



# **Dakota County**

## **General Government and Policy Committee of the Whole**

### **Agenda**

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**Tuesday, April 23, 2024**

**10:00 AM**

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

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**(or following Regional Railroad Authority)**

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

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

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

#### **2. Audience**

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

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

##### **3.1 Approval of Agenda (Additions/Corrections/Deletions)**

#### **CONSENT AGENDA**

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

##### **4.1 Approval of Minutes of Meeting Held on April 9, 2024 and April 16, 2024**

#### **REGULAR AGENDA**

#### **5. County Board/County Administration**

##### **5.1 Office Of The County Manager - Legislative Update**

##### **5.2 Employee Relations - Update On Executive Search To Fill Pending County Manager Vacancy**

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

#### **7. Future Agenda Items**

**8. Adjournment**

**8.1 Adjournment**

**For more information, call 651-438-4417**

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



# General Government and Policy Committee of the Whole

## Request for Board Action

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**Item Number:** DC-3335

**Agenda #:** 3.1

**Meeting Date:** 4/23/2024

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Approval of Agenda (Additions/Corrections/Deletions)



# General Government and Policy Committee of the Whole

## Request for Board Action

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**Item Number:** DC-3336

**Agenda #:** 4.1

**Meeting Date:** 4/23/2024

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Approval of Minutes of Meeting Held on April 9, 2024 and April 16, 2024



# **Dakota County**

## **General Government and Policy Committee of the Whole**

### **Minutes**

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**Tuesday, April 9, 2024**

**9:30 AM**

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

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**(or following County Board)**

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

The meeting was called to order at 10:29 a.m. by Chair 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 Tom Novak, Public Services and Revenue Director; 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 Atkins noted that all public comments can be sent to [CountyAdmin@co.dakota.mn.us](mailto:CountyAdmin@co.dakota.mn.us). No comments were received for this agenda.

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

##### **3.1 Approval of Agenda (Additions/Corrections/Deletions)**

Motion: Joe Atkins

Second: Mary Hamann-Roland

Ayes: 7

#### **CONSENT AGENDA**

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

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

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

Motion: Mary Hamann-Roland

Second: Mike Slavik

Ayes: 7

## **REGULAR AGENDA**

### **5. County Board/County Administration**

#### **5.1 Legislative Update**

Intergovernmental Analyst Nathan Hanson introduced this item. Dan Dwight with Stinson gave a lobbyist update. Nathan and staff presented on the following topics and responded to questions: meetings and events, tax forfeiture update (SF4936), Sheriff and County Attorney elections (Omnibus, HF4772, Art. 1, Secs. 57-58), copper wire theft (SF4455/HF4461), and lottery dedication to ENRTF reauthorization ballot measure.

This item was on the agenda for informational purposes only.

Information only; no action requested.

### **6. Public Services And Revenue**

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

Director of Public Services and Revenue Amy Koethe and Records Manager Andrew McGuire briefed this item and responded to questions. This item was on the agenda for informational purposes only.

Information only; no action requested.

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

No report given.

### **8. Future Agenda Items**

A brief discussion was held regarding a tour of the Dakota911 Center following the meetings on April 23, 2024.

### **9. Adjournment**

#### **9.1 Adjournment**

Motion: Mary Hamann-Roland

Second: Mike Slavik

On a motion by Commissioner Hamann-Roland, seconded by Commissioner Slavik, the meeting was adjourned at 11:08 a.m.

Ayes: 7

Respectfully submitted,

Jeni Reynolds  
Sr. Administrative Coordinator to the Board



# **Dakota County**

## **General Government and Policy Committee of the Whole**

### **Minutes**

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**Tuesday, April 16, 2024**

**10:30 AM**

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

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**(or following Physical Development Committee)**

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

The meeting was called to order by Chair Workman at 10:58 a.m.

**Present**

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

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

The audio recording 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: Joe Atkins

Ayes: 7

### **REGULAR AGENDA**

#### **4. County Board/County Administration**

##### **4.1 Legislative Update**

Intergovernmental Coordinator Nathan Hanson introduced this item. Dan Dwight (Stinson) and staff presented on the following topics and responded to questions:

lobbyist update, meetings and events, HF 4555, SF 4267 and SF 5353.

Information only; no action requested.

**5. Adjournment**

**5.1 Adjournment**

Motion: Mike Slavik

Second: Mary Hamann-Roland

On a motion by Commissioner Slavik, seconded by Commissioner Hamann-Roland, the meeting was adjourned at 11:11 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-3310

Agenda #: 5.1

Meeting Date: 4/23/2024

**DEPARTMENT:** Office of the County Manager

**FILE TYPE:** Regular Information

### TITLE

**Legislative Update**

### PURPOSE/ACTION REQUESTED

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

### SUMMARY

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

### RECOMMENDATION

Information only; no action requested.

### EXPLANATION OF FISCAL/FTE IMPACTS

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

### RESOLUTION

Information only; no action requested.

### PREVIOUS BOARD ACTION

None.

### ATTACHMENTS

Attachment: 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: Matt Smith

Author: Nathan Hanson



# General Government and Policy Committee of the Whole

## Request for Board Action

Item Number: DC-3342

Agenda #: 5.2

Meeting Date: 4/23/2024

**DEPARTMENT:** Employee Relations

**FILE TYPE:** Regular Information

### TITLE

**Update On Executive Search To Fill Pending County Manager Vacancy**

### PURPOSE/ACTION REQUESTED

Receive an update on the executive search process to assist the County Board with filling the pending County Manager vacancy.

### SUMMARY

David Drown and Associates (DDA) has been selected to conduct a search for a new County Manager on behalf of the Dakota County Board of Commissioners. The County Manager job was posted by DDA on March 27, 2024 and is scheduled to close on April 24, 2024. Bart Fischer from DDA will review the overall recruitment timeline and explain anticipated next steps to select candidate finalists following the April 24, 2024 job closing date.

### RECOMMENDATION

Information only; no action requested.

### EXPLANATION OF FISCAL/FTE IMPACTS

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

### RESOLUTION

Information only; no action requested.

### PREVIOUS BOARD ACTION

None.

### ATTACHMENTS

Attachment: None.

### BOARD GOALS

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

### CONTACT

Department Head: Andy Benish

Author: Andy Benish

**Dakota County, Minnesota**  
County Manager – Anticipated Search Timeline  
Updated 4/12/2024

ITEM	TASK	COMPLETION DATE
<b>PHASE 1</b>		
<b>Decision by Board to proceed</b>		February 6, 2024
<b>Information gathering</b>	<ul style="list-style-type: none"> <li>Gather all pertinent background information</li> <li>Meet with staff, stakeholders, and Board</li> <li>Prepare summary of defined desired Manager characteristics</li> </ul>	February 15, 2024
<b>PHASE 2</b>		
<b>Professional position profile</b>	Develop position profile and advertisement	March 11, 2024
<b>Position Profile Review</b>	Board discusses and provides feedback on draft profile	March 19, 2024
<b>Approve position profile</b>	Board approves profile, job description, salary range	March 26, 2024
<b>Candidate recruitment</b>	<ul style="list-style-type: none"> <li>Post position immediately upon approval of profile</li> <li>Comprehensively advertise</li> <li>Email and phone calls to prospective candidates</li> </ul>	March 27, 2024- April 24, 2024
<b>Screening of applicants</b>	DDA will review and rank applicants based on job related criteria and select top candidates (semifinalists)	April 25, 2024
<b>PHASE 3</b>		
<b>Personality Index</b>	DDA will administer a work-related personality index to all semifinalists	May 14, 2024
<b>Video interview</b>	Each semifinalist will complete a video interview	May 14, 2024
<b>Selection of finalists</b>	<ul style="list-style-type: none"> <li>Board selects finalists for interviews</li> <li>DDA will notify candidates not selected as finalists</li> </ul>	May 21, 2024
<b>Background check of all finalists</b>	Includes: <ul style="list-style-type: none"> <li>Criminal background: county, state, national</li> <li>Sex offender registry</li> <li>Social Security number verification</li> <li>Education verification</li> <li>Credit check</li> </ul>	June 4, 2024
<b>Reference check on all finalists</b>	DDA will conduct reference checks with current and former employers on all finalists	June 4, 2024
<b>Intellect profile</b>	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	June 4, 2024
<b>Finalist packet</b>	DDA will provide the Board information including: <ul style="list-style-type: none"> <li>Summary of references</li> <li>Results of background checks</li> <li>Personality index reports</li> <li>Video interview</li> <li>Resumes, etc.</li> </ul>	June 5, 2024
<b>Interviews</b>	DDA will prepare all interview materials and be present at all interviews and other functions.	Week of June 17, 2024 Special Meeting
<b>Decision</b>	Board will select candidate for offer	Week of June 17, 2024
<b>Offer and agreement</b>	DDA will negotiate agreement with selected candidate	Week of June 17, 2024
<b>Projected start date</b>	New Manager begins	July 2024
<b>Follow up</b>	DDA will follow up periodically with the new Manager	July 2025



# General Government and Policy Committee of the Whole

## Request for Board Action

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**Item Number:** DC-3337

**Agenda #:** 8.1

**Meeting Date:** 4/23/2024

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Adjournment