



Dakota County

General Government and Policy Committee of the Whole

Agenda

Tuesday, November 12, 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 October 8, 2024

5. County Board/County Administration

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

5.2 *Employee Relations* - Adoption Of 2025 Merit Compensation Policy And Plan Provisions

REGULAR AGENDA

6. Physical Development

- 6.1** *Parks, Facilities, and Fleet Management* - Discussion Of Dakota County Library System Renovation Plan And Future Funding Considerations

7. Enterprise Finance and Information Services

- 7.1** *Finance* - Update On Dakota County Bonding Process
- 7.2** *Finance* - Report On Budget Amendments, Year-End Projections For Operations And Contracts
- 7.3** *Finance* - Update On 2025 Dakota County Budget Process

8. County Manager's Report

9. Future Agenda Items

10. Adjournment

- 10.1** Adjournment

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General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3937

Agenda #: 3.1

Meeting Date: 11/12/2024

Approval of Agenda (Additions/Corrections/Deletions)



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3938

Agenda #: 4.1

Meeting Date: 11/12/2024

Approval of Minutes of Meeting Held on October 8, 2024



Dakota County

General Government and Policy Committee of the Whole

Minutes

Tuesday, October 8, 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 9:55 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: Mary Hamann-Roland

Second: William Droste

Ayes: 7

CONSENT AGENDA

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

4. County Administration - Approval of Minutes

4.1 Approval of Minutes of Meeting Held on September 10, 2024

Motion: William Droste

Second: Mary Hamann-Roland

Ayes: 7

5. County Board/County Administration

5.1 Authorization To Execute One-Year Contract for Wellness Services With OPTUM

Motion: William Droste

Second: Mary Hamann-Roland

WHEREAS, for the past nine years OPTUM has successfully administered Dakota County's employee wellness program, wellness coaching and Biometric Screenings; and

WHEREAS, about 63 percent Dakota County employees participate in the wellness program offering between biometric screenings, wellness coaching, and RALLY wellness portal activities; and

WHEREAS, renewal rate for services for another one year represents a 4 percent increase; and

WHEREAS, the cost of the services, \$165,000 per year is currently included with funds already budgeted in the employee health insurance internal service fund.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Director of Employee Relations to execute a one-year contract with OPTUM for wellness programming, wellness coaching and incentive services, in an amount not to exceed \$165,000 for 2025, to approval by the County Attorney's Office as to form.

This item was approved and recommended for action by the Board of Commissioners on 10/29/2024.

Ayes: 7

5.2 Authorization To Renew Contract with The Sand Creek Group, Ltd. For Employee Assistance Program Services For 2025-2027

Motion: William Droste

Second: Mary Hamann-Roland

RESOLUTION

This item was approved and recommended for action by the Board of Commissioners on 10/29/2024.

Ayes: 7

REGULAR AGENDA

6. Enterprise Finance and Information Services

6.1 Overview Of Recommended 2025 Dakota County Fee Schedules

Finance Deputy Director Leng Vang briefed this item and responded to questions. This item was on the agenda for informational purposes only.

Information only; no action requested.

6.2 Discussion Of Multi-County 2025 Residential Opinion Survey Project

Senior Management Analyst Katie O'Connor and Management Analyst II Hannah Rank briefed this item and responded to questions. This item was on the agenda for informational purposes only.

Information only; no action requested.

6.3 Discussion Of Updated Demographic-Economic Trends And Forecast

Management Analysts Penny Anderson and Jessica Rundell briefed this item and responded to questions. This item was on the agenda for informational purposes only.

Information only; no action requested.

7. Public Services And Revenue

7.1 Update On Library Strategic Planning

Library Director Margaret Stone and Library Deputy Director Jen Reichert-Simpson briefed this item and responded to questions. This item was on the agenda for informational purposes only.

Information only; no action requested.

7.2 Adoption Of Revisions To Policy No. 8003, Conveyance Of Tax Forfeited Property To Local Government Unit

Motion: Mike Slavik

Second: Mary Hamann-Roland

Property Taxation and Records Deputy Director Airabella Lepinski briefed this item and responded to questions.

WHEREAS, in 2024, in Chapter 282, the statutes relating to the administration of tax forfeited land were amended to update the requirements for public auctions, the department of natural resources review, and the hold process for local government units or state agencies; and

WHEREAS, the Dakota County Board of Commissioners adopted Abatement Policy No. 8003 in 2014 and revise the policy in 2020; and

WHEREAS, the Property Taxation and Records Department has reviewed Policy No. 8003 as a part of legislative changes; and

WHEREAS, staff recommends changes to Policy No. 8003, including:

- The minimum bid is defined as the sum of delinquent taxes, special assessments, penalties, interests, and costs assigned to the parcel.
- The county auditor must first hold a public auction within six months of a property forfeiting.
- If the property is not sold at public auction, the property remains in tax forfeiture status which will allow for a local government unit to acquire.
- The county auditor must provide notice to the commissioner of natural resources of the forfeiture of any lands eligible to be withheld or withdrawn from sale under this section.
- Notice must be provided within 30 days of either the filing of the certificate of forfeiture pursuant to section 281.23, subdivision 9, or the date the property is vacated by the occupant, whichever is later.
- Within 30 days of this notice, the commissioner of natural resources must notify the county auditor of a decision to withhold or withdraw a property from the sale under section 282.005, and the county auditor must hold a public auction within six months of a property forfeiting.
- If the property is not sold at public auction, the property remains in tax forfeiture status.
- If a local government unit or state agency wishes to acquire a tax-forfeit property, it may request a six-month hold on the property.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby adopts the proposed amendments to Policy No. 8003, Conveyance of Tax Forfeited Property to Local Government Unit.

This item was approved and recommended for action by the Board of Commissioners on 10/29/2024.

Ayes: 7

7.3 Delegation Of Tax-Forfeit Land Administration Duties To Director Of Property Taxation And Records, Acting As Dakota County Treasurer-Auditor

Motion: Mary Hamann-Roland

Second: William Droste

Property Taxation and Records Deputy Director Airabella Lepinski briefed this item and responded to questions.

WHEREAS, Minn. Stat. § 282.135, authorizes the County Board the ability to delegate its statutory authority, power, and responsibility relating to the administration of tax-forfeited land; and

WHEREAS, the County Board previously delegated to the Director of the Property Taxation and Records Department, acting as the Dakota County Treasurer-Auditor, the authority to administer tax-forfeited land pursuant to Resolution No. 15-011; and

WHEREAS, in 2024, the statutes relating to the administration of tax-forfeited land were amended to provide for additional procedures relating to the valuation,

sale and administration of tax-forfeited property; and

WHEREAS, the Dakota County Property Taxation and Records Director requests the delegation of authority, power, and responsibility for managing the entire tax forfeiture process pursuant to the amended tax forfeiture statutes, including but not limited to the:

- Authority to approve former owners and eligible parties to repurchase tax-forfeit land; and
- Authority to initiate legal proceedings to cancel purchase and repurchase contracts in default status; and
- Authority to reinstate cancelled tax-forfeited contracts; and
- Authority to establish the market value at the time of forfeiture, set the appraised value, and establish the minimum bid; and
- Authority to classify tax-forfeited land as conservation or non-conservation; and
- Authority to schedule a public auction; and
- Authority to initiate legal proceedings for evictions

; and

WHEREAS, this delegation will streamline these processes, reduce administrative costs, and provide quicker, more responsive service to taxpayers and the public.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby delegates authority, power, and responsibility to the Dakota County Property Taxation and Records Director the ability to manage the entire tax forfeiture process including but not limited to; the authority to approve former owners and eligible parties to repurchase tax-forfeit land; and the authority to initiate legal proceedings to cancel purchase and repurchase contracts in default status; and the authority to reinstate cancelled tax-forfeited contracts; and the authority to establish the market value at the time of forfeiture, set the appraised value, and establish the minimum bid; and the authority to classify tax-forfeited land as conservation or non-conservation; and the authority to schedule a public auction; and the authority to initiate legal proceedings for evictions.

This item was approved and recommended for action by the Board of Commissioners on 10/29/2024.

Ayes: 7

8. County Manager's Report

County Manager Heidi Welsch noted that discussions are being held on centralizing finance and hybrid-remote work. Additional communication on these topics will be brought forward in the future.

A Governance and Strategic Planning Workshop is planned for December 6.

9. Future Agenda Items

No discussion was held regarding future agenda items.

10. Adjournment

10.1 Adjournment

Motion: Mike Slavik

Second: Mary Hamann-Roland

On a motion by Commissioner Slavik, seconded by Commissioner Hamann-Roland, the meeting was adjourned at 11:39 a.m.

Ayes: 7

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



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3907

Agenda #: 5.1

Meeting Date: 11/12/2024

DEPARTMENT: Employee Relations

FILE TYPE: Consent Action

TITLE

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

PURPOSE/ACTION REQUESTED

Authorize a one-time two percent (2%) base equity adjustment for all non-temporary, non-union County employees.

SUMMARY

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. The lump sum payments were established due to the economic uncertainty caused by the on-going COVID 19 pandemic. As a result of the lump sum payments, employee advancement through the salary ranges were somewhat stagnated. Further, County staff hired after that time received initial wage rates that were constrained by current staff wages due to internal equity considerations. 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.

RECOMMENDATION

Staff recommends approval.

EXPLANATION OF FISCAL/FTE IMPACTS

The estimated cost is included in County Manager’s recommended 2025 budget.

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

RESOLUTION

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 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.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

None.

BOARD GOALS

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

CONTACT

Department Head: Andy Benish

Author: Andy Benish



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3908

Agenda #: 5.2

Meeting Date: 11/12/2024

DEPARTMENT: Employee Relations

FILE TYPE: Consent Action

TITLE

Adoption Of 2025 Merit Compensation Policy And Plan Provisions

PURPOSE/ACTION REQUESTED

Adopt 2025 Merit Compensation Policy and Plan Provisions.

SUMMARY

Each year the County reviews policies and plans in order to ensure market competitiveness, efficiency and equity in administration, and merit compensation to support Board direction, budget constraints and related management strategies. The proposed 2025 Merit Compensation Policy and Plan (Attachment) is based on the need to provide compensation for employees to reflect market considerations and within projected budget limitations and is consistent with compensation direction previously provided by Board for 2025.

The recommended 2025 non-union salary ranges reflect an increase of 4.25 percent above 2024 non-union salary ranges. The Human Resources Director will seek to ensure that union salary range increases are consistent with the approved 2025 non-union ranges. The merit matrix provides for a combination of 0.0 percent to 8.25 percent base adjustments.

RECOMMENDATION

Staff recommends adoption of the 2025 Merit Compensation Policy and Plan Provisions.

EXPLANATION OF FISCAL/FTE IMPACTS

The estimated cost is included in County Manager’s recommended 2025 budget.

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

RESOLUTION

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.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: 2025 Recommended Merit Compensation Plan

BOARD GOALS

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

CONTACT

Department Head: Andy Benish

Author: Andy Benish

~~2024~~2025

Merit Compensation Policy & Plan

DAKOTA COUNTY MERIT COMPENSATION POLICY & PLAN

I. INTRODUCTION

The Dakota County philosophy regarding compensation systems and wage and salary administration flows from a belief that all employees are to be provided competitive rewards for achievement. Embodied in this statement are the concepts of output or results-based merit pay in the context of market driven compensation structures. Contained within this broad statement are the County's compensation goals, including 1) attraction and retention of personnel, 2) rewards for excellence, 3) facilitation of compensation equity, 4) equitable distribution of limited County compensation resources, 5) achievement of pay/performance and contribution relationships, 6) possibility of salary differentiation from the highest to the lowest level of performance and contribution, and 7) clear communication of these objectives to all affected employees. The elements of Dakota County's compensation program have been structured to support and advance these objectives.

II. ADMINISTRATIVE GUIDELINES

A. Participation

The provisions of this Plan apply to all Dakota County employees unless specifically addressed in a collective bargaining agreement. All Dakota County employees who are not represented by a collective bargaining unit, or are not participants in the Unclassified Employees' Compensation Plan, will participate in the Dakota County Merit Compensation Plan. New employees will participate immediately upon employment.

B. Plan Update

The ~~Employee-Relations~~[Human Resources](#) Director will annually review all aspects of the Plan, including salary ranges and grade structure, salary increase matrixes, and administrative guidelines. Any recommended changes due to internal organization modifications, external market factors, strategic programmatic and administrative considerations, or other relevant issues will be proposed to the County Board in a timely fashion.

III. COMPENSATION PROGRAM ELEMENTS

A. Policy

It is the policy of Dakota County to provide its employees equitable compensation and financial incentives, to the extent permitted by law, to promote attainment of the highest levels of performance and organizational contribution. The County recognizes that compensation policies are a key factor in the County's ability to attract, retain and motivate well-qualified individuals to participate in the achievement of its objectives. Therefore, the Dakota County Merit Compensation Plan is based on the principles of internal and external pay equity and is designed to relate to the extent possible, an individual's salary to performance and contribution to organization results.

B. Salary Structure

The County salary structure (Attachment II) consists of 18 salary grades with a corresponding salary range for each grade. Salary ranges are formulated around a midpoint, and a salary range spread is calculated. Salary ranges are segmented into four quartiles. The structure is midpoint-driven which means the market rate for County positions is approximately the midpoint of the salary ranges. Market rate is defined as what comparison jurisdictions are actually paying employees in comparable positions. Movement beyond the market rate is dependent upon high performance ratings and tenure in position.

Salary ranges are analyzed and may be adjusted each year based on a number of factors including relative changes in the labor market, inflationary measures, budgetary impact as well as fluctuation in the prevalence of certain job skills in the marketplace.

C. Performance Reviews

Supervisors shall conduct one informal interim performance review to occur mid-review cycle and one formal performance review to occur at the conclusion of the employee's performance review cycle. The annual formal performance review is used to assess the employee's contribution to organization results, to assess the employee's career growth and development and in years when a compensation increase is available, to determine the employee's eligibility for a merit increase. Performance reviews are assessed based on the performance objectives and competencies approved by [Employee Relations Human Resources](#) for the job classification.

The interim review is intended to ensure employees understand how they are performing against established objectives and competencies and provide the opportunity to discuss mutual expectations and make any necessary mid-year corrections. The interim review identifies strengths and areas for improvement. Interim reviews are documented in dated summary memorandum(s) and maintained by the department.

The formal performance review is conducted within 15 days of employees' annual performance review dates. Prior to the conclusion of the evaluation period, employees are expected to complete a self-assessment and to transmit the self-assessment to the appraising supervisor for use in completing their performance review.

Completed performance review documents are signed by the supervisor, the employee and the next higher level of management. The employee's signature indicates that the appraisal has been discussed with the supervisor, but does not necessarily indicate agreement with document content. Employees shall be provided adequate time to review and provide summary comments to the final review document. If an employee refuses to sign the document, it is so noted and the review is processed. Completed performance review documents are retained by [Employee Relations Human Resources](#) consistent with the County retention schedule and related policies.

At the discretion of management, a supervisor's salary increase may be delayed until all scheduled performance reviews are completed. The performance review process combines an assessment of objective success measures and position competencies.

Exceptional Performance - is reserved for rare achievements. Employees who receive this level of performance have performed at a level that is well beyond the performance of their top performing peers in a given year. These employees have developed, implemented, or created processes or work results that surpassed all others and brought great value to the County.

Greatly Exceeds Performance Standards - is reserved for a limited number of employees who, in a given year, demonstrate extraordinary performance. This rating may result from especially noteworthy accomplishments and/or exceptional performance during the review period that exemplifies organizational excellence.

Exceeds Performance Standards - is to recognize a pro-active performer. Results of assigned responsibilities consistently meet and frequently exceed baseline expectations. Routinely evaluates priorities and maximizes opportunities for improvement and collaboration; is pro-active and effective in performing for group success, integrating change, learning and sharing information, understanding and sustaining organizational values and objectives; serves as an example of professionalism and excellence.

Meets Performance Standards Performance - is to recognize a reliable, responsive performer. Results of assigned responsibilities meet baseline expectations, regularly or with minimal training or coaching. Takes the steps needed to accomplish tasks, can integrate change as proscribed, complies with group needs while performing individual tasks, and can learn and apply specified information when necessary. Demonstrates conduct appropriate for the workplace and acts consistently within organizational values and objectives.

Below Performance Standards - does not achieve baseline performance expectations due to insufficient skill or effort. Results of some or all assigned responsibilities fail to meet baseline expectations. Frequently requires assistance, coaching or regular oversight to complete basic/routine job responsibilities. May be inconsistent in the demonstrated ability to adapt to change and apply new information to assigned tasks or roles and their performance may slow or damage group productivity, functioning or credibility.

Employees who receive a Below Standards rating will receive formal performance reviews at six-month intervals until documented performance warrants a Fully Meets Standards rating. If after the six-month review the employee receives a Meets Standards or above rating, a six-month merit increase is processed and the next review date is adjusted back to the annual or common review date. Employees who receive multiple or consecutive Below Standards ratings will be subject to disciplinary proceedings, up to and including discharge.

D. Individual Development Plans

As part of the County's formal performance review process, supervisors and employees are encouraged to jointly complete an Individual Development Plan (IDP). Formal discussions of job and career objectives, position enrichment and development may also be included. Development or career objectives should be tied to departmental and County-wide goals.

Completion of an IDP is required if the employee is planning to request tuition reimbursement or if a supervisor has determined that the employee is to complete one.

E. Salary Increase Matrix

The County Merit Matrix is based on the principle that salary range position and performance as reflected in organizational contribution bear a direct relationship and that gravitation toward the market rate (Q2) should occur.

For purposes of the salary increase matrix, salary range position is identified by compa-ratio. This figure represents participants' actual compensation expressed as a percentage of Q2 of the assigned salary range (i.e. compa-ratio of 100.0 = actual compensation at Q2 of the salary range).

The structure of the annual merit matrix (Attachment I) reflects percentage increases based on two dimensions: range position (Quartile 1, 2, 3 & 4) and performance rating. When a merit increase is available, a high performer in a low segment of the salary range may receive a greater base salary increase than an equivalent performer in an upper portion of the salary range. Note that employees whose performance is rated as Below Standards, are in no case eligible for an increase to base salary or a lump sum payment. In no instance will an employee's base salary be increased above the range maximum.

Administering an effective performance-based, market system requires a commitment to truly differentiate performance. There is no expectation that every employee will reach the salary range maximum. Appropriate ratings differentiation is expected. Those employees who perform at higher levels receive greater rewards.

F. Extra Meritorious Award

The Extra Meritorious Award provides up to a 2% lump sum payment of the employee's salary for recognition of special achievements outside the normal expectations of a non-union employee's position. Employees are eligible for an Extra Meritorious Award once per calendar year. Extra Meritorious Awards are approved or disapproved by the County Manager after review and consultation with [Employee Relations Human Resources](#).

G. Promotion

A promotion is defined as the selection of an internal candidate through the competitive recruitment process into a position at a higher salary grade.

At the time of a promotion decision, the affected employee receives a performance review of the time worked in the current position since the most recent performance appraisal. Upon promotion, employees are eligible for an increase to their actual base salary. Internal equity and the employee's appropriate placement within the salary range will be the basis when implementing a promotional salary action. All promotional salary actions require approval by [Employee Relations Human Resources](#).

Employees promoted into a supervisory position will typically not earn less than 90% of the highest paid subordinate employee in the work unit unless unique circumstances exist. All promotional salary increases will be approved by [Employee Relations Human Resources](#) and reviewed with the Department Director prior to a promotional job offer being extended.

H. Demotion

a. *Involuntary*

An involuntary demotion is defined as a reassignment from one position to another, which has a lower salary range or classification as a result of a performance-based consequence or other disciplinary procedure. The employee's salary review date will be adjusted to the effective date of the action. The employee's salary is subject to adjustment on a case by case basis as approved by [Employee Relations Human Resources](#).

b. *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 generally be no greater than 10% of their base pay per pay grade reduced Adjustments will be based on internal equity considerations and approved by [Employee Relations Human Resources](#).

c. *Reorganization*

If a demotion is the result of reorganization or 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.

I. Job Evaluation

Through the County's job evaluation and classification policy, the County ensures that appropriate relationships between classifications and jobs are established and maintained over time through application of a periodic job description review process and reorganization studies when appropriate.

J. Reclassification

A reclassification is defined as movement to another salary grade or classification as a result of approved changes in job duties significantly modifying the position responsibilities. When a position is reclassified to a higher salary grade, employees are eligible for an increase of up to 5% of their actual base salary or placement at the new salary range minimum, whichever is greatest.

Through the periodic job description review process, the County ensures job descriptions are reviewed and updated regularly as changes to services, processes and related job duties occur. When a department plans a substantive structural or work process change they are urged to contact [Employee Relations Human Resources](#) to determine if a reorganization review is needed to ensure classification consistency is maintained and the proposed changes are cost neutral.

Positions may be reclassified with no change in salary grade, upward (higher classification/salary grade); or downward (lower classification/salary grade). If the affected employee's current salary is below the new salary range minimum, the salary is increased to the range minimum. Reclassification downward generally results in no immediate change to the employees' salary. If the employee's salary is above the salary range maximum for the new classification, the salary is frozen until such time as the salary is within the new salary range. When the employee's salary is within the new salary range and in years when a merit opportunity is available, the employee will be eligible on the normal performance review date

for a merit increase based upon documented performance rating. Reclassification of a job class does not change the employee's review date or seniority date.

K. Within-Grade Advancement

A series of two positions may be established within the same pay-grade. Both positions in the series will have a position description with the more advanced position indicating the necessary mastery or additional responsibility required for the position. When an employee advances from one position to the next in the series, they are eligible for an up to 3 percent increase of their actual base salary.

L. Working Out of Grade

Out-of-grade pay may be requested whenever an employee is designated by their supervisor to perform all of the duties and responsibilities of a position in a higher salary grade for a period of 10 consecutive work-days or more. [Employee-RelationsHuman Resources](#) reviews the proposed out-of-grade request prior to an appointment and approvals shall be limited to a period not to exceed six-months, however extensions may be requested. Generally, working out-of-grade is the result of a [long-term leave of absence](#) or temporarily vacant position. In such a case and for the duration of the out-of-grade assignment, the employee is eligible for a payment of up to 5% of their actual base salary, or placement at the higher salary range minimum, whichever is greater. The out-of-grade payment will be retroactive to the first day the employee worked in the higher classification and may be paid as an adjustment to the hourly rate or paid in a lump-sum at the conclusion of the out-of-grade assignment. Employees being considered for an out-of-grade assignment must meet the minimum qualifications of the position in the higher classification.

Whenever an employee is directed to temporarily perform most, but not all, of the duties and responsibilities of a position in a higher salary grade as defined above for a period of 10 consecutive work days or more, the employee is eligible for a partial out-of-grade payment of up to 3% of their actual base salary to be paid in a lump-sum as indicated in paragraph one of this section.

If an employee's review date occurs during the time they are working in an out-of-grade assignment, a salary adjustment consistent with the Merit Compensation Plan is computed based upon the employee's regular position salary rate minus the out-of-grade differential, , as defined in this policy or applicable labor contract. The out-of-grade rate is then added to the employee's new base salary. When the employee returns to their regular position, they are compensated at their regular rate and they no longer receive the temporary payment received for the out-of-grade assignment.

If the employee is promoted to the out-of-grade position, the time since the employee's last performance review is "closed out" by conducting a performance review for the period in question. The employee then serves a six month probation period. The salary of the promoted employee shall be no less than the rate of pay while serving in the out-of-grade assignment.

If a classified employee is temporarily appointed to an unclassified position, these guidelines may be adjusted to fit the circumstances, subject to review by [Employee-RelationsHuman Resources](#).

M. On-Call Compensation

While employees are outside normal work hours but are designated to be on-call they shall be compensated for on-call status at the rate of two dollars (\$2.00) per hour for each hour they are designated on-call.

To utilize this provision, a department shall design an on-call plan for approval by [Employee Relations/Human Resources](#) (ref. Policy 3200). Salary adjustments must be made in the context of the approved plan.

N. Call-Back Pay

An employee called back to work outside of the employee's regular shift shall receive a minimum of two (2) hours pay for such callback. Exempt employees are compensated at the straight time rate and non-exempt employees are compensated at the rate of one and one-half times the normal pay rate. This provision shall not apply to an extension of shift or early report to a regularly scheduled shift.

O. Wage and Salary Guidelines

- *Full Merit Concept*

All employee base and any lump sum salary actions are provided based solely on the County's Merit Matrix and related guidelines; all base and any lump sum salary actions occur on employees' established annual merit review dates.

- *Merit Matrix*

The Merit Matrix guidelines provide percentage base and lump-sum increases for each level of performance. The merit increase is a percentage calculated on the Q2 rate of the employee's applicable salary range if the salary is below the Q2 rate and calculated on the employee's base salary if above the Q2 rate.

For employees below the range maximum and whose base adjustment would result in an increase above the salary range maximum, the salary increase is available only to the range maximum rate. There are no base or lump sum increases beyond the range maximum.

- *Performance Review Date*

The performance review date has historically been the date on which the employee was last hired, promoted or demoted to a new job classification. Departments are strongly encouraged to move employees to common review dates in order to more equitably evaluate performance across work units. In the year of movement to a common review date an employee's merit increase is prorated from the date of the most recent merit increase. Employees' review dates are adjusted or in the event of approved unpaid leaves of absence of 90 days or more. Where departmental common review dates exist, merit increases will be prorated for unpaid leaves of absence of 90 days or more.

- *Effective Dates of Increases*

Any available pay increases will be effective the first day of the pay period in which the performance review date falls. This effective date will not affect the employee's performance review date.

- *Six-Month Probationary Performance Reviews*

Six-month probationary performance reviews are conducted to determine if the employee has met all the performance requirements of the position. In years when a merit opportunity is available and based on the plan year merit guidelines within which they fall, 50% of the merit increase is provided upon successful completion of the initial probationary period. At the conclusion of the first 12 months of work in the job, a second six-month performance review is conducted and depending on available merit guidelines, 50% of the eligible merit increase is provided upon successful performance.

- *Salaries Below the Range Minimum*

At the beginning of a calendar year, employees compensated at rates less than the minimum of the new salary ranges, will be adjusted to the new range minimum.

- *Increases to Top of Range*

Increases to Top of Range No employee's salary may exceed the range maximum. In years with an available merit increase opportunity, a base increase may be given up to the maximum. If a full merit increase would result in a salary above the range maximum, the increase will be limited to the salary range maximum. The remainder shall be paid in a lump sum payment, which does not increase the employee's base compensation for the following salary review period.

P. Approval Process

All performance review and salary increase materials and documentation require two levels of approval signatures. Consistent with County policy, individual Divisions/ Departments may require additional approvals. After appropriate Division/Department approval, all review materials are forwarded to [Employee Relations](#)[Human Resources](#) in advance of the payroll deadline, for final approval and processing.

Q. Market Adjustment

When a market analysis for a specific job class indicates the assigned salary range mid-point deviates, positively or negatively, from the market by more than 10%, the job class may be placed at an established salary grade that most closely corresponds to the applicable market rate. The job class is administered in the context of the adjusted grade. All market adjustments will be re-evaluated on a regular basis.

R. Plan Exceptions

The County Manager may approve exceptions to the Plan. These will generally involve internal and labor market equity considerations or unusual circumstances and will occur only upon the recommendation of the [Employee Relations](#)[Human Resources](#) Director.

S. Policy Implications

The provisions of this Plan supersede any applicable Dakota County [Employee Relations](#)[Human Resources](#) Policies and Procedures.

DAKOTA COUNTY NON-UNION MERIT COMPENSATION PLAN

2024-2025 Merit Matrix

The Merit Matrix guidelines provide maximum recommended percentage increases for each level of performance and for each of the four salary quartiles. All below Q2 salary actions are a percentage of the Q2 rate. All above Q2 salary actions are a percentage of the employee's base salary.

Salary Range	PERFORMANCE RATING				
	<i>Exceptional Performance</i>	Greatly Exceeds Standards	Exceeds Standards	Meets Standards	Below Standards
Q4	<u>8.25% base</u>	<u>8.25% base</u>	<u>7.25% base</u>	<u>6.25% base</u>	0%
Q3	<u>8.25% base</u>	<u>8.25% base</u>	<u>7.25% base</u>	<u>6.25% base</u>	0%
Q2	<u>8.25% base</u>	<u>8.25% base</u>	<u>7.25% base</u>	<u>6.25% base</u>	0%
Q1	<u>8.25% base</u>	<u>8.25% base</u>	<u>7.25% base</u>	<u>6.25% base</u>	0%

2024-2025 DAKOTA COUNTY PAY EQUITY COMPENSATION STRUCTURE

Grade	Minimum	Q-1	Midpoint	Q-3	Maximum
100	<u>\$28,481</u>	<u>\$32,041</u>	<u>\$35,601</u>	<u>\$40,052</u>	<u>\$44,502</u>
101	<u>\$31,899</u>	<u>\$35,887</u>	<u>\$39,874</u>	<u>\$44,859</u>	<u>\$49,843</u>
102	<u>\$35,727</u>	<u>\$40,193</u>	<u>\$44,659</u>	<u>\$50,242</u>	<u>\$55,824</u>
103	<u>\$40,014</u>	<u>\$45,016</u>	<u>\$50,018</u>	<u>\$56,271</u>	<u>\$62,523</u>
104	<u>\$44,816</u>	<u>\$50,418</u>	<u>\$56,020</u>	<u>\$63,023</u>	<u>\$70,025</u>
105	<u>\$50,194</u>	<u>\$56,468</u>	<u>\$62,742</u>	<u>\$70,585</u>	<u>\$78,428</u>
106	<u>\$56,217</u>	<u>\$63,244</u>	<u>\$70,271</u>	<u>\$79,055</u>	<u>\$87,839</u>
107	<u>\$62,963</u>	<u>\$70,834</u>	<u>\$78,704</u>	<u>\$88,542</u>	<u>\$98,380</u>
108	<u>\$70,518</u>	<u>\$79,333</u>	<u>\$88,148</u>	<u>\$99,167</u>	<u>\$110,185</u>
109	<u>\$78,981</u>	<u>\$88,854</u>	<u>\$98,726</u>	<u>\$111,067</u>	<u>\$123,408</u>
110	<u>\$88,458</u>	<u>\$99,516</u>	<u>\$110,573</u>	<u>\$124,395</u>	<u>\$138,216</u>
111	<u>\$99,074</u>	<u>\$111,458</u>	<u>\$123,842</u>	<u>\$139,323</u>	<u>\$154,803</u>
112	<u>\$110,962</u>	<u>\$124,833</u>	<u>\$138,703</u>	<u>\$156,041</u>	<u>\$173,379</u>
113	<u>\$124,278</u>	<u>\$139,813</u>	<u>\$155,347</u>	<u>\$174,766</u>	<u>\$194,184</u>
114	<u>\$139,191</u>	<u>\$156,590</u>	<u>\$173,989</u>	<u>\$195,738</u>	<u>\$217,486</u>
115	<u>\$155,894</u>	<u>\$175,381</u>	<u>\$194,868</u>	<u>\$219,227</u>	<u>\$243,585</u>
116	<u>\$174,602</u>	<u>\$196,427</u>	<u>\$218,252</u>	<u>\$245,534</u>	<u>\$272,815</u>
117	<u>\$195,554</u>	<u>\$219,998</u>	<u>\$244,442</u>	<u>\$274,998</u>	<u>\$305,553</u>



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3844

Agenda #: 6.1

Meeting Date: 11/12/2024

DEPARTMENT: Parks, Facilities, and Fleet Management

FILE TYPE: Regular Information

TITLE

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

PURPOSE/ACTION REQUESTED

Inform the Committee on the library system renovation plan and discuss future funding considerations.

SUMMARY

Dakota County libraries have been renovated on a cycle which ensured each location remained consistent with the broader library system's goals. The last cycle, completed in 2019, touched the nine libraries the County had at the time. That cycle focused on adding or increasing the size of the Community Room, which usually resulted in maximizing the building floorplate for the site. It also combined the then-separate Service Desk with the Reference Desk. Some renovations also added Maker Space rooms, Quiet Reading rooms, and amenities in the children's area. The library renovations were ordered by taking the oldest, or longest-since-renovation, first and moving to the newest. This approach was reasonable and effective and provided planning logic.

Staff planned a pause after the most recent library renovations until 2021, to then return to the cyclic renewal work at each library. However, the pandemic and the opportunity to design and build Kaposia library prolonged that intermission. Work in the upcoming cycle would include:

1. Heating and cooling system changes.
2. Power and lighting updates.
3. Plumbing and controls replacements.
4. Building Code and Accessibility changes, including those in the restrooms.
5. Interior plan changes driven by library programming, including, e.g., dedicated teen spaces.
6. Ceiling, floor, and wall finish updates in most areas-especially public spaces.
7. Equipment upgrades, including book handling, audio/visual equipment, shelving, seating, and meeting room furnishings.

This plan will take over a decade to address all ten libraries. In 2024, staff began the design of Wentworth Library in West St. Paul. Its construction is planned to begin in 2025. When opened in 2026, it will have been 18 years since its last renovation. This will start a pattern/cycle which undertakes the design of one library and then implements its construction in the following year. Thus, one project will be in design and another in construction each year, depending on the cycle timing. This allows for manageable staff planning and community involvement opportunities.

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

None.

BOARD GOALS

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

CONTACT

Department Head: Mike Lexvold

Author: Mike Lexvold



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3918

Agenda #: 7.1

Meeting Date: 11/12/2024

DEPARTMENT: Finance

FILE TYPE: Regular Information

TITLE

Update On Dakota County Bonding Process

PURPOSE/ACTION REQUESTED

Receive an update on the draft bond schedule and seek direction on eligible projects for bonding from the County Board.

SUMMARY

On August 13, 2024, Dakota County financial advisor, Ehlers, presented the County Board with a draft long-term financial plan with potential capital projects identified for debt issuance. Following discussion, the County Board identified the following projects for potential debt issuance:

- Lebanon Hills Maintenance Facility
- Wentworth Library Renovation
- Burnhaven Library Renovation

Staff will present a draft bond schedule for the County Board to review and is seeking further direction on which capital projects should be considered for debt issuance. Staff will also review potential bond amortization schedules and their impact on future budgets.

RECOMMENDATION

Information only; no action required.

EXPLANATION OF FISCAL/FTE IMPACTS

None.

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

RESOLUTION

Information only; no action required.

PREVIOUS BOARD ACTION

None.

ATTACHMENTS

Attachment: None

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



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3766

Agenda #: 7.2

Meeting Date: 11/12/2024

DEPARTMENT: Finance

FILE TYPE: Regular Information

TITLE

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

PURPOSE/ACTION REQUESTED

Receive quarterly and year-end updates on budget amendments, the year-end projections and contracts for 2024.

SUMMARY

The summary of budget amendments completed from April 1, 2024, through June 30, 2024, is included as Attachment: Budget Amendment Summary. Budget amendments identified in this attachment include administrative amendments that would have gone to Board prior to the adoption of the Budget Compliance Policy by Resolution No. 18-485 (September 18, 2018).

Financial year-end projections for 2024 operations are included as Year-end Forecast (Attachment). Financial projections will be adjusted as new information becomes available.

The Professional Services Contracts (Attachment) is a summary of all administratively approved contracts and contract amendments completed April 1, 2024, through June 30, 2024, that would have needed Board approval prior to the adoption of the Solicitation Bid and Contract Policy by Resolution No. 18-485 (September 18, 2018).

Future updates of budget amendments, year-end projections and contracts will be adjusted to maximize reporting capabilities of Dakota Connect. Staff will also review the contents of future reports to ensure they meet the needs of the County Board.

RECOMMENDATION

Information only; no action requested.

EXPLANATION OF FISCAL/FTE IMPACTS

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

RESOLUTION

Information only; no action requested.

PREVIOUS BOARD ACTION

18-485; 9/18/18

ATTACHMENTS

Attachment: Budget Amendment Summary

Attachment: Year-end Forecast

Attachment: Professional Services Contracts

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

Dakota County
Budget Amendment Summary
Reporting Dates April 1, 2024 through June 30, 2024

Set ID	Effective Date	Department	Reference Description	Revenue	Expense	FTE
No Amendment to Report This Period						
Report Totals				0	0	0.00



Budget Planning Summary
County
As of September 30, 2024
County Includes OPS

	2024 Actual	2024 YTD	2024 Budget	2024 Projection	2024 Variance	% of Budget
Expenditures						
PERSONNEL COSTS (NET OF SALARY SAVINGS)	18,335,466	171,451,307	243,288,992	235,339,406	7,949,586	97%
MATERIALS/OFFICE SUPPORT	374,237	4,006,316	6,003,596	5,341,754	661,842	89%
COUNTY/CITIZEN/CLIENT SUPPORT	6,557,616	57,841,347	79,261,455	77,121,796	2,139,659	97%
CAPITAL EQUIPMENT	1,942,450	13,180,534	15,722,238	14,180,534	1,541,704	90%
Total Expenditures	27,209,770	246,479,503	344,276,281	331,983,490	12,292,791	96%
Funding Sources						
PROPERTY TAXES AND OTHER TAXES	12,382,452	108,762,596	151,379,859	151,379,859	0	100%
CHARGES FOR SERVICES/OTHER REVENUES	4,789,244	40,959,573	48,802,757	50,538,060	1,735,303	104%
FINES, FORFEITURES, LICENSES & PERMITS	26,620	1,444,915	1,514,527	1,926,553	412,026	127%
GOVERNMENTAL REVENUES	1,918,669	72,910,315	123,643,292	119,365,472	-4,277,820	97%
OTHER FINANCING SOURCES	10,626	172,547	18,935,846	18,237,576	-698,270	96%
Total Funding Sources	19,127,610	224,249,945	344,276,281	341,447,520	-2,828,761	99%
	-8,082,160	-22,229,559	0	9,464,030	9,464,030	

Variances

Revenues:

- Charges for Services/Other Revenues – Interest on Investments is projecting a large surplus for 2024.
- Governmental Revenue – Deficits in grant revenues offset by underspending in personnel and non-personnel grant costs.

Expenses:

- Personnel Costs - Projected surplus based on average vacancies of ~110
- County/Citizen/client Support Costs – Surpluses related to underspending of grants which will be carried forward into future years.

DakotaConnect - Professional Services Contracts Between \$50,000 - \$100,000**Contracts Starting Between: 4/1/2024 to 6/30/2024****As of Report Date: 6/30/2024**

Contract No	Supplier Name	Purpose	DEPT GROUP	Start Date	End Date	Orig Amt
CLA20425	MADAY FIDUCIARY LLC	GUARDIANSHIP AND CONSERVATORSHIP	SOC2090	05/24/2024	12/31/2025	50,000.00
CLA20443	LIGHTHOUSE PSYCHOLOGICAL SERVICES INC	Sex offender treatment services	COR2130	04/24/2024	12/31/2025	50,000.00
DCA21660	JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	2024 Dakota County Summer Plus Newsletter	COM2060	05/08/2024	08/01/2024	59,000.00
CLA20435	BLACKLINE CONSULTING	INTEGRATED VISITOR SERVICES CONSULTANT	CSA2080	05/01/2024	03/31/2025	60,000.00
CLA20432	FAMILIES IN TRANSITION SERVICES INC (FITS)	SUPERVISED VISITATION	SOC2090	05/13/2024	12/31/2025	70,000.00
		LHRP Yurt Design & Fabrication.				
DCA21531	RAINIER INDUSTRIES LLC	IC-134	CBU2810	04/11/2024	12/31/2025	75,071.14
DCA21689	BLUUM OF MINNESOTA LLC	Multiple Room Project May 2024	INF2300	04/18/2024	12/31/2024	77,844.05
CLA20474	YMCA OF THE NORTH	Family Homeless Prevention & Assistance (FHPAP Round 2)	SOC2090	06/14/2024	09/30/2025	84,742.00
DCA21500	DIVERSITY LANDWORKS LLC	Goat browsing at Lebanon Hills/Camp Sacajawea, Lake Byllesby Regional Park, and Whitetail Woods Regional Park.	PRK2450	04/04/2024	01/10/2025	86,000.00
DCA21758	WSB AND ASSOCIATES INC	As Needed Assessment of county owned trails, sidewalks and parking lots	PRK2450	06/10/2024	10/20/2024	88,916.00
CLA20479	THE WORD APPLIED INC	Community Outreach and Engagement Consultation Services	SOC2090	06/27/2024	12/31/2025	92,860.00
		Project No. 2000405, Award No. 291001.				
DCA21665	LOCUS ARCHITECTURE LTD	Professional design services for Campground Building and Beach House.	CBU2810	05/08/2024	12/31/2025	93,566.00
CLA20444	DATA SOCIETY GROUP	Power BI Training	CSA2080	05/15/2024	12/31/2025	99,000.00
CLA20449	DATA SOCIETY GROUP	Microsoft Power BI Training	CSA2080	05/15/2024	12/31/2025	99,000.00
DCA21623	BOARMAN KROOS VOGEL GROUP INC	As needed - Architectural and engineering services countywide, 2024.	FAC2400	04/29/2024	12/31/2024	99,000.00
DCA21778	EISELE AND ASSOC INC	MASTER TRAINING CONTRACT	EMP2070	06/01/2024	12/31/2025	99,000.00
DCA21780	EMANUELSON-PODAS INC	As needed - Architectural and engineering services, countywide.	FAC2400	06/13/2024	12/31/2025	99,000.00
DCA21769	JOHNSON LITHO GRAPHICS OF EAU CLAIRE LTD	2024 Dakota County Fall Newsletter	COM2060	06/12/2024	09/01/2024	99,699.00

DakotaConnect - Manager Approved Contract Amendments

Contracts Starting Between: 4/1/2024 to 6/30/2024

As of Report Date: 6/30/2024

Contract Number	Supplier Name	Contract Description	Contract Type	Original Contract Amount	Contract Amendment Total	Contract Current Maximum Total	Dept	Amendment Date	Amendment Extended Amount	Amendment Item Description
DCA20393	SHI INTERNATIONAL CORP	2023-26 Microsoft Computing Environment Agreement for Microsoft Products	Non-Construction	\$ 2,942,061.30	\$ 25,311.60	\$ 2,967,372.90	INF2300	04/17/2024	\$ 25,311.60	Updated 2024-25 due to add't license purchases required
DCA20824	SCHREIBER MULLANEY CONSTRUCTION CO INC	Provide construction services to complete the Juvenile Service Center	Non-Construction	\$ 539,890.00	\$ 32,905.00	\$ 572,795.00	CBU2810	05/14/2024	\$ 24,735.50	Change Order #1: To increase amount by \$24,735.50.
								05/14/2024	\$ 8,169.50	Change order #2 - To increase amount by \$8169.50
DCA20851	SUNRAM CONSTRUCTION INC	Ravenna Trail Ravine Stabilization Project	Non-Construction	\$ 347,921.50	\$ 31,872.00	\$ 379,793.50	ENC2840	04/25/2024	\$ 31,872.00	Increase Dollar Amount \$31,872.00
DCA21092	AVM CONSTRUCTION LLC	Complete the Law Enforcement Center 3100 and 7100 Cell Block Improvements project	Construction	\$ 829,400.00	\$63,733.00	\$ 940,594.00	CBU2810	06/04/2024	\$ 52,729.00	LEC Change order #1 add \$52,729.
								06/04/2024	\$ 11,004.00	Change order # 2 add \$11,004
DCA21156	VERSACON INC	General Contractor – ADC Service Counter Project.	Non-Construction	\$ 937,000.00	\$ 37,433.45	\$ 974,433.45	CBU2810	04/30/2024	\$ 19,163.50	Amendment #1: To increase amount by \$19,163.50
								06/18/2024	\$ 18,269.95	Added \$18,269.95 to line number one (previously \$529,437.50), for a new total of \$547,707.45.



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3916

Agenda #: 7.3

Meeting Date: 11/12/2024

DEPARTMENT: Finance

FILE TYPE: Regular Information

TITLE

Update On 2025 Dakota County Budget Process

PURPOSE/ACTION REQUESTED

Receive an update on additional budget information identified since the County Manager’s 2025 Recommended Budget was presented on August 13, 2024.

SUMMARY

The 2025 County Manager’s Recommended Budget was presented at the August 13, 2024, Budget Workshop. County staff will present additional information on several topics including:

- Revenue and expense changes impacting the County Manager’s Recommended 2025 Budget
- Future budget challenges related to positions funded with limited term revenues, County Program Aid split between operations and capital, General Fund Unassigned Fund Balance Policy minimum level, and the reliance on countywide salary savings.

Staff will be available to answer questions you may have on all budget related issues.

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

None.

BOARD GOALS

A Great Place to Live

A Healthy Environment

A Successful Place for Business and Jobs

Excellence in Public Service

CONTACT

Department Head: Paul Sikorski

Author: Karen Cater



General Government and Policy Committee of the Whole

Request for Board Action

Item Number: DC-3939

Agenda #: 10.1

Meeting Date: 11/12/2024

Adjournment