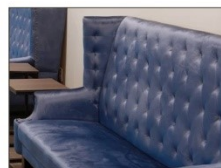
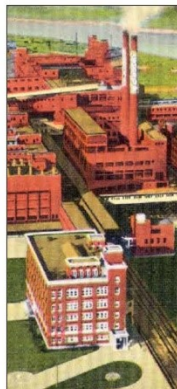
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Bold
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Typical

Before drafting interpretive text, a graphic typical demonstrates how design style may be translated into graphic design. Typical shows the relationship between color, typography, and graphics in order to communicate exhibit messages. They do not show finished designs; rather, they use placeholder text and/or imagery to demonstrate layout and future content.

The typical below uses the Wreck of the 10 Spot as a test case. Its dimensions are 36” wide x 24” tall, and it demonstrates roughly the amount of content recommended at this size (100-150 of body copy and one or two inset images with captions) and employs the industrial, modern elements of the style guide. As discussed on our October 11, 2024, site visit, the typical also showcases a simple trail map in the top righthand corner that would repeat on each sign to help orient visitors to the Interpretive Loop. It also displays the Dakota County Historical Society logo.



Base Design

A branded experience for the Interpretive Loop can go beyond graphic design. While more expensive, a custom design for the exhibit structure or substrate, also known as a panel base, can provide a distinct visual identity and help visitors easily identify clusters of exterior exhibits around Dakota County.

Whether we pursue upright signage or more standardized, off-the-shelf, low-profile signage utilized by the National Park Service, there are a range of durable options and styles to choose from based on your available budget and project needs.





Production Budget

106 Group can complete design, production, fabrication and installation of the DCHS Interpretive Loop project for a fixed fee of **\$178,665**. We’ve also included recommendations for optional fees, particularly to increase visitor accessibility, in the table below. The price quoted in this budget is guaranteed for 180 days from the date of submission. If more than 180 days elapses between submission and acceptance of this proposal, 106 Group reserves the right to make appropriate adjustments to the price. We seek to meet your needs for this project and would be happy to discuss any changes to help meet them.

Base Fee

Item	Description	Cost	Total
Design	<i>Includes two rounds of revision (final text and proofread layouts) for interpretive writer and graphic designer. Includes production-ready files and fabrication management. Assumes \$2,505 in labor per panel/23 waysides. Note: This fee does not include community engagement or stakeholder coordination.</i>	\$57,615	\$178,665
Image acquisition	<i>Assumes \$50 per panel for image licensing fees from external archives and institutions. Note: This fee would not apply if images were acquired from Dakota County Historical Society.</i>	\$1,150	
Custom illustration	<i>Assumes \$7,000 per illustration for 4-5 panels without adequate historic imagery.</i>	\$35,000	
Bases and panels	<i>Assumes up to 23 waysides/\$1,300 per unit. Includes shipping and delivery. Note: Custom design or branded panels could cost up to \$4,000 per unit.</i>	\$29,900	
Installation	<i>Assumes in-ground installation/\$2,391 per unit.</i>	\$55,000	

Optional Fees

Item	Description	Cost
Language Translation	<i>Assumes approximately 100 words per panel at 50 cents a word (\$50 per unit). Note: Translation fee may depend on language selection.</i>	\$1,150
Tactiles (accessibility)	<i>Assumes 6”x6” bronze tactiles with raised letters and braille to increase accessibility and visitor access. Options could include building replicas, cast molds of artifacts. Larger tactiles, such as plat maps, range from \$11,000 to \$25,000 depending on size.</i>	\$7,000/tactile
Audio Description (accessibility)	<i>Includes script writing, recording, and hardware for up to 23 stops. Audio description content could be accessed via sound post (additional fees would apply), panel beacon, QR code, or website.</i>	\$15,000



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3991

Agenda #: 8.1

Meeting Date: 12/3/2024

DEPARTMENT: Communications

FILE TYPE: Regular Information

TITLE

Legislative Update

PURPOSE/ACTION REQUESTED

Provide an update on the 2024 general election results, preparations for the 2025 state legislative session, state and federal legislative affairs, and the status of county legislative priorities.

SUMMARY

Staff from Downs Government Affairs and Stinson LLP will provide an update on the results of the 2024 general election and the legislative outlook for 2025.

In addition, 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: Dakota County Presentation
- Attachment: Downs Government Affairs Presentation
- Attachment: Stinson LLP Presentation

BOARD GOALS

- A Great Place to Live
- A Healthy Environment

A Successful Place for Business and Jobs

Excellence in Public Service

CONTACT

Department Head: Mary Beth Schubert

Author: Nathan Hanson



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3985

Agenda #: 9.1

Meeting Date: 12/3/2024

DEPARTMENT: Office of Performance and Analysis (OPA)

FILE TYPE: Regular Information

TITLE

Update On Multi-County 2025 Residential Opinion Survey Project

PURPOSE/ACTION REQUESTED

Receive an update on the revised 2025 residential survey and finalize survey for deployment in January 2025.

SUMMARY

For two decades, Dakota County Commissioners have directed that a scientifically valid, random-sample public opinion survey be conducted on a two to three-year cycle. The surveys gather objective information about residents' perceptions of quality of life, quality of services provided by the County, and their satisfaction with County government.

In 2025, Dakota, Olmsted, Scott, St. Louis, and Washington counties will survey their respective residents to assess residential opinions and the performance of county government. As in previous survey projects, the 2025 Residential Survey Project is a partnership between the counties. A joint powers agreement (JPA) was approved in July 2024 by Dakota County Commissioners. Dakota County is the fiscal agent for the survey project and will manage the contract with the survey consultant, Polco/the National Research Center, Inc. of Madison, Wisconsin. Polco is a national strategic planning and public opinion research firm, focusing on information needs of the public sector. Dakota County has contracted with this organization for years, which has ensured consistency of benchmarking over time. Costs of the 2025 survey will be determined by the length of the survey, type of questions used, mailing requests, and amount of analysis prepared by the consultant.

It is anticipated that mailed postcards and surveys will be sent to a minimum of 7,000 randomly selected residential addresses in Dakota County. The postcards will contain information for accessing the survey. The postcards will be mailed to an average minimum of 700 households per Commissioner District, with an expectation that about one-sixth of them will be returned, for approximately 800 completed surveys. The primary goal is to have the survey's margin of error less than $\pm 4\%$. As in the past, the surveys will use a set of "common" questions, as well as some questions that are unique to each county, and a set of demographic questions. Maintaining consistency in the common questions has value for analyzing the County's own performance over time and allows comparisons with our partner counties and demographically similar counties across the nation.

The draft 2025 survey instrument was reviewed by the board on October 8, 2024. Staff from the

Office of Performance and Analysis (OPA) revised the survey based on that discussion and after reviewing options with the survey vendor. This presentation will present those revisions and review next steps for finalizing and deploying the survey in early 2025.

RECOMMENDATION

Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACTS

Dakota County's cost is expected to be under \$60,000. Sufficient funds are contained in Office of Performance and Analysis budget.

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

RESOLUTION

Information only; no action requested.

PREVIOUS BOARD ACTION

24-381; 07/30/24

ATTACHMENTS

Attachment: 2025 Dakota County Residential Survey Draft

BOARD GOALS

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

CONTACT

Department Head: Dave Paulsen
Author: Tim Paulus

Dakota County 2025 Residential Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Your responses are anonymous and will be reported in group form only. Thank you.

1. How would you rate your overall quality of life in Dakota County? Excellent Good Fair Poor

2. What one thing do you like most about living in Dakota County? (Please select only one.)

- | | | | |
|--|---|------------------------------------|---|
| <input type="checkbox"/> Location | <input type="checkbox"/> Quality of life in general | <input type="checkbox"/> Low taxes | <input type="checkbox"/> Open space |
| <input type="checkbox"/> Rural character | <input type="checkbox"/> My neighborhood | <input type="checkbox"/> People | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Parks and greenways | <input type="checkbox"/> Schools | | _____ |

3. Please rate each of the following characteristics of Dakota County.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
Dakota County as a place to live.....	1	2	3	4	5
Dakota County as a place to work.....	1	2	3	4	5
Dakota County as a place to retire.....	1	2	3	4	5
Dakota County as a place to raise a family.....	1	2	3	4	5
Sense of community.....	1	2	3	4	5
Openness and acceptance of people with diverse backgrounds.....	1	2	3	4	5
Outdoor recreational opportunities in Dakota County.....	1	2	3	4	5
Availability of biking paths and walking trails.....	1	2	3	4	5
Accessibility of biking paths and walking trails.....	1	2	3	4	5
Economic health of Dakota County.....	1	2	3	4	5
Availability of employment opportunities.....	1	2	3	4	5
Availability of quality, affordable child care.....	1	2	3	4	5
Availability of affordable housing.....	1	2	3	4	5
Availability of transportation/transit (for work purposes and commuting)....	1	2	3	4	5
Water quality/health of environment.....	1	2	3	4	5
Climate resiliency practices/strategies.....	1	2	3	4	5
Natural resources.....	1	2	3	4	5
Arts and culture countywide.....	1	2	3	4	5
Overall image or reputation of Dakota County.....	1	2	3	4	5

4. What do you feel is the most serious issue facing Dakota County at this time? _____

5. Do you think that a year from now you and your household will be better off financially, or worse off, or just about the same as now?

- Much better Somewhat better About the same Somewhat worse Much worse Don't know

6. Please rate how safe or unsafe you feel in Dakota County.

	<u>Very safe</u>	<u>Somewhat safe</u>	<u>Somewhat unsafe</u>	<u>Very unsafe</u>	<u>Don't know</u>
From property crimes (e.g., burglary, theft).....	1	2	3	4	5
From violent crimes (e.g., rape, assault, robbery).....	1	2	3	4	5
From substance use and associated activities (e.g. selling drugs).....	1	2	3	4	5
From financial scams (identity theft, phone scams, cyber crime).....	1	2	3	4	5
From domestic violence.....	1	2	3	4	5
From gang activity.....	1	2	3	4	5
While driving on roads within Dakota County.....	1	2	3	4	5
While walking or biking within Dakota County.....	1	2	3	4	5
While in your neighborhood.....	1	2	3	4	5
While in County office buildings, libraries, courtrooms.....	1	2	3	4	5
While in schools in Dakota County.....	1	2	3	4	5
While in places of worship in Dakota County.....	1	2	3	4	5
While using Dakota County parks, trails, and greenways.....	1	2	3	4	5

Dakota County 2025 Residential Survey

7. Please rate to what degree, if at all, each of the following is a problem in Dakota County.

	<u>Not a problem</u>	<u>Minor problem</u>	<u>Moderate problem</u>	<u>Major problem</u>	<u>Don't know</u>
Crime.....	1	2	3	4	5
Taxes	1	2	3	4	5
Traffic safety	1	2	3	4	5
Traffic congestion	1	2	3	4	5
Poverty.....	1	2	3	4	5
Homelessness	1	2	3	4	5
Affordability of housing	1	2	3	4	5
Availability of living wage jobs.....	1	2	3	4	5

8. Please rate to what degree, if at all, each of the following is a health concern in Dakota County.

	<u>Not at all a concern</u>	<u>Minor concern</u>	<u>Moderate concern</u>	<u>Major concern</u>	<u>Don't know</u>
Environmental hazards (e.g., polluted water or toxic waste).....	1	2	3	4	5
Tobacco use (including E-cigarettes and chewing tobacco)	1	2	3	4	5
Depression, anxiety, and other mental illnesses	1	2	3	4	5
Social isolation	1	2	3	4	5
Underage alcohol use.....	1	2	3	4	5
Underage marijuana use.....	1	2	3	4	5
Alcohol abuse among adults	1	2	3	4	5
Marijuana abuse among adults.....	1	2	3	4	5
Illegal drug use (e.g., heroin, illicit fentanyl, methamphetamine).....	1	2	3	4	5
Bullying.....	1	2	3	4	5
Illegal use of prescribed medications (such as opioids).....	1	2	3	4	5
The health and support of older adults	1	2	3	4	5
The health and support of persons with disabilities.....	1	2	3	4	5
Health and support of children and child development.....	1	2	3	4	5
Nutrition of adults and children.....	1	2	3	4	5
Abuse and neglect of children	1	2	3	4	5
Abuse and neglect of older adults or vulnerable adults	1	2	3	4	5
Spread of infectious diseases.....	1	2	3	4	5

9. Please rate to what degree, if at all, each of the following is an environmental concern in Dakota County.

	<u>Not at all a concern</u>	<u>Minor concern</u>	<u>Moderate concern</u>	<u>Major concern</u>	<u>Don't know</u>
Quality of outdoor air	1	2	3	4	5
Quality of drinking water (PFA Contaminants)	1	2	3	4	5
Quality of water in lakes, rivers, and streams	1	2	3	4	5
Quantity of useable water supply	1	2	3	4	5
Climate change.....	1	2	3	4	5
Energy use.....	1	2	3	4	5

10. Please rate each of the following services provided by Dakota County.

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't know</u>
County libraries like Burnhaven, Farmington, Galaxie, Heritage, Inver Glen, Kaposia, Pleasant Hill, Robert Trail, Wentworth, or Wescott.	1	2	3	4	5
County parks and recreation like Lebanon Hills, Thompson County Park, Whitetail Woods, Spring Lake Park, Lake Byllesby, or Miesville.....	1	2	3	4	5
Trail and greenway system like the Mississippi River, River to River and Big Rivers Trail.....	1	2	3	4	5
Condition of County roads such as County Road 46, Yankee Doodle Road/County Road 28, County Road 42, Kenwood Trail, or Pilot Knob Roads.....	1	2	3	4	5
Snow and ice removal on County roads.....	1	2	3	4	5
Sheriff deputies patrol and park protection services.....	1	2	3	4	5
Administering property tax	1	2	3	4	5
Addressing important health issues in communities.....	1	2	3	4	5
Prosecuting people accused of felony-level crimes or serious crimes ...	1	2	3	4	5
Overall quality of services provided by Dakota County	1	2	3	4	5

Dakota County 2025 Residential Survey

11. Please rate the following services provided by Dakota County *only if you have experienced them within the last two years.*

	Excellent	Good	Fair	Poor	Don't know/ not applicable
Employment support/CareerForce Center services	1	2	3	4	5
Financial assistance for low-income households.....	1	2	3	4	5
Records, passports, licensing, and vehicle registration	1	2	3	4	5
Services for people with disabilities.....	1	2	3	4	5
Services for people experiencing mental illness	1	2	3	4	5
Services that protect neglected or abused children.....	1	2	3	4	5
Information available on the County website	1	2	3	4	5
Services provided to older adults.....	1	2	3	4	5
Services at the Recycling Zone	1	2	3	4	5
Accessibility of services, physical and digital	1	2	3	4	5
Organic waste drop-off sites	1	2	3	4	5
Services to children and families.....	1	2	3	4	5
Services that protect neglected, abused, or exploited adults.	1	2	3	4	5
Housing/shelter services and support	1	2	3	4	5
Public Health services	1	2	3	4	5

12. To what extent would you support or oppose an increase in your County property tax if it were needed to maintain County services at their current levels?

- Strongly support Somewhat support Somewhat oppose Strongly oppose Don't know

13. Have you visited (in-person or virtually), telephoned, or emailed any Dakota County government employee within the last 12 months?

- Yes → Go to question 14 No → Skip to question 15

14. What was your impression of the employee(s) of Dakota County in your most recent contact? (Please rate each characteristic below.)

	Excellent	Good	Fair	Poor	Don't know
Knowledgeable.....	1	2	3	4	5
Responsive	1	2	3	4	5
Courteous.....	1	2	3	4	5
Overall impression	1	2	3	4	5

15. Please rate these aspects of accessing Dakota County services.

	Excellent	Good	Fair	Poor	Don't know
Convenience of County facilities' locations	1	2	3	4	5
Online access to County services	1	2	3	4	5
Ease of paying for County services online.....	1	2	3	4	5
Availability of language resources for access to services (e.g., interpreters or multi-language materials or signage).....	1	2	3	4	5

16. Please rate the following categories of Dakota County government performance.

	Excellent	Good	Fair	Poor	Don't know
The job Dakota County government does of providing information to residents.....	1	2	3	4	5
The job Dakota County government does of listening to residents	1	2	3	4	5
The value of services for the taxes paid to Dakota County	1	2	3	4	5
The job Dakota County government does at managing tax dollars.....	1	2	3	4	5
The value of Dakota County services to the quality of life in my neighborhood	1	2	3	4	5
Generally acting in the best interest of the community.....	1	2	3	4	5
Supporting the quality of life in the county	1	2	3	4	5
Effectively planning for the future of the county	1	2	3	4	5
Overall confidence in Dakota County government.....	1	2	3	4	5

17. To what extent do you approve or disapprove of the job the Dakota County Board is doing?

- Strongly approve Somewhat approve Somewhat disapprove Strongly disapprove Don't know

Dakota County 2025 Residential Survey

18. How important, if at all, is it to provide the following library programs and services?

	Essential	Very important	Somewhat important	Not at all important	Don't know
Popular titles/current library materials	1	2	3	4	5
Small business/economic development resources and services	1	2	3	4	5
Information about jobs, skills, literacy, and careers	1	2	3	4	5
Streaming digital materials (movies, music, e-books, e-audio books) ...	1	2	3	4	5
Access to computers and the Internet	1	2	3	4	5
Access to creative maker technology, equipment, or classes	1	2	3	4	5
Community space, meeting and conference rooms	1	2	3	4	5
Classes and events on a variety of topics.....	1	2	3	4	5
English as a second language resources and services.....	1	2	3	4	5
Library materials in other languages (Spanish, Somali, Russian, others)	1	2	3	4	5
Self-service hours (access to services during regularly closed times)	1	2	3	4	5
Other (please specify):.....	1	2	3	4	5

19. Please indicate which of the following methods, if any, you prefer as a way to receive information about Dakota County. (Please select up to three methods.)

- | | |
|---|--|
| <input type="checkbox"/> Newspapers (print or online) | <input type="checkbox"/> Television |
| <input type="checkbox"/> The County's mailed newsletters | <input type="checkbox"/> County website (www.dakotacounty.us) |
| <input type="checkbox"/> Calling Dakota County | <input type="checkbox"/> Social media (Facebook, X, Nextdoor, Instagram) |
| <input type="checkbox"/> Email from Dakota County | <input type="checkbox"/> <u>None</u> , I don't want or need any information from Dakota County |
| <input type="checkbox"/> Text messages and alerts (sent to cell phones) | |

20. Please indicate what methods you believe Dakota County should use to reach residents to learn about their preferences for County services, activities, projects, decisions and plans. (Please select all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Public meetings/forums/open houses | <input type="checkbox"/> Booths and staff at community festivals or events (e.g., County Fair or farmers markets) |
| <input type="checkbox"/> Social media (Facebook, X, Nextdoor, Instagram) | <input type="checkbox"/> Opt-in online surveys or online forums |
| <input type="checkbox"/> Citizen advisory committees | |
| <input type="checkbox"/> Other (please specify): _____ | |

21. In the past year, on average, how often did you or your household use the following in Dakota County?

	Almost daily	Weekly	Monthly	A few times	Never
Dakota County parks	1	2	3	4	5
Regional trails/greenways	1	2	3	4	5

22. What, if anything, prevents you or your household from using parks, or natural lands more often? Choose up to (3).

- | | |
|---|--|
| <input type="checkbox"/> Don't know where to go/unfamiliar with the offerings | <input type="checkbox"/> Facilities lack the right equipment/amenities |
| <input type="checkbox"/> Locations are inconvenient for me (e.g., too far away from my home or workplace) | <input type="checkbox"/> Do not feel safe in these locations |
| <input type="checkbox"/> Not easy to get there by bus, bike, or walking | <input type="checkbox"/> Not interested/don't want to |
| <input type="checkbox"/> Not enough parking nearby for personal vehicles | <input type="checkbox"/> Don't have the time |
| <input type="checkbox"/> Not accessible for people with disabilities | <input type="checkbox"/> Nothing prevents me/us from using more often |
| | <input type="checkbox"/> Other reason _____ |

23. Since 2003, Dakota County and partners have preserved land outside of County parks for many public purposes. How important, if at all, is it to continue using County funds for these purposes?

	Essential	Very important	Somewhat important	Not at all important	Don't know
Increasing public access for outdoor recreation	1	2	3	4	5
Protecting and improving natural areas	1	2	3	4	5
Protecting and improving water quality	1	2	3	4	5
Protecting and improving wildlife habitat.....	1	2	3	4	5

24. What type of housing is most needed in your community? Choose up to three (3).

- | | |
|--|--|
| <input type="checkbox"/> Market-rate housing for older adults (condos, townhouses) | <input type="checkbox"/> Affordable family housing |
| <input type="checkbox"/> Market-rate stand-alone single-family housing | <input type="checkbox"/> Assisted living or supportive housing (with services for any age) |
| <input type="checkbox"/> Market-rate apartments | <input type="checkbox"/> Homeless shelters |
| <input type="checkbox"/> Workforce housing (housing affordable for working people that is close to their job) for single-person households | <input type="checkbox"/> None of these are needed in my community |
| <input type="checkbox"/> Affordable housing for older adults | |

Dakota County 2025 Residential Survey

25. If you are considering a change in your work situation (e.g., increasing hours, rejoining the workforce, looking for a new job), how important, if at all, are each of the following factors in making your decision?

	Essential	Very important	Somewhat important	Not at all important	Don't know
Better pay	1	2	3	4	5
Better benefits (e.g., health insurance, family leave, tuition reimbursement)	1	2	3	4	5
The flexibility to work remotely (e.g., work from home or telework) at least part of the time	1	2	3	4	5
The option to work part-time or at reduced hours	1	2	3	4	5
Career advancement opportunity at work	1	2	3	4	5
Availability and affordability of childcare	1	2	3	4	5
Availability and affordability of other caregiving (e.g. senior care or care for family members with disabilities)	1	2	3	4	5
Public transit to work	1	2	3	4	5

26. Which highway in Dakota County needs the most safety improvements? _____

27. Which highway in Dakota County needs the most congestion improvements? _____

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. How long have you lived in Dakota County?

- Less than 2 years 11 to 15 years
 2 to 5 years 16 to 20 years
 6 to 10 years Over 20 years

D2. Which of the following best describes you?

- Employed full-time
 Employed part-time
 Employed, seeking better job or more hours
 Homemaker/caregiver → go to question #D5
 Retired → go to question #D5
 Unemployed, looking for work → go to question #D5
 Student → go to question #D5

D3. On average, how long does it take you to travel to work (from home)?

- 0 to 14 minutes 30 to 44 minutes
 15 to 19 minutes 45 to 60 minutes
 20 to 29 minutes More than 60 minutes
 Not sure/Don't know I primarily work from home

D4. How long would the same trip take, if there was no traffic congestion at all?

- 0 to 14 minutes 30 to 44 minutes
 15 to 19 minutes 45 to 60 minutes
 20 to 29 minutes More than 60 minutes
 Not sure/Don't know I primarily work from home

D5. Which category contains your age?

- 18-24 35-44 55-64 75-84
 25-34 45-54 65-74 85+

D6. Which gender do you identify with most closely?

- Female Male Identify another way

D7. Which best describes the building you live in?

- One family house detached from any other houses
 House attached to one or more houses (e.g., a duplex or townhome)
 Building with two or more apartments or condos
 Manufactured or mobile home
 Other

D8. Is this house, apartment or mobile home...

- Rented
 Owned (including with an outstanding mortgage)

Please respond to both questions #D9 and #D10:

D9. Are you Spanish, Hispanic or Latino?

- No, not Spanish, Hispanic or Latino
 Yes, I consider myself to be Spanish, Hispanic or Latino

D10. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- American Indian or Alaskan Native
 Asian, Asian Indian or Pacific Islander
 Black or African American
 White
 Other

D11. How many of each of the following, including yourself, live in your household?

Children age 17 years and under _____

Adults under age 65 years _____

Adults age 65 years and over _____

D12. Please indicate your household's annual income:

- Under \$15,000 \$75,000-\$99,999
 \$15,000-\$24,999 \$100,000-\$149,999
 \$25,000-\$34,999 \$150,000-\$199,999
 \$35,000-\$49,999 \$200,000 or more
 \$50,000-\$74,999

Thank you very much!

Please return the completed survey in the postage-paid envelope to:

National Research Center, Inc.,
PO Box 549, Belle Mead, NJ 08502



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3873

Agenda #: 9.2

Meeting Date: 12/3/2024

DEPARTMENT: Finance

FILE TYPE: Regular Information

TITLE

Update On Obligation Of American Rescue Plan Act Funding

PURPOSE/ACTION REQUESTED

Receive an update on obligation of American Rescue Plan (ARP) Act funding.

SUMMARY

On March 11, 2021, the American Rescue Plan (ARP) Act was signed into law by the President 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 sources to fund for the County’s relief and response efforts related to COVID-19.

Dakota County received ARP funds in the amount of \$83,332,300. To date, the County Board has allocated \$82,435,977 of available ARP funds to 19 ARP eligible programs or projects.

On December 31, 2024, the County will be required to obligate any unspent ARP funds to be used from January 1, 2025, through December 31, 2026. Current rules would require the County to return to the Treasury any ARP funds that have not been obligated by the obligation deadline of December 31, 2024. The County would also be required to return any ARP funds not expended by December 31, 2026.

Staff will present to the Board an update on current ARP allocations and expenditures and recommendations for obligating remaining ARP funds.

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

21-038; 1/19/21

21-272; 5/18/21

ATTACHMENTS

Attachment: ARP Project Financials

BOARD GOALS

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

CONTACT

Department Head: Paul Sikorski

Author: Karen Cater

ARP Projected Spending
as of 11/25/25

Category	Key Description	TOTAL SPEND	Projected ARP Spend 12/31/24 or Life of CIP Project	CURRENT BUDGET through 2024	Variance
Capital	BYLLESBY DAM WATER-WIRE RE	\$ 17,615,831	\$ 27,705,766	\$ 27,705,766	\$ -
Capital	CRISIS AND RECOVERY CENTER	\$ 1,250,280	\$ 3,333,940	\$ 4,640,072	\$ 1,306,132
Capital	MENDOTA YOUTH SHELTER - ASPEN HOUSE	\$ 2,285,620	\$ 2,259,930	\$ 2,325,000	\$ 65,070
Capital	LAW ENFORCEMENT CENTER - INTERGRATIVE HEALTH UNIT	\$ 7,861,390	\$ 12,284,566	\$ 14,400,000	\$ 2,115,434
Capital	NICOLS POINTE	\$ 7,835,000	\$ 7,835,000	\$ 9,000,000	\$ 1,165,000
Capital	SOUTH ST PAUL LIBRARY (Cat changed to 2.37)	\$ 9,489,840	\$ 10,470,499	\$ 11,300,000	\$ 829,501
Capital	THOMPSON OAKS/RIVER TO RIVER GREENWAY	\$ 4,564,819	\$ 4,564,819	\$ 4,975,265	\$ 410,446
Operating	MENTAL HEALTH CRISIS/CRISIS RESPONSE	\$ 1,185,413	\$ 1,470,864	\$ 1,470,864	\$ -
Operating	EXPAND CRISIS FOLLOW-UP/COORDINATED RESPONSE	\$ 997,223	\$ 997,223	\$ 997,223	\$ -
Operating	ATTORNEY STAFFING/CRIMINAL CASE BACKLOG	\$ 360,886	\$ 383,347	\$ 746,271	\$ 362,924
Operating	COMMUNITIES OF COLOR OUTREACH	\$ 197,212	\$ 197,212	\$ 400,000	\$ 202,788
Operating	CUSTOMER RELATION MGMT/DIAL SOFTWARE	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Operating	EMERGENCY SHELTER	\$ 1,006,306	\$ 1,031,306	\$ 1,539,000	\$ 507,694
Operating	LAW LIBRARY GRANT	\$ 415,000	\$ 415,000	\$ 415,000	\$ -
Operating	LOW INCOME HOMEOWNERS MUNICIPAL WASTEWATER TREATMENT FACILITY CONNECTIONS	\$ -	\$ -	\$ 375,000	\$ 375,000
Operating	MENTAL HEALTH CIVIL COMMITMENT	\$ 163,774	\$ 188,774	\$ 344,135	\$ 155,362
Operating	PREPETITION SOCIAL WORKER/SCREENS	\$ 184,158	\$ 209,158	\$ 344,135	\$ 134,977
Operating	TIME LIMITED FASII POSITIONS (EEA)	\$ 822,717	\$ 989,717	\$ 1,108,246	\$ 118,529
Operating	WORKFORCE MOBILITY PGRM (DCTC)	\$ 250,000	\$ 250,000	\$ 250,000	\$ -
Grand Total		\$ 56,739,124	\$ 74,687,120	\$ 82,435,977	\$ 7,748,857
Total ARPA Award			\$ 83,332,300		
Available for Obligation			\$ 8,645,180		

Draft ARP Obligation Plan

Existing ARPA Programs

	2025	2026	Total Obligation
MENTAL HEALTH CRISIS/CRISIS RESPONSE	\$ 1,074,938	\$ -	\$ 1,074,938
EXPAND CRISIS FOLLOW-UP/COORDINATED RESPONSE	\$ 359,348	\$ -	\$ 359,348
MENTAL HEALTH CIVIL COMMITMENT	\$ 124,008	\$ -	\$ 124,008
<i>Total Obligations for Existing Projects</i>			<u>\$ 1,558,294</u>

New ARPA CIP Project

ENERGY IMPROVEMENTS INITIATIVE - SOLAR PROJECT			\$ 7,000,000
COMPUTER REPLACEMENT			\$ 86,886
<i>Total Obligations for New Projects</i>			<u>\$ 7,086,886</u>

Total Obligations

\$ 8,645,180

Available for Obligation

\$ 8,645,180



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3977

Agenda #: 12.1

Meeting Date: 12/3/2024

Adjournment