



**AGENDA
SCOTT COUNTY
BOARD OF COMMISSIONERS
SHAKOPEE, MINNESOTA
JANUARY 15, 2019**

9:00 a.m.

- (1) **CONVENE COUNTY BOARD**
- (2) **AMENDMENTS TO THE AGENDA**
- (3) **APPROVE MINUTES OF [JANUARY 8, 2019](#) COUNTY BOARD MEETING**
- (4) **RECOGNITION OF INTERESTED CITIZENS**
Limited to items not on the agenda, and five minutes per person/subject. Speakers are asked to approach the microphone for the benefit of viewers and interested citizens.
- (5) **INNOVATION: EXPLORING AND ADOPTING NEW TECHNOLOGIES AND PROCESSES WITH THE GOAL OF IMPROVING SERVICE AND REDUCING THE LONG TERM COST OF SERVICE DELIVERY**
[5.1](#) Receive Information on Scott County Delivers Topic: Economic Development (*No fiscal impact*)

10:15 a.m.

- (6) **RECESS FOR ROOM RECONFIGURATION**
- (7) **CONSENT AGENDA**
Customer Service: Creating a Customer Experience That is Respectful, Responsive and Solution-Oriented
[7.1](#) Approve the Renewal Application for an Intoxicating Liquor License for 2019 for Heritage Links Golf Club Located in Credit River Township (*No fiscal impact*)

Stewardship: Ensuring the Responsible and Stable Investment of Taxpayer Dollars and Communicating its Value to the Public
[7.2](#) Adopt Resolution No. 2019-006; Entering Into an Agreement With Oertel Architects LTD for Design Consultant Services for the Cleary Maintenance Shop Replacement Project in Cleary Lake Regional Park (*No fiscal impact*)
[7.3](#) Approve Record of Disbursements and Approve Claims (*No fiscal impact*)

Commitment: Developing a High Quality Workforce That is Dedicated to Advancing a Safe, Healthy and Livable Community
[7.4](#) Approve Payroll Processing of Personnel Actions (*No fiscal impact*)
- (8) **PARTNERSHIP: ALIGNING EXISTING RESOURCES, VOLUNTEERS AND PROGRAMS TO ACHIEVE SHARED GOALS**
[8.1](#) Presentation of the Morris A. Miller Outstanding Service Award (*No fiscal impact*)
[8.2](#) Informational Update From Congresswoman Angie Craig's Office (*No fiscal impact*)
[8.3](#) Receive Presentation From the Prior Lake-Spring Lake Watershed District (*No fiscal impact*)

- (9) COMMITTEE REPORTS AND COMMISSIONER UPDATES
- (10) COUNTY ADMINISTRATOR UPDATE
- (11) RECESS FOR ATTORNEY/CLIENT MEETING
- (12) ADJOURN

**FOLLOWING THE MEETING THE COUNTY BOARD WILL MEET IN A WORKSHOP SETTING
TO REVIEW THE PROPOSED FINANCIAL POLICIES UPDATES**

UPCOMING MEETINGS

| | |
|------------------|---|
| January 29, 2019 | 9:00 a.m. County Board Strategic Plan Work Session Prior Lake Library |
| January 31, 2019 | 2:00 p.m. Scott-LeSueur Joint Ditch 4 and Scott-LeSueur Joint Ditch 1 Meeting LeSueur County Courthouse, LeCenter |
| February 5, 2019 | 9:00 a.m. County Board Meeting |

**Lezlie A. Vermillion
County Administrator
(952) 496-8100**

MINUTES

BOARD OF COMMISSIONERS

COUNTY OF SCOTT

JANUARY 8, 2019

(1) The Board of Commissioners, in and for the County of Scott, Minnesota, met in the Courthouse Board Room in the City of Shakopee, Minnesota, and convened at 9:00 a.m., with the following members present: Commissioner Wolf, presiding, Commissioner Weckman Brekke, Commissioner Beard, Commissioner Beer and Commissioner Ulrich.

(2) County Staff Present:

- A. Lezlie Vermillion, County Administrator
- B. Ron Hocevar, County Attorney
- C. Cindy Geis, Customer Service Director
- D. Lisa Freese, Transportation Services Director
- E. Brad Davis, Planning and Resource Management Director
- F. Chris Harder, Quality Improvement Manager
- G. Pam Selvig, Health and Human Services Director
- H. Paul Nelson, Natural Resource and Environmental Services Manager
- I. Danny Lenz, Deputy County Administrator
- J. Claire Robling, Legislative and Communications Coordinator
- K. Bethany Hopman, Accounting Technician
- L. Laura Collins Asnus, Therapist
- M. Samantha Engelen, Financial Assistance Specialist
- N. Jeff Swedin, Sheriff's Captain
- O. Steve Collins, Sheriff's Captain
- P. Adam Pirri, Chief Deputy Sheriff
- Q. Anna Henning, Business Information/System Specialist
- R. Laura Wiger, Crime Analyst
- S. Doug Schnurr, Sheriff's Captain
- T. Luke Hennen, Sheriff
- U. Zubin Medora, Electronic Forensics Analyst
- V. Amanda Geis, Property and Customer Service Specialist
- W. Aileen Mensching, Property and Customer Service Specialist
- X. Timothy Hughes, Sheriff's Deputy
- Y. Mary Keen, Business Information/System Specialist
- Z. Colleen Herzog, Case Aide
- AA. Janice From, Deputy County Recorder
- AB. Jennifer Donnelly, Customer Service Supervisor
- AC. Beth Knutson, Senior Legal Assistant
- AD. Lori Lambrecht, Office Coordinator
- AE. Lori Huss, Employee Relations Director
- AF. Tony Winiecki, County Engineer
- AG. Lisa Freese, Transportation Services Director
- AH. Heather Shue, Human Resources Business Partner
- AI. Lisa Brodsky, Public Health Director
- AJ. Debra Brazil, Deputy Clerk to the Board

(3) Guests Present:

- A. Lloyd Erbaugh
- B. Chris Weldon
- C. Debi Kohlhardt

D. Andrea Hennen
E. Lucille Kohlhardt
F. Nancy Dager
G. Gigi Dager
H. Mike Hennen
I. Cindy Hennen
J. Al Busch
K. Tom Hennen
L. John Stade
M. Tom Vermillion
N. Lois Anderson
O. Bob Anderson
P. Judge David Knutson
Q. Judge Christian Wilton
R. Judge Caroline Lennon
S. John Myser

(4) Media Present:
A. Meg Britton-Mehlich, SW News Media

(5) Swearing-In Ceremony:

First Judicial District Judge David Knutson administered the official oath of office to Commissioner Michael Beard of Commissioner District 3 and Commissioner Jon Ulrich of Commissioner District 5.

First Judicial District Judge Christian Wilton administered the official oath of office to Sheriff Luke Hennen and County Attorney Ron Hocevar.

First Judicial Judge Caroline Lennon administered the official oath of office to County Administrator Lezlie Vermillion.

(6) Reorganization for 2019:

A. Commissioner Beer nominated Commissioner Weckman Brekke as Chair of the Scott County Board of Commissioners for 2019. Following three calls for other nominations, Chair Wolf closed the nominations. Commissioner Wolf moved, seconded by Commissioner Beer to elect Commissioner Weckman Brekke as Chair of the Scott County Board of Commissioners for 2019. The motion carried unanimously.

B. Commissioner Beard nominated Commissioner Beer as Vice Chair of the Scott County Board of Commissioners for 2019. Following three calls for other nominations, Chair Weckman Brekke closed the nominations. Commissioner Ulrich moved, seconded by Commissioner Beard to elect Commissioner Beer as Vice Chair of the Scott County Board of Commissioners for 2019. The motion carried unanimously.

Chair Weckman Brekke presented Commissioner Wolf with a plaque in recognition of his service as Chair of the Scott County Board of Commissioners in 2018.

Chair Weckman Brekke recessed the meeting at 9:12 a.m. for a reception honoring the officials and reconvened at 9:36 a.m.

(7) Minutes:

On a motion by Commissioner Beard, seconded by Commissioner Wolf, the Minutes of December 18, 2018 were approved.

(8) Recognition of Interested Citizens:

John Myser addressed the Board of Commissioners regarding Minnesota Statutes governing the refusal to or neglect of taking the oath of office. Mr. Myser questioned what the prescribed time period is for an elected official to take the oath and be able to hold the office. Mr. Myser questioned the timing of the oath of office of Judge Lennon.

(9) New Employee Welcome:

The following new employees introduced themselves: Accounting Technician Bethany Hopman, Therapist Laura Collins Asnus, and Financial Assistance Specialist Samantha Engelen.

(10) Consent Agenda:

A. Commissioner Wolf moved, seconded by Commissioner Ulrich to adopt Resolution No. 2019-001; Appointing Commissioners and Other County Officials to Boards and Committees for 2019. A copy of the resolution is available in the office of the County Administrator and is made a part of this record by reference. The motion carried unanimously.

B. Commissioner Wolf moved, seconded by Commissioner Ulrich to adopt Resolution No. 2019-002; Adopting the Scott County Board of Commissioners Operating Rules and Guidelines and Rescinding Resolution No. 2018-002. A copy of the resolution is available in the office of the County Administrator and is made a part of this record by reference. The motion carried unanimously.

C. Commissioner Wolf moved, seconded by Commissioner Ulrich to approve the 2019 County Board meeting schedule. The motion carried unanimously.

D. Commissioner Wolf moved, seconded by Commissioner Ulrich to approve the reappointment of Fred Corrigan of Commissioner District 3 and the appointment of Bruce Loney of Commissioner District 4 to the Prior Lake-Spring Lake Watershed District Board of Managers for terms effective March 3, 2019 through March 2, 2022. The motion carried unanimously.

E. Commissioner Wolf moved, seconded by Commissioner Ulrich to adopt Resolution No. 2019-005; Designating the City of Elko New Market as the Responsible Governmental Unit for the Adelman Property Alternative Urban Areawide Review Environmental Study Through a Memorandum of Agreement. A copy of the resolution is available in the office of the County Administrator and is made a part of this record by reference. The motion carried unanimously.

F. On the recommendation of the New Market Town Board and the Planning Advisory Commission, Commissioner Wolf moved, seconded by Commissioner Ulrich to approve the request for rezoning of 80 acres from UER, Urban Expansion Reserve, to UER-C, Urban Expansion Reserve Cluster, Lori Davis, applicant, and Judith M. Williams Revocable Trust, property owner, in Section 32, New Market Township. This action is in accordance with Chapter 31 of Scott County Zoning Ordinance No. 3 based on the criteria listed for approval. The motion carried unanimously.

G. Commissioner Wolf moved, seconded by Commissioner Ulrich to authorize the acceptance of grant funds from the Minnesota Department of Human Services for the Children's Mental Health Screening Grant in the amount of \$38,194 for calendar year 2019. The motion carried unanimously.

H. Commissioner Wolf moved, seconded by Commissioner Ulrich to adopt Resolution No. 2019-003; Awarding the Qualified Newspaper Bid and Designating the Belle Plaine Herald Newspaper as the Qualified Newspaper for 2019, 2020, and 2021. A copy of the resolution is available in the office of the County Administrator and is made a part of this record by reference. The motion carried unanimously.

I. Commissioner Wolf moved, seconded by Commissioner Ulrich to adopt Resolution No. 2019-004; Designating the Jordan Independent to Publish the Second Printing of the Financial Statement During 2019, 2020, and 2021. A copy of the resolution is available in the office of the County Administrator and is made a part of this record by reference. The motion carried unanimously.

J. On the recommendation of the County Administrator, Commissioner Wolf moved, seconded by Commissioner Ulrich, to approve the payroll processing of personnel actions indicated below and certified by the Employee Relations Director and the Appointing Authority to be in compliance with provisions of Minnesota Statutes 375.56 - 375.71 and the Scott County Merit Personnel System:

1. Separation of employment for Judith Brumfield, Intermittent (34% FTE) Assistant to the Deputy Administrator-Unclassified, Community Services Division, effective 12/28/18.
 2. FT Probationary employment for Samantha Engelen, Financial Assistance Specialist-Lead Worker, Health and Human Services Division, effective 12/31/18.
 3. FT Probationary employment for Victoria Jones, 911 Dispatcher, Sheriff's Office, effective 01/02/19.
 4. FT Probationary employment for Bethany Hopman, Accounting Technician II, Health and Human Services Division, effective 01/02/19.
 5. Voluntary reduction for Mary Mittlestaedt, FT Administrative Specialist, Office of Management and Budget, to PT (50% FTE) Probationary Receptionist, Community Services Division, effective 01/02/19.
 6. Amend starting date for Elissa Kapusinski, Intermittent (34% FTE) Associate Librarian-Unclassified, Community Services Division, effective 12/26/18 (previously reported as 12/18/18).
 7. Reclassification for Mark Fritz, FT Residential Appraiser to FT Senior Residential Appraiser, Community Services Division, effective 12/24/18.
 8. Promotion for Lindsay Aijala, FT Community Health Specialist to FT Probationary Community Planner, Health and Human Services Division, effective 12/20/18.
 9. The recognition of the following individuals as volunteers which will enable them to be covered for liability insurance purposes in accordance with the insurance contracts currently in force with Scott County: Marc Davis, John Horner, Brenda Hawkinson, Paul Petersen, Sharon Mack, Matt Holicky, and Sophia Lee.
- Motion carried unanimously.

(11) Partnership: Aligning Existing Resources, Volunteers and Programs to Achieve Shared Goals:

Legislative and Communications Coordinator Claire Robling presented the following proposed 2019 Scott County Legislative Priority Package.

- Maintain the current formula for the distribution of the leased motor vehicle sales tax that supports Greater Minnesota transit, metro/suburban county highways, local bridges, and the highway trust fund.
- Support funding for local bridges, local roads, turnback accounts, and state programs such as the Corridors of Commerce and Transportation Economic Development (TED) Funds
- Support utilization of the sales tax on auto parts being distributed to the Highway User Trust Fund.
- Utilize one-time fund balance to complete projects such as updates to Trunk Highway 169 from Marschall Road to I-494 or reconstruction of the 35W/494 interchange.
- Support continued funding for suburban transit needs (i.e., MVTA Route 495 between the Marschall Road Transit Station and the Mall of America and other reverse commute routes)
- Revise the formula to allocate additional Regionally Administered Motor Vehicle Sales Tax (RAMVST) to suburban transit providers.
- Support changing the condemnation process to require property owners, in cases where negotiations have failed to reach agreement and the property owner has hired an appraiser, to disclose their appraisal prior to the deadline for the governmental agency to make its final written offer. In the alternative, require submission of the owner's appraisal 45 days before a condemnation commissioner's hearing.
- Fund the Local Wetland Replacement Program.
- Retain the Legacy Fund allocation formula for parks and trails.
- Replace Metro Parks Bond Funds with General Obligation Bonds if lawsuit against State is successful.
- Support changes to legislation which follow the below principles for Metropolitan Council Reform:
 - A majority of Metropolitan Council members shall be elected officials

- Metropolitan cities shall appoint their own representatives
- Metropolitan counties shall appoint their own representatives
- Terms will be staggered
- Membership shall include representation from every metropolitan county government
- Voting shall be structured based on population
- Maintain health insurance coverage for low income Minnesotans.
- Provide adequate funding for infrastructure and continuum of care for the mental health system.
- Increase access to basic sliding fee child care.
- Eliminate child protection withhold requirements.
- Eliminate the mandate to publish the sample ballot and allow counties to instead publish a notice directing voters to where they can find sample ballots specific to their voting precincts.
- Eliminate the need to tally write in votes for local election races unless the candidate registers to have their name counted and only in cases where the write-in vote totals can impact the outcome of the race.
- Expand “direct” absentee voting to 19 days before Election Day.
- Reallocate State Deputy Registrar fees in order to cover the increased costs at Deputy Registrar offices due to implementation of MnLARS and the rollout of Real and Enhanced ID’s.
- Support border-to-border broadband grant program that includes underserved areas in the Metropolitan area.
- Increase appropriations that enhance library services.

Ms. Robling added Dakota County asked for Scott County’s support of their request for the construction of a household hazardous waste facility on the border of Dakota and Scott County. Direction was given to work with Dakota County in developing a plan and to bring the information to a future Board workshop.

Commissioner Ulrich requested the support for Minnesota Valley Transit Authority’s funding request be further clarified.

Commissioner Wolf moved, seconded by Commissioner Beard to approve the 2019 Scott County Legislative Priority Package with added clarification for Minnesota Valley Transit Authority’s funding request. The motion carried unanimously.

(12) Committee Reports and Commissioner Updates:

A. Commissioners Wolf and Beard attended the Metropolitan Mosquito Control District meeting on December 19.

B. Commissioner Wolf attended the Sheriff’s holiday luncheon on December 20.

C. Commissioners Wolf, Beer, Ulrich, and Weckman Brekke attended Gary Shelton’s retirement reception on December 27.

D. Commissioners Wolf and Beer attended the Prior Lake City Council meeting and workshop on January 7.

E. Commissioner Wolf attended the Credit River Town Board meeting on January 7.

F. Commissioner Wolf attended the Cedar Lake Town Board meeting on January 7.

G. Commissioner Beer attended the Live, Learn, Earn Establishing Post Secondary meeting on December 19.

H. Commissioners Beer and Weckman Brekke and County Administrator Lezlie Vermillion met with the Shakopee Mayor and City Administrator on December 19.

I. Commissioner Beer and Weckman Brekke conducted the Chair/Vice Chair planning meeting on December 27.

J. Commissioners Beer and Weckman Brekke participated in the New Employee Welcome on January 8.

K. Commissioners Beard, Wolf, and Weckman Brekke attended the Judges’ holiday luncheon on December 20.

L. Commissioner Ulrich and Ms. Vermillion met with Savage Mayor and City Administrator on December 19.

M. Commissioner Ulrich attended the Metropolitan Council Transportation Advisory Board meeting on December 19.

- N. Commissioner Ulrich met with Ms. Vermillion on January 3.
- O. Commissioner Ulrich attended the Scott County Association for Leadership and Efficiency (SCALE) Executive Committee meeting on January 4.
- P. Commissioner Weckman Brekke met with Representative-elect Brad Tabke on December 19.
- Q. Commissioner Weckman Brekke attended the Scott County Library Board of Advisors meeting on January 20.
- R. Commissioner Weckman Brekke attended the funeral service for former Scott County employee Roger Schoenbauer on January 2.
- S. Commissioner Weckman Brekke met with County Attorney Ron Hocevar on January 3.
- T. Commissioner Weckman Brekke attended the retirement reception for Scott County Extension employee Gloria Wolf on January 3.
- U. Commissioner Weckman Brekke attended the Louisville Town Board meeting on January 3.
- V. Commissioner Weckman Brekke attended a Families First Federal Initiative meeting on January 4.
- W. Commissioner Weckman Brekke participated in the Future Leaders of Scott County presentation at New Prague on January 7.
- X. Commissioner Weckman Brekke attended a joint Association of Minnesota Counties and Minnesota Association of County Social Service Administrators meeting on January 7.

(13) County Administrator Update:

- County offices will be closed January 21 in observance of Martin Luther King Day.
- The January 29 County Board Strategic Plan Work Session will be held at the Prior Lake Library.

On a motion by Commissioner Wolf, seconded by Commissioner Ulrich, the meeting adjourned at 10:31 a.m.

Barb Weckman Brekke
Chair

Lezlie A. Vermillion
County Administrator
Clerk of the Board

Debra K. Brazil
Deputy Clerk to the Board

**AGENDA #5.1
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: JANUARY 15, 2019**

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| ORIGINATING DIVISION: ORIGINATING DEPARTMENT: | County Administration | CONSENT AGENDA: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PRESENTER: | Various | ATTACHMENTS: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| PROJECT: | Scott County Delivers | TIME REQUESTED: | 75 minutes |
| ACTION REQUESTED: | Receive Information on Scott County Delivers Topic: Economic Development | | |
| CONTRACT/POLICY/GRANT: | <input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review | FISCAL: | <input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change |

ORGANIZATIONAL VALUES:

- Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public
- Partnership: Aligning existing resources, volunteers and programs to achieve shared goals
- Leadership: Anticipating changes and managing challenges based on reliable information and citizen input
- Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community
- Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented
- Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery

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| DEPARTMENT/DIVISION HEAD SIGNATURE: | COUNTY ADMINISTRATOR SIGNATURE: |
| | |
| Approved: | DISTRIBUTION/FILING INSTRUCTIONS: |
| Denied: | |
| Tabled: | |
| Other: | |
| Deputy Clerk : | |
| Date: | |

Background/Justification:

The purpose of this agenda item is to receive information on Scott County Delivers topic: Economic Development.

County programs support Safe, Healthy and Livable Communities. These programs are tied to Community Indicators which provide on a high level some indication of overall program effectiveness. Scott County Delivers is a discussion on the Key Performance Indicators (KPIs) for County programs and Strategic Initiatives and how they are performing. These County programs also utilize Business Measures to track the effectiveness of programs as well as operational efficiencies. Scott County Delivers provides programs an opportunity to discuss the data and what is working and not working in a broader setting.

Broader discussion on this data leads to understanding program impacts and overlaps between other departments and agencies. Understanding and discussing the data provides opportunities for broader collaborations, and improving process, technology, or staffing gaps.

To view materials including an overview of the program, outcomes, and measures, [click here](#).

Fiscal Impact:

None

**AGENDA #7.1
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: JANUARY 15, 2019**

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| ORIGINATING DIVISION: ORIGINATING DEPARTMENT: | Community Services Property & Customer Service | CONSENT AGENDA: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| PRESENTER: | Tammy Willmore X8662 | ATTACHMENTS: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| PROJECT: | | TIME REQUESTED: | |
| ACTION REQUESTED: | Approve the Renewal Application for an Intoxicating Liquor License for 2019 for Heritage Links Golf Club Located in Credit River Township | | |
| CONTRACT/POLICY/GRANT: | <input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review | FISCAL: | <input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change |

ORGANIZATIONAL VALUES:

- Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public
- Partnership: Aligning existing resources, volunteers and programs to achieve shared goals
- Leadership: Anticipating changes and managing challenges based on reliable information and citizen input
- Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community
- Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented
- Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery

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| DEPARTMENT/DIVISION HEAD SIGNATURE: | COUNTY ADMINISTRATOR SIGNATURE: |
| | |
| Approved: | DISTRIBUTION/FILING INSTRUCTIONS: Certified Copies (2) Tammy Willmore, Customer Service Specialist |
| Denied: | |
| Tabled: | |
| Other: | |
| Deputy Clerk : | |
| Date: | |

Background/Justification:

The purpose of this agenda item is to approve the Renewal Application for an Intoxicating Liquor License for 2019 for Heritage Links Golf Club located in Credit River Township.

All background, tax, debt, and judgement searches have been completed and were found to be satisfactory.

Fiscal Impact: None

**AGENDA #7.2
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: JANUARY 15, 2019**

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| ORIGINATING DIVISION: ORIGINATING DEPARTMENT: | Parks and Trails | CONSENT AGENDA: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| PRESENTER: | Patty Freeman 8752 | ATTACHMENTS: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| PROJECT: | Cleary Maintenance Shop Replacement | TIME REQUESTED: | |
| ACTION REQUESTED: | Adopt Resolution No. 2019-006; Entering Into an Agreement With Oertel Architects LTD for Design Consultant Services for the Cleary Maintenance Facility Replacement Project in Cleary Lake Regional Park | | |
| CONTRACT/POLICY/GRANT: | <input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review | FISCAL: | <input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change |
| ORGANIZATIONAL VALUES: | | | |
| <input checked="" type="checkbox"/> Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public <input checked="" type="checkbox"/> Partnership: Aligning existing resources, volunteers and programs to achieve shared goals <input checked="" type="checkbox"/> Leadership: Anticipating changes and managing challenges based on reliable information and citizen input <input type="checkbox"/> Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community <input type="checkbox"/> Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented <input type="checkbox"/> Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery | | | |
| DEPARTMENT/DIVISION HEAD SIGNATURE: | | COUNTY ADMINISTRATOR SIGNATURE: | |
| | | | |
| Approved: | | DISTRIBUTION/FILING INSTRUCTIONS: | |
| Denied: | | | |
| Tabled: | | | |
| Other: | | | |
| Deputy Clerk : | | | |
| Date: | | | |

Background/Justification:

The purpose of this agenda item is to adopt Resolution No. 2019-006; Entering Into an Agreement With Oertel Architects LTD for Design Consultant Services for the Cleary Lake Maintenance Facility Replacement Project in Cleary Lake Regional Park.

Scott County and Three Rivers Park District cooperatively work together to provide regional park and trail services in Scott County under a Joint Powers Agreement effective December 16, 2010. The partners have committed to undertake a Cleary Maintenance Facility Replacement (Attachment 1 – Location Map) project under a Cooperative Construction Agreement approved by the Scott County Board on November 20, 2018 with Resolution 2018-171 (Attachment 2).

The planned project timeline targets a design process from March - December 2019, project bidding in January 2020, construction starting in April 2020, and substantial completion in August 2020. Staff is reviewing the feasibility of an accelerated timeline with design wrapping up this July, bids in August, and construction starting this October. The project timeline will be confirmed in the next 4 weeks as there is potential to save design and construction funds from an accelerated process.

Consultant Proposal Process

The project design consultant, Oertel Architects, was chosen from the five-year (2017 – 2021) professional consulting services pool approved on February 16, 2017 by the Three Rivers Park District Board of Commissioners, the County's park operating partner, as documented in the Three Rivers Park District Board Action Memo 2.16.17 (Attachment 3). County leadership participated in the process to develop the professional consulting services pool which anticipated needs within the Scott County–Three Rivers partnership parks. Oertel Architects specializes in designing these types of park maintenance buildings.

Design Service Fees

Oertel's fee proposal is \$133,620 and includes project scoping and schematic design, design development through the end of contract documents, bidding/contract assistance through pre-construction and construction.

Staff recommends approval of a Contract with Oertel Architects not to exceed \$133,620.

Budget

The approved 2019-2023 Parks Improvement Program (PIP) identifies a design budget of \$250,000 and construction budget of \$2,034,000 for the Cleary Maintenance Facility Replacement project. The proposed fee is a design fee of under 8%.

Project Background and Prior Approvals

The current maintenance shop is in poor condition. At 70 to 80 years old, the farm house and outbuildings that currently house the park maintenance operation are aging and no longer provide an adequate facility for staff and the growing partnership operation. The Cleary maintenance shop does not meet basic work environment standards for staff housed in the facility. Known issues include:

- Lack of accessible facilities
- Inadequate lunchroom, meeting room, and support space for current number of employees - nine full-time and 16 seasonal
- Inadequate number of toilet fixtures for current number of employees
- Door to single stall restroom is 10' away from lunchroom table
- No separate locker room area (currently combined with lunch room)
- House has an unshakeable foul smell during winter months

The Cleary maintenance shop cannot adequately support further growth in the system. Since 2012, four regional parks have come on line in Scott County, including two newly developed parks (Spring Lake and Cedar Lake Farm); a regional park (Doyle-Kennefick) and park reserve (Blakeley Bluffs) both in an acquisition and stewardship phase with development on the horizon. Known maintenance shop issues include:

- Inadequate, inefficient, and poor quality storage space for maintenance supplies
- Inadequate, inefficient, and separate heated vehicle storage/work area
- Non-conforming septic system
- Lack of heated storage for maintenance equipment/parts/tools and for recreational program equipment
- Inadequate office area for future staff growth

Project Scope

A project team consisting of Park District and Scott County employees have been working since 2015, reviewing options for the maintenance shop replacement including location, scope of the facility, and funding. County and Park District leadership and the Three Rivers – Scott County Partnership Policy Committee have toured the site, reviewed the work of the project team, provided feedback and direction along the way, and ultimately recommended a solution. The Scott County Board reviewed the scoping findings and recommendation as a part of the 2018 – 2022 Capital Improvement Program (CIP) process.

There are 5 primary objectives for the reconstruction project. They are to provide:

1. Functional, safe, efficient work space
2. Adequate, secure storage space for vehicles, equipment, and supplies
3. Adequate support space for staff, such as restrooms, lunchroom, and lockers
4. Support partnership operations today and into the future
5. Design that allows for future expansion opportunity

The Cleary Lake maintenance shop will be reconstructed in its current location. It is anticipated to be a 7,200 square foot (s.f.) building, constructed with a wood-frame type architecture, using the most cost effective style and materials appropriate for a maintenance facility. The building will consist of 2,200 s.f. for offices, staff support, and storage space and 5,000 s.f. of shop area. The preliminary cost estimate is \$2,284,000.

Project Funding:

The County's 2019 – 2023 Parks Improvement Program includes funding for reconstruction of the Cleary Lake Regional Park Maintenance Facility, including \$1,584,000 of the County's Parks and Trails Legacy allocation, \$350,000 from the County, and \$350,000 from Three Rivers Park District.

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| Preliminary Estimated Cost | (\$2,284,000) |
| Scott County Legacy Allocation 2018, 2019, 2020 | \$1,584,000 |
| Scott County 2019 Bond | \$350,000 |
| Three Rivers CIP 2019-2023 | \$350,000 |

Prior Project Approvals

This project was discussed by the County Board at a number of meetings and workshops over the last two years, including in the development and adoption of the 2019-2023 Parks Improvement Program, a chapter of the County Capital Improvement Program (CIP).

- 1/17/2017 – Board Workshop – Multiple park related items including Cleary Maintenance Facility
- 2/21/2017 – Board Meeting – Approval of use of Parks and Trails Legacy Funding
- 10/24/2017 – Board Workshop – Focused discussion on Cleary Maintenance Facility Project
- 8/7/2018 – Board Meeting – Approval of Parks and Trails Grant for Cleary Maintenance Facility
- 9/4/2018 – Board Workshop - County Capital Plan review, including Cleary Lake Maintenance Facility
- 11/20/2018 – Board Meeting – Approval of Cooperative Construction Agreement with Three Rivers Park District
- 12/18/2018 – Board Approval – Approval of 2019-2023 Capital Improvement Program

Fiscal Impact:

None.

**BOARD OF COUNTY COMMISSIONERS
SCOTT COUNTY, MINNESOTA**

| | |
|----------------------------------|------------------|
| Date: | January 15, 2019 |
| Resolution No.: | 2019-006 |
| Motion by Commissioner: | |
| Seconded by Commissioner: | |

**RESOLUTION NO. 2019-006; ENTERING INTO AN AGREEMENT WITH OERTEL ARCHITECH'S LTD, INC.
FOR DESIGN CONSULTANT SERVICES FOR THE CLEARY MAINTENANCE SHOP REPLACEMENT
PROJECT IN CLEARY LAKE REGIONAL PARK**

WHEREAS, Scott County is undertaking a project to replace the Cleary Maintenance Facility in Cleary Lake Regional Park in Credit River Township, under a Cooperative Agreement with the County park operating partner, Three Rivers Park District; and

WHEREAS, the project is being funded by contributions from Scott County (\$350,000) and Three Rivers Park District (\$350,000) and utilizing Parks and Trails Legacy Funding Fiscal Year (FY) 2018, FY 2019 and FY 2020 (\$1,584,000); and

WHEREAS, the project is in the approved 2019-2023 Parks Improvement Program with an estimated design budget of \$250,000 and construction budget of \$2,034,000; and

WHEREAS, Scott County is in need of professional services to undertake the design work and bid the project; and

WHEREAS, Three Rivers Park District completed a Request for Qualifications process in partnership with Scott County creating a five year (2017 – 2021) professional consulting services pool and selecting Oertel Architect LTD as best suited to deliver architectural design services for the project; and

WHEREAS, Oertel Architects LTD has proposed a fee not to exceed \$133,620 for the required work.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners in and for the County of Scott, Minnesota, hereby authorizes the Chairperson of the Board to enter into a Contract with Oertel Architects LTD for development of the design, architectural schematic design, construction documents, and bid services for the Cleary Lake Maintenance Facility replacement not to exceed \$133,620 and authorizes a 10% contingency for design services up to \$146,982.

BE IT FINALLY RESOLVED, that approval of this Agreement is subject to approval by the County Attorney's Office as to form.

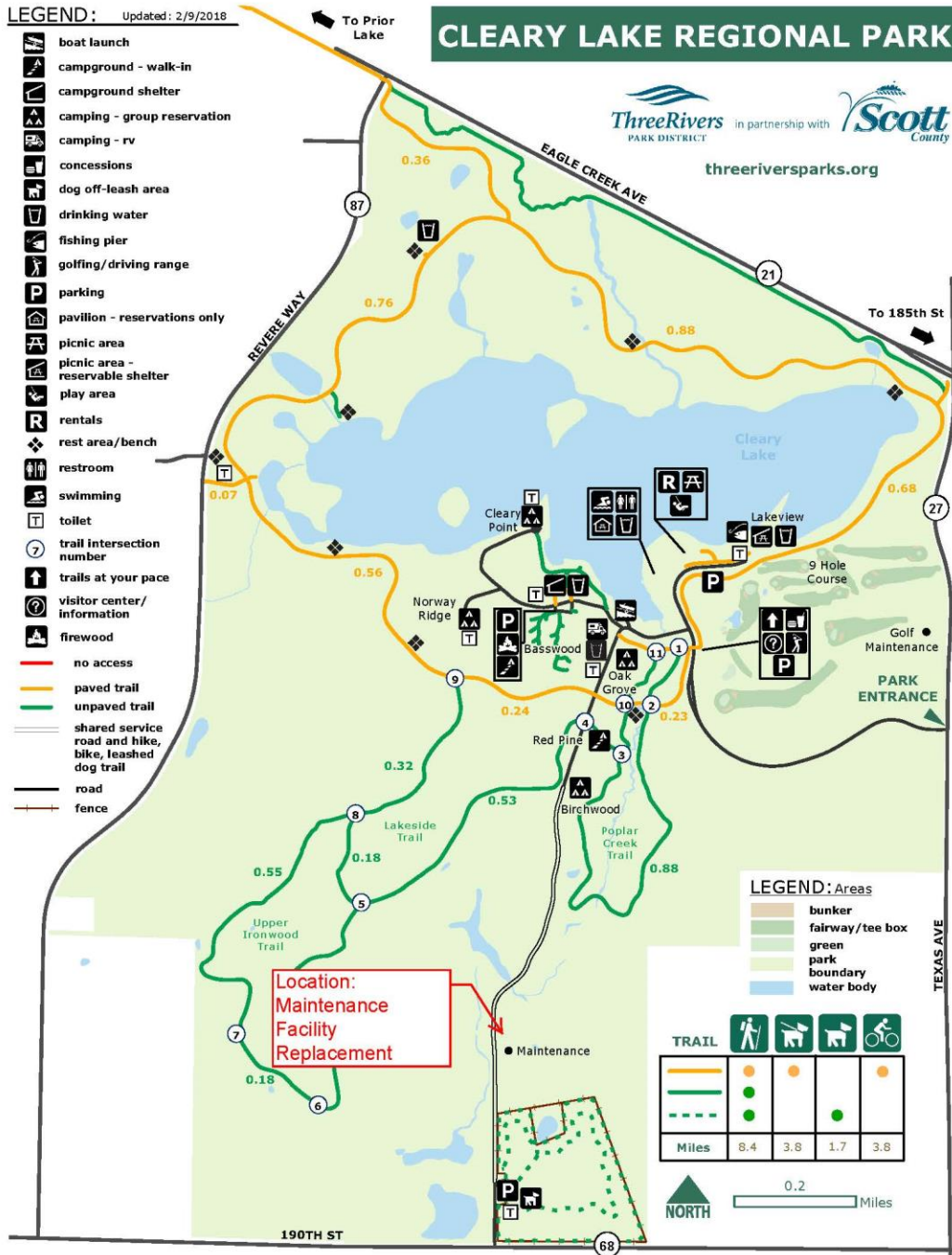
| COMMISSIONERS | VOTE | | | |
|----------------------|------------------------------|-----------------------------|---------------------------------|----------------------------------|
| Weckman Brekke | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Wolf | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Beard | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Beer | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Ulrich | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |

State of Minnesota)
County of Scott)

I, Lezlie Vermillion, duly appointed qualified County Administrator for the County of Scott, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Scott County, Minnesota, at their session held on the 15th day of January, 2019 now on file in my office, and have found the same to be a true and correct copy thereof.
Witness my hand and official seal at Shakopee, Minnesota, this 15th day of January, 2019.

County Administrator
Administrator's Designee

ATTACHMENT 1 - LOCATION MAP



ATTACHMENT 2

BOARD OF COUNTY COMMISSIONERS
SCOTT COUNTY, MINNESOTA

| | |
|----------------------------------|-------------------|
| Date: | November 20, 2018 |
| Resolution No.: | 2018-171 |
| Motion by Commissioner: | Weckman Brekke |
| Seconded by Commissioner: | Beer |

RESOLUTION NO. 2018-171; AUTHORIZING ENTERING INTO A COOPERATIVE DESIGN AND CONSTRUCTION AGREEMENT WITH THE THREE RIVER PARKS DISTRICT FOR THE REPLACEMENT OF THE CLEARY LAKE REGIONAL PARK MAINTENANCE FACILITY

WHEREAS, the Parties to this Agreement are units of government responsible for providing regional park and trail services; and

WHEREAS, the Parties work cooperatively together to provide regional park and trail services to the region through partnering of existing resources in order to increase the scope, availability, and quality of the region's park system; and

WHEREAS, the existing Cleary Lake Maintenance Facility that supports the regional park and trail operation in Scott County is beyond its useful life and needs replacement; and

WHEREAS, the proposed Cleary Maintenance Facility Replacement project located in Cleary Lake Regional Park in Credit River Township, will provide an adequate facility for Three Rivers Park District staff to support the growing partnership operation's maintenance needs in Scott County; and

WHEREAS, the project is programmed in the County's 2018-2022 Parks Improvement Program and the Park District's 2019-2023 Capital Improvement Program with project financing as follows:

| | |
|--|---------------|
| Scott County Parks 2018, 2019, and 2020 Legacy Funds | \$1,584,000 |
| Scott County Bond (2019) | \$ 350,000 |
| Three Rivers Park District (2021) | \$ 350,000 |
| Three Rivers Operating Budget for Project Delivery | Contribution |
| Scott County Operating Budget for Financial Administration | Contribution; |

and

WHEREAS, a Cooperative Design and Construction Agreement is needed with Three Rivers Park District for the project; and

WHEREAS, the Agreement will require approval by the Three Rivers Park District Board of Commissioners; and

WHEREAS, the Agreement lays out the parties' responsibilities including any cost participation, project delivery and procurement responsibilities, check in opportunities for the respective Boards, and a cross-agency executive team for project and budget oversight, and other project considerations.

**BOARD OF COUNTY COMMISSIONERS
SCOTT COUNTY, MINNESOTA**

| | |
|----------------------------------|-------------------|
| Date: | November 20, 2018 |
| Resolution No.: | 2018-171 |
| Motion by Commissioner: | Weckman Brekke |
| Seconded by Commissioner: | Beer |

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Scott, Minnesota, that the Chairperson of the Board is authorized to enter into a Design and Construction Cooperative Agreement with the Three Rivers Park District for cost participation and project delivery responsibilities on the replacement of the Cleary Lake Regional Park Maintenance Facility.

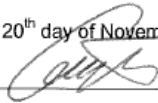
BE IT FINALLY RESOLVED, that approval of this Agreement is subject to approval by the County Attorney's Office as to form.

| COMMISSIONERS | VOTE | | | |
|----------------|---|-----------------------------|--|----------------------------------|
| Weckman Brekke | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Wolf | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Beard | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Beer | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Absent | <input type="checkbox"/> Abstain |
| Ulrich | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Absent | <input type="checkbox"/> Abstain |

**State of Minnesota)
County of Scott)**

I, Gary L. Shelton, duly appointed qualified County Administrator for the County of Scott, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Scott County, Minnesota, at their session held on the 20th day of November, 2018 now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Shakopee, Minnesota, this 20th day of November, 2018.



County Administrator

Administrator's Designee

ATTACHMENT 3

FINANCE AND ADMINISTRATION COMMITTEE REQUEST FOR ACTION

Meeting Date: 02/02/17

Item Number: **4A**

Division: Planning, Design & Technology Originating Source: Jonathan Vlaming, Assoc. Supt.

Agenda Item: 2017-2021 Professional Consulting Services Pool

Superintendent's Recommendation:

MOTION TO RECOMMEND THAT THE BOARD APPROVE THE 2017-2021 PROFESSIONAL CONSULTING SERVICES POOL.

The following information was prepared by Amy Gurski, Director of Design.

Background:

The 3-year prequalified consulting pool that the Board approved in December 2013 has expired. Staff is proposing to establish a new pool of pre-qualified firms for a 5-year term, effective February 16, 2007, subject to Board approval. The proposed 2017-2021 professional consulting services pool is comprised of 27 firms representing eleven areas of practice (**Reference 4A-1**).

Request for Qualifications

In preparing the request for qualifications (RFQ), staff collaborated on some lessons learned over the past three years and have implemented changes to the pool to better reflect our forecasted workload needs as well as provide competition and opportunity for more consultants to participate in the pool:

- We extended the pool to a five-year term to align with the 5-Year Capital Improvement Plan (5YR CIP).
- We added a natural resources management (NRM) pool to provide services for the specialized projects that are typically managed by NRM staff.
- We separated out landscape architecture from planning because the services required of each discipline is distinctly different and LA projects are typically managed by Design staff while planning projects are managed by Planning staff.
- We added a land acquisition pool for title and appraisal services to streamline procurement, consistency of services, and build relationships.
- We eliminated the "federally funded pedestrian trails, bridges, underpasses" pool because our workload is now trending away from regional trails to park project types; if the need arises for federal funding expertise, most of the consultants in the civil and planning pools have it plus in-house staff have gained expertise and network contacts from first-hand experience implementing these project types.

On November 2, 2016, staff sent a request for qualifications (RFQ) to 102 professional engineering, architecture, landscape architecture, planning, land acquisition, and natural resources management consulting firms.

- The list of 102 invitees was comprised of firms who have previously worked for the Park District as prime or sub-consultant and firms who have previously expressed interest in working for the Park District.
- An additional 42 firms responded to the solicitation posted on the Park District website, League of MN Cities website, Finance and Commerce, ASLA newsletter, NAPC, CivilScape, MN American Planning Association website, and thru word-of-mouth, bringing the total list of potential RFQ responders to 144.

Selection Process

On November 21st, the Park District received statements of qualifications from 58 firms. Staff independently evaluated all submittals and then collectively ranked a short and final recommended list of qualified firms for each of the eleven areas of practice. Firms were evaluated based on their qualifications of key people, understanding of the Park District, relevant project experience to our 5YR CIP needs, the overall quality of the submittal, and competitive hourly rates. Public engagement approach was also considered for the applicable areas of practice. Positive references were confirmed for firms that have not had prior (and recent) experience with the Park District.

Proposed 2017-2021 Professional Consulting Services Pool

The number of firms that were selected for each of the 11 areas of practice is directly related to the forecasted 2017-2021 5YR CIP workload and the idea of spreading the work around to a broader network of firms.

The proposed 2017-2021 professional consulting services pool allows the Park District to:

- Collaborate on new ideas and have access to a broad knowledge base,
- Maximize the accountability of consultants working for us,
- Initiate projects with a better understanding of the project needs and work scope,
- Reduce the timeline and staff time necessary to select qualified consultants, and
- Get the best value for our investment.

Overall, staff believes that this combination of consulting firms represents sufficient expertise to accommodate the forecasted needs over the next five years in the Departments of Design, Planning, and Natural Resources Management. The consulting pool is also broad enough to deliver services for Scott County partnership projects.

Relationship to the Vision

The Request for Action supports the following elements of the Vision Plan:

- Inspire people to recreate
- Create vibrant places

Relationship to the Policy Statement

The Request for Action supports the following element(s) of the Policy Statement:

- VI. System/Master/Project Planning
 - B. Master Plans
 - C. Project Plans

| 2017-2021 Professional Consulting Services Pool | | | | | | | | | | | |
|---|-------------------------------------|-----------|--------------------------------|--|----------------------|--------------------------------------|---|----------|------------------------|------------------|------------------------------|
| Firm Name | Areas of Practice | | | | | | | | | | |
| | General Municipal/Civil Engineering | Surveying | Structural Engineering - Civil | Geotechnical Engineering & Environmental Assessments | General Architecture | Architectural Structural Engineering | Architectural Mechanical & Electrical Engineering | Planning | Landscape Architecture | Land Acquisition | Natural Resources Management |
| American Engineering Testing, Inc. | | | | | | | | | | | |
| Alliance | | | | | | | | | | | |
| Bolton & Menk, Inc. | | | | | | | | | | | |
| Braun Intertec Corporation | | | | | | | | | | | |
| Community Design Group | | | | | | | | | | | |
| Clark Engineering | | | | | | | | | | | |
| Damon Farber Landscape Architects | | | | | | | | | | | |
| Day Group LLC | | | | | | | | | | | |
| Engineering Design Initiative | | | | | | | | | | | |
| Emmons & Oliver Resources, Inc. | | | | | | | | | | | |
| Hoisington Koegler Group, Inc. | | | | | | | | | | | |
| Kodet Architectural Group | | | | | | | | | | | |
| Larson Engineering, Inc. | | | | | | | | | | | |
| LKPB Engineers, Inc. | | | | | | | | | | | |
| Northern Technologies, LLC | | | | | | | | | | | |
| Oertel Architects | | | | | | | | | | | |
| Patchin Messner Dodd & Brumm | | | | | | | | | | | |
| Perkins + Will | | | | | | | | | | | |
| Short Elliot Hendrickson Inc. | | | | | | | | | | | |
| SRF Consulting Group, Inc. | | | | | | | | | | | |
| Stantec Consulting Services Inc. | | | | | | | | | | | |
| Stonebrooke Engineering, Inc. | | | | | | | | | | | |
| Sunde Land Surveying | | | | | | | | | | | |
| TKDA and Associates, Inc. | | | | | | | | | | | |
| Toole Design Group, LLC | | | | | | | | | | | |
| Wenck Associates, Inc. | | | | | | | | | | | |
| WSB & Associates, Inc. | | | | | | | | | | | |
| <i>Pool Subtotals</i> | 5 | 2 | 2 | 3 | 4 | 2 | 2 | 5 | 3 | 2 | 2 |

**AGENDA #7.3
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: JANUARY 15, 2019**

| | | | |
|--|--|------------------------|--|
| ORIGINATING DIVISION: ORIGINATING DEPARTMENT: | OMB – Finance Accounting | CONSENT AGENDA: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| PRESENTER: | Scott Goettl - 8586 | ATTACHMENTS: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PROJECT: | | TIME REQUESTED: | |
| ACTION REQUESTED: | Approve Record of Disbursements and Approve Claims | | |
| CONTRACT/POLICY/GRANT: | <input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review | FISCAL: | <input checked="" type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change |

ORGANIZATIONAL VALUES:

Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public

Partnership: Aligning existing resources, volunteers and programs to achieve shared goals

Leadership: Anticipating changes and managing challenges based on reliable information and citizen input

Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community

Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented

Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery

| | |
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| DEPARTMENT/DIVISION HEAD SIGNATURE: | COUNTY ADMINISTRATOR SIGNATURE: |
| | |
| Approved: | DISTRIBUTION/FILING INSTRUCTIONS: Kathy Shanks |
| Denied: | |
| Tabled: | |
| Other: | |
| Deputy Clerk : | |
| Date: | |

Background/Justification:

The purpose of this agenda item is to approve the records of disbursements and claims.

To comply with MN Statute 375.18 Subd. 1b **Delegation for paying certain claims:** A list of all claims paid under the procedures established by the county board shall be presented to the board for informational purposes only at the next regularly scheduled meeting after payment of the claim.

The Record of Disbursements will be available at the meeting.

Invoices total \$19,317,263.72 from December 1 through December 31, 2018.

Fiscal Impact: None

**AGENDA #7.4
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: JANUARY 15, 2019**

| | | | |
|--|--|---|---|
| ORIGINATING DIVISION: ORIGINATING DEPARTMENT: | Employee Relations | CONSENT AGENDA: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| PRESENTER: | Monica Siegle | ATTACHMENTS: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PROJECT: | --- | TIME REQUESTED: | --- |
| ACTION REQUESTED: | Approve Payroll Processing of Personnel Actions Indicated Below and Hereby Certified by the Employee Relations Director and the Appointing Authority to be in Compliance With the Provisions of Minnesota Statutes 375.56 – 375.71 and the Scott County Personnel System | | |
| CONTRACT/POLICY/GRANT: | <input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review | FISCAL: | <input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change |
| ORGANIZATIONAL VALUES: | | | |
| <input type="checkbox"/> Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public <input type="checkbox"/> Partnership: Aligning existing resources, volunteers and programs to achieve shared goals <input type="checkbox"/> Leadership: Anticipating changes and managing challenges based on reliable information and citizen input <input checked="" type="checkbox"/> Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community <input type="checkbox"/> Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented <input type="checkbox"/> Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery | | | |
| DEPARTMENT/DIVISION HEAD SIGNATURE: | | COUNTY ADMINISTRATOR SIGNATURE: | |
| | | | |
| Approved: | | DISTRIBUTION/FILING INSTRUCTIONS: Monica Siegle, Employee Relations | |
| Denied: | | | |
| Tabled: | | | |
| Other: | | | |
| Deputy Clerk : | | | |
| Date: | | | |

Background/Justification:

1. Separation of employment for Anthony Sellner, FT Professional Engineer, Transportation Services Division, effective 12/26/18.
2. Separation of employment for Omar Warfa, FT Probationary Corrections Officer, Sheriff's Office, effective 12/28/18.
3. Separation of employment for Patti McColl, PT Temporary (50% FTE) Office Assistant-Unclassified, Community Services Division, effective 11/14/18.

4. Separation of employment for Mervin Brenke, Intermittent (34% FTE) Part Time Deputy-Unclassified, Sheriff's Office, effective 12/28/18.
5. Separation of employment for Elissa Kapusinski, Intermittent (34% FTE) Library Associate-Unclassified, Community Services Division, effective 12/26/18.
6. FT Probationary employment for Lara Collins Asmus, Therapist, Health and Human Services Division, effective 01/02/19.
7. FT Probationary employment for Amy Boese, Branch Manager, Community Services Division, effective 01/30/19.
8. FT Probationary employment for Debra Lund, Assistant County Attorney III, Attorney's Office, effective 02/11/19.
9. FT Probationary employment for Fahad Al Hameedi, Corrections Officer, Sheriff's Office, effective 01/28/19.
10. PT Probationary (50% FTE) employment for Elisa Rivas, Library Associate, Community Services Division, effective 01/14/19.
11. PT Probationary (37% FTE) employment for Julie Jacobsen, Library Associate, Community Services Division, effective 01/14/19.

Fiscal Impact: N/A

**AGENDA #8.1
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: JANUARY 15, 2019**

| | | | |
|--|--|------------------------|---|
| ORIGINATING DIVISION: ORIGINATING DEPARTMENT: | Health & Human Services/Public Health/Sheriff's Department | CONSENT AGENDA: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PRESENTER: | Luke Hennen | ATTACHMENTS: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PROJECT: | Morris A. Miller Health Hero Award | TIME REQUESTED: | 10 Minutes |
| ACTION REQUESTED: | Presentation of the Morris A. Miller Outstanding Service Award | | |
| CONTRACT/POLICY/GRANT: | <input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review | FISCAL: | <input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change |

ORGANIZATIONAL VALUES:

- Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public
- Partnership: Aligning existing resources, volunteers and programs to achieve shared goals
- Leadership: Anticipating changes and managing challenges based on reliable information and citizen input
- Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community
- Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented
- Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery

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| DEPARTMENT/DIVISION HEAD SIGNATURE: | COUNTY ADMINISTRATOR SIGNATURE: |
| | |
| Approved: | DISTRIBUTION/FILING INSTRUCTIONS: Luke Hennen Scott Hass Lisa Brodsky Alexa Rundquist Pam Selvig |
| Denied: | |
| Tabled: | |
| Other: | |
| Deputy Clerk : | |
| Date: | |

Background/Justification:

The purpose of this agenda item is for the Board to present the Morris A. Miller Outstanding Service Award.

This award was established by Scott County in 2002 to honor people in the community who make a spontaneous reaction to an emergency while not thinking of their own safety during an unusual medical or lifesaving incident.

This award was named in honor of the late Morris A. Miller. Mr. Miller was highly respected in the Emergency Medical Services (EMS) field as he had worked diligently for many years in the area of pre-hospital care in Scott County and throughout the Metro Area.

The individuals receiving these awards today were brought to the Scott County All Hazards Committee. The names and circumstance for receiving this award are as follows:

Morris A. Miller Health Hero Award Nominations For:

Citizen William Turgi

Deputy Jake Lannon

Deputy Ben Koestner

Sgt Bob Ryan

On August 1, 2018 at 3:45 p.m., Scott County Sheriff's Deputies were dispatched to a personal injury accident involving an ATV in the area of Zinn Avenue and East 240th Street in Cedar Lake Township. Upon receiving information from Scott County dispatch that the victim's arm was "half gone", Sergeant Bob Ryan of the Scott County Sheriff's Office immediately understood the seriousness of the injuries and asked for the North Air helicopter to respond to the scene. This request enables the quickest response to the scene and subsequent transportation to a trauma center.

Once on scene, Sgt. Ryan observed two people on the roadway next to an overturned ATV. One of the individuals was identified as the driver and victim of the accident. Sgt. Ryan observed that the victim had severe injuries to his left arm and that there was tow straps placed as a tourniquet below and above his elbow. Sgt. Ryan learned that the other person present was William Turgi, who had come upon the accident scene and placed the tow straps on as a tourniquet to stop the severe bleeding. Sgt. Ryan asked Mr. Turgi to assist the victim to the ground while he retrieved his medical bag and specifically a tourniquet, which are carried in all Sheriff squad cars. When Sgt. Ryan returned, he placed a tourniquet above the victim's elbow and encouraged him to concentrate on his breathing and not his injuries.

Shortly after, Deputy Ben Koestner and Deputy Jake Lannon arrived and assisted in the care of the victim. While they performed an overall assessment of his injuries, they observed a deep laceration to his thigh, which was packed with gauze and wrapped by Deputy Koestner. Deputy Koestner also applied an additional tourniquet to the arm just below the armpit which stopped further bleeding. Deputy Lannon administered oxygen to the victim to help stabilize his breathing.

The actions by all three deputies highlighted the excellent team work that was accomplished to give the victim the best medical care that they could provide on scene, along with a citizen's initial actions of applying a tourniquet from the use of tow straps that he had. These actions helped control the loss of additional bleeding and prevented the victim from going into shock.

Fiscal Impact:

None

**AGENDA #8.2
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: JANUARY 15, 2019**

| | | | |
|--|--|------------------------|---|
| ORIGINATING DIVISION: ORIGINATING DEPARTMENT: | Administration | CONSENT AGENDA: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PRESENTER: | Nick Coe Nate Fowler | ATTACHMENTS: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PROJECT: | | TIME REQUESTED: | 10 minutes |
| ACTION REQUESTED: | Informational Introduction From Congresswoman Angie Craig's Office | | |
| CONTRACT/POLICY/GRANT: | <input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review | FISCAL: | <input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change |

ORGANIZATIONAL VALUES:

Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public

Partnership: Aligning existing resources, volunteers and programs to achieve shared goals

Leadership: Anticipating changes and managing challenges based on reliable information and citizen input

Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community

Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented

Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery

| | |
|--|--|
| DEPARTMENT/DIVISION HEAD SIGNATURE: | COUNTY ADMINISTRATOR SIGNATURE: |
| | |
| Approved: | DISTRIBUTION/FILING INSTRUCTIONS: |
| Denied: | |
| Tabled: | |
| Other: | |
| Deputy Clerk : | |
| Date: | |

Background/Justification:

The purpose of this agenda item is to receive an informational introduction from Congresswoman Angie Craig's office.

The presentation will be given by the Congresswoman's Minnesota Office Director Nick Coe and Local Community Liaison Nate Fowler.

Fiscal Impact:
None

**AGENDA #8.3
SCOTT COUNTY, MINNESOTA
REQUEST FOR BOARD ACTION
MEETING DATE: JANUARY 15, 2019**

| | | | |
|--|--|------------------------|---|
| ORIGINATING DIVISION: ORIGINATING DEPARTMENT: | Administration | CONSENT AGENDA: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PRESENTER: | Diane Lynch, Prior Lake-Spring Lake Watershed District | ATTACHMENTS: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| PROJECT: | | TIME REQUESTED: | 20 minutes |
| ACTION REQUESTED: | Receive Presentation From the Prior Lake-Spring Lake Watershed District | | |
| CONTRACT/POLICY/GRANT: | <input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review | FISCAL: | <input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change |

ORGANIZATIONAL VALUES:

Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public

Partnership: Aligning existing resources, volunteers and programs to achieve shared goals

Leadership: Anticipating changes and managing challenges based on reliable information and citizen input

Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community

Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented

Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery

| | |
|--|--|
| DEPARTMENT/DIVISION HEAD SIGNATURE: | COUNTY ADMINISTRATOR SIGNATURE: |
| | |
| Approved: | DISTRIBUTION/FILING INSTRUCTIONS: |
| Denied: | |
| Tabled: | |
| Other: | |
| Deputy Clerk : | |
| Date: | |

Background/Justification:

The purpose of this agenda item is to receive a presentation from the Prior Lake-Spring Lake Watershed District.

Prior Lake-Spring Lake Watershed District Administrator Diane Lynch will provide information regarding the Watershed's activities.

Fiscal Impact:
None